

Standing Orders for ESN Finland

As decided at NP Hangouts (prev. Kuopio) 2020 on 21.03.2020.

1. National Assembly (NA)

1.1. Proceedings

- 1.1.1. The President of ESN Finland or an announced replacement opens the NA
- 1.1.2. After opening of the NA, the Chair, Secretary, two scrutinisers, and if necessary, two vote counters are elected.
 - 1.1.2.1. The open call for the Chairing Team of the spring and autumn NA is opened at minimum two months prior to the respective NA and lasts at least seven days.
 - 1.1.2.2. The NB reviews the applications and makes a proposal of the CT to CLR latest a month before the proposed NA. The NB must forward all applicants' information to CLR which votes on the NB proposal to proceed to the respective NA. The NA makes the final decision on CT at the beginning of the NA.
- 1.1.3. Chair of the NA:
 - is responsible for closing the meeting;
 - leads and controls the discussion; and
 - has the right to limit, grant and deny addresses.
- 1.1.4. Secretary of the NA:
 - is also the Vice-Chair of the NA by acting on behalf of the Chair in their absence; and
 - writes the minutes of the NA and signs them together with the Chair.
- 1.1.5. All participants of the NA have the right to speak, but only representatives of sections, NB, Chairing Team, Arbitration Board and national committees as well as National Coordinators have the right to make proposals during the NA and agenda proposals prior to the NA.
- 1.1.6. All the official documents of ESN Finland must be accepted by the NA
- 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 NA.
- 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 NA, in order to be included in the invitation for the NA.
- 1.1.10. Any amendment proposals must be presented in the next NA after being proposed. After the NA has been opened, it is considered to be the current NA.
- 1.1.11. Any possible amendments to the official documents are voted in the next NA after being proposed.
- 1.1.12. The NB members are elected by the National Assembly, 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 Assembly elects the National Board in the following order:

- President
- Vice President
- Treasurer
- Events' Manager
- Web Project Administrator
- Communication Manager

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

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 NA. If a section fails to send correctly filled vote delegation form on time, they lose their vote in that NA.
- 1.2.2. The NA reaches quorum when at least 50% + 1 of all sections are represented.

1.3. Voting

- 1.3.1. A vote must take place when there are at least two (2) proposals for a decision or at least two candidates in an election.
- 1.3.2. If there is only one proposal for decision, the Chair can ask for objections. If no objections are raised, the proposal is accepted without a vote.
- 1.3.2.1. A vote is conducted always in National Board and Arbitration Board elections even when running unopposed.
- 1.3.3. Any possible voting is held as a transparent vote, except voting in National Board and Arbitration Board elections which are always held by a secret vote.
- 1.3.3.1. There must always be an option to vote for none of the candidates in elections.
- 1.3.3.2. A secret vote needs to take place in any voting, if any section delegate requests so.
- 1.3.4. Those candidates who are not elected for the position they ran for during the NA, can stand for another position in the National Board only if no one else sent an application for it prior to the NA.

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. The NB also keeps the sections up to date on the matters of ESN international.
- 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. The NB may internally decide and divide additional tasks within the NB to suit its needs.
- 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.
 - Is the legal representative of ESN Finland towards ESN AISBL.
- 2.1.10.2. Vice-President
- Takes over the presidential duties, if the President is unavailable.
 - Coordinates 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. 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.
 - Keeps the communication open with the Partnership Manager and Treasurer of ESN International.
 - Produces information about national and international partnerships for the sections.
 - Responsible for maintaining national partnerships either by themselves or together with an appointed National Coordinator.
 - 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.
- 2.1.10.4. Events' Manager
- Organises communication with the organisers of National Assembly and national training events.
 - Acts as the Main Chair and NB Responsible of the National Events Committee.
- 2.1.10.5. 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.

2.1.10.6. 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 and ESN Finland's brand.

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 NA.

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 two 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 two 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 Assembly. The applicants are enclosed to the sections within 2 days from the end of the open call. 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 causes per semester.
- 4.2. The National Assembly 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 NA once it receives its fourth warning.
- 4.7. If the Organising Committee for an NA 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 causes and projects and ESN Finland projects or other functions.
- 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 NA.

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 election process of CT (except for the Main Chair of NEvCo):

6.2.3.3.1. The open call for the CT is launched by the NB Responsible at the latest one month before end of the NB's mandate.

6.2.3.3.2. In case any of the CT positions becomes vacant during the year, the NB can open a new call.

6.2.3.3.3. 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.

6.2.3.4. The Responsibilities of the Main Chair are the following:

6.2.3.4.1. Supervises the Committee members' actions and supports them in their tasks.

6.2.3.4.2. Makes sure that the Committee's actions are as decided and legal.

6.2.3.4.3. Makes sure that the official documents of ESN Finland are followed.

6.2.3.5. The Committee reports to the NB at intervals as agreed with the NB.

6.2.3.6. List of Committee members and membership qualifications must be available for the sections.

6.2.3.7. The mandate of the CT starts on the 1st of June and lasts for one year.

6.2.3.8. A Chair (except for NEvCo) or Vice-Chair loses their status:

6.2.3.8.1. By informing the NB of their decision to leave the position.

6.2.3.8.2. By being revoked by the NB.

6.2.3.8.3. 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 NAs 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 NB. The NB has the right to reject the application but must report that to the NA.
- 7.2. The applicant organisation must present itself at the following NA after the 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 NA.
- 7.4. A candidate section is voted on for full membership at a following NA. 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 NA, 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 the status of the candidate section and full membership take place with two-third absolute majority.

8. Arbitration Board

- 8.1. Open call for the next Arbitration Board (AB) is launched by the NB at minimum 30 days and closed at minimum 7 days before the first day of an autumn NA. The applicants are enclosed to the sections within 2 days from the end of the open call.
- 8.2. In case of vacancies in the AB, an open call can be launched by the NB with similar procedure as for vacant NB positions.
- 8.3. The AB consists of three members who internally select a Chair and agree on task division if any.

- 8.3.1. The Chair of the AB is the main person to speak on behalf of the AB and chairs the AB meetings.
- 8.4. The AB reviews legality of decisions and matters of ESN Finland in respect to the Finnish law as well as Statutes, Standing Orders and official documents of ESN Finland and ESN AISBL.
 - 8.4.1. Any section of ESN Finland may request the AB to review a maximum 2-month-old decision of ESN Finland. The AB either accepts the case or provides a written explanation for denying it.
 - 8.4.2. Anyone may request the AB for an interpretation of the Statutes, Standing Orders and official documents of ESN Finland, or the AB may initiate interpretation by themselves. A ruling must be given by the AB within 14 days of receiving the request. The AB's consensus on the interpretation is final, unless contested by the NA.
 - 8.4.3. Individual AB members have the right to state their opinion regarding interpretation of Statutes, Standing Orders and other official documents of ESN Finland without consulting the rest of the AB. However, their opinion is not binding.
 - 8.4.4. Upon request by a section to review decisions, the AB must provide a ruling on the matter within 4 weeks. The ruling made by AB is informed to the NB, CLR and NA.
 - 8.4.4.1. The AB can either rule in favour of the original decision or against it. In both cases, the decision must be based solely on the law or official documents of ESN Finland or due to contradiction with the official documents of ESN AISBL.
 - 8.4.4.2. If AB rules against the original decision, the implementation of that decision must be halted immediately. When the ruling concerns a decision originally decided at an NA, the ruling must be presented at the following NA and NA must vote to reverse the earlier decision by agreeing with the AB or uphold the decision by disagreeing with the AB.
- 8.5. The AB can act as an arbitrator for settling disagreements among individuals, members and bodies of ESN Finland.
 - 8.5.1. Any individual wishing arbitration may contact the AB.
 - 8.5.2. The AB must accept the case or provide written explanation to the individual why it cannot take the case.
 - 8.5.3. The AB can proceed with arbitration if all sides involved agree to it.
 - 8.5.4. The AB makes a decision after the arbitration procedure to which all sides must abide to.
- 8.6. The AB reviews Code of Conduct submissions as defined in the Code of Conduct document.

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
19.02.2020	NP Skype I/2020	Skype
21.03.2020	NP Hangouts (prev. Kuopio) 2020	Google Meet / Hangouts