

Statutes of Erasmus Student Network Finland ry

As decided at NP Hangouts (prev. Kuopio) on 21.03.2020 and later amended at NA Online V/2020 on 07.10.2020

Note that the English statutes are only a translation of the Finnish statutes. In case of discrepancies between the two documents, the Finnish statutes overrule this document.

1. NAME AND PLACE

- 1.1. The name of the association is Erasmus Student Network Finland (hereafter called ESN Finland).
- 1.2. ESN Finland is a non-profit, politically independent, non-governmental organisation without connection to any religious or confessional groupings.
- 1.3. ESN Finland works under the guidance of its European umbrella organization ESN AISBL (Association Internationale Sans But Lucratif), unless it conflicts with the Finnish law or the statutes of ESN Finland. ESN AISBL operates under the Belgian law.
- 1.4. The domicile of ESN Finland is Helsinki.
- 1.5. The working language of the association is English.

2. PURPOSE

2.1. The purpose of ESN Finland complies with the purpose of the umbrella organisation ESN AISBL. ESN Finland operates in the interest of students in higher education institutions in Finland with the purpose of:

- improving the social and academic integration of international students in Finland;
- improving the information flow about the opportunities of international student exchange;
- maintaining communication between the local, national and international levels of ESN;
- supporting co-operation between its member sections as they are defined in article 3;
- motivating students to study abroad;
- working towards promoting the concept of "internationalisation at home".

2.2. In order to fulfil these purposes ESN Finland can:

- organise discussion and information events, training, instruction and guidance events, meetings, seminars and other events;
- administer websites;
- practice information, research and publication activities;
- take initiatives, present press releases as well as make statements;
- organise trips for members, as well as organise parties and recreational activities;
- practice other similar activities in order to fulfil its aims.

2.3. ESN Finland may accept financial donations, grants and support. It may also organise lotteries and fundraising events, after having obtained permission. ESN Finland may also own immaterial, movable and immovable property with respect to its operational needs.

3. MEMBERSHIP

- 3.1. The number of association members is not limited.
- 3.2. Ordinary members are registered Finnish student associations, other associations or legal organisations.
- 3.3. Members create a section or sections to work on their behalf in the network. Each section must be separately approved by the association meeting (hereafter National Assembly or NA). The membership must be approved by a minimum of two thirds (2/3) majority of the votes cast at the NA.

4. SECTIONS' RIGHTS AND OBLIGATIONS

- 4.1. Sections have to work in accordance with the statutes of ESN Finland and ESN AISBL.
- 4.2. Sections have to aim to promote the wellbeing of international students.
- 4.3. Sections are expected to participate in projects of ESN Finland and ESN AISBL and the decisions of ESN Finland to the best of their abilities.
- 4.4. Sections must send a delegate or delegate their vote to another section, to the association meetings.
- 4.5. Sections must pay the membership fee as decided in the association meeting.

5. RESIGNATION AND EXPULSION OF A MEMBER

- 5.1. In case a member wants to resign from ESN Finland, it needs to provide a written notification about its intent to the National Board (NB) or the National Board President or inform the NA of the resignation.
- 5.2. A Member can be expelled from ESN Finland if it has not paid its membership fee, has been given a vote of no-confidence or is not abiding to the statutes or decisions of the association.
- 5.3. The National Board may give a member a vote of no-confidence and justifiably propose to the NA the expulsion of a member in case its activities can be seen to have been passive for a long period of time.
- 5.4. Before expulsion, the National Board gives the member a written notification at least 2 months before the NA votes upon the expulsion, in which it is informed that an expulsion may follow if the member takes no actions towards correcting the matters specified in the notification.
- 5.5. The decision upon expulsion is taken by the NA with a two thirds (2/3) majority of the votes cast at the meeting. The matter of expulsion must be announced in the invitation to the NA.
- 5.6. Should a section misbehave or fail to fulfil the requirements set in the Standing Orders, the National Board is obliged to give a written warning to the section.
 - 5.6.1. Once a section has received four (4) warnings, the National Board must introduce a vote on the expulsion of the said section in the next National Assembly.

5.6.2. In case the NA decides not to expel the section, the earliest warning received by the section will be reset, assuming it has not expired before the NA.

5.6.3. A single warning is valid for 2 years at a time. An expiring warning does not reset all of the warnings.

5.7. If ESN AISBL dismisses a member from the umbrella organization, the national board may, by its decision, dismiss the member. In this case, 5.2.–5.6. of the statutes do not apply. Before making a decision, the national board must by a written notice give the relevant member an opportunity to give an explanation. The explanation must be given in a written form and in fourteen (14) days upon receiving the notice.

6. FINANCIAL MATTERS

6.1. ESN Finland's financial year is from June 1st to May 31st.

6.2. An operations auditor and a vice operations auditor will be elected by the members of the association for a mandate of one year.

6.3. The NB must produce all the required documents for the operations auditor within 45 days of the end of financial year.

6.4. The operations auditor shall give their report to the National Board no later than 60 days from receiving all the required documents.

7. NATIONAL ASSEMBLY

7.1. NA is the meeting of the association and the highest decision making body of ESN Finland.

7.2. All ordinary members, member applicants, National Board and invited guests by the National Board may participate in the NA.

7.3. Each member has one vote in the NA.

7.4. An additional NA meeting will be held when the National Board or the NA so decide or when at least 10% of the association's members require it from the National Board in writing in order to resolve a specific issue. The meeting shall be arranged within 30 days of the Board receiving the request.

7.5. The National Board must call for a NA meeting no later than 2 weeks before the meeting by sending an email invitation to the members and by announcing the meeting on ESN Finland's website and ESN Finland mailing list. The invitation must include an agenda of the matters that are to be decided.

7.6. The decisions of the NA are reached with a simple majority, unless specified in another way in the statutes or standing orders. In case of a tie, the Chair's vote is decisive.

7.7. Elections are voted on with absolute majority.

7.7.1. If no candidate receives over 50 % of all votes, the candidate with the least amount of votes is removed from the options and the vote is repeated. This procedure is repeated until there is only one candidate left. If the only candidate still does not receive more than 50 % of the votes, no one is elected.

7.7.2. In case of a tie between two or more candidates, the vote is repeated once. If the result is the same, a lot is drawn to resolve the tie.

7.8. The National Board can decide if it is possible to participate in the NA via distance participation using post, telecommunication connection or with other technical devices.

7.9. A member may delegate its vote to another member with a written notification to the National Board before the opening of the meeting. A member may not hold more than one delegated vote.

7.10. The association has two ordinary meetings in a year. The autumn meeting of the association is organised yearly between the beginning of October and the end of November on a date set by the National Board. The spring meeting of the association is organised yearly between the beginning of February and the end of March on a date set by the National Board.

7.11. At the autumn meeting of the association, at least the following issues are treated:

7.11.1. Opening of the meeting;

7.11.2. Election of the chair, secretary two scrutinisers, and if necessary, two vote counters;

7.11.3. Legality and quorum of the meeting;

7.11.4. Approving the agenda for the meeting;

7.11.5. Approving the minutes of the previous meeting;

7.11.6. Presenting the financial statement. The financial statement includes: the annual report, profit and loss account, balance sheet, appendixes and balance sheet specifications. The report and statement of the operations inspector are presented;

7.11.7. Approval of the financial statement and release of the Board and other accountable persons of liability;

7.11.8. Election of an operations inspector and a vice operations inspector;

7.11.9. Any other business.

7.12. At the spring meeting of the association, at least the following issues are treated:

7.12.1. Opening of the meeting;

7.12.2. Election of the chair, secretary, two scrutinisers and, if necessary, two vote counters;

7.12.3. Legality and quorum of the meeting;

7.12.4. Approving the agenda for the meeting;

7.12.5. Approving the minutes of the previous meeting;

7.12.6. Election of President of the National Board;

7.12.7. Deciding the number of National Board members and election of National Board members;

7.12.8. Deciding on the membership fee for new and existing members;

7.12.9. Transferring bank account rights to the new National Board;

7.12.10. Action plan, budget and membership fee for the following year are determined;

7.12.11. Any other business.

7.13. Members have the right to propose topics for the NA, and have to inform the National Board of the proposal at least 3 weeks prior to the NA so it can be included in the invitation to the meeting.

7.14. The meeting procedure of the NA is decided according to the Standing Orders.

8. DECISION-MAKING OUTSIDE NATIONAL ASSEMBLIES

8.1. Association's matters can be decided on outside NAs in separate voting functions, by mail or via telecommunication or other technical aid.

8.2. The voting closes immediately when every section has cast their vote or after a set period no shorter than 14 days. A decision has been made, if more than 50% of the sections have cast their vote.

8.3. Decisions that cannot be taken outside NAs:

8.3.1. amendments to statutes or standing orders;

8.3.2. giving up or mortgaging real estate or otherwise giving away significant portion of ESN Finland's ownings;

8.3.3. election or expulsion of board or board members or auditors of the association;

8.3.4. approval of the financial statement and release of liability;

8.3.5. dissolution of ESN Finland;

8.3.6. expulsion of members or approval of new members; and

8.3.7. national deals that bind sections on any level, unless it concerns a renewal of an existing one.

8.4. The board shall write a transcript, which specifies the procedure, vote counting and its result and the reached decision. The transcript must contain a date and the president's signature.

9. NATIONAL BOARD

9.1. The National Board is elected at the spring meeting

9.2. The National Board is responsible for the management and the realisation of the action plan.

9.3. The National Board mandate is from June 1st to May 31st.

9.4. The National Board consists of a President and 2-6 board members.

9.5. Each board position and the working rules of the Board are described in the standing orders.

9.6. In case of resignation of a board member, the following issues are applied:

9.6.1. a call for new member is opened within 7 days of announcement of resignation to the NB or NA and shall remain open for 14 days;

9.6.2. an NA has to be called to order latest 21 days after the end of open call if any applications were received for the position;

9.6.3. if the President resigns, the Vice-President has the presidential rights until the new President is elected.

10. ARBITRATION BOARD

10.1. Arbitration Board (AB) is the judicial body of ESN Finland, which acts as a mediator to solve disputes between individuals, members and bodies of the organisation, interprets the official documents of ESN Finland and reviews legality of decisions.

10.2. AB consists of three members: a chair and two members. The detailed tasks of the AB are defined in the Standing Orders.

10.3. Three AB members are elected at the autumn NA following the same voting procedure as for the NB election. Each section votes for as many candidates as there are vacant positions for AB.

10.4. A member of AB cannot hold an elected or appointed position in ESN Finland or in sections while in office.

10.5. The AB mandate is two years from 1st of January until 31st December of the following year.

10.6. If the AB has vacancies, an election for the vacancies is held at the earliest convenience in accordance with the deadlines set in the Standing Orders.

10.7. The AB shall issue a statement on the official documents if a section or body of ESN Finland or an individual member of a section addresses the AB or an individual member of the AB.

10.8. The AB reviews legality of decisions, when requested by a section, in respect to the Finnish law and official documents of ESN Finland and ESN AISBL. The AB informs on its findings to the body behind the original decision which can reconsider the original decision.

10.9. AB reports on its activities to the NA at least at the autumn and spring NA.

10.10. AB makes decisions with a consensus.

10.11. AB or its members may not delegate external persons to make decisions on AB's behalf.

11. ASSOCIATION SIGNATURE

11.1. The President of the association is authorised to sign in the name of ESN Finland with a National Board member, always two together.

12. FINAL AND TRANSITORY DISPOSITIONS

12.1. Amendments to ESN Finland statutes are approved when a two-thirds (2/3) majority of the cast votes are in favour of the amendment.

12.2. The decision of the dissolution of ESN Finland shall be reached with a majority of three-fourths (3/4) of the cast votes in two (2) consecutive NAs. The matter of dissolution must be announced in the invitation to the NA meeting.

12.3. Upon dissolution of ESN Finland, all of its assets will be used to promote the aims of the association by the means defined at the NA where the dissolution decision takes place. Upon disestablishment the assets will be used for the above-mentioned purpose.