

BOOK OF STATUTES

OF THE NON-PROFIT ASSOCIATION

CENTRE-RIGHT EUROPEAN ASSOCIATION OF

STUDENTS

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This book contains 25 pages.

PREAMBLE

Europe represents the idea of unity and companionship. It is a community of sovereign states striving towards a greater good benefitting all European citizens.

Firmly grounded in the values of Christian democracy, liberalism and conservatism, we - the student and youth organisations of Europe - pursue the advancement of our shared beliefs. We intend to achieve this goal by strengthening the cooperation in research and higher education throughout Europe.

As a European student organisation, we are aiming to ensure freedom in research, teaching and education in the European Higher Education Area (EHEA). The principle of merit is fundamental to our understanding of a just higher education and research sector as well as a just society as a whole. We hold these ideas to be the cornerstone for cultural and economic prosperity.

Europe's cultural diversity paired with shared values and a common framework enable exchange and cooperation in a unique depth. It is up to us, the youth of Europe, to protect and enliven this gift.

Europe is a stronghold for liberal democracy. It is our belief that fundamental rights and free markets are to the benefit of all and the bedrock of a thriving society. The rule of law and property rights are essential in creating an environment allowing for individuals around Europe to prosper. Being able to uphold our values and safeguard the freedom of one another, we build upon our heritage and strive for continuous progress.

A European consciousness and a common understanding of Christian-democratic, liberal and conservative values will guide us on our mission to improve the lives of students and pave the way for a bright future for Europe.

The European idea begins with young people carrying forward these values.

THE CONSTITUTION

Chapter 1: The organisation

§1 Name, head office, operation

- (1) The name of the organisation is Centre-Right European Association of Students, hereinafter referred to as “CREAS”.
- (2) CREAS has its official office in Wetstraat 89, 1040 Brussel, Belgium.
- (3) CREAS is a non-profit political association that follows and advocates the principles of christian-democracy, conservatism and liberalism, human rights and the rule of law.
- (4) The fiscal year of the association is the calendar year.
- (5) The official languages of CREAS are British English, French and German. British English shall be the primary working language.
- (6) The association is incorporated for an indefinite duration.
- (7)

§2 Statutes

- (1) The Book of Statutes of CREAS consists of five (5) parts:
 - a. Preamble,
 - b. Constitution,
 - c. Internal Regulations,
 - d. Standing Orders,
 - e. Financial Regulations.
- (2) The procedure for amending the Statutes of CREAS is as follows:
 - a. Changes to the Statutes shall only be adopted by the Council at the annual conference.
 - b. The proposed alterations shall be submitted to the CREAS Executive Board at least thirty-five (35) full days before the date of the general assembly or conference.
 - c. The CREAS Executive Board shall circulate the proposed alterations at least thirty (30) full days in advance of the date of the Annual Conference.
 - d. For changes to the Preamble and the Constitution only those changes that achieve a three fourths (3/4) majority of the votes cast are approved. For changes to the Internal Regulations, Standing Orders and the Financial Regulations, only those changes that achieve a two thirds (2/3) majority of the votes cast are approved. Votes that are part of the quorum after the roll call are considered votes casted. The approved changes take effect immediately after the conclusion of the Council meeting. The changes do not apply retrospectively.
- (3) The Statutes will be interpreted according to the exact wording set in their text, and the following rules:

- a. Interpretation of any discrepancies or unclear points of the Statutes will be performed by the chairperson.
 - b. In case of a dispute a simple majority of votes in council may overrule the interpretation of the chairperson.
- (4) All activities, procedures and working practices of the CREAS shall be described in detail in the Internal Regulations and Financial Regulations.
- (5)

§3 Purpose and Tasks

- (1) CREAS is an organisation of christian-democrat, conservative and liberal student and youth organisations across Europe. CREAS provides a framework for cooperation between its member organisations with the purpose to foster political, cultural and social student activity on the basis of Christian-democrat, conservative and liberal values.
- (2) The organisation wants to pursue its goals by hosting and organising projects, seminars, conferences, publishing information and political positions. CREAS engages in the efforts to responsibly shape the higher education landscape, state, society and economy, to protect and defend Christian values, democracy and freedom in Europe.

§4 Funding and expenditure

- (1) The association has the following sources of funds:
 - a. Members' annual membership fees
 - b. Direct grants
 - c. Special fees
 - d. Donations
 - e. Any other reasonable source.
- (2) The association's funds are employed solely for purposes consistent with the Financial Regulations of this Book of Statutes. Members or individuals do not receive any payments or benefits from the association's funds other than listed within the Financial Regulations.
- (3) Donors are not entitled to political or social demands. The decisions of CREAS shall be governed by the principles laid out under §3 and in the Preamble.

§5 Membership in the association

- (1) Membership in CREAS is open only to national student and youth organisations undertaking political activities promoting Christian-democrat, conservative and liberal values. CREAS is comprised of its Ordinary Member Organisations and Associated Member Organisations as well as of its Observer Member Organisations. The number of Ordinary Member Organisations shall not be less than three (3) at any time.
- (2) Subject to the following provisions, the Council is authorised to grant, at its own discretion, the applicant for membership one of the following membership statuses in the CREAS: Ordinary Member Organisation, Associated Member Organisation, Observer Member Organisation.

§ 6 Membership Types

- (1) Ordinary Member Organisation: Subject to the following provisions, the Council is authorised to grant member status on the request of an applicant to any like-minded student and / or youth organisation, based in a member country of the European Higher Education Area (EHEA). An Ordinary Member shall be awarded with the right to speak and the right to vote in all decisions undertaken by the Council.
- (2) Associated Member Organisation: Associated member status may be granted by the Council on the proposal of an Ordinary Member Organisation to any like-minded student and / or youth organisation from states within the continent of Europe which subscribe to the objectives of CREAS. They shall participate in all decisions by the Council with the right to speak. They shall be awarded voting rights except on matters regarding the Book of Statutes, policies and structure of the EU or its institutional system.
- (3) Observer Member Organisations: Organisations close to CREAS, from states within the continent of Europe may be granted observer status by the Council on the proposal of the Executive Board. They shall participate in and observe all decisions undertaken by the Council.
- (4) Other rights and obligations of all types of membership shall be defined in the Internal Regulations.
- (5) The status of membership, rights and obligations assigned by the Council to a member organisation take effect immediately after the conclusion of the Council Meeting where its application was decided upon.
- (6) The membership of any member may be suspended, if any of the conditions defined in the Internal Regulations is not met. Voting rights of suspended members are withdrawn. Suspended members shall not have the right to attend CREAS events and shall not be counted as members of the CREAS when verifying a quorum for the respective decision.
- (7) The first Ordinary Member Organisations, which shall be recognised as founders of the CREAS as a legal entity, are the following:
 - a. AktionsGemeinschaft (AG) of Hyrtlgasse 30/4, 1160, Wien, Austria,
 - b. Christendemocratische Studenten of Koning Albertlaan 214, 9000 Gent, Belgium,
 - c. Chrëschtlech-Sozial Jugend, Schüler a Studenten of 2, rue de l'Eau L-1449, Luxembourg,
 - d. Fria Moderata Studentförbundet of Blasieholmmsgatan 4a 111 48 Stockholm, Sweden,
 - e. Høyres Studenter, Stortingsgaten 20 of 1352 Vika, Oslo, Norway,
 - f. Hrvatska akademska zajednica of Laščinska Cesta 31a, 10000, Zagreb, Croatia,
 - g. Kokoomuksen Opiskelijaliitto Tuhatkunta ry of Töölönkatu 3 A, 4. krs 00100 Helsinki, Finland,
 - h. Konservative Studerende of Øster Farimagsgade 5, 1353 Copenhagen, Denmark

- i. Občiansko-demokratická mládež of Šancová 70, 813 47 Bratislava - Staré Mesto, Slovakia,
- j. Ring Christlich-Demokratischer Studenten of Paul-Linke-Ufer 8b, 10999 Berlin, Germany
- k.

§6 Cooperation

On the proposal of the Executive Board, the Council Meeting may grant CREAS Partnerships to any political organisation outside the EU represented in an international organisation such as the Council of Europe, NATO, OSCE and / or Union for the Mediterranean (UfM). Such organisations must have a likeminded orientation as CREAS, accept the Book of Statutes and the organisations purpose. It shall participate in decisions of all matters with the right to speak except for matters regarding the Book of Statutes.

§7 Bodies of the association

- (1) The Book of Statutes of the Center-Right European Association of Students binds all bodies of the CREAS equally.
- (2) The bodies of the CREAS, in decreasing order of hierarchy, are:
 - a. The Council
 - b. The Executive Board
 - c. The Working Groups
 - d. The Review Board, as an independent body.
- (3) The procedures followed in these bodies and aspects of their work, as well as powers, duties and responsibilities of individual members of each body, shall be described in the Internal Regulations.
- (4) The representatives of the member organisations in the bodies of the CREAS shall show strong affiliations with higher education and academia either being enrolled or have finished studying in a higher education institution in the past 2 years. For the Review Board circumstantial affiliation with both higher education and a member organisation shall be sufficient. Delegates in the Council must be enrolled students in higher education institutions.

Chapter 2: The Council

§8 Definition

The Council is the sovereign and highest governing body of the CREAS.

§9 Composition

(1) The Council shall consist of:

- a. One (1) delegate with the rights vested in by the Constitution, appointed by each Ordinary Member Organisation,
- b. One (1) delegate with the rights vested in by the Constitution, appointed by each Associate Member Organisation,
- c. One (1) delegate with the rights vested in by the Constitution, appointed by each Observer Member Organisation,
- d. One (1) delegate with the rights vested in by the Constitution, appointed by each CREAS Partner Organisation, participating only in the non-reserved business of the Council, which are enlisted in §9 (2) and (3).
- e. The Members of the Executive Board without a voting right,
- f. Guests, if beforehand approved by the Council.

(2) Each Ordinary and Associated Member Organisation is entitled to have a deputy delegate present in the Council at any time.

(3) Voting by proxy shall not be permitted. Each individual may act only as a delegate of one (1) Member organisation in a Council meeting.

(4)

§10 Powers

The Council holds the authority and powers specifically granted by law or the Book of Statutes. Procedures to exercise these powers are described in the Internal Regulations. These powers shall be, in particular:

- a. to change and to amend the Book of Statutes,
- b. to decide upon the political agenda of the association,
- c. to appoint the Executive Board,
- d. to discharge members of the Executive Board, in particular when present closing of the financial year is disapproved by the audit,
- e. to appoint and to discharge Auditors and decide on their compensation,
- f. to exonerate the members of the Executive Board from financial responsibility,
- g. to adopt annual accounts and the annual budget, in particular the membership fee,
- h. to adopt and to expel Member organisations,
- i. to dissolve CREAS,
- j. to transform CREAS into a for-profit entity.

§11 Meetings of the Council

(1) The Council shall meet at least two (2) times during each working year. One of these meetings shall be the annual general assembly in the first half of the year and one of these

meetings shall be the annual conference in the second half of the year. The special powers of the annual general assembly and annual conference are further specified in these Statutes.

- (2) The Council shall meet within forty-two (42) days after being convened by the Executive Board or by one third (1/3) of the Ordinary Member Organisations of the CREAS.
- (3) Council Meetings are initiated by a formal invitation, addressed by the Chairman of the CREAS to all members. This invitation shall be circulated at least thirty (30) days in advance.
- (4) The decisions of the Council shall be recorded into Minutes. The Minutes shall be signed by the Chairman and another Executive Board member present at the meeting. Original copies of all minutes shall be stored in a ledger in the registered office of the CREAS. Amendments to the minutes of the Council shall be submitted in writing to the Executive Board at least twenty-four (24) hours before the announced starting time of the Council Meeting.
- (5) All members shall have the right, on request, to see any Minutes or to obtain a signed extract from any Minutes at all times. Any concerned third parties may request a signed extract of any such a decision recorded in the minutes, which concerns them individually.
- (6) The Council takes decisions by simple majority voting, unless otherwise specified in the Book of Statutes. In case of an equal vote (tie) the result shall be interpreted as negative. In case a simple majority of the votes abstain, the result shall be interpreted as negative.

§12 Annual General Assembly– Annual Conference

- (1) The annual general assembly has the following exclusive competences:
 - a. to appoint and to discharge auditors and decide on their compensation,
 - b. to elect the executive board,
 - c. to exonerate the members of the Executive Board from financial responsibility,
 - d. to dissolve the CREAS.
- (2) The annual conference has the following exclusive competences:
 - a. to change and amend the Book of Statutes,
 - b. to decide on the strategic political agenda of the CREAS,
 - c. to adopt annual accounts and the annual budget, in particular the membership fee,
 - d. to discharge the Executive Board, when present closing of the financial year is disapproved by the audit,
 - e. to dissolve CREAS,
- (3) The composition and the functioning of the annual general assembly and annual conference are regulated in the Internal Regulations.
- (4) The agenda of the annual meetings should include the following:
 - a. Opening of the meeting
 - b. Appointment of Tellers
 - c. Confirmation of the Quorum

- d. Appointment of president and minute taker of the meeting
- e. Discharge of pervious Board
- f. Voting upon Urgency of Motions
- g. Finalisation and adoption of the Agenda
- h. Elections of the bodies
- i. Reports
- j. Statements
- k. Motions
- l. Any other business
- m. Closing of the meeting

Chapter 3: The Executive Board

§13 Task

The executive board operates in the place of the council when the council is not gathered. The board has the responsibility of the day-to-day operation of the organisation.

§14 Composition

The Executive Board consists of:

- a Chairman,
- a Deputy Chairman responsible for the coordination of the Working Groups,
- a Deputy Chairman responsible for the finances of the organisation,
- three (3) Vice Chairmen, responsible for the (3) permanent working groups
- a Vice Chairman responsible for communication

§15 Working Procedure of the Board

- (1) If three (3) board members or the auditors are demanding a board meeting to take place, the chairman shall without delay summon the board.

- (2) The Chairman summons an Executive Board meeting by written notice at least twenty-one (21) days in advance. A preliminary agenda must be enclosed.
- (3) Every member of the board holds one (1) vote. All Voting is to be taken by an open vote. The quorum for all decisions of the Executive Board is four (4) board members. The presence of an individual member may be achieved remotely by technical means, such as telephone or video conference device, observing that the individual is fully able to contribute and understand the proceedings of the meeting.
- (4) Decisions in the Executive Board are taken by simple majority voting unless otherwise mandated by the Statutes.
- (5) The minutes of any Executive Board Meeting shall be circulated to the Executive Board members within fourteen (14) days and formally adopted at the next meeting.

Chapter 4: Working Groups

§16 Definition

The Working Groups are supporting the substantial content-related work of the Executive Board. There shall be three standing Working Groups. The focus/title of the working groups is set by the Annual Convention for the upcoming year.

§17 Composition

Each Working Group shall be made up of five (5) members. The five members of each Groups are appointed by the Board for the respective term of the Working Year, through an open process. The responsible Executive Board Vice Chairmen are ex-officio members and chairs of the Working Groups.

§18 Purpose and Tasks

Working Groups have the task to prepare motions and ideas for projects and policy (eg the Forum Priorem). Each Working Group has the responsibility for a substantial content-related agenda of the organisation. The subjects of the Working Groups is to be decided by the Board.

Chapter 5: Review Board

§19 Task

The Review Board mediates disputes within the board, disputes between the board and any other entity of the organisation and disputes on the agenda setting of Council meetings.

§20 Composition

The Review Board consists of six (6) members. Three (3) of them are elected when the Vice Chairman election cycle is on the Agenda. The other three (3) are elected when the chairs election cycle is on the Agenda.

INTERNAL REGULATIONS

By and under supervision of the Council, the following additional rules regarding the functioning and composition of the CREAS, as well as other rules relating to the functioning of the international association which are not set out in the Constitution, will be set out in these Internal Regulations.

§1 Obligations of Membership

The obligations of all member organisations, for the entire duration of their membership, are as follows:

- a. Obligation to follow the aims, principles and rules defined in the Book of Statutes.
- b. Obligation to pay the minimum amount of annual membership fees of one hundred (100,00) Euros. The maximum amount of annual membership fee to be paid is no more than five hundred thousand (500.000,00) Euros. The amount of the fees is determined annually at the annual conference. The procedure is determined as defined in the Financial Regulations. Fees are payable up to two weeks prior to the annual general assembly and communicated by the Council Meeting to the members.
- c. Obligation to submit legally testified reports on the member size of the organisation or enclose all documents necessary to determine the member size of the organisation to the Executive Board. These reports or documents are to be submitted to the Executive Board prior to the annual general assembly. This obligation does not apply to Observer Member Organisations.
- d. Obligation to update to the Executive Board on any changes to their leadership or contact details.
- e. Obligation to co-operate with the Executive Board and comply with any reasonable requests made of them by the Executive Board.
- f. All member organisations are held liable for any commitments, financial or otherwise, that they have made towards the CREAS, and shall remain liable for those commitments in the event of termination of membership.

§2 Voting Rights

- (1) Fifty (50) percent of all votes to be awarded shall be allocated among the individual organisations according to their respective amount of members. Fifty (50) percent of all votes shall be allocated according to the population of the countries which the organisations belong to. The data will be taken primarily from Eurostat, alternatively from official European institutions and national statistics offices.
- (2) In both categories each member is guaranteed to have a minimum number of votes (one) and a maximum number of votes (10% of the total votes in each category) irrespective of the size of the organisation or the population of the country.

- (3) Should there be more than one member organisation representing a country the votes will be divided evenly amongst each other, by dividing the adjusted number of votes (after applying the 10% threshold) by the number of organisations from the country. If the number of votes for division between organisations is uneven, then the uneven vote will change hands between the organisations in question on an annual basis.
- (4) Through this distribution of voting rights, it should be guaranteed that the interests, ideas, and perspectives of all Member Organisations can be considered and respected. It assures proportionality between all Member Organisations.

§3 Membership Application

- (1) Requests for membership shall be submitted to the Executive Board in writing. The applicant shall comprise a statement on the adoption of the Political programme and bylaws as well as the Internal Regulations of the association, in addition to a copy of the bylaws and programme in its original language and in English of the applicant party. The CREAS should be notified of any change in the bylaws of any member. The Executive Board will transmit the application with a recommendation of the Review Board. The application procedure of new members is regulated by the Internal Regulations.
- (2) All new applicant organisations for membership shall first participate in two (2) Council Meetings before requesting membership.
- (3) Membership issues are discussed only during the Council Meetings conducted within the CREAS annual conference and annual general assembly events.
- (4) The type of membership requested by an organisation is decided with a two thirds (2/3) majority of the votes cast by the Council at the Council Meeting where the application is considered. In this case all votes that are part of the quorum after the roll call are considered votes casted.
- (5) If an application for a new membership is tabled by an organisation from a country that already has a CREAS member organisation, the vote on such an application requires a majority of three quarters (3/4) of all votes cast in the Council Meeting. In this case all votes that are part of the quorum after the roll call are considered votes casted.
- (6) A member organisation can request a change to its type of membership, after at least nine (9) calendar months have elapsed since the Council Meeting that approved the last change to its membership type.

§4 Changes to Membership

- (1) Any member may resign from the association at any time. The member gives notice to the Executive Board of the decision to resign by registered letter. Members that resign are obliged to fulfil their financial obligations toward the association for the year during which the resignation is submitted and for all previous years. Resigning members are not obliged to disclose its reasons for resignation.
- (2) The suspension and the exclusion of a member may only be decided by the Council Meeting. The reasons for suspension or exclusion are to be disclosed in advance of the Council Meeting. A proposal for the exclusion of a member may only be submitted by the

Executive Board, or seven Ordinary Member or Associated Member Organisations from five different countries. The Executive Board may hear the member concerned.

- (3) If a Member Organisation ceases to be an active member of the political community in the sense that no events, gatherings or similar have been organised, at local, regional or national level, for the past two (2) years, the Executive Board shall recommend to the Council Meeting its suspension or exclusion.
- (4) If a Member organisation changes its name or merges with another political organisation, the changes shall be confirmed by a Council Meeting as being in line with the criteria required for membership, set out in the Book of Statutes. If the Council Meeting does not confirm the change, the Executive Board shall present a motion of expulsion.
- (5) If a member organisation splits into two (2) or more fractions it shall present a written document to the Council stating which of the new organisations is to inherit its membership rights. If there is no agreement between the fractions the Executive Board shall present a motion of expulsion.
- (6) If a member organisation contravenes the aims of the CREAS, damages the reputation of the CREAS, or it ceases to fulfil the statutory requirements for membership, it is considered to be in breach of its requirements for membership.
- (7) The Council can cancel the membership of any member organisation which requests it by a registered letter addressed to the registered office of the CREAS, or is in breach of its requirements for membership. A motion for expulsion shall be circulated to all member organisations at least thirty (30) days in advance. Expulsion requires a two thirds (2/3) majority of the votes cast by the Council and takes effect immediately after the conclusion of the Council Meeting where it is decided. In this case all votes that are part of the quorum after the roll call are considered votes casted.
- (8) Any organisation expelled from the CREAS, in order to regain CREAS membership, needs to:
 - a. State in writing to the Executive Board that the reasons of its expulsion (political, financial, or other) have been fully settled,
 - b. Settle any outstanding accounts with the CREAS, and
 - c. Follow the same application procedure as new member organisations.

§5 Audit

- (1) Two auditors, who can provide sufficient qualifications, are elected every for two years at the annual general assembly to conduct an audit of the preceding year and the upcoming year. Two additional deputy auditors, who can provide sufficient qualifications, are elected every two years at the annual general assembly to cover the event of the indisposition of the one or both auditors. The term of one or both auditors and their deputies can be shortened to one year by a resolution of the annual general assembly. No re-election is permitted.
- (2) It is the responsibility of the two auditors to examine all invoice documentation and verify their correct entry in the books, and examine the organisation's use of funds, or the use of funds by any company commissioned by the organisation for operational management, in accordance with the Financial Regulations. Also at least once every year the cash in hand and various bank balances for the preceding year are to be determined. The auditing does not include any assessment of fitness for purpose of expenditures approved by the Executive Board or the management. The auditors are to present a report on the result of

the cash audit at the annual general assembly and make recommendation on ratification to the Executive Board.

- (3) Neither the auditors nor the deputies can hold any other elected position in CREAS.
- (4) Any decision made by the auditors shall always be consensual. Whenever the two auditors disagree, all four auditors shall act as a college of auditors until a majority decision is reached.
- (5) The audit shall be conducted by two auditors. Whenever one or both of the auditors is unable to perform his duties at the designated time or for any other compelling reason, a deputy auditor shall take over his duties.
 - a. The audit shall be conducted annually before the end of March following the appropriate Belgian legislation and the international recommendations for good practices of audit where applicable. Additional audits may be called by the Executive Board or by the Council.
 - b. As a result of the audit, the auditors shall prepare a report for the annual conference, which recommends to the Council to either approve the present closing of the financial year and exonerate the Executive Board of the financial responsibilities or disapprove the present closing of the financial year. If the present closing of the financial year is disapproved, the Executive Board has time until the next annual general assembly to take actions to resolve the issue.
 - c. A positive report may present a number of recommendations which the Executive Board should undertake before the next audit to enhance their performance. A negative report shall state a list of shortcomings and include proposed actions which the Executive Board may undertake to resolve the issue.

§6 Motions

- (1) Any member organisation represented at the Council Meeting and any member of the Executive Board has the right to put forward motions. Motions proposed by suspended members shall only be valid to be presented in the Working Groups and in front of the Council if they are co-signed by a non-suspended member organisation of CREAS.
- (2) A motion shall be debated in a Council Meeting only if at least one of its movers is present.
- (3) A motion for which insufficient notice has been given shall be entered if it is considered urgent by the absolute majority of Council members present.
- (4) Amendments to any motion must be written down and handed in to the Board before a vote on that motion is called.
- (5) Any motion is carried if it receives the majority of the votes cast, unless otherwise mandated by the CREAS Statutes. In the event of equality of votes for and against, the motion shall be deemed to have failed.
- (6) A motion is withdrawn from a Council Meeting, if and only if all its movers are withdrawn. The movers of the motion can ask the Council to discuss a motion which did not pass from the Working Groups. The Council can approve such a request at an absolute majority vote.
- (7) The validity of a motion lasts until it is revised or replaced. T

STANDING ORDERS

§1 Working Year

- (1) CREAS events and activities take place within the interval of a year, hereinafter called the Working Year.
- (2) A new Working Year begins at the start of the day following the conclusion of the previous Working Year with the annual meeting and lasts until the end of the day its own annual meeting is completed.
- (3) During the Working Year, there are at least two (2) major CREAS events:
 - a. The annual general assembly, which is organised any time within the first three (3) months of the calendar year and lasts for at least four (4) days.
 - b. The annual conference, which is organised any time within the second half of the calendar year and lasts at least four (4) days.
- (4) Council Meetings organised during a Working Year shall abide to the following rules:
 - a. A Council Meeting shall be held during the annual general assembly. This Council Meeting is called the annual meeting of the CREAS.
 - b. A Council Meeting shall be held during the annual conference.
 - c. Any Council Meeting held outside the Annual Convention and the Annual Conference shall last at least two (2) days.

§2 Basic Document

- (1) The Basic Document of CREAS assembles the positions of the organisation on important areas of policy.
- (2) The positions must be in line with the purpose and tasks set out in §3 of the Constitution of CREAS.
- (3) The Basic Document may be updated or altered at the annual conference as established in § 12 (2) b. of the Constitution of CREAS in order to reflect or incorporate the latest policy conditions.
- (4) Changes to the Basic Documents might be affected only via motions.
- (5) In order for the contents of a motion to be applied or incorporated, partially or fully, in the Basic Document of CREAS, the motion shall:
 - a. State explicitly that it is intended for modification of the Basic Document,
 - b. Refer to the section(s) of the Basic Document it aims at updating or replacing,
 - c. Describe clearly which part of it is to make into the Basic Document,
 - d. Be approved as a motion by a vote in the Council,
 - e. Receive two thirds (2/3) majority in an additional vote, held in the Council Meeting immediately after the voting approval of the motion.
- (6) Any organisation may place a reservation on a specific paragraph of the Basic Document, which shall be recorded in its publication.

§3 Elections

- (1) The positions of the Executive Board will be elected by the Council at Annual Conventions.
 - a. The Chairman, the Deputy Chairman, and the Deputy Chairman for Finances will be elected every two (2) years.
 - b. The four Vice Chairmen will be elected every two (2) years, one (1) year shifted to the Chairmen.
- (2) Executive Board member positions that become vacant for any reason will be filled at the next Council Meeting, following the exact election procedure used for filling these positions in an Annual Conference.
- (3) Executive member positions will be filled according to the following rules:
 - a. All executive member positions in the Executive Board shall be filled.
 - b. Executive member positions will be filled only by representatives of Ordinary Members.
 - c. Each Ordinary Member can have up to one (1) representative serving as an executive member at any time.
- (4) Should a non-executive position become vacant for any reason, a new appointment may take place, and be confirmed, by the same Council meeting that declares the vacancy.
- (5) Non-executive member positions will be filled according to the following rules:
 - a. The three (3) members of the Review Board shall be elected every two (2) years when the Chairmen are elected. The other three (3) members shall be elected every two (2) years with the Vice Chairmen.
 - b. Non-executive member positions will be filled only by representatives of Full Members.
 - c. Each Ordinary Member can have up to one (1) representative serving as a non-executive member at any time.
- (6) Nominations for the positions of executive members of the Executive Board must be submitted by qualifying member organisations, not suspended at the time of the Council Meeting. Nominations concerning an incumbent member of the Board shall also be submitted to the Chairman for transparency. CREAS Member organisations shall only nominate individuals among their own members.
- (7) The elections for the executive members of the Executive Board and the Vice Chairmen shall take place in three (3) stages, using a separate and secret ballot each, in the following order: the ticket of Chairman, the Deputy Chairmen and the Vice Chairmen.
- (8) Each candidate executive member and the candidates for the Vice Chairmen shall introduce himself or herself and answer questions. One third (1/3) of the delegates can initiate a debate on the candidates. The candidates shall leave the room for the duration of this debate. They can be called back at any time to answer questions.
- (9) Each election stage shall be separately held, and no election stage shall proceed until the vote on the previous election has been announced by the Election Officer.
- (10) Voting in the elections is conducted as follows:

- a. Each Ordinary Member organisation with voting rights shall receive as many ballot papers as is the confirmed number of their votes for each stage of the elections. All ballot papers shall be stamped with the CREAS stamp or verified by the Election officer. Each ballot shall have the names of all candidates of the respective election stage printed on it.
- b. Each voting member shall mark up to one (1) name on the ballot paper for the election of the Chairman and up to two (2) names on the ballot paper for the election of the two (2) Deputy-Chairmen. The secrecy and anonymity of the vote shall be guaranteed by technical means such as an election booth.
- c. Unmarked ballot papers will be counted as abstentions and ballot papers with more marks than names will be counted as spoilt ballot papers.
- d. The Election Officer shall supervise the collection of the ballot papers and the counting of the names and shall announce the results as fast as possible.
- e. In the event of a dispute arising out of the elections, the Election Officer shall make a binding decision.
- f. If there is a parity of votes arising out of the elections, the Election Officer shall call immediately for up to two (2) more votes. If it does not bring about a decision and no candidate wishes to withdraw, the Election Officer shall draw lots.
- g. The Chairman shall be elected by an absolute majority of the votes cast. If no candidate reaches an absolute majority, a second round of voting shall take place between the two (2) candidates with the most votes in the first round. The candidate achieving a majority in the second round shall be elected as Chairman.
- h. The Deputy-Chairmen shall be elected by an absolute majority of votes cast. If less than two (2) candidates reach an absolute majority, a second round of voting will take place. Every voting delegate may vote for as many candidates as there are remaining open positions. If there still are open positions after the second round, these positions shall remain vacant, until the next council meeting, where a decision shall take place.
- i. The Vice Chairmen shall be elected by an absolute majority of votes cast. If less than three (3) candidates reach an absolute majority, a second round of voting will take place. Every voting delegate may vote for as many candidates as there are remaining open positions. If there still are open positions after the second round, these positions shall remain vacant, until the next council meeting, where a decision shall take place.

(13) The full results of the elections and the list of all members of the new Executive Board are announced by the Election Officer.

(14) The departing members of the Executive Board are automatically considered to have stepped down at the completion of the Working Year.

§4 Resignation and Exclusion from the Executive Board

- (1) A member of the Board may resign at any time, by giving notice to the Board of the decision to resign in writing.
- (2) One third (1/3) of the Board or one third (1/3) of the organisations of the Council can initiate a no-confidence motion against any member of the Board if the Board Member:
 - violates the by-laws and/or internal regulations of CREAS,
 - no longer acts in accordance with the basic values and principles of CREAS.

If such motion is initiated the motion is carried to the Council. The Council approves the no-confidence with a two-thirds (2/3) majority.

FINANCIAL REGULATIONS

§1 Asset Management

- (1) Asset management within CREAS is performed by the Executive Board in general and the Deputy Chairman of Finances in particular.
- (2) The Deputy Chairman of Finances has the task to manage the financial assets of CREAS, to keep an inventory list of all other assets that belong to CREAS, and to facilitate the work of the Financial Auditors as much as possible. The Chairman and, at the discretion of the Executive Board, another Executive Member of the Board shall also have a power of attorney and full oversight of the financial assets of CREAS at all times for transparency.
- (3) The Deputy Chairman of Finances is obliged to manage and plan the assets of CREAS so that a physical fund of 5 000 Euros always remains in the bank account for emergency uses. Such emergency use must be approved by the Board by two thirds (2/3) majority decision and communicated to the Council at the following Council Meeting. This rule will not be in force until the bank account for the first time contains at least double the amount necessary.
- (4) The Books of CREAS shall be kept according to double-entry bookkeeping principles and commercial bookkeeping standards. The books shall be at all times kept by a person proficient in accounting. If there is no such person currently in the Board it is the responsibility of the Deputy Chairman of Finances to employ the services of an external accountant to ensure that all requirements of law and standards of commercial bookkeeping are fulfilled.
- (5) The Council may ask a third party to manage certain financial assets of CREAS. In this case the Deputy Chairman of Finances has a supervisory function.

(6) Under no circumstances shall a person commence a transaction where the person himself is the beneficiary (such as a reimbursement or a salary). Such transactions shall always be commenced by another person with a power of attorney over the financial assets of CREAS.

§2 The Budget

(1) At every meeting of the Executive Board, the Deputy Chairman of Finances shall circulate a written statement on the budgetary situation of CREAS. This statement shall contain the balances of all accounts and show to what extent each item of the prospective budget has been realised.

(2) The Executive Board shall present a budget for the next Working Year, to be approved by the Council in the first Council Meeting of that Working Year.

(3) The denomination of the budget is the Euro.

(4) The Financial Year is the calendar year.

(5) The Council shall have the final decision on the budget by a simple majority of votes. The budget must be shown to the Council in a clear and transparent way. If paper copies are distributed, they will be watermarked and assigned to the specific organisations viewing them. Further distribution of the budgetary information by these organisations is forbidden. On breach, the Executive Board will consider a motion of expulsion.

(6) If no new budget is approved by the Council, the Executive Board operates on the same budget as in the previous Financial Year. In this case the Board's monthly expenses may not exceed one twelfth (1/12) of the budget.

(7) If there is a need for an emergency change in the approved budget, the Executive Board shall consult the Financial Auditors about the action to be taken. Action can only be taken by consensus decision of the Executive Board and the Financial Auditors. The Chairman shall summon the Council as quickly as possible in order to seek its approval for the action taken.

§3 Sources of Income

(1) The sources of income of CREAS shall be:

- a. The annual membership fees paid by its member organisations.
- b. Other contributions paid by its member organisations,

- c. Public funds, both European and national,
- d. Donations from individual supporters,
- e. Donations from corporate supporters accepted by the Council as donors,
- f. Donations from foundations and other organisations accepted by the Council as donors,
- g. Private sector sponsorship of particular CREAS activities,
- h. Earnings from fundraising events,
- i. Other sources as are acceptable to the Council.

§4 Membership Fees

(1) The Council shall place each member of CREAS in a fee category, with a maximum of five (5) such categories. The choice of category shall depend on the amount of members of member organisations, their respective voting share and their financial situation. The number of fee categories will be agreed upon in the Annual Conference.

(2) The Council may place a member into a different category at the first Council Meeting of a Working Year as follows:

- a. An application for such a change shall be sent to the Deputy Chairman of Finances in advance as defined in the Standing Orders, or tabled at the Annual Conference.
- b. If the Board proposes changes, such proposals shall be distributed with the agenda of the first Council meeting.
- c. If a Member has tabled such a request, the Board shall give a recommendation for the Council.
- d. The Board shall specify the criteria set out in § 4 (1) for placing a member in each category.

(3) The Executive Board shall propose the exact fee applicable to each category every Working Year. The amount of the fee shall be agreed by the Council at the Annual Conference.

(4) The Board shall send a membership fee invoice to Members no later than 10th January.

- a. If the invoices are sent late, all due dates shall be postponed by as many days as the invoice is delayed.
- b. An invoice is considered properly sent on the date when it has been sent by email to the latest contact address the member in question has provided the Board with.
- c. If the address proves to be faulty on the date sent, the invoice shall be sent by international mail on the following business day and shall still be considered to have been sent on time.

(5) A new Member shall be placed in a category during the Council meeting in which it is accepted as a Member. The Executive Board shall give a recommendation regarding the fee category of the new member.

(6) If the Council Meeting does not pass a new fee proposal for the coming Financial Year, all member organisations shall pay the same fee as the previous Financial Year, until otherwise decided by the Council at a Meeting.

(7) CREAS Membership fees are paid on an annual basis, within the Financial Year.

(8) Advance payments for following fiscal years are not accepted. Payments for a new fiscal year are accepted from 1st December onwards in the preceding year, provided that the 1st Council meeting has already been concluded.

(9) The dates of payment for membership fees are set as follows:

- a. The membership fee of any organisation must be paid in full by the thirty-first (31st) of March, meaning that the correct membership fee is visible in the CREAS account at the last date. If the organisation can show, illustrated by an official bank document, that the membership fee was paid at least seven (7) days before the due date the payment is valid.
- b. If the membership fee is visible in the CREAS account by the thirty-first (31st) of January, or earlier, a ten per cent (10 %) discount from the initial amount payable is granted. If the organisation can show, illustrated by an official bank document, that the membership fee was paid at least seven (7) days before the due date the payment is valid.
- c. If the membership fee is visible in the CREAS account between the first (1st) of April and the thirty-first (31st) of May, a penalty of ten per cent (10 %) is added to the initial amount payable. If the organisation can show, illustrated by an official bank document, that the membership fee was paid at least seven (7) days before the due date the payment is valid.

- d. If the membership fee is visible in the CREAS account between the first (1st) of June and the thirtieth (30th) of June, a penalty of twenty per cent (20 %) is added to the initial amount payable. If the organisation can show, illustrated by an official bank document, that the membership fee was paid at least seven (7) days before the due date the payment is valid.
- e. The latest date that the membership fee must be visible in the CREAS account, including any applicable penalties, is the thirtieth (30th) of June. If the organisation can show, illustrated by an official bank document that the membership fee was paid at least seven (7) days before the due date the payment is valid.
- f. If there is, for any reason, an incomplete membership fee payment, the Board shall send an official notification to the member in question. If no such notification has been sent, there shall be no repercussions towards the rights of such a member, if there was still at least seven (7) days to the final due date at the time the payment was visible on CREAS account. Any possible penalties shall only be applied to the amount of the payment that was missing on the date of invoking the penalty.

(10) All new Members shall have an obligation to pay membership fees as follows.

- a. If a new Member is accepted at the annual general assembly, that Member shall pay the applicable membership fee for the on-going fiscal year.
- b. The Board shall send such a new Member an invoice no later than fourteen (14) days after the conclusion of the Council meeting at which that member was accepted.
- c. Such a Member is subject to discounts and penalties according to the rules set in these statutes, but with all due dates postponed by two (2) months.
- d. If a new Member is accepted at the annual general assembly, that Member shall pay the applicable membership fee for first time in the following fiscal year, according to same rules as established members.

§5 Approval of Expenses

(1) CREAS has a budget which has been adopted by the Council. This budget is the basis of all financial operations. The Deputy Chairman of Finances shall be responsible for planning the expenses in a manner so that the budget is not exceeded.

(2) If the budget is exceeded or is likely to be exceeded, the Deputy Chairman of Finances shall inform the Council and present amendments to the budget for the Council's approval at the next Council Meeting.

(3) Normal expenses that fit the budget shall be approved by the Deputy Chairman of Finances, except for the Deputy Chairman of Finances' own costs, which shall be approved by another Board member with the power of attorney over the CREAS financial assets.

(4) When in doubt over a particular expense, the Deputy Chairman of Finances shall consult the Chairman. If they remain unsure, the entire Board must be consulted before deciding to approve the expense.

(5) Expenses of 1000 Euros and over shall be approved by two persons with the powers of attorney over the CREAS assets.

(6) Any expense where the beneficiary is a member of the Board shall always be approved by at least two persons with a power of attorney over the financial assets of CREAS before the transaction is commenced.

(7) The approvals may be conducted by any means of written communication where the person performing the approval can be identified by a reliable manner, not necessarily by a signature. Such written communication shall identify the specific cost(s) approved in a detailed manner.

(8) If the Board suspects that decisions have been made recklessly, the Board may at any time at their discretion take any decision regarding approval of expenses for re-evaluation.

(9) The Executive Board shall present rules for expenses and reimbursements for every Working Year, that need to be approved by the Council with the approval of the budget.

§6 Employment

(1) Paid employee positions in CREAS are approved by the Council Meeting at a two thirds (2/3) majority, according to the draft job specification prepared by the Executive Board.

(2) CREAS employees are proposed by the Chairman or the Deputy Chairman of Finances and appointed by the Executive Board at absolute majority.

(3) Employees of CREAS cannot be elected to any electable position.

(4) The appointed CREAS employees may receive compensation for their services to CREAS.

§7 Settling of Accounts

(1) The Board maintains a record (“account”) of all financial transactions with individuals and organisations.

(2) Due dates apply for all debts payable to CREAS, as follows:

a. The due date for all funds owed to CREAS by individuals or non-member organisations is three (3) months from the date the debt was created. The Executive Board, at an absolute majority vote, can move forward this due date by up to nine (9) months.

b. The due date for all funds owed to CREAS by member organisations is the latest payment date for membership fees, as set in the Financial Regulations.

(3) Any amount owed to CREAS must be paid no later than the set due date.

(4) If an amount owed to CREAS is not paid by the set due date, the account is automatically declared outstanding.

(5) The Council can reduce the balance of any outstanding account by waiving part or the full amount owed to CREAS at two thirds (2/3) majority, cast during an annual general assembly or annual conference. In this case all votes that are part of the quorum after the roll call are considered votes casted.

(6) An outstanding account remains outstanding until the balance, including any additional debt to CREAS accrued in the meantime is fully paid.

(7) If the account of an individual or a non-member organisation is outstanding, the Executive Board, at an absolute majority vote, might decide on further action towards settling the debt. This action might include short-term or long-term disruption of the relationship of CREAS with the individual or the non-member organisation. Any action taken shall be reported to the next Council Meeting.

(8) Part or the entire amount owed to CREAS by an individual, a non-member organisation, or a member organisation, can be paid by covering the expenses of any

CREAS event or activity. The agreement to do so, as well as the amount covered, must be secured from the Executive Board at a two thirds (2/3) majority and from the Council, at the next Council Meeting, at a two thirds (2/3) majority. In this case all votes that are part of the quorum after the roll call are considered votes casted.

(9) Any disputes on part or the whole of the documented amount owed to CREAS by an individual, a non-member organisation, or a member organisation, must be sent to the Board within fourteen (14) days from the notification of action taken as a result of an account becoming outstanding.

(10) Disputes regarding debts to CREAS are forwarded to the Financial Auditors who then examine the CREAS bank statements and other available documentation for proof of payment and announce their findings to the Board. The Executive Board makes a final decision at an absolute majority vote, considering the findings of the Financial Auditors. This decision is announced to the next Council Meeting.

(11) Payments to CREAS are made in cash, either by bank transfer or by deposit to the CREAS accounts, and are proved by an original, dated bank order. Cheques payable to CREAS might also be accepted as a means of payment, at the discretion of the Executive Board.

FINAL REMARKS

§1 Dissolution

The annual general assembly or the annual conference of the CREAS can dissolve the CREAS by a four fifths (4/5) majority of the votes cast only in the case that there is a quorum of four fifths (4/5) of all Ordinary Member Organisations. In this case all votes that are part of the quorum after the roll call are considered votes casted. A motion for abolishment needs to be circulated to all member organisations at least six (6) weeks before the Council Meeting. If the CREAS is dissolved and nothing else is specified, all the assets go to the Wilfried Martens Centre for European Studies, under the requirement that they are spent exclusively on student affairs.

§2 Final Provision

Anything that is not explicitly provided herein shall be governed by the Internal Regulations of the CREAS. If any paragraph of the Book of Statutes is contrary to the law, the paragraph that is contrary to the law shall be considered revoked. All other paragraphs shall remain in force.

