

# Standing orders for ESN Finland

*As decided during NP Skype I/2017, 19.1.2017*

## 1. National Platform (NP)

### 1.1. Proceedings

1.1.1. The President of ESN Finland or an announced replacement is responsible for chairing the meeting.

1.1.2. The Vice-Chair is elected at the beginning of the meeting.

1.1.3. Chair of the meeting:

- Is responsible for opening and closing the meeting
- Leads and controls the speech
- Has the right to limit, grant and deny addresses

1.1.4. The NP elects a Secretary and two (2) Scrutinisers from amongst the participants of the meeting.

1.1.5. All participants of the NP have the right to speak, but only member delegates have the right to make proposals.

1.1.6. Any possible changes to the Standing Orders are proposed after the official opening of the meeting, election of the Vice-Chair, the Secretary and the Scrutinizers, before addressing other meeting issues.

1.1.7. Any possible changes to the Standing Orders are voted directly after being proposed.

1.1.8. The NB members are elected by the National Platform, deciding separately among the candidates for each position.

1.1.9. ESN Finland National Board determines where and how applications are sent and how they are published.

1.1.10. The National Platform elects the National Board in the following order:

- President
- Vice President
- National Representative
- Treasurer
- Partnership Manager
- Web Project Administrator

- Communication Manager

1.1.11. National Deals which bind members at any level must be approved in a National Platform.

1.1.12. The minutes must be made public within one month after the meeting took place.

1.1.13. The minutes must be signed by the Chair(s) of the meeting, the Secretary and by both scrutinisers.

## 1.2. Decree

1.2.1. Every section has one vote.

1.2.2. The NP reaches quorum when at least 50% + 1 of all sections are represented.

1.2.3. Decisions are taken by simple majority, if not announced otherwise in the Statutes or Standing Orders of ESN Finland.

## 1.3. Voting

1.3.1. Voting takes place when there are at least two (2) decision-making options.

1.3.2. If there is only one option for decision, the Chair will ask for objections. If no objections are raised, the proposed option is accepted without a vote.

1.3.3. There must always be an option to vote none of the candidates in person elections.

1.3.4. A secret vote needs to take place in any voting, if any section requests so.

1.3.4. Person elections will always be done with secret vote.

## 2. National Board

### 2.1. Tasks

2.1.1. The National Board (NB) supports the members by offering an online information platform and helping them plan national or international events.

2.1.2. Furthermore, the NB supports international projects and supports participation in the international events of ESN AISBL.

2.1.3. The NB looks after the interests of their members and controls the usage of ESN brand and name.

2.1.4. The NB negotiates national deals and cooperates with their interest groups

2.1.5. The NB arranges training opportunities to the members.

2.1.6. Vice-National Representative (Vice-NR) is elected internally by the NB from among its members. National Representative cannot be a vice-NR.

2.1.7. Position specific tasks:

2.1.7.1. President

- Supervises the Board Members' actions and supports them in their tasks.
- Makes sure that the National Board's actions are as decided and legal.
- Takes care of the administrative issues of the board.
- Handles the external representation towards stakeholders.
- Makes sure that the Statutes and Standing Orders are followed.

2.1.7.2. Vice-President

- Takes over the presidential duties, if the President is unavailable.
- Maintains the communication between the National Board and the sections.
- Manages the participants on all the communication channels used to forward information from the NB to the sections.
- Maintains the sections' contact information document.
- Looks for potential new sections.
- Supports other board members.

2.1.7.3. National Representative

- Promotes international projects and events.
- Shares information between the local and international levels.
- Represents the voice of ESN Finland and the sections at international meetings.
- Contributes to the International Level as a member of the CNR.

2.1.7.4. Treasurer

- Establishes a budget for the upcoming year in cooperation with the rest of the board.
- Makes sure that all transactions are recorded in the books and there are receipts for each transaction
- Prepares the Financial Statement at the end of the financial year.
- Attends to the daily financial matters of the National Board.
- Takes care of the financial side of National Partnerships i.e. invoicing commissions
- Helps the National Partnership Manager in taking care of the National Partnerships
- Makes sure the General Fund Guidelines are up to date and ensures that the NB has received all the required documents for each General Fund application.

2.1.7.5. Partnership Manager

- Takes care of National Partnerships.

- Keeps the communication open with the Partnership Manager of ESN International.
- Supports other board members. and sections with contracts.
- Produces information about National and International partnerships for the sections.
- Takes care of the organisation of Pirates of the Baltic Sea together with a team or a committee.

#### 2.1.7.6. Web Project Administrator

- Maintains, updates and upgrades ESN Finland's website and also sections' multisites under ESN Finland Server.
- Manages server, updates, fixes, maintains resources.
- Manages Slack and helps sections use it.
- Manages the e-mail accounts belonging to esnfinland.eu and also administrates ESN Finland's Mailing Lists.
- Helps the Communication Manager with social media related platforms, such as Instagram, Facebook, Twitter etc.
- Follows or joins IT Committee for updates to ESN IT Tools and Software.

#### 2.1.7.7. Communication Manager

- Maintains, supervises and updates the brand of ESN Finland.
- Reinforces and follows up on ESN Finland's Communication strategy.
- Actively promotes ESN's projects and activities both nationally and internationally.
- Keeps ESN Finland's social media channels up to date.
- Offers consultation on media related matters for the whole of ESN Finland.
- Creates promotional material, such as graphics, for the use of the National Board and sections where requested.
- Helps and educates sections on the usage of ESN's and ESN Finland's brand.

2.1.7.8. Other tasks of the NB, including but not limited to Vice-National Representative and National Delegate, are divided internally by the board.

## 2.2. Board meetings

2.2.1. The NB meets at least three times a month.

2.2.2. The president of the NB or other NB member appointed by the NB is the Chair of the board meeting.

2.2.3. The Chair of the board meeting announces the time and date for the meeting and is responsible for making the agenda.

2.2.4. All the board members can propose subjects for the meeting. Project coordinators can propose subjects during their mandate.

2.2.5. The NB reaches a quorum when more than 50% of the Board members, always including the President or Vice President, are present in the meeting.

2.2.6. If the NB is not unanimous, the matter will be decided with simple majority. In case of a tie a lot is drawn.

2.2.7. The NB informs the section boards on their decisions monthly.

2.2.8. Sections can propose subjects for the board meeting fourteen (14) days before to the meeting.

2.2.9. The NB makes decisions on:

- Executives issues
- Releasing statements considering the interests of ESN in Finland
- The NB participants and ESN Finland representatives for CNR, NBM, CND, AGM and other prospective meetings considering ESN and ESN Finland
- Setting working groups
- Open calls for the project coordinators and working group members
- Open call for the new National Board
- General Fund applications
- National deals
- NB projects, within the budget

### 2.3. General limitations

2.3.1. A National Board member cannot be a Local Representative, Local Vice-Representative or a Local President of a member organisation during his or her National Board mandate.

2.3.2. A maximum of 49% of the National Board members can be from a single section.

2.3.3. In a situation where more than 49% of the elected NB members are from the same section, NP will decide who will receive the mandate. The consequently released positions will be voted on again.

2.3.4. Member section nominates candidates for National Board only among its own members, who have sent their application according the deadline.

2.3.5. The deadline for sending applications to NB positions closes 7 days before the first day of NP.

## 3. Council of Local Representatives (CLR)

3.1. Every member organisation must assign one Local Representative (LR) and can assign one Vice Local Representative (Vice-LR) within its own members.

3.2. The term and the manner of election of the Local Representatives are set by the internal procedures of the member organisations.

3.3. The National Section Coordinator or another NB member announced by the NB is the Chair of the CLR.

3.4. The Chair of the CLR together with the LRs and the Vice-LRs of the member associations form the CLR.

3.5. The CLR meets at least once a month, excluding the months of June and July.

3.6. Rights and duties of the Chair of the CLR

3.6.1. The Chair of the CLR prepares the agenda and leads the CLR meetings.

3.6.2. The Chair of the CLR calls the CLR meeting and sends the agenda to the CLR.

3.6.3. The Chair of the CLR sends the minutes of the NB meetings to the CLR not later than one week after being approved.

3.6.4. The Chair of the CLR can delegate some of his/her tasks to other NB members.

3.7. Rights and duties of the Local Representatives

3.7.1. LRs are responsible for communication between their respective member organisations and the NB.

3.7.2. LRs report the situation of their member organisations if requested by the Chair of the CLR or other member of the NB.

3.7.3. LRs monitor the work of the NB.

3.7.4. As a member of the CLR, the LRs decide on approving or declining the NB members' General Fund applications

3.8. Rights and duties of the Vice Local Representative

3.8.1. The Vice-LR has the same rights and duties as the LR in case of the absence of the LR of his/her member organisation.

## 4. Sections' Requirements

4.1. Each section should organise a minimum of one (1) event related to any of ESN International's projects per semester.

4.2. The National Platforms and training events are the responsibility of all ESN Finland sections.

4.3. Should a section fail to meet these requirements, the NB will give the said section a written warning, as specified in the Statutes point 5.6. In addition, a consultation discussion will be arranged between the NB and the section.