

European Geography Association
for Students and Young Geographers



egea

PROTOCOL

EGEA Association

PROTOCOL

Preamble

The Protocol is a detailed version of the Statutory Base; however, it is not the purpose of this document to repeat the Statutory Base. It serves to understand more in detail how the Association functions. If a Statutory Base article does not require any more explanation, then the corresponding article in the Protocol repeats the Statutory Base without additional changes. From now on articles marked with (SB X.X.) are supposed to be taken from the Statutory Base and may be modified only in accordance with the Statutory Base changing procedures. The Protocol must not be in contradiction with the Statutory Base.

NAME AND SEAT

Article 1

1.1. (SB 1.1.)

1.2. (SB 1.2.) The Association is registered at the Chamber of Commerce under association number 30270095.

AIM

Article 2

2.1. (SB 2.1.)

2.2. (SB 2.2.) To organize one regional congress per region.

2.3. (SB 2.3.)

2.4. (SB 2.4.)

DURATION

Article 3

3.1. (SB 3.1.)

3.2. (SB 3.2.)

MEMBERSHIP & ENTITIES

Member entities

Article 4

4.1. (SB 4.1.)

4.2. (SB 4.2.) Each city is allowed to have one entity unless the General Assembly decides differently.

4.3. (SB 4.3.)

Associated entities and candidating entities

Article 5

5.1. (SB 5.1.)

5.2. (SB 5.2.)

5.3. (SB 5.3.) At the beginning of every General Assembly the list of entities with voting right and entities without voting right is updated by the Board. An entity is considered to be present when its representative has registered at the beginning of the General Assembly.

Therefore, an entity which has already visited the previous General Assembly and has registered in the beginning of the current one gets the voting right from that moment on. Therefore, an entity which has not visited the previous General Assembly and has not registered in the beginning of the current one, loses the voting right from that moment on.

5.4. (SB 5.4.)

5.5. (SB 5.5.)

5.6. (SB 5.6.)

5.7. (SB 5.7.)

5.8. Candidating entities are not officially part of the Association and therefore they do not have voting or any other rights and duties that associated entities or member entities are entitled to. However, candidates can have e.g. an entity page on EGEA's website and attend activities of the Association if decided so by the Board and the organizers of the activity.

Candidates are divided into two groups, depending on their progress of establishing an entity.

5.8.1. Prospective entities are candidating entities that contacted the Board or a regional assistant addressing their wish of becoming a member of the Association, but have not yet sent their motivation letter.

5.8.2. Nominated entities are candidating entities, former prospective entities that have sent their motivation letter and have been approved by the Board as nominated entity. Nominated entities are voted upon at the General Assembly to become associated entities.

If a nominated entity is present at the General Assembly where it is approved to become an associated entity by the General Assembly, it is listed as an associate that already has one presence at one General Assembly.

Article 6

6.1. (SB 6.1.) For administrative reasons, the countries within the Association are divided into four regions. Each entity can apply to enter or change a region which must be approved by the General Assembly.

The recommended division of the regions is the following:

6.1.1. Western Region: Austria, Belgium, Germany, Ireland, Luxembourg, Liechtenstein, the Netherlands, Switzerland, United Kingdom.

6.1.2. North & Baltic Region: Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Sweden.

6.1.3. Eastern Region: Armenia, Belarus, Bulgaria, Czech Republic, Hungary, Georgia, Moldova, Poland, Romania, Russia, Slovakia, Ukraine.

6.1.4. Euro-Mediterranean Region: Albania, Andorra, Bosnia & Herzegovina, Croatia, Cyprus, France, Greece, Italy, Israel, FYROM (Former Yugoslav Republic of Macedonia), Malta, Monaco, Montenegro, Portugal, San Marino, Serbia, Slovenia, Spain, Turkey.

It is also possible for entities from other countries not mentioned above to join the Association.

6.2. (SB 6.2.)

6.3. (SB 6.3.)

6.3.1. To nominate two contact persons at least one of whom will always keep in touch with their Regional Contact Person and inform it about changes taking place.

6.3.2. To inform their regional contact person about all activities which have been planned, organized or taken place so the regional contact persons will get a general overview of the situation of the region.

6.3.3. To inform their regional contact person about any changes of address or contact persons of their entity.

Membership fee

Article 7

7.1. (SB 7.1.) A fixed 5% of the annual congress fee goes to the Association.

GENERAL ASSEMBLY (refer to Appendix A)

Article 8

8.1. (SB 8.1.)

8.2. (SB 8.2.)

8.3. (SB 8.3.)

8.4. (SB 8.4.)

8.5. (SB 8.5.)

Article 9

9.1. (SB 9.1.)

9.2. (SB 9.2.)

9.3. (SB 9.3.)

9.4. (SB 9.4.)

9.5. (SB 9.5.)

9.6. (SB 9.6.)

9.7. (SB 9.7.)

BOARD

Article 10

10.1. (SB 10.1.)

10.2. (SB 10.2.)

10.3. (SB 10.3.)

10.4. (SB 10.4.)

10.5. (SB 10.5.)

10.6. (SB 10.6.)

10.7. (SB 10.7.) If one of the board members resigns or is unable to fulfil his/her task, the remaining members will re-divide the functions among themselves. If the Board as a whole decides to resign or is unable to fulfil its task, the former Board will deal with the current affairs until the next General Assembly.

10.8. (SB 10.8.) The main duties of the Board are:

10.8.1. THE PRESIDENT:

10.8.1.1. Is the general representative of the Association.

10.8.1.2. Insures good connections between the board members.

10.8.1.3. Verifies the accomplishment of the Board members' duties.

10.8.1.4. Informs all entities about the situation of the Association.

10.8.1.5. Expresses the Board's point of view or decisions concerning the Association (during the General Assembly and during other activities if required).

10.8.2. THE VICE-PRESIDENT:

10.8.2.1. Acts as the president in his/her absence.

10.8.2.2. Verifies the accordance of the actions and decisions of the Board with the Statutory Base and Protocol of the Association.

10.8.2.3. Checks and, if necessary, adjusts the Protocol every year after the General Assembly and sends the adjusted Protocol to all registered entities.

10.8.2.4. Coordinates and controls the work of the committees.

10.8.3. THE SECRETARY:

10.8.3.1. Holds and updates the address list of the representatives in the General Assembly of the Association.

10.8.3.2. Makes the notes of the board meetings and sees to the fast distribution of these notes to the other members of the Board and makes them public.

10.8.3.3. Summarizes the reports of the actions of the members of the Board to present them at the General Assembly.

10.8.3.4. Finalizes the notes of the General Assembly and makes them public.

10.8.3.5. To be the main link between the Board and the Regional Contact Persons, delivering information concerning the work of the Board to the Regional Contact Persons on a regular basis, or whenever requested by the Regional Contact Persons.

10.8.4. THE TREASURER:

10.8.4.1. Is obliged to take care of all financial matters within the Board.

10.8.4.2. Is in control of the Association's account.

10.8.4.3. Makes a financial year report for the previous year and a budget for the next year, every year before the General Assembly.

10.8.4.4. Presents the financial year report and the budget, when approved by the Board, to the Financial Control Commission.

10.8.4.5. Submits the balance sheet and copies of all bills and notes or the amounts of money mentioned in this balance sheet to the members of the Financial Control Commission at least 30 days before the General Assembly.

10.8.4.6. Sees to the payment of debts incurred by the Board.

10.8.4.7. Tries to raise money for the Association.

10.8.4.8. Makes any necessary alterations at the bank involving the Board, including

changes in signing power.

10.8.4.9. Informs about the financial situation at the board meetings.

10.8.4.10. If requested, informs the Financial Control Commission about the financial situation of the Association.

10.8.5. THE CONGRESS COORDINATOR:

10.8.5.1. Coordinates the organization of the annual congress.

10.8.5.2. Informs the other members of the Board about the situation of the organizational process.

10.8.5.3. Prepares the financial report of the annual congress, which should contain a chart with all invoices (numbered), an additional description in English of the bills and invoices and date of issue, and presents it to the Financial Control Commission.

10.8.6. Duties to be divided among the members of the Board:

10.8.6.1. To appoint a contact person for external partners.

10.8.6.2. To appoint a contact person for EGEA Dinosaurs & Alumni.

10.9. Board members can be elected only once to any position in the Board, except if there is no candidate for replacement. The function of annual congress Organizer is not affected by this restriction.

10.10. Procedure for electing Board members:

10.10.1. The open call for candidates for the positions of President, Vice-President, Treasurer and Secretary starts on 1 May.

10.10.2. Candidates for the positions of President, Vice-President, Treasurer and Secretary can apply until 31 May by publishing a letter on the EGEA website.

10.10.3. Candidates for the positions of President, Vice-President, Treasurer and Secretary apply for one specific Board function.

10.10.4. Member entities vote on the candidates for the positions of President, Vice-President, Treasurer and Secretary by e-voting or during meeting(s). The results should be known and officially announced until 15 July.

10.10.5. A representative of the entity chosen to organize the Annual Congress will become a member of the candidating board.

10.10.6. After announcing the results, the selected candidates are proposed to become the new Board, in line with the procedure of the Protocol, Appendix A.

10.10.7. After the selection procedure, the Board introduces the candidating Board to the tasks and responsibilities of the Board in order to facilitate an efficient knowledge transfer.

10.10.8. The candidating Board takes over full responsibility as the new Board after being approved by the General Assembly.

Article 11

11.1. (SB 11.1.) In case the General Assembly cannot be organized, the Board continues implementing its tasks until the next General Assembly.

11.2. (SB 11.2.)

Article 12

12.1. (SB 12.1.)

12.2. (SB 12.2.)

FINANCES

Article 13

13.1. (SB 13.1.)

13.2. (SB 13.2.)

13.3. (SB 13.3.)

13.4. (SB 13.4.)

13.5. (SB 13.5.)

13.6. (SB 13.6.)

13.7. (SB 13.7.)

STATUTORY BASE CHANGE

Article 14

14.1. (SB 14.1.)

14.2. (SB 14.2.)

14.3. (SB 14.3.)

14.4. (SB 14.4.)

14.5. (SB 14.5.)

DISSOLUTION AND WINDING UP

Article 15

15.1. (SB 15.1.)

15.2. (SB 15.2.)

15.3. (SB 15.3.)

15.4. (SB 15.4.)

15.5. (SB 15.5.)

15.6. (SB 15.6.)

RULES & REGULATIONS

Article 16

16.1. (SB 16.1.)

16.2. (SB 16.2.)

16.3. (SB 16.3.)

FINAL DEFINITION

Article 17

17.1. (SB 17.1.)

REGIONAL CONTACT PERSONS

Article 18

The Regional Contact Persons are the representatives of the regions, and the link between the Board and the members of the Association.

18.1. The duties of Regional contact persons are:

18.1.1. To promote EGEA in their region, aiming to increase the interest of geography students and young geographers, especially in the countries where EGEA is not or weakly represented.

18.1.2. To stay in contact with all entities in their region about their activities.

18.1.3. To stay in contact with the organizers of the regional congress within their region.

18.1.4. To make an annual written report about the status of their region, including an overview of entities, their status, and organized activities.

18.1.5. To organize and chair live and e-meetings with entities from their region as often as needed to guarantee a proper working of their region.

18.1.6. To inform the Board about the situation in their region on a regular basis, or whenever requested by the Board.

18.2. Procedure for electing Regional Contact Persons:

18.2.1. The open call for candidates for Regional Contact Persons starts on 1 May.

18.2.2. Candidates can apply until 31 May by publishing a letter on the EGEA website.

18.2.3. Member entities vote on the candidates of their region by e-voting or during e-meeting(s). The results should be known and officially announced until 15 July.

18.2.4. After announcing the results, the selected candidates are proposed to become the new Regional Contact Persons, in line with the procedure of the Protocol, Appendix A.

18.2.5. After the selection procedure, the current Regional Contact Persons introduces the candidating Regional Contact Persons to the tasks and responsibilities of Regional Contact Persons in order to facilitate an efficient knowledge transfer.

18.2.6. The candidating Regional Contact Persons takes over full responsibility as the new regional Contact Persons after being approved by the General Assembly.

18.3. Regional Contact Persons can be elected only once, except if there is no candidate for replacement.

18.4. Each Regional Contact Person can appoint maximum 2 Regional Assistants to assist in his/her duties.

18.5. Regional Contact Persons can be suspended or discharged by the General Assembly at any time.

OTHER BODIES OF THE ASSOCIATION

Article 19

19.1. The REGIONAL ASSISTANTS are appointed by the regional contact persons.

19.1.1. The rights of regional assistants are:

19.1.1.1. To be the main link between the entities and the Board/regional contact persons, delivering information from the Board to the entities and vice versa.

19.1.1.2. To act on behalf of a regional contact person in case of his/her absence.

19.1.2. The duties of the regional assistants are:

19.1.2.1. To deal with bureaucratic issues.

19.1.2.2. To be in charge of the mailing list of the region and to inform the entities about meetings and other events.

19.1.2.3. To contact active and non-active entities, to collect their plans for future activities and conducting entity surveys.

19.1.2.4. To promote EGEA in their regions.

19.1.2.5. To inform the Board about the progress of the regional congress organization.

19.2. The SECRETARIAT is the central contact address and the external information and administration centre of the Association. It is located in Utrecht, the Netherlands. Secretariat Officials are approved by the General Assembly.

19.2.1. The rights of the Secretariat are:

19.2.1.1. To have one place reserved for the Secretariat representative at the annual congresses.

19.2.2. The duties of the Secretariat are:

19.2.2.1. To work as an information centre redirecting requests and answers to the various related administrative bodies of the Association respectively to their competence.

19.2.2.2. To store the archived official and other documents of the Association.

19.2.2.3. To find additional donators to the Association (in cooperation with the Board).

19.2.2.4. To control current agreements and deals between the Association and other organizations (in cooperation with the Board).

19.2.2.5. Other duties are agreed on between the Board and the Secretariat representative(s) on annual basis.

19.3. The COMMITTEES are voluntarily formed groups working for the development of activities and the improvement of the scientific standard, for entity support and for official affairs of the Association. Committee members are approved by the Board.

19.3.1. The rights of committees are:

19.3.1.1. To appoint a committee speaker who will be representing the committee and its work externally to the Board and other administrative bodies of the Association.

19.3.1.2. To deliver proposals for the development of the Association to the Board and to the General Assembly for their review and approval.

19.3.2. The duties of the committees are:

19.3.2.1. Committees have the duty to try to achieve the goals that were set at the beginning by the committee members.

19.3.2.2. To write a report about the progress of their work twice a year and present it to the Board.

19.4. The EDITORIAL BOARD of the European Geographer is an official body within EGEA which issues the European Geographer, the periodical semi-scientific publication of the Association. Members of

the Editorial Board are approved by the Board.

19.4.1. The right of the Editorial Board of the European Geographer is to appoint a chief editor who is representing the Editorial Board of the European Geographer and its work externally to the Board and other administrative bodies of the Association.

19.4.2. The duties of the Editorial Board of the European Geographer are:

19.4.2.1. To publish the “European Geographer” every year and give all EGEAns the opportunity to contribute to the magazine by expressing ideas, sharing scientific work and reporting about EGEA activities and affairs. In case the Editorial Board is not likely to publish the “European Geographer” at least once during the year, they are obliged to notify the Board as soon as possible.

19.4.2.2. To write a report about the progress of its work once a year and present it to the Board.

ORGANIZATION OF THE ANNUAL CONGRESS

Article 20

20.1. The annual congress is organized once per year and is the main event of the Association.

20.2. To allow a maximum amount of students from all over Europe to attend the annual congress, it should be organized between the middle of September and the middle of October.

20.3. There is no limitation on the amount of participants at the annual congress. However, this figure should not be lower than 100.

20.4. The annual congress is the event of the Association where time for the General Assembly should be reserved.

20.5. Entities that are interested in organizing the next annual congress should announce their candidature to the Board 20 days prior to that General Assembly where the decision will be taken.

20.6. The annual congress organizers should host an equal amount of participants from all entities applying. The organizers create both main participant and waiting lists. The procedure for the creation of the participant and waiting lists may be found in **Appendix B**.

20.7. Board members, Regional Contact Persons, Secretariat representative(s) and Financial Control Commission representatives are omitted from the amount of participants per entity. Regional assistants, representatives of committees and representatives of other bodies of the Association may also be omitted from the subscriptions per entity in case the Board decides so. Besides, two representatives from EGEA Dinosaurs & Alumni are invited to join the annual congress.

20.8. Entity contact persons are responsible for sending the priority list with the name of its applicants to the annual congress organizers by the deadline set by the organizing team.

20.9. It is up to the organizers to decide about the means and the deadline of payment.

20.10. Along with the General Assembly there should also be time reserved at the annual congress

for the regional meetings.

20.11. When EGEA annual congress organisers decide to implement workshops to be lead by EGEA members, they are obliged to have an open call for workshop leaders, which gives the possibility to all EGEA members to apply for the role as workshop leader.

Financial Division

Article 21

21.1. In order to reduce differences between countries with entities of the Association, gross domestic product (GDP) is used when dividing countries into four categories for the distribution of fees:

21.1.1. GROUP A: Countries with GDP per capita (PPP) more than 35.000 USD

100 % of the fee.

21.1.2. GROUP B: Countries with GDP per capita (PPP) from 25.000 USD to 35.000 USD

80 % of the fee.

21.1.3. GROUP C: Countries with GDP per capita (PPP) from 15.000 USD to 25.000 USD

65 % of the fee.

21.1.4. GROUP D: Countries with GDP per capita (PPP) less than 15 000 USD

50 % of the fee.

21.2. Every year the GDP will be checked and countries will be assigned to their respective fee group by the Board based on data from the International Monetary Fund (IMF). Refer to appendix C for detailed source. The data shall be for the most recent year possible and reviewed until May 1st so as to be published along with the opening of the registration period.

21.3. The annual congress fee is a maximum fee and has a yearly compensation of 2%. The base year 2010 = 148 EUR.

21.4. The 'Countries and Fees Groups Division Tables' may be found in **Appendix C**.

ORGANIZATION OF THE REGIONAL CONGRESSES

Article 22

22.1. Regional congresses are organized every year by a single entity or by cooperation of several entities in each region.

22.2. The organizing entities are elected during a regional meeting.

22.3. Regional congresses take place between the second half of February and the first half of May and their dates should not coincide with each other. It is the responsibility of regional congress

organizers to agree on the consistent dates of each congress.

22.4. Members of the Board, the Regional Contact Person and, if applicable, a regional assistant from the region in which the congress is held, are omitted from the amount of subscriptions per entity.

22.5. Members of a committee or other body of the Association which is having a live meeting at the regional congress should also be omitted from the amount of subscriptions per entity if the Board and the organizing team of the regional congress agree. The same is applicable to the representative of the Association's Secretariat.

22.6. All applying entities should get at least one place at a regional congress.

22.7. The organizers create both main participant and waiting lists. The procedures for the creation of participant and waiting lists may be found in **Appendix B**.

22.8. When EGEA regional congress organizers decide to implement workshops to be lead by EGEA members, they are obliged to have an open call for workshop leaders, which gives the possibility to all EGEA members to apply for the role as workshop leader.

22.9. The regional congress fee is a maximum fee and has a yearly compensation of 2%. The base year 2012 = 95 EUR.

REGIONAL MEETINGS

Article 23

23.1. Regional meetings are held mainly during annual and regional congresses.

23.2. A regional meeting is chaired by the Regional Contact Person. In case the Regional Contact Person is absent, the regional assistant chairs the meeting. In case no regional assistant was appointed by the Regional Contact Person, a member of the Board will replace the Regional Contact Person.

23.3. At a regional meeting entities choose the candidate for the position in the Board/regional contact person as well as the entity organizing the regional congress.

EGEA DINOSAURS & ALUMNI

Article 24

24.1. EGEA Dinosaurs & Alumni is an independent network consisting of experienced EGEAns (Dinosaurs) and graduated geographers (Alumni). EGEA is closely cooperating with EGEA Dinosaurs & Alumni to give graduated geographers the chance to keep in touch with EGEA, and students the opportunity to get in contact with people in working life.

24.2. The rights of EGEA Dinosaurs & Alumni are:

24.2.1. To send two representatives to the annual congress in order to represent and promote EGEA Dinosaurs & Alumni as well as to contribute to the development of EGEA

itself.

24.2.2. To participate in other EGEA events as follows:

24.2.2.1. In case a priority list is involved, Dinosaurs & Alumni get the lowest priority of all applying participants.

24.2.2.2. In case no priority list is involved, for instance 'first come-first serve' system, the organizers decide.

24.2.3. To join Committees in order to share their experience.

24.2.4. To be invited as a workshop leader, lecturer, facilitator or co-organiser of EGEA events.

24.3. The involvement of members of EGEA Dinosaurs & Alumni in the entities is up to the entities themselves.

FINAL DECLARATION

(SB Final Declaration)

CONCLUDING DEED

(SB Concluding Deed)

APPENDICES

APPENDIX A: RULES OF PROCEDURES FOR THE GENERAL ASSEMBLY

APPENDIX B: PARTICIPANTS AND WAITING LISTS

APPENDIX C: ANNUAL CONGRESS FEE DISTRIBUTION