

NOs' Duties Guidelines

*Guidelines with interpretation and practical tips on fulfilling the NOs' Duties
and explanation of how they are checked throughout the year.*

The purpose of this document is to provide support to National Organisations in fulfilling their membership duties. It offers an overview of practical interpretations of the **Duties for National Organisations**, as outlined in Article 20 of the [Statutes](#). Additionally, it informs about the process of checking these duties throughout the year. The body responsible for checking the National Organisations' Duties is the GA Chairing Team, through the information provided by the International Board, NOs Duties Form (sent out two times a year, before each Ordinary General Assembly) and publicly available sources (such as [Country Pages](#) on ESN Wiki that should be maintained and updated regularly).

The structure of this document facilitates easy access to all duties for a National Organisation as described in the Statutes. Each duty is accompanied by a "**practical interpretation**" detailing how it should be fulfilled, and a "**form of checking**" explaining how it is assessed by the GA CT, as well as guidance on validation by the National Organisations.

Additionally, this document serves as a reference for interpretation, aiming to ensure consistency in understanding among the GA Chairing Team, Audit Commission, and Arbitration Board.

Disclaimer: The time periods and forms of checking outlined in this document represent the typical common practices throughout the year. However, in the event of a clear violation of National Organisations' Duties, the international level will respond promptly without waiting for the regular checks.

Prepared by the GA Chairing Team 2023/2024
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Article 20 - Duties for a National Organisation

20.1. A National Organisation shall have the following duties:

- a) **Work in accordance with the mission, vision and values of ESN International;**

Practical interpretation: Align NOs' work and documents with the mission, vision and values of ESN International.

Form of checking: NOs Duties Form, by providing a link to the official documents that should be uploaded on the Country Wiki Page.

- b) **Comply with the Statutes, Internal Rules, Official Documents and other governing Rules as well as all legal documents of ESN International;**

Practical interpretation: Adhere to the outlined rules, regulations, and legal frameworks set by ESN International and align NOs' documents with the established procedures as described in the documents of ESN International.

Form of checking: NOs Duties Form, by providing a link to the official documents that should be uploaded on the Country Wiki Page.

- c) **Unless stated otherwise in these Statutes or decided otherwise by the International Board, be legally registered as not-for-profit organisation or its legal equivalent according to its national law;**

Practical interpretation: Ensure legal status as a nonprofit organisation under relevant national laws, unless exceptions are granted by the International Board (for a One-section NOs or in extraordinary circumstances).

Form of checking: NOs Duties Form, by uploading proof of legal registration.

- d) **Have statutes or established procedures with outlined democratic structures and decision making processes to consult the Sections, represent their interests, ensure their representation in the bodies of their NO and guarantee their rights as stipulated under these Statutes, such as amongst other things the right for the Sections (i) to vote at their NA and (ii) to request during a NA a vote of dismissal of either the NB as whole or of single NB members;**

Practical interpretation: Establish transparent democratic structures and processes to engage sections, represent their interests, and protect their rights within the organisation. Have statutes and/or other documents approved by the National Assembly. Obligatory for One-Section NOs and newly established NOs as well.

Form of checking: NOs Duties Form, by providing a link to the official documents that should be uploaded on the Country Wiki Page.

- e) **Have at least two (2) Sections as its members;**

Practical interpretation: Maintain a membership base of at least two Sections. Not applicable for One-Section NOs.

Form of checking: **NOs Duties Form**, by providing the number of Sections and confirming the correctness of information in the Sections Overview.

- f) **Provide ESN International and the Sections with information on their performance at least three (3) times a year according to rules and deadlines accepted by the International Board;**

- i) **The NO must fill in the two (2) GA Reports within the deadline set by the GA Chairing Team.**

Practical interpretation: Submit the GA Report before GA Spring and GA Autumn, on conditions and within the deadline set by the GA Chairing Team.

Form of checking: Directly through the dedicated submission form.

- ii) **The NO must fill in the National Questionnaire within the deadline set by the International Board.**

Practical interpretation: Submit the National Questionnaire once a year, on conditions and within the deadline set by the International Board.

Form of checking: The International Board provides the information to the GA Chairing Team upon request.

- g) **Conduct at least two (2) NA meetings each year;**

Practical interpretation: Conduct a minimum of two National Assembly meetings annually.

Form of checking: **NOs Duties Form**, by providing a link to the two, most recent NA Reports that should be uploaded on the Country Wiki page.

- h) **Conduct elections of its NB at least once every two (2) years, in accordance with their statutes and established procedures, it being understood that the National Board must consist of at least three (3) members, of which one (1) must be the President;**

Practical interpretation: Organise National Board elections every two years, in accordance with the established procedures and statutes of the NO. Have at least three (3) members elected, of which one (1) must be the President.

Form of checking: **NOs Duties Form**, by providing information about the current National Board and a link to the NA Report (which should be uploaded on the Country Wiki page) during which the NB was elected.

- i) **Report the admission, expulsion and withdrawal of Sections, the election of a new NB or new members of its NB to ESN International and the GA within thirty (30) calendar days after the decision has been made;**

Practical interpretation: Promptly report decisions regarding change in the number of Sections and National Board elections to ESN International and the General Assembly, by sending an email to the General Assembly within 30 (thirty) days of the decision being made; provide an NA Report and upload it to the Country Wiki page and report new Sections through the dedicated [form](#).

Form of checking: Checked on a regular basis through the communication sent to the General Assembly mailing list and through the information submitted in the above-mentioned form.

- j) **Attend physically at least one (1) GA meeting of the Association during one (1) calendar year;**

Practical interpretation: An NO Delegate should physically attend at least one annual General Assembly meeting (from 1st of January until 31st December of the year).

Form of checking: Directly by checking the participation list of GA Spring and GA Autumn.

- k) **Collect the membership fee of their Sections and relay it to ESN International;**

Practical interpretation: Collect membership fees from Sections and transfer them to ESN International within the set deadline (*latest 40 days before the first GA of the financial year*).

Form of checking: The International Board provides the information to the GA Chairing Team upon request.

- l) **Fulfil their financial obligations towards ESN International within sixty (60) calendar days of receiving an invoice;**

Practical interpretation: Fulfil financial obligations to ESN International within 60 days of receiving an invoice.

Form of checking: The International Board provides the information to the GA Chairing Team upon request.

- m) **Create an audit body within the NO if it has at least five (5) Sections;**

Practical interpretation: Establish and elect an audit body if the organisation consists of at least five (5) Sections.

Form of checking: **NOs Duties Form**, by providing information about the current Audit Body members and a link to the NA Report (which should be uploaded on the Country Wiki page) during which the Audit Body was chosen. Not applicable for NOs with less than 5 Sections.

- n) **Bear the name Erasmus Student Network and/or the short version ESN publicly and use ESN's official logotype;**

Practical interpretation: Publicly use the name "Erasmus Student Network" or its short version "ESN" and adopt the official ESN logotype on the social media channels and in any public communication of the NO.

Form of checking: Scrutinised on a regular basis by the International Board, with support from the Communication Committee. Information is provided to the GA Chairing Team upon request or in case of a breach.

- o) **Utilise the ESN International Corporate Identity;**

Practical interpretation: Adhere to ESN International's Corporate Identity ([Visual Identity Manual](#)).

Form of checking: Scrutinised on a regular basis by the International Board, with support from the Communication Committee. Information is provided to the GA Chairing Team upon request or in case of a breach.

- p) **Uphold a positive image of the organisation by refraining from a harmful depiction of nudity, drunkenness, drug abuse, any form of hate speech, physical aggression, or any other conduct that is misaligned with ESN's values, and as outlined in the Code of Conduct;**

Practical interpretation: Uphold a positive image of the Organisation by refraining from harmful content and conduct contrary to ESN's values.

Form of checking: Scrutinised on a regular basis by the International Board, with support from the Communication Committee and Arbitration Board. Information is provided to the GA Chairing Team upon request or in case of a breach.

- q) **Take the necessary measures to ensure a safe environment for its volunteers to enforce the Code of Conduct.**

Practical interpretation: Ensure a safe environment for volunteers, aligned with the [Code of Conduct](#).

Form of checking: NOs Duties Form, by providing an explanation of how a safe environment is ensured within a National Organisation.

- r) **Consult their Sections before a GA, according to national statutes and established procedures;**

Practical interpretation: Consult Sections in accordance with national statutes and established procedures before General Assemblies.

Form of checking: NOs Duties Form, by providing a link to the official documents (that should be uploaded on the Country Wiki page) that have the consultation procedure outlined.

- s) **Have a yearly action plan prepared by the NB, which is non-contrary to the action plan of ESN International;**

Practical interpretation: Have yearly goals for the NO, aligned with ESN International's Action Plan.

Form of checking: **NOs Duties Form**, by providing the action plan or describing the goals of the NO for the current year.

- t) **Provide a copy of their certificate of incorporation and a copy of their statutes and established procedures in English to the International Board, the AC, and the GA CT and notify the International Board, the AC and the GA CT of any amendments to national statutes and established procedures by providing an amended version of their national statutes and established procedures in English.**

Practical interpretation: Provide English copies of incorporation certificates and organisational statutes to relevant ESN bodies (International Board, Audit Commission, GA Chairing Team) and inform them of any amendments to national statutes and procedures.

Form of checking: **NOs Duties Form**, by providing links to the official documents on the Country Wiki page. The up-to-date version of the official documents of NO should be **uploaded on the Country Wiki page at all times**, where they are accessible for all bodies mentioned.