

Standing Orders for ESN Finland

As decided at NP Skype IV/2018 on 20.12.2018.

1. National Platform (NP)

1.1. Proceedings

- 1.1.1. The President of ESN Finland or an announced replacement opens the NP.
- 1.1.2. After opening of the NP, the Chair, Secretary, two scrutinisers, and if necessary, two vote counters are elected.
- 1.1.3. Chair of the NP:
 - is responsible for closing the meeting;
 - leads and controls the speech; and
 - has the right to limit, grant and deny addresses.
- 1.1.4. Secretary of the NP:
 - is also the Vice-Chair of the NP by acting on behalf of the Chair in their absence; and
 - writes the minutes of the NP and signs them together with the Chair.
- 1.1.5. All participants of the NP have the right to speak, but only representatives of sections, NB, Charing Team and national committees as well as National Coordinators have the right to make proposals.
- 1.1.6. All the official documents of ESN Finland must be accepted by the NP
- 1.1.7. Any possible amendments to the official documents are proposed to the Council of Local Representatives and the National Board (NB) using the Amendment Proposal Template of ESN Finland before opening the NP.
- 1.1.8. Amendments to the official documents can be proposed by the sections, National Board, National Committees and National Coordinators.
- 1.1.9. Amendments to the Statutes must be proposed to the NB at least 3 weeks prior to the NP, in order to be included in the invitation for the NP.
- 1.1.10. Any amendment proposals must be presented in the next NP after being proposed. After the NP has been opened, it is considered to be the current NP.
- 1.1.11. Any possible amendments to the official documents are voted in the next NP after being proposed.
- 1.1.12. The NB members are elected by the National Platform, deciding separately among the candidates for each position.
- 1.1.13. ESN Finland National Board determines where and how applications are sent and how they are published.
- 1.1.14. The National Platform elects the National Board in the following order:
 - President
 - Vice President
 - National Representative
 - Treasurer
 - Partnership Manager

- Web Project Administrator
- Communication Manager

- 1.1.15. National Deals which bind members at any level must be approved in a National Platform.
- 1.1.16. The minutes must be made available for sections within one month after the NP took place.
- 1.1.17. The minutes must be signed by the Chair and the Secretary of the NP.

1.2. Decree

- 1.2.1. Every section has one vote.
 - 1.2.1.1. Each section must send a vote delegation form, indicating who is using the vote on behalf of the section and signed by the president and one other board member of the section, before the opening of the NP. If a section fails to send correctly filled vote delegation form on time, they lose their vote in that NP.
- 1.2.2. The NP reaches quorum when at least 50% + 1 of all sections are represented.

1.3. Voting

- 1.3.1. Voting takes place when there are at least two (2) decision-making options.
- 1.3.2. If there is only one option for decision, the Chair will ask for objections. If no objections are raised, the proposed option is accepted without a vote.
- 1.3.3. There must always be an option to vote none of the candidates in elections.
- 1.3.4. A secret vote needs to take place in any voting, if any section delegate requests so.
- 1.3.5. Votes on individuals must be secret.
- 1.3.6. Those candidates who are not elected for the position they ran for during the NP, can stand for another position in the National Board only if no one else sent an application for it prior to the NP.

2. National Board

2.1. Tasks

- 2.1.1. The National Board (NB) supports the members by offering an online information platform and helping them plan national or international events.
- 2.1.2. Furthermore, the NB supports international projects and supports participation in the international events of ESN AISBL.
- 2.1.3. The NB looks after the interests of their members and controls the usage of the ESN brand and name.
- 2.1.4. The NB negotiates national deals and cooperates with their stakeholders.
- 2.1.5. The NB arranges training opportunities for the members.
- 2.1.6. The NB is responsible for the creation, update and maintenance of ESN Finland official documents such as Statutes, Standing Orders and Action Plans.
- 2.1.7. The NB coordinates the activities of the National Coordinators, National Committees and working groups, by internally appointing a responsible board member (hereafter: NB responsible) for each of the Committees, Coordinators and working groups.



- 2.1.8. The NB responsible support and guide the National Coordinators, Committees and working groups.
- 2.1.9. Vice-National Representative (Vice-NR), National Delegate (ND) and Vice-ND are elected internally by the NB from among its members. National Representative cannot be a Vice-NR, ND or Vice-ND.
- 2.1.10. Position specific tasks:
- 2.1.10.1. President
- Supervises the Board Members' actions and supports them in their tasks.
 - Makes sure that the National Board's actions are as decided and legal.
 - Takes care of the administrative issues of the board.
 - Handles the external representation towards stakeholders.
 - Makes sure that the Statutes and Standing Orders are followed.
- 2.1.10.2. Vice-President
- Takes over the presidential duties, if the President is unavailable.
 - Maintains the communication between the National Board and the sections.
 - Manages the participants on all the communication channels used to forward information from the NB to the sections.
 - Maintains the sections' contact information document.
 - Looks for potential new sections.
 - Supports other board members.
- 2.1.10.3. National Representative
- Promotes international projects and events.
 - Shares information between the local and international levels.
 - Represents the voice of ESN Finland and the sections at international meetings.
 - Contributes to the international level as a member of the CNR.
- 2.1.10.4. Treasurer
- Establishes a budget for the upcoming year in cooperation with the rest of the board.
 - Makes sure that all transactions are recorded in the books and there are receipts for each transaction
 - Prepares the Financial Statement at the end of the financial year.
 - Attends to the daily financial matters of the National Board.
 - Takes care of the financial side of national partnerships i.e. invoicing commissions
 - Helps the National Partnership Manager in taking care of the national partnerships
 - Makes sure the General Fund Guidelines are up to date and ensures that the NB has received all the required documents for each General Fund application.
- 2.1.10.5. Partnership Manager
- Takes care of national partnerships. Keeps the communication open with the Partnership Manager of ESN International.
 - Supports other board members. and sections with contracts.
 - Produces information about national and international partnerships for the sections.

- Takes care of the organisation of Pirates of the Baltic Sea together with the National Events Committee

2.1.10.6. Web Project Administrator

- Maintains, updates and upgrades ESN Finland's website and sections' multisites under ESN Finland server.
- Manages server, updates, fixes, maintains resources.
- Manages Slack and helps sections use it.
- Manages the e-mail accounts belonging to esnfinland.eu and administers ESN Finland's mailing lists.
- Helps the Communication Manager with social media related platforms, such as Instagram, Facebook, Twitter etc.
- Follows or joins IT Committee for updates to ESN IT tools and software.

2.1.10.7. Communication Manager

- Maintains, supervises and updates the brand of ESN Finland.
- Reinforces and follows up on ESN Finland's communication strategy.
- Actively promotes ESN's projects and activities both nationally and internationally.
- Keeps ESN Finland's communication channels up to date.
- Offers consultation on media related matters for the whole of ESN Finland.
- Creates promotional material, such as graphics, for the use of the National Board and sections where requested.
- Helps and educates sections on the usage of ESN's and ESN Finland's brand.

2.1.11. Other tasks of the NB are divided internally by the board.

2.2. Board meetings

2.2.1. The NB meets at least three times a month.

2.2.2. The President of the NB or other NB member appointed by the NB is the Chair of the board meeting.

2.2.3. The Chair of the board meeting announces the time and date for the meeting and is responsible for making the agenda.

2.2.4. All NB members, sections, National Coordinators and National Committee members can propose topics for the meeting.

2.2.4.1. Sections can propose topics for the board meeting fourteen (14) days before the meeting.

2.2.5. The meeting reaches a quorum when more than 50% of the Board members, always including the President or Vice President, are present in the meeting.

2.2.6. If the NB is not unanimous, the matter will be decided with simple majority. In case of a tie the President, or in their absence the Vice-President, has the decisive vote.

2.2.7. The NB reports to the CLR on their activities at least monthly.

2.2.8. The NB makes decisions on:

- Executive issues
- Releasing statements considering the interests of ESN in Finland

- The NB participants and ESN Finland representatives for CNR, NBM, CND, AGM and other prospective meetings concerning ESN and ESN Finland
- Setting up working groups
- Open calls for the project coordinators and working group members
- Open call for the new National Board
- General Fund applications
- National deals
- NB projects within the budget

2.2.9. The NB can invite guests to the board meetings.

2.2.10. If an NB member has not attended three out of the six latest NB meetings and has not provided a valid reason of their absence to the NB, a vote of no confidence is proposed for this NB member at the following NP.

2.3. General limitations

2.3.1. A National Board member cannot be a Local Representative, Vice-Local Representative or a Local President of a section during his or her National Board mandate.

2.3.2. A section nominates maximum of three candidates for National Board only among its own members, who have sent their application according to the deadline. Already elected NB members count towards the maximum of three nominations in possible consequent elections.

2.3.3. A person applying for the National Board must get a letter of support from the section nominating them to the National Board. The letter of support must be presented along with the application and will be shared with the sections with the application.

2.3.4. The deadline for sending applications to NB positions is seven (7) days before the first day of the Spring National Platform. If an additional Open Call for any vacant NB position is needed, the deadlines can be decided by the NB.

3. Council of Local Representatives (CLR)

3.1. Constitution of the CLR

3.1.1. Every section must assign one Local Representative (LR) and can assign one Vice Local Representative (Vice-LR) within its own members.

3.1.2. The term and the manner of election of the Local Representatives are set by the internal procedures of the sections.

3.1.3. The Vice-President or another NB member announced by the NB is the Chair of the CLR.

3.1.4. The Chair of the CLR together with the LRs and the Vice-LRs of the sections form the CLR.

3.1.5. The CLR meets at least once a month, excluding the months of June and July.

3.2. Rights and duties of the Chair of the CLR

3.2.1. The Chair of the CLR prepares the agenda and leads the CLR meetings.

3.2.2. The Chair of the CLR calls the CLR meeting and sends the agenda to the CLR.

3.2.3. The Chair of the CLR sends the minutes of the NB meetings to the CLR not later than one week after being approved.

3.2.4. The Chair of the CLR can delegate some of his/her tasks to other NB members.

3.3. Rights and duties of the Local Representatives

3.3.1. LRs are responsible for communication between their respective sections and the NB.

3.3.2. LRs report the situation of their sections if requested by the Chair of the CLR or other member of the NB.

3.3.3. LRs monitor the work of the NB.

3.3.4. As a member of the CLR, the LRs decide on approving or declining the NB members' General Fund applications

3.4. Rights and duties of the Vice Local Representative

3.4.1. The Vice-LR has the same rights and duties as the LR in case of the absence of the LR of his/her section.

4. Sections' Requirements

4.1. Each section should organise a minimum of one (1) event related to any of ESN International's projects per semester.

4.2. The National Platforms and training events are the responsibility of all ESN Finland sections.

4.3. Should a section fail to meet these requirements, the NB will give the said section a written warning, as specified in the Statutes point 5.6. In addition, a consultation discussion can be arranged between the NB and the section.

4.4. A section can qualify for a maximum of one project funding and one travel funding from ESN Finland's General Fund while it has two or more warnings.

4.5. A section loses its right to gain extra spots at international ESN events while it has three or more warnings.

4.6. A section loses its right to vote at the following NP once it receives its fourth warning.

4.7. If the Organising Committee for an NP or a training event is not found the NB can assign the responsibility of organising the event.

5. National Coordinators

5.1. National Board decides the responsibilities and distribution of National Coordinators.

5.2. The mandate of the National Coordinators is 1.6.-31.5.

5.3. National Coordinators can be appointed for ESN International projects and ESN Finland projects.

5.4. National Coordinators report to the National Board on their activities at least monthly.

5.5. The National Coordinators have the right to attend the NP.

6. National Committees

6.1. Scope, definitions and general limitations

- 6.1.1. The National Committees of ESN Finland (hereafter: Committees) are advisory and implementing bodies.
- 6.1.2. Committees become official once they have been approved as a part of these Standing Orders.
- 6.1.3. Committees can have internal rules and procedures, which are overruled by ESN Finland's Statutes and Standing Orders.
- 6.1.4. ESN Finland has 2 Committees:
 - 6.1.4.1. National Events Committee (NEvCo)
 - 6.1.4.1.1. Is responsible for organising the National Events of ESN Finland targeted towards exchange students.
 - 6.1.4.1.2. Can be consulted by the sections for any event-related matters.
 - 6.1.4.1.3. Can have an assistant role, if specifically requested so, in events organised by sections.
 - 6.1.4.2. National Communication Committee (ComFi)
 - 6.1.4.2.1. Is linked to the Communication Manager by supporting their work with graphics, website and social media promotion, campaigns, blog and other similar functions.
 - 6.1.4.2.2. Can be consulted by other NB members, committees, national coordinators and sections for matters within the expertise of the committee.

6.2. Members

- 6.2.1. Committee members consist of the Chairing Team (hereafter: CT) and Regular Members. Committees can also have Candidate Members.
- 6.2.2. Regular Members:
 - 6.2.2.1. Any Candidate Member who has been approved and has not lost the membership status is a Regular Member of Committee.
 - 6.2.2.2. The CT and the NB Responsible of the Committee approve new members together.
 - 6.2.2.3. A Regular Member loses Committee member status:
 - 6.2.2.3.1. By informing the CT about their decision to leave the Committee.
 - 6.2.2.3.2. By expulsion decided unanimously by the CT and NB Responsible or by the absolute majority of the Committee Regular Members.
- 6.2.3. The Chairing Team:
 - 6.2.3.1. Each Committee has at least one Chair and can have Vice-Chairs as seen fit by the Committee internal organisation.
 - 6.2.3.2. All Chairs and Vice-Chairs together form the CT of the Committee.
 - 6.2.3.3. The open call for the CT is launched by the NB Responsible at the latest one month before end of the NB's mandate.
 - 6.2.3.3.1. In case any of the CT positions becomes vacant during the year, the NB can open a new call.
 - 6.2.3.4. The CT is elected by the Regular Members of a Committee with the legitimacy and quorum described in point 6.4., and appointed by the NB.
 - 6.2.3.5. The Responsibilities of the Main Chair are the following:
 - 6.2.3.5.1. Supervises the Committee members' actions and supports them in their tasks.
 - 6.2.3.5.2. Makes sure that the Committee's actions are as decided and legal.
 - 6.2.3.5.3. Makes sure that the official documents of ESN Finland are followed.

- 6.2.3.6. The Committee reports to the NB at intervals as agreed with the NB.
- 6.2.3.7. List of Committee members and membership qualifications must be available for the sections.
- 6.2.3.8. The mandate of the CT starts on the 1st of June and lasts for one year.
- 6.2.3.9. A Chair or Vice-Chair loses their status:
 - 6.2.3.9.1. By informing the NB of their decision to leave the position.
 - 6.2.3.9.2. By being revoked by the NB.
 - 6.2.3.9.3. By being revoked with the absolute majority of the Regular Members of the Committee.

6.3. Rights

- 6.3.1. All Committee members, the CT and the NB Responsible have the right to speak and propose inside the Committee.
- 6.3.2. Each member of the CT and each Regular Member of the Committee have the right to vote inside the Committee.
- 6.3.3. Each Committee has the right to send at least one representative to the NPs of ESN Finland.

6.4. Committee Meetings

- 6.4.1. Committees are free to organise Committee General Meetings on their own.
- 6.4.2. Legitimacy and quorum of Committee General Meetings are met under the following conditions:
 - 6.4.2.1. At least one member of the CT or the NB Responsible is present.
 - 6.4.2.2. The Meeting is announced at least one week prior to the Meeting taking place in a mailing list open to all Committee members.
- 6.4.3. Committees can make decisions on internal rules and procedures during Committee General Meetings, provided that the NB Responsible and the majority of the CT are present and at least 50 % + 1 Regular Members of the Committee are present in the Meeting.
 - 6.4.3.1. In case of a draw, the NB Responsible has the casting vote.
- 6.4.4. The NB can reverse any decision of a Committee

7. Candidacy for Membership

- 7.1. The applicant organisation presents an application for membership to ESN to the NR or NB. The NR or NB has the right to reject the application but must report that to the sections.
- 7.2. The applicant organisation must present itself at the following NP after the NR or NB has forwarded the application to the sections.
- 7.3. The sections vote to give the applicant organisation the status of “candidate section” during the NP.
- 7.4. A candidate section is voted on for full membership at a following NP. The vote must take place no later than a year after receiving the status of the candidate section.
 - 7.4.1. The candidate section must arrange a study visit for the NB or its representative at least once before a vote on its full membership can take place. The study trip is reported to the sections after it has taken place.
 - 7.4.2. If the vote for full membership does not pass, the applicant organisation may retain its candidate section status until the next NP, where a vote takes place. If they fail to become full

member on the second attempt, they lose their candidate section status and must apply for it again according to the procedure laid out in 7.1 - 7.4.

- 7.5. The votes on status of candidate section and full membership take place with two-third absolute majority.

Standing Orders version/amendment history

Version date (approved)	Event approved at	City/place
13.3.2009	NP Rovaniemi 2009	Rovaniemi
3.10.2010	NP Jyväskylä 2010	Jyväskylä
12.3.2011	NP Tampere 2011	Tampere
17.2.2012	NP Helsinki 2012	Helsinki
28.10.2012	NP Lappeenranta 2012	Lappeenranta
2.3.2013	NP Oulu 2013	Oulu
25.3.2013	NP Skype 2013	Skype
1.3.2014	NP Lappeenranta 2014	Lappeenranta
19.1.2017	NP Skype I/2017	Skype
11.3.2017	NP Palosaari 2017	Vaasa
4.5.2017	NP Skype II/2017	Skype
17.8.2017	NP Skype III/2017	Skype
15.10.2017	NP Herwanta 2017	Tampere
21.1.2018	NP Skype I/2018	Skype
11.3.2018	NP lappeen Ranta 2018	Lappeenranta
3.5.2018	NP Skype II/2018	Skype
14.10.2018	NP Turku-Åbo 2018	Turku
20.12.2018	NP Skype IV/2018	Skype

