
Entity Manual

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egea

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Introduction

Why Create the Entity Manual?

This manual is designed to support existing entities with their organization. The manual includes various ideas and practical experiences to aid you to make your entity stronger, more efficient or more “professional”. Bare in mind that there is no such thing as a perfect entity; each entity is unique and works best in its own way. Therefore the contents of this manual should be considered as supporting guidelines for you to reflect your entity’s organization against and as a possibility to incorporate new ideas into your entity’s structure.

Particularly people who represent or have a role within their entity will find this manual useful. During the changing of board and committee members, contact persons or representatives, the succeeding members might be pleased with this entity manual in order to get a quick insight of entity organization.

For setting up a new entity and/or to learn more about the basics of **EGEA**, please take a look at the ‘**Get started with EGEA**’ Manual, designed specifically for new members.

For organizing activities within **EGEA**, a specific manual can be found on the website under *Publications; Downloads; Manuals*.

A **Contact Person Manual** is also available on the website, specifically designed for new Contact Persons. This manual describes the duties and possibilities of a Contact Person.

Enjoy this Entity Manual, may it be useful to you and your entity!

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I. Entities in EGEA

What is an entity?

According to **EGEA's Statutory Base**:

"...any kind of local association of students in geography and young geographers in a city throughout Europe..."

According to **EGEA's Protocol**:

"Each city is allowed to have one entity unless the General Assembly decides differently."

RIGHTS and DUTIES of entities are specified in EGEA's Statutory Base (Article 6) and Protocol (Article 6)

EGEA has around **70** entities (number varies from year to year) divided in **4 regions**: North & Baltic (N&B), Western (W), Eastern (E), Euromediterranean (EM).

Every year also around **20** **candidating** entities is going through the establishment process to join the association.

List of member entities after the General Assembly 2010 (when it was last updated)

| REGION | COUNTRY | ENTITY | Y. OF FOUNDATION |
|----------|--------------------|------------------|------------------|
| E | Czech Republic | EGEA Prague | 2005 |
| | Hungary | EGEA Pécs | 2007 |
| | | EGEA Szeged | 2006 |
| | Moldova | EGEA Moldova | 1998 |
| | Poland | EGEA Brno | 2010 |
| | | EGEA Krakow | 1989 |
| | | EGEA Poznan | 2005 |
| | | EGEA Sosnowiec | 2003 |
| | | EGEA Torun | 2006 |
| | | EGEA Warszawa | 1988 |
| | Romania | EGEA Bucharest | 1997 |
| | | EGEA Cluj-Napoca | 1998 |
| | | EGEA Iasi | 1998 |
| | | EGEA Timisoara | 2006 |
| | Russian Federation | EGEA Izhevsk | 2006 |
| | | EGEA Moscow | 2004 |
| Slovakia | EGEA Bratislava | 2003 | |
| Ukraine | EGEA Kyiv | 1995 | |

| | | | |
|------------------|--------------------|-----------------------|------|
| EM | Albania | EGEA Tirana | 2003 |
| | Croatia | EGEA Zagreb | 1999 |
| | France | EGEA Dijon | 1999 |
| | | EGE La Rochelle | 2010 |
| | Greece | EGEA Athens | 2005 |
| | | EGEA Mytilene | 2000 |
| | Israel | EGEA Israel | 2005 |
| | Italy | EGEA Bologna | 2006 |
| | | EGEA Roma | 2008 |
| | | EGEA Torino | 2009 |
| | FYROM (Macedonia) | EGEA Skopje | 2004 |
| | Serbia | EGEA Beograd | 2000 |
| | | EGEA Novi Sad | 2001 |
| | Slovenia | EGEA Koper | 2004 |
| | | EGEA Ljubljana | 1995 |
| | | EGEA Maribor | 2004 |
| Spain | EGEA Barcelona | 1988 | |
| | EGEA Valencia | 2004 | |
| Turkey | EGEA Izmir | 2006 | |
| N & B | Denmark | EGEA Copenhagen | 2010 |
| | Estionia | EGEA Tartu | 1996 |
| | Finland | EGEA Helsinki | 2004 |
| | | EGEA Joensuu | 2009 |
| | | EGEA Oulu | 1991 |
| | | EGEA Tampere | 2008 |
| | Latvia | EGEA Riga | 2005 |
| | Lithuania | EGEA Vilnius | 1994 |
| | Norway | EGEA Trondheim | 2010 |
| | Russian Federation | EGEA Saint-Petersburg | 1996 |
| W | Austria | EGEA Graz | 2010 |
| | | EGEA Wien | 1988 |
| | Belgium | EGEA Brussel | 2004 |
| | | EGEA Leuven | 2005 |
| | Germany | EGEA Aachen | 2010 |
| | | EGEA Augsburg | 2005 |
| | | EGEA Berlin | 1997 |
| | | EGEA Bonn | 2004 |
| | | EGEA Erlangen | 2009 |
| | | EGEA Hannover | 2009 |
| | | EGEA Jena | 2010 |
| | | EGEA Kiel | 2005 |
| | | EGEA Mainz | 2006 |
| | | EGEA Marburg | 1994 |
| | | EGEA Muenchen | 2004 |
| | | EGEA Muenster | 1998 |
| | | EGEA Osnabrueck | 2001 |
| | | EGEA Trier | 2001 |
| | | EGEA Tübingen | 2010 |

| | | | |
|--|-----------------|----------------|------|
| | Switzerland | EGEA Bern | 2004 |
| | The Netherlands | EGEA Amsterdam | 1989 |
| | | EGEA Groningen | 1991 |
| | | EGEA Nijmegen | 2003 |
| | | EGEA Utrecht | 1988 |
| | United Kingdom | EGEA Belfast | 2004 |
| | | EGEA Edge Hill | 2010 |

Source: General Assembly 2010 attendance list, BoE excel file of entities in EGEA

II. Structure of the Organization

First of all, every entity should be organized in a hierarchical structure. This is not only because the structure of EGEA demands so, but more importantly because of good organization. Every entity has 2 Contact Persons (CPs). They are listed as the representatives of their entity on the website. **As they are literally the Contact Persons, they fulfill more tasks as stated in the Contact Person Manual.**

However, having 2 Contact Persons run an entity is not enough; a well-functioning entity should have a more organized way of structuring itself. Although a large entity demands a larger organization than a smaller one, the minimum organization should consist of three members, preferably more. These functions ought to be always represented:

Chairman

A Chairman is the one responsible for tasks such as organizing internal meetings, keeping in contact with the faculty, and seeing that everybody else's tasks are being performed well. More elaborately, keeping a constant overview of what's going on within the entity is the key task of a chairman.

Secretary

A secretary is responsible for tasks such as minute-taking during meetings, writing articles for (local) magazines, answering general e-mails/letters addressed to the entity, and writing reports for the entity's own administration.

Treasurer

Someone responsible for an entity's finances is more important than you might think. The treasurer's tasks include e.g. accurate documentation of incomes and expenditures, setting up an annual budget, and maybe even finding sponsors to maximize income. Problems definitely start when finances are not well organized.

Additionally you can have more (vice-)functions and even (sub-)committees taking part in the organization of an entity. Examples of such organization are shown in the next paragraph. Again, keep in mind that various **EGEA** entities have various types of internal structures, so every **EGEA** entity is free to organize itself in a way it finds most suitable! Each entity is obliged to have 2 CPs, to stay in contact with the BoE, their Regional CP and other entities, and attend **EGEA** meetings. As for the rest of an entity's organization, we can only strongly recommend to have a task division within each entity as mentioned above.

❖ The easiest possible frame is to organize yourselves in a **group with no fixed positions or tasks**. This frame is suitable for a group of 5 to 10 people, whereas 2 of them take the position of a Contact Person. This is how most entities start. Once the number of members starts rising, usually also the number of tasks to fulfill increases correspondingly. In this situation often more structure is needed.

❖ **EGEA Wien** has a lot more than 10 members, but the entity's management is still **organized quite flexibly**. It has 2 Contact Persons that present the entity within **EGEA**, but also act as the leaders within the entity: they organize meetings, announce agendas, present ideas and inform about upcoming activities for the other members. All other positions are quite flexible: minute-takers are chosen during every meeting and exchanges are coordinated by people volunteering to do it. This way of structuring management is very flexible, but it is also very dependent on the enthusiasm of its active members. There are entities with similar ways of structuring their management (e.g. **EGEA Bonn**) that have decided to become officially recognized clubs or associations by their national law.

❖ **EGEA Ljubljana** is also an official association recognized by national law, and they possess a bank account and a Statutory Base. The entity has a board that is voted for a period of 2 years. The board chairs meetings regularly and they are open for all members. Because Ljubljana has a lot of members, they decide who they will send to **EGEA** congresses or seminars with an evaluation system, designed to reward activeness.

❖ If your university already has a geography society/association, you can affiliate **EGEA** to it and organize yourselves as **a committee of the university geography society/association**. This organizational type ensures a strong continuity. For example **EGEA Groningen** is organized as a committee along with numerous other committees for all kinds of activities – all part of Ibn Battuta, the geography society for all geography students at the University of Groningen. Also other entities, like **EGEA Zagreb**, are embedded in the local student organization.

❖ In the case of **EGEA Timisoara**, the **local student organization turned into an EGEA entity**. In a situation with an uncertain future and after finding out about **EGEA**, "Geotim", the local student organization in Timisoara, decided to turn itself into the entity it is now.

❖ For a more complex management-structuring with more fixed tasks, you can choose **EGEA Utrecht's** framework. It consists of **a 5-member board with sub-**

committees. The **board** consists of a president (CP1), a secretary (newsletter), a treasurer, a commissioner for exchanges (CP2), a commissioner for foreign exchange-students, a European secretariat and a commissioner for promotion, including a share of vice-functions. The board meets every 1 or 2 weeks. On top of this, there is an **exchanges committee** that helps the commissioner to organize exchanges. Furthermore, an **activities committee** introduces foreign geography students to Utrecht, student life in it, and they also organize 3 to 4 parties every year. A **promotions committee** takes care of posters, lecture talks, stands and the website to promote **EGEA** activities. A separate **financial control committee** checks and assists the treasurer's work. This way of structuring entity-management allows an efficient division of tasks for a big group of members, which makes it possible to organize many activities, but, on the other hand, lessens organizational flexibility as a lot of commitment is required.

❖ **EGEA Helsinki** manages itself quite similarly. It is also an independent student organization that gets support from the university. The entity-management consists of a board with a chairman, a vice-chairman, a treasurer and a secretary and **2 board members with unfixed tasks**. Furthermore, there are **7 correspondents** taking care about exchanges, IT and other tasks. The board meets regularly and twice a year **EGEA Helsinki** has an official meeting for all its members where e.g. changes to the entity's management can be made.

III. Cooperation with Faculty

If not important, it is at least very useful to have good relations with professors and assistants at your local department. In order to achieve these relations, you must first of all present the faculty what **EGEA** is and how a student, like yourself, can benefit from it. If the faculty are open minded enough, they will most likely be interested in **EGEA**. Preparing a presentation of some kind, showing a congress report or a copy of European Geographer magazine to the faculty after returning from an event (congress, exchange, etc.) could be useful for future cooperation. Achieving good relations also might assist your entity's event organization since the faculty are a valuable source of information. They can also possibly arrange extra funds for your entity or advise you where to look for some. The faculty can also be invited to activities, like congresses, to e.g. give lectures.

The opportunity of having a place for your entity to come together, commonly called an **EGEA** room within our association, is another advantage the faculty at your department might be able to provide you with. Student associations often have a right to have a space for them at the university (if it can be financially managed by the university), so don't hesitate to ask about one. The faculty might also be willing to help your entity with organizational costs: photocopying, poster printing, having an **EGEA** meeting at the university etc.

Most departments welcome international/Erasmus geography students. Good relationships with the department might also offer an opportunity to incorporate these international students to take part in your entity's activities. For example EGEA Utrecht organizes introduction week(end)s every semester, with international and Dutch students. By cooperation like this, you will create more familiarity with EGEA and spread the idea of EGEA to people from cities where EGEA doesn't yet exist.

III. Acquiring New Members

The future of every entity is dependent on their new members. Although EGEA also consists of recently graduated geographers, many students become inactive within EGEA after their studies. Even big entities can become very small just within two years if no new members enter (luckily, the other way around is also possible). The table shows that most young entities have a small number of members, but also that some very large entities don't have that many active members in comparison to the total number of acknowledged members (although their 'age' is often old).

Therefore it is crucial that there are annually some kinds of activities and presentations of your entity/EGEA to new potential members. You should do your best throughout the year to motivate them with and integrate them in various activities your entity or another entity organizes.

A. Motivation Weekend

Many entities practice the concept of organizing a **motivation weekend** (also known as recruitment, introduction or national weekends), where the entity goes somewhere for a couple of days to share your experiences, introduce annual activities and the structure of EGEA to newbie and potential members. Furthermore, a great idea is to do this together with a nearby entity (when possible) to get a deeper EGEA experience from the start. Then new members get to know and cooperate with their colleagues already during their first activity. As you probably know from your own experience: once you join, you're addicted to EGEA! Make it as easy as possible for new members to join an activity, so that the spirit of the EGEA-family can welcome them.

B. Promotion

In order to get new members for your entity, various ways of promoting EGEA are possible. In general, promoting EGEA or activities is similarly organized as advertising. The more often people see anything related to EGEA, the more interested they will get. The same goes for getting attention (attractiveness of presentation), atmosphere (be enthusiastic), assistance (answering questions) and information (precise).

❖ **Introduction speeches:** A good strategy is to present **EGEA** before a lecture or the first semester introductions of the students' union and tell what your entity does and where you are located at the university. This presentation should last no more than 5 minutes. Be sure to first contact the lecturer/professor/students' union to ask if you may have a bit of their precious time! If possible, make a PowerPoint presentation and bring posters, flyers and/or leaflets so that you'll attract more attention and people can read about **EGEA** afterwards! When repeated every year, introduction speeches will familiarize **EGEA** to many people.

❖ **Leaflets about EGEA:** There are ready-made leaflets designed for spreading throughout the year to interested people, to new members, in classes, during the start of a new semester, at promotional stands, and at other student associations' rooms. Download a leaflet at the **EGEA** website → *Publication; Download; EGEA Promotion; EGEA leaflet 2009* or click:

front side http://www.egea.eu/documents/promotion/EGEA_leaflet_09_front.pdf

back side http://www.egea.eu/documents/promotion/EGEA_leaflet_09_back.pdf

It is also possible to **order printed leaflets for free**. Contact EGEA Secretariat at egea@egea.eu and ask for some free copies!

❖ **Posters:** Make A4, or preferably A3, sized posters and place them throughout the university. They can announce anything like what and where is **EGEA**, congress announcements, local activities, exchanges etc. Be sure that the poster always informs how to contact your **EGEA** entity.

EGEA has its own poster and in case you would like to use it for your promotion, you can find it at the **EGEA** website → *Entities - general; Entities Support Committee; EGEA Promotion section of the page; EGEA poster* or click:

http://www.egea.eu/documents/ESC/EGEA%20poster_2010_.pdf

❖ **Information stands:** This is easy to organize: take a table, make an announcement and have something to promote (like congresses, exchanges, or local activities). Be sure however that you have permission from the university to do this.

❖ **Write reports/articles:** To advertise **EGEA**, you can write about it in university magazines, your own magazine, other (geography) association's 'magazine' or just write email updates. This is very fruitful for potential new members because they are able to get some impressions of **EGEA**.

❖ **Mailing lists:** Create a mailing list for your own entity/members to spread out news updates. This way people can easily apply for information without having obligations but they stay updated at the same time. With a monthly news update you can announce activities and/or report from previous activities.

❖ **Cooperation with other associations:** Organize a party, other activity or write an article together with another local or international geography association. The purpose is to gain more familiarity towards **EGEA** and at the same time organize bigger events for more people with more support. The members of the other associations will automatically know about you after cooperating with activities!

Following examples of promotion are a result of the North & Baltic Contact Person Day which took place in April 2011. Entities discussed their problems with getting new members and came to some solutions on how to improve promotion even more:

❖ Face-to-face promotion

EGEA events themselves are by far the most efficient way to promote EGEA. At the CP day, entities agreed that the single most important factor of pulling newbie-members to activities is the opportunity of meeting students from abroad and additionally being able to travel abroad.

- a) In terms of local events, the most successful have been parties, meetings focused on experience-sharing and camps/cottage weekends. **EGEA Helsinki** and **EGEA Utrecht** have used parties as an important tool for promotion. **EGEA Utrecht** has introduced a monthly drink activity, which is made attractive to students by for example cheaper-than-average drinks. Utrecht also organizes parties jointly with other student associations for greater exposure. They have also found it useful to attend activities organized by other associations in their faculty to outreach to potential members. **EGEA Helsinki** has recently had success in party-organization through the personal capacities of one of their new members. **EGEA Tartu** also recently organized a film and karaoke night that proved out to be very successful.
- b) Moreover, **EGEA Tartu** uses its Travel Club to attract new members. The main idea is to share experiences on traveling. Similarly, they have come up with an activity called Spring School, where older geographers and professionals talk about their recent projects and work. Also Helsinki has tried this activity by gathering alumni EGEA members to share their knowledge on working life. Utrecht has also organized documentary discussions, where a documentary is first shown and then followed by a scientific discussion on the topic.
- c) A third group of events are excursions, motivation weekends or camping trips. These are used by **EGEA Helsinki**, **St.Peterburg** and **Tartu**. **EGEA Tartu** has found local bus excursions to be successful. Typically, the university sponsors the bus and a professor will lead.

A chunk of the face-to-face promotion done by entities happens during the official introduction week(s) in the beginning of an academic year or at the beginning of lectures. The entities of **Copenhagen** and **Osnabrueck** told that they also invite the people to a follow-up meeting that happens immediately or soon after the promotion event. EGEA is then discussed in more depth at the follow-up meeting. Furthermore, **EGEA Saint-Petersburg** argued that it makes a difference who is carrying out the promotion to be successful; "not only what, but who".

The entities of **Riga** and **Tartu** have also been able to get professors do promotion for them. Riga has at the moment two active professor-promoters, one of which is the founding member of **EGEA Riga** two decades ago. **EGEA Tartu** has used its professor contact more indirectly. The professor helps out in organizing local events, such as the previously mentioned excursions. **EGEA Utrecht** has plans of taking collaboration with the faculty to a new level. The entity has plans to make EGEA the main platform for providing information on studying abroad at their faculty. This way, local students would have to be in touch with EGEA. Furthermore,

their EGEA room will be relocated closer to the rooms of the other student organizations, which allows more face-to-face promotion.

❖ Posters, flyers and electronic promotion

Almost all entities have used both of them. Besides traditional electronic promotion through email lists, the entities of **Copenhagen, Riga, Tartu, Trondheim**, and **Utrecht** have found the use of Facebook or other social media a positive tool for the promotion of EGEA.

EGEA Copenhagen sends a newsletter to the geography students 1,5 weeks before an EGEA meeting and a reminder the day before. Additionally, they use Facebook as a mean of communication. Copenhagen argues that invitations to meetings shouldn't be sent too early beforehand, because people tend to forget. The entity carries out its meeting during lunch breaks at the cafeteria. They also found a Facebook page a very efficient tool of getting their message through to other students.

Regarding poster/flyer promotion, they have come up with an idea to place the flyers into toilets for maximum exposure. Overall, Copenhagen focuses its promotion to the new students (up to 1,5 years of studies).

❖ **C. Website**

Following the process of acquiring new members, it's also important to keep them involved and even raise their enthusiasms towards EGEA. A good way to do this is to encourage them create a profile for themselves on the EGEA website.

A complete profile, along with additional information, an avatar and a picture of the new member is a nice introduction to other members who are already registered on the website. Furthermore, newbie members can check the entity page any time they want to see what activities are planned and stay generally updated. They can also post comments in the shoutbox and leave other members messages on their profiles. The (social) commitment within your entity will become stronger this way. Especially when new members take part in an exchange or other international activity, it's important to point out the existence of a corresponding forum thread. There they can meet the other EGEAns involved with the activity and raise each others' enthusiasms towards the upcoming event. So in short; create EGEA addicts! ;)

IV. Other Events

If you succeed to accomplish a certain kind of »family« spirit within your entity, consider yourself extremely lucky! If not, a key concept to accomplishing the spirit is not to focus only on EGEA stuff. While carrying out official matters, also encourage your entity to organize non-formal activities. If it'll be sunny next Sunday, write an e-mail today to your

group and just go somewhere to have a great time! It will clear people's minds and deepen relationships between entity members without the need to have something officially organized.

An **EGEA** entity is not only about **EGEA**! It is a group of students of various ages, some of them are freshmen, some of them are writing their diploma and some of them already have graduated. It is a group of people that help each other at local, national and international level. It is a group of people with various experiences, from study experiences to Erasmus experiences, travel tips etc.

EGEA offers many possibilities for an entity to be actively involved also in an international level. More about events and how to organize them can be found in the '**Get started with EGEA**' Manual.

V. Funding

As mentioned before, problems definitely start when finances are not well organized. However, even with skilled financial management, a wish for (extra) funding can exist. This can be because of the many costs an entity has while their income is limited. It can also be that there is a wish to organize bigger activities, provide more possibilities for the program of an activity or that entity would like to make (small) investments. A bank account for your local **EGEA** entity is a first step when acting with funding. Issues like interest, bank guarantees, easier overview, transparent transaction etc. make financial management better and safer. Some possibilities for collecting money are described in this chapter. Particularly for big entities a funding section can be interesting.

❖ **Donations:** Entities can ask for donations from their members. This is totally voluntary, and members can decide themselves how much to donate. On an annual basis they can for example fill in a form for donating and allow their entity to transfer a certain amount of money from their account. Especially older **EGEA**ns might be willing to do this. They have already entered working life and are more likely willing to contribute to **EGEA** in a financial way.

❖ **Membership:** **EGEA** doesn't require membership. However, entities are free to ask for money from their members. Of course this policy should first be approved by the whole entity e.g. by voting.

❖ **Earning money:** By for example organizing a barbeque, a student party, selling coffee/tea or another event, you have the opportunity to get some income. Keep in mind, however, that you should keep prices low to attract more people.

❖ **Sponsor agreements:** There are two ways of acquiring sponsor agreements. The first is to find a local or national institution or company (or your own university) to support your association. Sponsor cooperation can be carried out for example by having a company logo printed on EGEA shirts, having organized drinks in a local bar for financial support or by adding a company logo on posters for (local) activity announcements.

The second option is one of much larger scale and basically only suitable for large amounts of money (think of sponsors like ESRI, University Utrecht, University of Luxembourg). Approaches like this should be done in cooperation with the BoE, particularly with the treasurer. The (treasurer of an) entity can propose a sponsorship deal with a national or international institution to the BoE. If the partner is suited for EGEA and the BoE approves the idea, the procedure can continue. The ways of sponsoring can be carried out through website banners, the Daily Geographer, news letters, European Geographer, workshops at congresses & promotion stands at (official) activities. The share of funding is 50/50 between the entity responsible for the sponsorship deal and EGEA Europe during the first year of the contract. From then on, the whole funding goes to EGEA Europe. This share-policy is determined because the entity only realizes the funding and from then on the sponsorship agreement is depending on the whole of EGEA Europe. These contracts require quite intensive work, but when successful, a financial boost for your entity as well as EGEA Europe is realized.

Following examples of fundraising are a result of the North & Baltic Contact Person Day which took place in April 2011:

❖ **Fundraising trough local events**

A widely used method to raise funds is to ask for participant fees for events. **EGEA Helsinki** has a cover fee for its parties, **EGEA Tartu** asks a small donation of 1 euro to their Travel Club meetings and bus excursions, and **EGEA Utrecht** generally asks for a participation fee (4-5 euros) to almost all of their activities. Utrecht also provides the participants with some food and drink etc. with the money. **EGEA Tartu** invests the profit from the Travel Club meetings to other promotion activities etc.

❖ **Outreaching to external partners**

A few of the entities receive or have received financial support from their university. **EGEA Copenhagen** has taken university funding a notch further from just applying for university funds. They actively promote EGEA as a tool to attract foreign students to the university's study programs and promise they will work towards this end.

EGEA Tartu has in collaboration with a staff member of their department agreed to take part in processing data for a research project. Some of the money made this way will be left over to EGEA. Similarly, **EGEA Helsinki** and **Utrecht** have been taking up short-term work assignments (one to two days). The work is usually the kind that is easy but needs many participants. Helsinki has also worked as TV shows audience to make money.

While **EGEA Saint-Petersburg** have found a way to make get from companies by selling photographs from exotic Russian locations (difficult to access), in Estonia it's generally difficult to get money from companies. They prefer to give their sponsorship as products, namely food. But they are also able to obtain other products such as atlases, which can be used as gifts to guest speakers etc.

Out of the entities at the CP day, **EGEA Utrecht** had the most experience in dealing with fundraising. They, for example, get sponsorship for their Monthly Drink event and **EGEA Utrecht** in return gives the sponsors exposure on their website and t-shirts. **EGEA** ns also get discount from the bar. They have also introduced a system of asking money (around 10 euros/year) from the relatives of members or alumni members. In return **EGEA Utrecht** sends a postcard to all of them from every exchange location. In addition, objects in the **EGEA** room get named after the sponsors. For example, the **EGEA** room fridge is named after Sander's father. **EGEA Utrecht** argues that getting sponsors is a good and useful idea that should be constantly practiced.

VI. Statutory Base

Each association has its own statutory base and **EGEA** is no exception. This document is an official document and it can be considered as the 'constitution of **EGEA**'. The Statutory Base contains all descriptions, rules, and rights of the **EGEA** organization. Entities and their members are expected to act in line with this document within **EGEA**. While the Statutory Base is not exceptionally long and still a very important document, the board/committee members or CPs of each entity ought to read it through carefully.

The present Statutory Base has been written in summer 2009 and accepted at the General Assembly (GA) at the Annual Congress in October 2009. (GA= meeting of all entity representatives, usually once a year during the Annual Congress). Changes to the Statutory Base can only be made via a voting during the GA. Proposals for changes should be sent to the Board of **EGEA** no later than 20 days prior to the GA.

During the GA, each representative of an entity is expected to have read the Statutory Base, the Protocol, if needed, and the Appendix A – rules of procedures of the GA. This way the meeting can be carried out smoothly and efficiently.

Besides the Statutory Base, there are four other official documents within **EGEA**. These are the Protocol of the **EGEA** association and Appendixes A, B and C. The Appendixes B and C are only interesting for (annual) congress organizers. However, Appendix B can also be used as a guideline for organizing European-level activities, mainly concerning the participants and waiting lists.

All official documents of **EGEA** are listed here and are available as downloads:

❖ **Statutory Base** downloadable at:

http://www.egea.eu/upload/member/2645/EGEA_Association_Statutory_Base_2009_updated-2010.pdf

❖ **Protocol of the EGEA Association.** 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 elaborate in more detail how the association functions in line with the Statutory Base.

http://www.egea.eu/upload/member/2645/EGEA_Association_Protocol_2009_updated-2010.pdf

❖ **Appendix A - Rules of Procedures for the General Assembly.** The 'Rules of Procedures' are a part of the Protocol and must not contradict with the Statutory Base. The 'Rules of Procedures' document was created as a guideline for the formal procedures required to be followed prior and during the organization of the General Assembly.

http://www.egea.eu/upload/member/2645/EGEA_Association_Protocol_2009_Appendix_A.pdf

❖ **Appendix B – Participants and Waiting Lists** This document is an appendix to the Protocol of the association and consists of guidelines for defining the participants and waiting lists for the association's **congresses**. However, by decision of the organizing team, these rules can also be applicable for other activities.

http://www.egea.eu/upload/member/2645/EGEA_Association_Protocol_2009_Appendix_B_updated-2010.pdf

❖ **Appendix C – Annual Congress Fee Distribution** This document describes how the fee for the Annual Congress is determined along with the according groups of countries determined by GDP and the additional fee table. Each year the congress fee is allowed to increase by 2% with 2010 (= 148 EUR) being the base year.

http://www.egea.eu/upload/member/2645/EGEA_Association_Protocol_2009_Appendix_C.pdf