
Entity Manual

August 2009, updated May 2010



Thijs Brugman (Utrecht)

Matevž Premelč (Koper)

egea

Entity Manual

Matevž Premelč (Koper)
Thijs Brugman (Utrecht)

August 2009

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!

Table of Contents

Introduction	1
Table of Contents	2
I. Structure of the Organization	3
II. Cooperation with Faculty	6
III. Acquiring New Members	7
A. Motivation Weekend	8
B. Promotion	8
C. Website	10
IV. Other Events	11
V. Funding	11
VI. Statutory Base	13

Attachments:

Statutory Base, Protocol & Appendixes A, B & C

I. 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.

II. 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).

Statistics of Entity Members – February / April 2009

EGEA Entities*	Nr. of acknowledged members	Nr. of active members	Year of foundation
Amsterdam	40	15	1990
Athens	55	11	2005
Barcelona	46	15	1897
Beograd	51	30	2000
Berlin	31	15	1998
Bologna	44	10	2006
Bonn	24	16	2004
Bratislava	22	14	1991
Brussel	19	15	2004
Bucharest	80	23	1996
Cluj-Napoca	137	30	1997
Coimbra	32	15	2004
Dijon	20	15	1999
Groningen	56	40	1991
Hamburg	5	1	2000
Helsinki	58	30	2005
Iasi	100	50	2006
Israel	24	5	2006
Izhevsk	24	13	2005
Izmir	45	10	2006
Kiel	16	12	2004
Koper	56	24	2004
Krakow	100	53	1989
Kyiv	50	14	1996
Leuven	31	11	2005
Ljubljana	206	22	1996
Mainz	45	21	2006
Marburg	37	10	2002
Maribor	20	5	2004
Moldova	323	50	1998
Moscow	51	22	2004
München	41	21	2004
Münster	36	25	1998
Mytilene	80	12	2000
Nijmegen	30	20	2006
Novi Sad	48	23	2001
Osnabrück	12	6	2004
Oulu	23	10	1999
Pécs	26	17	2007
Poznan	46	20	2006
Prague	12	6	2005
Riga	12	3	2005
Roma	30	5	2007
St-Petersburg	42	20	1997
Skopje	25	10	2004
Szeged	17	17	2006
Tampere	13	4	2008
Tartu	73	20	1989
Timisoara	51	22	2006
Tirana	12	3	2003
Torun	24	15	2006
Trier	34	14	2001
Utrecht	241	45	1987
Valencia	27	23	2003
Vilnius	40	25	1992
Warszawa	225	50	1987
Wien	76	45	1989
Zagreb	35	15	1999
Total	58 (of 70)	3179	1113
Average per entity	55	19	1999
Missing entities: Augsburg, Banja-Luka, Bergen, Bern, Lviv, Salzburg, Sevilla, Sofia, Sosnowiec, Wageningen, Wroclaw, Zadar			
* Entities who completed the Questionnaires In February-April 2009			

❖ **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: <http://www.egea.eu/files.php?action=category&id=2>).

❖ **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.

❖ **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!

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 **EGEA**ns 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.

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.

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** To be found on the next page. Also downloadable at: http://www.egea.eu/upload/member/2645/EGEA_Association_Statutory_Base_2009.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.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.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



STATUTORY BASE

EGEA Association

ESTABLISHMENT ASSOCIATION

Today, *

appeared for me, Mr. Pieter Frank Goedendijk, notary in the municipality of Utrecht:

1. Mister Jeroen van Pelt, living at 3582 ZJ Utrecht, Ina Boudier Bakkerlaan 187-1668, born in Rotterdam on the ninth of May nineteen-hundred-eighty-four, identification card: passport with number NH7586538, valid till the twenty-third of February two-thousand-and-ten, delivered in Utrecht on the twenty-third of February two-thousand-and-five, unmarried and not registered as partner in the sense of a registered partnership;
2. Miss Laurina Elisabeth van Leijenhorst, living at 3085 VT Rotterdam, Nederhorst 11, born in Ede on the fifth of February nineteen-hundred-eighty-eight, identification card: passport with number NWKP1H617, valid till the twenty-ninth of May two-thousand-and-thirteen, delivered in Utrecht on the twenty-ninth of May two-thousand-and-eight, unmarried and not registered as partner in the sense of a registered partnership;

The two persons declared to establish an association, of which the following Statutory Base is valid:

STATUTORY BASE

NAME AND SEAT

Article 1

1. The association is called: **European Geography Association for students and young geographers**. The name can be shortened to: EGEA.
2. The legal seat of the Association is in the municipality of Utrecht.

AIM

Article 2

1. The aims of EGEA are to offer personal development opportunities to young geographers across Europe, and enable them to fulfil their potential as young scientists. EGEA provides complementary and alternative learning opportunities, beyond formal education of geography. This is done by encouraging and enabling involvement in intercultural interaction, as well as by development of academic, scientific, cultural and professional activities intended for young geographers on terms of equality, diversity and non-discrimination. EGEA actively contributes towards the promotion of geography through its

network capabilities and through strategic partnerships, with the ultimate goal to strengthen geography's place in members' local communities.

2. The means by which EGEA will fulfil its aims are:
 - a. To promote and organize congresses, seminars, symposiums, meetings, student exchanges, geographical study trips and other related activities in the field of geography that will fulfil the aims of EGEA.
 - b. To develop geographical information media such as magazines, reviews, reports, newsletters, journals, bulletins.
 - c. To organize an annual congress.
 - d. To establish and improve contacts with other geographical and non-geographical institutions and organizations.
 - e. To gather and distribute information in the fields of research and educational activities concerning geography as a science.
3. The territorial scope of the Association is Europe.
4. The official working language of the Association is English.

DURATION

Article 3

1. The Association has an unlimited duration.
2. The financial year of the Association is the year between two consecutive Julies 1st.

MEMBERSHIP & ENTITIES

Member entities

Article 4

1. The Association has members, called member entities.
2. Members of the Association can be any kind of local association of students in geography and young geographers in a city throughout Europe, to be assessed by the Board.
3. The membership ends:
 - a. When the member decides to resign.
 - b. When the Association (General Assembly) decides to resign.
 - c. By discharging the member.
 - d. In case the local association dissolves/ceases.

Associated entities

Article 5

1. The Association has associates, called associated entities.
2. Associates of the Association can be any kind of local association of students in geography and young geographers in a city throughout Europe, to be assessed by the Board.
3. Associates are those who apply by letter to the Board and get accepted by this Board. This is fulfilled by a written statement by the handling board. In case the Board didn't decide upon approval yet, the General Assembly can still decide to do so.

4. Associates don't have voting right.
5. A member that doesn't show up at two consecutive General Assemblies loses its member status and becomes an associate.
6. An associate that shows up at two consecutive General Assemblies, gains member status.
7. The status of associate ends:
 - a. When the associate decides to resign.
 - b. When the Association (General Assembly) decides to resign.
 - c. By discharging of the associate.
 - d. In case the local association dissolves/ceases.

Article 6

1. Entities are grouped into regions.
2. The rights of entities are:
 - 2.1. To have one representative in the General Assembly.
 - 2.2. To apply for participation in all activities organized by EGEA.
 - 2.3. To organize events of the Association.
 - 2.4. To offer candidates to occupy any elective charge of EGEA.
3. The duties of entities are:
 - 3.1. To accept and act in accordance with the Statutory Base
 - 3.2. To accept the general decisions made by the General Assembly of EGEA.
 - 3.3. To respect the opinions of other entities of EGEA.
 - 3.4. To supply other entities with information when required.
 - 3.5. To contribute with fees specified for financing EGEA.

Membership fee

Article 7

Every member may be required to pay a membership-fee. The amount of the membership fee has to be set by the General Assembly.

GENERAL ASSEMBLY

Article 8

1. The General Assembly consists of entities' representatives and constitutes the main decisive body of the Association.
2. Access to the General Assembly is for members, associates as well as all who have received a special invitation from the Board.
3. Annually at least one General Assembly is held, within six months after the end of the financial year, unless the General Assembly decides differently.
4. A call for a General Assembly can also be made by the Board as often as needed, as often as 50% of the Board demands or as committed by the Dutch law. In this General Assembly the Board presents its annual report and the most important decisions.
5. In case of a written request by at least one/tenth of all representatives, the Board is committed to call for a General Assembly within four weeks after the request has been done. In case the request doesn't lead to any action with 14 days, the group of

representatives are allowed to make a call themselves in line with the in the Protocol mentioned guidelines.

Article 9

1. The General Assembly is held at the location decided by the previous General Assembly, or at a location decided by the Board.
2. The General Assembly is valid if more than 50% of the member entities are present.
3. The General Assembly will be led by a person appointed by the General Assembly, called the moderator of the General Assembly.
4. At the General Assembly, minutes will have to be made by two persons elected by the General Assembly.
5. All decisions where neither the law, nor this Statutory Base require a higher majority, are made by relative majority.
6. In all cases of a dispute concerning the voting process not covered by the articles of the Association, the moderator of the General Assembly decides. However, when the accuracy of the decision by the moderator is challenged by a relative majority, voting has to be repeated. The challenged voting result does not have any legal authority in this case.
7. Member entities, even though not in a live meeting together, can make a decision, under condition that the Board is involved. This decision can be made by letter or e-mail.

BOARD

Article 10

1. The Board consists of four persons and divides the functions of president, vice-president, secretary and treasurer amongst themselves.
2. The board members are elected by the General Assembly out of members from the Association and in line with the regional division of the Association. Each region may offer one candidate.
3. A representative of the entity chosen to organize the annual congress will also become a member of the Board.
4. Board members can be suspended or discharged by the General Assembly at any time. The General Assembly decides upon suspension or discharging by a two-thirds majority.
5. Suspension ends within three months after announcement, unless the General Assembly decides to discharge it in the mean time. A suspended board member has the opportunity to justify him/herself to the General Assembly and may bring a counsel for support.
6. Meetings of the Board will take place as often as any member of the Board demands. Notes of the meetings have to be made public.
7. In case the amount of board members drops to less than the minimum as mentioned under subsection 1, the Board is still authorized. However, the Board is committed to call the General Assembly as soon as possible and discuss the new situation.
8. Concerning the meetings and decision making process of the Board, articles 9 and 10 are used as much as possible

Article 11

1. The Board ensures the management and the control of the Association.
2. With preliminary approval by the General Assembly, the Board has got the authority to conclude agreements concerning purchasing, alienating or burdening of all registered

goods, to guaranteeing and co-debiting the Association and the security of the debts of outsiders.

Article 12

1. The Board represents the Association.
2. The representational authority is either the president, accompanied by either secretary or treasurer, or secretary and treasurer together.

FINANCES

Article 13

1. The financial year of the Association is the year between two consecutive Julies 1st.
2. The Board is obliged to present a balance sheet and a profit and loss report to the General Assembly. The balance has to be approved by the General Assembly.
3. In case no accountant is involved in accepting the documents mentioned in the previous subsection under conditions stated in article 2:393 subsection 1 of the General Dutch Law, the General Assembly appoints a Financial Control Commission, consisting of at least two members from the Association and representing the regional division of the Association. Each region may offer one candidate. Neither members of the current, nor of the candidate Board can take part in the Financial Control Commission.
4. The Board is obliged to provide all requested information to the Financial Control Commission. If desired, the Board presents to the commission the cash balance, full financial administration and other important documents of the Association.
5. The Financial Control Commission checks all under subsection 2 mentioned documents and reports the conclusions to the General Assembly.
6. The Financial Control Commission checks the balance report of the previous Annual Congress based on the bills and notes submitted earlier by the Board and report the conclusions to the General Assembly, which should further on approve the report.
7. In case the Financial Control Commission needs specific accounting knowledge, the Commission may obtain assistance by an accountant at the Association's expense.

STATUTORY BASE CHANGE

Article 14

1. Decisions that will lead to the modification of the articles of the Statutory Base can only be made by a General Assembly. The topic has to be clearly announced in the agenda in advance.
2. Decisions that will lead to the modification of the articles of the Statutory Base must be taken by at least a two-thirds majority of the representatives at the General Assembly.
3. A Statutory Base change is valid at the moment it is registered at a notary. Every board member is authorized to register a Statutory Base change.
4. Subsections 1 and 2 are not valid at the moment all members are present at the General Assembly and the decision is made with one accord.
5. The board members are committed to provide the Chamber of Commerce an original transcription of the official documents concerning the Statutory Base change and a full and correct version of the new Statutory Base.

DISSOLUTION AND WINDING UP

Article 15

1. The General Assembly can decide to dissolve the Association under the conditions mentioned in article 14 subsections 1, 2, 3 and 4.
2. The General Assembly calculates the financial situation at the moment of dissolution and defines a destination for the possible surplus, in accordance to the main aims of the Association.
3. The Board is committed to arrange the winding up of the Association.
4. After the formal dissolution of the Association, the Association continues as long as needed for its capacity. During the winding up, the Statutory Base still remains the leading document. All official communication contains the words 'in liquidation'.
5. The winding up ends at the moment no further liquidator is known.
6. Financial records and important documents of the Association will have to be stored for 10 years after the winding up has been finalized. The conservator is the one appointed by the liquidators.

RULES & REGULATIONS

Article 16

1. The General Assembly may establish other rules and regulations (e.g. Protocol) for all inner affairs, additional to the Statutory Base.
2. These documents must not be in contradiction with either the law or this Statutory Base.
3. On the establishment of and changes in the rules and regulations, conditions mentioned in article 14, subsections 1, 2 and 4 are valid, unless the documents themselves state differently.

FINAL DEFINITION

Article 17

The General Assembly is authorized to make all decisions, unless this is permitted to other bodies by either the law or this Statutory Base.

FINAL DECLARATION

Last but not least, the undersigned declare that the current Board of EGEA Foundation will take position as first Board of the Association.

CONCLUDING DEED

This official document is accepted in the municipality of Utrecht at the date mentioned at the first page. Both persons mentioned in the beginning I met personally. The business content of this deed has been clarified and explained. The persons have declared that reading it out loud is not necessary and they agree upon the content. The deed has partly being read out load, after which it has been signed by both persons and by my, the notary.



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

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.)

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, 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 the Board 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.) These candidates are the regional contact persons. A regional contact person is allowed to appoint one or more regional assistants.

The duties of regional contact persons are:

10.2.1. 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 represented.

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

10.2.3. To stay in contact with the organizers of the regional congresses.

10.2.4. To make a written report about all activities in the region.

10.2.5. To organize and chair live and e-meetings with entities from the region.

10.2.6. To inform the other board members about the situation in the region.

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.

10.8.4. 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 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 regional contact persons:

10.10.1. The open call for candidates for regional contact persons starts on 1 May.

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

10.10.3. The regional contact persons are elected during regional e-voting or e-meetings. The results should be known and officially announced until 15 July.

10.10.4. After their election the current Board introduces the new regional contact persons to the tasks and responsibilities of the Board in order to facilitate an efficient knowledge transfer.

10.10.5. The regional contact persons take over full responsibility as the new Board after being officially elected 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.)

OTHER ADMINISTRATIVE BODIES OF THE ASSOCIATION

Article 18

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

18.1.1. The rights of regional assistants are:

18.1.1.1. 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.

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

18.1.2. The duties of the regional assistants are:

18.1.2.1. To deal with bureaucratic issues.

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

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

18.1.2.4. To promote EGEA in their regions.

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

18.2. The SECRETARIAT is the central contact address and the external information and administration centre of the Association. It is located in Utrecht, the Netherlands.

18.2.1. The rights of the Secretariat are:

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

18.2.2. The duties of the Secretariat are:

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

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

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

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

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

18.3. 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.

18.3.1. The rights of committees are:

18.3.1.1. 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.

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

18.3.2. The duties of the committees are:

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

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

ORGANIZATION OF THE ANNUAL CONGRESS

Article 19

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

19.2. 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.

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

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

19.5. 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.

19.6. 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**.

19.7. Board members, Secretariat representative(s) and Financial Control Commission representatives are omitted from the amount of participants per entity. Regional assistants, committee speakers and the main editor of the Newsletter 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.

19.8. 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.

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

19.10. Along with the General Assembly there should also be time reserved at the annual congress for the regional meetings.

19.11. 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 20

20.1. In order to reduce differences between countries with entities of the Association and to make the groups of countries more or less equal in size, gross domestic product (GDP) is used when dividing countries into three categories for the distribution of fees:

20.1.1. GROUP A: Countries with GDP (PPP) **larger than 24.000 USD**

100 % of the fee.

20.1.2. GROUP B: Countries with GDP (PPP) **from 12.000 USD to 24.000 USD**

75 % of the fee.

20.1.3. GROUP C: Countries with GDP (PPP) **less than 12 000 USD**

50 % of the fee.

20.2. Every year the GDP will be checked and countries will be assigned to their respective fee group by the Board.

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

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

ORGANIZATION OF THE REGIONAL CONGRESSES

Article 21

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

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

21.3. 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.

21.4. Members of the Board and a regional assistant from the region in which the congress is held are omitted from the amount of subscriptions per entity.

21.5. Members of a committee 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.

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

21.7. 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**.

21.8. 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.

REGIONAL MEETINGS

Article 22

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

22.2. A regional meeting is chaired by the regional contact person. In case the regional contact person is absent, a regional assistant chairs the meeting.

22.3. 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 23

23.1. 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.

23.2. The rights of EGEA Dinosaurs & Alumni are:

23.2.1. 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.

23.2.2. To participate in other EGEA events as follows:

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

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

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

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

23.3. 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