



euroaviainternational



EUROAVIA Bylaws

Official Version as of 10 September 2013

the european association of aerospace students



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Proposal of EUROAVIA Bylaws as of 09 June 2013. The latest official version can always be found on www.euroavia.eu. Contact ib@euroavia.eu for any questions. It is forbidden to alter this document in any way.



1 Rights and Obligations

1.1 Rights

The Affiliated Society or Adjunct Member will be granted the right to use the name of EUROAVIA XYZ, in which XYZ stands for the name of either the Affiliated Society's/ Adjunct Member's hometown, the district of the town or the name of the university. This name will be written, in principal, in the native language of the Affiliated Society/Adjunct Member. The Affiliated Society's/Adjunct Member's right to use the word EUROAVIA in its name expires as soon as its membership of EUROAVIA is ended.

- a. Every Affiliated Society/Adjunct Member has the right to have a written statement read aloud at any meeting of the EUROAVIA Congress if that Affiliated Society/Adjunct Member is not represented by an authorized representative at that meeting of the EUROAVIA Congress.
- b. Every member has the right to periodically receive information about EUROAVIA activities.

1.2 Obligations

The Affiliated Society's representatives will exercise the voting rights, delegated to them by the members of this Affiliated Society, at the General Meetings (also referred to as "Meetings of the EUROAVIA Congress").

Every Affiliated Society/Adjunct Member has:

- a. the obligation to adhere to the EUROAVIA Statutes and Bylaws
- b. the obligation to inform its members about coming meetings of the EUROAVIA Congress
- c. the obligation to inform its members about EUROAVIA activities
- d. the obligation to prepare a local report for each meeting of the EUROAVIA Congress
- e. the obligation to hand in a local report at the latest during the second day of congress when there is no physical presence during a congress.
- f. the obligation to attend at least one full congress during a timeframe of 2 subsequent business years.
- g. the obligation to pay the international EUROAVIA membership fee before the Electoral Meeting of the EUROAVIA Congress, also known as EMEAC
- h. the obligation to pay any other possible debts to the International Board unless other agreements have been made with the Treasurer of the International Board
- i. the obligation to include an authorization in the membership application form of the Affiliated Society/Adjunct Member for the Local Board to transfer the personal contact data of the member to the Membership Database of the International Board
- j. the obligation to contribute to the Membership Database of the International Board by transferring an updated list of the members - and their contact data - of the Affiliated Society at least once before each meeting of the EUROAVIA Congress

Every Affiliated Society additionally has:

- a. the obligation to contribute on a regular basis to the EUROAVIA News
- b. the obligation to contribute on a regular basis to the EUROAVIA Newsletter

- c. the obligation to organise an international event every five (5) subsequent business years.

Every Adjunct Member additionally has:

- a. the obligation to contribute to the EUROAVIA News once a year
- b. the obligation to contribute to every EUROAVIA Newsletter

1.3 Remedies

Affiliated Societies/Adjunct Members who do not comply with obligations mentioned in article 1.2, regulations, decisions of the Association or unreasonably disadvantage the Association can be nominated for disqualification by the General Meeting, a member or the International Board. In case of a presumed infraction the possible nomination for disqualification must be included in the agenda of the next Congress.

The process of disqualification has to proceed according to article 8.4 of the Statutes.

Affiliated Societies can be terminated by the International Board according to article 8.3 of the Statutes.

2 Acquiring membership

- a. Any group of students eligible for membership may apply for membership. The application can be put forward by a group of at least five (5) prospective full personal members of this prospective Affiliated Society/prospective Adjunct Member.
- b. Eligible for membership as Affiliated Society shall be associations of students interested in aeronautics and astronautics from cities within continental Europe (within the borders of the Arctic Ocean and other bodies of water to the North, the Atlantic Ocean to the West (including Iceland and the islands off the coast of Northwest Africa belonging to Spain and Portugal, including the Azores), the Mediterranean Sea (including Cyprus and Malta) to the South, and the waterways connecting the Black and Aegean Seas, the Black Sea and connected waterways, the Caspian Sea, the Ural River and the watershed divides of the Ural and Caucasus Mountains to the East) can become a member of EUROAVIA. At the eastern border all cities in Georgia, Azerbaijan and Armenia are included. In addition to that associations from countries outside the region as defined above that have previously been home to Affiliated Societies of EUROAVIA may become members of EUROAVIA which means that all cities within Turkey and Israel are included in this definition as well.
- c. Eligible for membership as Adjunct Member shall be associations of students interested in aeronautics and astronautics from cities outside of the boundaries of Europe as defined in article 2 b.
- d. Applying for membership is done by signing an application form, containing the obligation to adhere to the EUROAVIA Statutes and Bylaws, and sending it to an International Board member no later than four weeks before the meeting of the EUROAVIA Congress.
- e. At this meeting of the EUROAVIA Congress an introduction of the university to which the society is related and the structure of the education shall be given verbally.



- f. This group shall also, together with its application, propose its further member designation (form: EUROAVIA XYZ) which by acceptance of the application by the meeting is confirmed.
- g. Acceptance of the application by the meeting is done with an absolute two-third (2/3) majority vote. The EUROAVIA Congress may postpone the acceptance of the application to the next meeting of the EUROAVIA Congress with simple majority.
- h. The Prospective Affiliated Society shall organise an international event (as defined in section 3.5) within one year and then present the results on the next meeting of EUROAVIA Congress. During this year, the right to use the name EUROAVIA XYZ is granted temporarily.
The prospective member must submit a proposal for the international event within two (2) months after their approval as prospective Affiliated Society. The proposal shall contain at least the type of event, a possible topic, details about the organising Committee, possible sponsors and possible support by partners. This proposal shall be passed for approval to the International Board.
- i. The EUROAVIA Congress in turn is obliged to assign a questionnaire to the prospective Adjunct Member that must be filled within a time frame of one year. After having filled the questionnaire, an interview which will be defined by the International Board has to take place at the general meeting of EUROAVIA Congress. In case of no possibility of attending the Congress, an online interview can rather be done before or after the Congress.
- j. After this year, the full status of member is granted if:
 - i. the EUROAVIA Congress confirms the initial acceptance with an absolute two third (2/3) majority during a meeting of the EUROAVIA Congress; this confirmation may be postponed to the next EUROAVIA Congress with an absolute two-third (2/3) majority, and
 - ii. the prospective Affiliated Society/prospective Adjunct Member proves within one year after the application that it has been registered legally as an incorporated body.
- k. If granted the full status of member the prospective Affiliated Society/prospective Adjunct Member can call itself Affiliated Society XYZ and can only act on behalf of EUROAVIA if it is in accordance with the Statutes and Bylaws.
- l. In case of a rejection (no acceptance, no postponement), the applying group is released from its obligation to adhere to the EUROAVIA Statutes & Bylaws. It also loses the right to use the EUROAVIA name and logo. The right of the persons concerned to re-apply for membership as an Affiliated Society/Adjunct Member is not affected.

3 Definition of Bodies and Events

3.1 The General Meeting (also referred to as "EUROAVIA Congress")

At the beginning of a meeting of the EUROAVIA Congress, the following Congress officials shall be appointed by the Chairman:

- a. Two (2) minute takers, who have to be present during the entire business meeting
- b. two (2) representatives to check the minutes, who have to be present during the entire business meeting
- c. two (2) full personal members of an Affiliated Society to count the votes.

3.1.1 The Annual Meeting of the EUROAVIA Congress (also referred to as "AMEAC")

3.1.1.1 Terms

The Annual Meeting of the EUROAVIA Congress shall take place in the first half of the business year, which starts on October 1st.

3.1.1.2 The minimum agenda

The AMEAC agenda shall contain at least:

- a. Opening
- b. Approval of the agenda
- c. Approval of the minutes from the previous EUROAVIA Congress
- d. International Board Business report
- e. International Board Financial report
- f. Auditor's report
- g. Presentation and acceptance of the Business and Financial plan
- h. Handover of the International Board
- i. Permanent Working Group reports
- j. Working Group reports
- k. Local reports of the Affiliated Societies
- l. The Election of the auditors
- m. The Election of the Affiliated Society to host the next AMEAC
- n. Hikkeli Mikkeli
- o. Closure

3.1.2 The Electoral Meeting of the EUROAVIA Congress (also referred to as "EMEAC")

3.1.2.1 Terms

The Electoral Meeting of the EUROAVIA Congress shall take place in the second half of the business year, thus after March 1st.

3.1.2.2 The minimum agenda

The EMEAC agenda shall contain at least:

- a. Opening
- b. Approval of the agenda
- c. Approval of the minutes from the previous EUROAVIA Congress
- d. International Board report
- e. Election of International Board members
- f. Permanent Working Group reports
- g. Working Group reports
- h. Local reports of the Affiliated Societies
- i. Election of the Affiliated Society to host the next EMEAC
- j. Hikkeli Mikkeli
- k. Closure

3.1.3 The Extra Meeting of the EUROAVIA Congress (also referred as "ExMEAC")

3.1.3.1 Conventional Procedure

- a. Every meeting of the EUROAVIA Congress which is not an Annual or Electoral meeting shall be called an ExMEAC, an Extra Meeting of the EUROAVIA Congress.
- b. The organizing Affiliated Society of the Extra Meeting of the EUROAVIA Congress shall make available housing for two representatives per Affiliated Society. Additional participants must organize their participation by themselves, if not provided by the organizing Affiliated Society.

3.1.3.2 The minimum agenda

The preliminary agenda of the ExMEAC is set up by the International Board. Besides the opening, Hikkeli Mikkeli and closure, the preliminary agenda must at least contain the discussion items stated in the summoning.

3.1.4 Representatives

- a. A representative of an Affiliated Society must not be an International Board Member.
- b. The representative shall have a written statement, the Letter of Authorization, confirming their mandate, signed by at least two board members of the Affiliated Society, one of them being the President of the Affiliated Society.
- c. A representative who is not able to prove his mandate as stated above loses his right to vote. Exceptions to the loss of right to vote are made under the following circumstance:
 1. One of the two representatives is the current President of the Affiliated Society he represents. This has to be proven.
 2. The Chairman of the EUROAVIA Congress may, via phone or other appropriate means, contact any two members of the Affiliated Society concerned and clarify whether those present are the legitimate representatives. clarify whether those present are the legitimate representatives.

3.1.5 Minutes

- a. The minutes of a meeting of the EUROAVIA Congress shall be sent out by the Secretary of the International Board at least two months prior to the next EUROAVIA Congress.
- b. In case of an objection to the minutes, the objection has to be made at the next EUROAVIA Congress.

3.2 The International Board

3.2.1 Nomination and Election

- a. Any EUROAVIA member that has attended a Congress at least once is eligible for candidature. Current members of the International Board are also eligible.
- b. Candidates can be nominated by either the International Board or at least five (5) Affiliated Societies in writing. These nominations must be communicated before the EMEAC.

- c. Every binding nomination may be deprived of its binding character pursuant to a decision taken by a ballot two-thirds majority vote of the Congress where at least two-thirds of the Affiliated Societies are represented.
- d. The Congress can elect the members of the International Board as well as its number, with a minimum of three persons.
- e. When there are no nominated candidates, the Congress may elect the members of the International Board from any eligible member.
- f. The position that each member will occupy has to be decided by the Designated International Board itself. This decision shall be reflected in the Business Plan.
- g. The minimum positions that have to be covered are President, Secretary and Treasurer, which form together the Executive Board and are responsible for the daily management.
- h. Additional positions may be appointed within the Designated International Board and given specific tasks and responsibilities.
- i. The electoral process should follow this structure:
 - The International Board in office shall make a call for candidates at least three (3) months before the EMEAC takes place. Possible candidates should submit a motivation letter.
 - The International Board will nominate their candidates. Additional nominations may be performed by five (5) or more Affiliated Societies.
 - Every nominated candidate shall make a presentation, followed by a round of questions and an off-minute discussion at Congress. This will be repeated for every nominated candidate, while the others wait outside the Congress room.
 - There should not be communication between the candidates outside and the Congress representatives, except for the International Board. Additional exceptions shall be studied in a case by case basis by the International Board.
 - No additional nominations will be accepted from the start of the presentations until the end of the elections.
 - The elections themselves will take place after all the nominated candidate's presentations. An absolute majority ballot vote is required in order to elect a nominated candidate.

3.2.2 Responsibilities

The International Board has the following responsibilities:

- a. to represent EUROAVIA and its members' interests where necessary and possible
- b. to provide its members with the necessary information concerning EUROAVIA's international interests
- c. to act as a mediator and coordinator between Affiliated Societies when necessary or called upon
- d. to supervise the work of the (Permanent) Working Groups
- e. to run the EUROAVIA Congress with regard to their thematic content
- f. to provide a written Business and Financial Report for the AMEAC for all Affiliated Societies two weeks before this meeting
- g. to keep and maintain complete record of all EUROAVIA's financial transactions
- h. to make these financial records available for the Auditors in time for the Auditors to prepare their report
- i. to provide all requirements for a smooth hand-over to the Designated International Board

- j. to archive the documents deemed important to the Association such as the minutes of the congresses, at least 2 issues of each EUROAVIA News and contracts with sponsors. The International Board can handover this responsibility to a specific Affiliated Society if deemed necessary.

3.2.3 Task division within the International Board

3.2.3.1 The tasks of the President

The President of EUROAVIA coordinates the work of the International Board. He supervises the accomplishment of the duties of the other International Board members. He may sign contracts together with the Treasurer. The total of all commitments may not exceed one thousand (EURO 1.000) EURO without consulting the EUROAVIA Congress, if the expenditures have not been foreseen in the Financial Plan.

3.2.3.2 The tasks of the Secretary

The Secretary of EUROAVIA is obliged to provide all Affiliated Societies and International Board members with a valid version of the Statutes and Bylaws and is also responsible for the supervision of the conformity of all actions of the EUROAVIA Congress and the International Board with the Statutes and Bylaws. He informs the Affiliated Societies of the agenda of the meetings of the EUROAVIA Congress one (1) month in advance. Any additional points to the agenda that are added later will be sent to the Affiliated Societies as soon as possible. He supervises the timely preparation and mailing of the minutes of the EUROAVIA Congress. He also assures that the International Board Midterm Report and Business Reports are sent to the Affiliated Societies at least two (2) weeks before the start of the respective congress.

3.2.3.3 The tasks of the Treasurer

The Treasurer of EUROAVIA is responsible for monitoring the International Board and Working Group expenses with respect to the Business and Financial Plan. He prepares the Financial Report of the International Board in accordance with internationally applied bookkeeping rules and sends the Midterm and Financial Report at least two (2) weeks before the start of the respective congress. He may sign contracts together with the President. The total of all commitments may not exceed one thousand (EURO 1.000) EURO without consulting the EUROAVIA Congress, if the expenditures have not been foreseen in the Financial Plan.

3.2.4 Decision making

Decisions within the International Board are made with an absolute majority of all the International Board members. In case the votes are equally divided, the vote of the President is decisive.

3.2.5 Exoneration

Exoneration has to be confirmed with an absolute two-third (2/3) majority ballot vote. Representatives voting against exoneration are allowed to have a written statement of their vote with arguments included in the minutes of that meeting of the EUROAVIA Congress.

3.3 Designated International Board

3.3.1 The Business and Financial Plan

- a. The Designated International Board prepares a Business and Financial Plan prior to the AMEAC at which it is installed as International Board and sends it to the Affiliated Societies at least two (2) weeks before the start of the congress.
- b. The Business Plan of the Designated International Board shall contain all planned activities of the International Board and existing or foreseeable Working Groups with their tasks.
- c. The Financial Plan of the Designated International Board shall contain a financial concept, based on international rules of bookkeeping, for each activity and Working Group in the Business Plan.

3.4 The Auditors

3.4.1 Election and nomination

Nomination of candidates is done by acclamation at the AMEAC.

- a. Only persons present at the AMEAC may be nominated. They must not be members of the Designated International Board nor the International Board. Auditors may be re-elected for an indefinite number of terms.
- b. Candidates are elected by absolute majority.

3.4.2 Minimum content of the Auditors' Report

The written and signed report of the Auditors must at least contain:

- a. the exact time frame audited
- b. a list of the accounts audited
- c. a recommendations to the EUROAVIA Congress concerning the exoneration of the Treasurer

3.5 Events

Those academic, educational, cultural and social events that are not organized on a purely local basis, and will be open to all full personal members of the Affiliated Societies are considered official EUROAVIA international events if they fulfill the following minimal criteria:

- a. They foresee the gathering of at least 15 EUROAVIA members from other than the hosting Affiliated Society for at least three days.
- b. They provide accommodation, meals and transportation for all the participants during the whole event.

International events have to be announced at least two (2) months in advance to all affiliated societies.

The organizers are responsible for declaring their wish to organize a public event to the International Board. The use of the name EUROAVIA is subject to the permission of the International Board.

The International Board can temporarily give the status of EUROAVIA International event to any other event organized by an Affiliated Society of EUROAVIA whose aim is to pursue the permanent goals of the association.

Besides the EUROAVIA Congress the following events are considered international:

- a. Design Workshop
- b. Formation Workshop
- c. Air Cargo Challenge
- d. Symposium
- e. Fly-In

3.5.1 Design Workshop

The Design Workshop is a technical workshop that aims at preliminary design. Guided by expert lectures the participants will work on a given topic.

3.5.2 Formation Workshop

The Formation Workshop is EUROAVIA's internal training event with the main goal to increase the quality of EUROAVIA operations. The Formation Workshop shall take place in the first half of every business year and is exclusively for EUROAVIA members.

3.5.3 Air Cargo Challenge

Air Cargo Challenge is a technical competition aimed at university students using their engineering and scientific knowledge to design, document, build and fly the aircraft that respects the regulations of this event.

3.5.4 Symposium

A symposium is a technical event with a specific topic. On this topic lectures will be given and workshops help the students to widen their experience in the field of engineering.

3.5.5 Fly-In

A Fly-In is an international event organized by one or more Affiliated Societies that use such a non-technical event to show the participants what their city can offer and what industrial and university sights in the surrounding are worth visiting. In addition to field trips the intercultural exchange and the teambuilding among the students are of core focus.

3.5.6 General Rules of EUROAVIA International Events

To assure high quality of International Events and enable good coordination, some basic regulations are defined. These should be used to avoid low numbers of participants or last minute cancellations, but also to protect a (prospective) Affiliated Society from failing in the organization or financial balance of their event. Two documents should be available to help (prospective) Affiliated Societies prepare an international event: the event manual and the exam timetable. (Prospective) Affiliated Societies are encouraged to consult those documents before setting to prepare an international event.

- a. The (prospective) Affiliated Society must notify the International Board when planning to organize an International Event. When setting up a date, the (prospective) Affiliated Society should take into account exams, holidays and especially other international events that are already organized or fixed. It is clear however that the satisfaction of all the time constraints is not always possible.

- b. The organizing committee should start as early as possible with the preparation of the event in order to avoid last-minute work. Setting up a timeline with defined milestones for the organization is strongly advised.
- c. Organizers should try to find sponsorship so the participation fee can be kept low; the maximum allowed regular participation fee is 100 Euro. This price is defined for a standard 7-days 6-nights event; the maximum allowed regular price for events of different duration should be derived proportionally to the duration itself. Under certain circumstances it is possible to differ from this. This should always be discussed with and approved by the International Board. To ensure respect for EUROAVIA spirit organizers which will be authorized by the IB to exceed the maximum fee will have to report to the congress on the reasons of this exception and bring evidence that other possible solutions have been tried.
- d. For getting the approval by the International Board, the event organizing committee must meet the following requirements at least four (4) months in advance of the event:
 - i. Provide a preliminary version of a financial plan
 - ii. Provide a preliminary day to day schedule
 - iii. Provide the exact date of application period start
- e. In addition to the requirements listed in point 3.5.6.d., the event organizing committee must provide an online website containing the following sections filled in, at least two (2) months in advance of the event:
 - i. Event related information (event description, sponsors, accommodation, etc.)
 - ii. Application form
 - iii. Application procedure
 - iv. List of participants
 - v. Contacts
- f. If the International Board fears that the (prospective) Affiliated Society might have trouble with organizing the event, it will help the committee to get back on track. If the International Board is sure that the International Event will not be successful, it will ask the hosting (prospective) Affiliated Society to postpone or cancel the event.
- g. The Application Procedure:

The prospective participant fills out the application form on the event's website or sends it to the event organizers

 - i. The organizer sends a request to the respective (P)AS asking for confirmation.
 - ii. The request must contain the fee and a deadline for cancellation set by the organizing (prospective) Affiliated Society.
 - iii. The (P)AS confirms the presence of its representative at the event, after the member pays 25% of the fee as a warranty to his/her (P)AS.
 - iv. If the member participates at the event, the (P)AS returns back the warranty to him/her.
 - v. If the member cancels his/her participation after the deadline, he/she loses warranty. In that case, the respective (P)AS is responsible for transferring the cancellation fee to the event organizers.



- vi. If the member cancels his/her participation within one week of the start of the event or doesn't participate without any communication, he/she has to pay 75% of the participation fee, under the condition that his/her place cannot be filled with somebody from the waiting list.

h. Special Application Procedure for Congresses:

For the Application Procedure for Congresses (AMEAC, EMEAC, ExMEAC) a special procedure shall be implemented.

- i. Set up a time period for application
- ii. Set up two different deadlines:
 - 1. Application period I: One month of application where every (P)AS can only have two application places
 - 2. Application period II: An open application for members of all (P)AS for the remaining places.
- iii. Assure that according to point 3 (above), the exact dates of the two periods are fixed early enough and that they are published on the website and/or advertised by promotion emails. By this all (P)AS are given the chance to be present at the Meetings of EUROAVIA Congress.

i. Application list and procedure for application period I:

Concerning the AMEAC congress, a 10-person application list for the IB, DIB members needs to be made to be sure that the mentioned people can attend the congress.

Concerning the EMEAC and ExMEAC congresses, an extra application list for the IB members and the DIB candidates shall be made. This will make sure that IB members can attend the congress and that DIB candidates will have the opportunity to represent themselves for their candidature.

For all congresses one spot on the application list shall be reserved for each (Permanent) Working Group.

However, a DIB candidate can support its candidature without attending the congress, if his candidature is in accordance with the Statutes and Bylaws of EUROAVIA.

Making a special application list does not mean that the organizers have to offer hospitality to more people; they can keep the traditional number of participants.

3.5.7 Non EUROAVIAN Guests

As our association name assumes, EUROAVIA is the European Association of Aerospace Students. Nevertheless a non-EUROAVIAN policy is implemented regarding the fact that also students from universities that are not located in Europe could be interested in our work and association. A "Non - EUROAVIAN" in this context means a student interested in aeronautics or astronautics, studying, worldwide, so this is not only focusing on non-European students. Non-EUROAVIANs pay 100% of the participation fee of the event they want to participate. Events a non-EUROAVIAN can participate are all non-internal EUROAVIA events, this means Fly-Ins, Symposia etc. A non-EUROAVIAN cannot participate to the Business Meetings of a EUROAVIA Congress. Every application from a non-EUROAVIAN guest will be investigated case by case by the International Board of EUROAVIA and with an agreement of the hosting (prospective) Affiliated Society to the acceptance of the guest.

- a. To accept a non-EUROAVIAN guest, the event organizer must meet the following requirements:
 - i. The organizing body must give priority to EUROAVIA students, which means that the organizer has to accept EUROAVIA members to the event first, then if there are places available the organizer can accept guests to fill all places available.
 - ii. The business plan of the event has to be "safe", that means that the event should take place with or without the presence of non-EUROAVIAN guests.
- b. Application procedure for a non-EUROAVIAN guest:
 - i. The prospective non-EUROAVIAN participant fills out the application form on the event's website or sends it to the organizers.
 - ii. The organizing (P)AS sends back a request asking for confirmation.
 - iii. The request must contain the fee and deadline for cancellation set by the organizing (P)AS.
 - iv. The organizing (P)AS confirms the guest's presence at the event after they receive a transfer of 25% of the participation fee as a warranty to the bank account of the organizing (P)AS.
 - v. If the guest participates at the event, the organizing (P)AS includes the warranty in the participation fee.
 - vi. If the guest cancels his/her participation after the deadline, he/she loses warranty.
 - vii. If the guest cancels his/her participation within one week of the start of the event or doesn't participate without any communication, he/she has to pay 75% of the participation fee, under the condition that his/her place cannot be filled with somebody from the waiting list.

3.6 Working Groups

3.6.1 The institution

The body instituting a Working Group shall determine one International Board member as the responsible contact for the Working Group.

The instituting body shall define:

- a. Tasks the Working Group shall work on
- b. Members of the Working Group, a Working Group coordinator, secretary and treasurer
- c. Time frame the Working Group shall work on the tasks. This information has to be contained in the task definition

The name of the Working Group and names of the members of the Working Group shall be made public in the EUROAVIA Newsletter as soon as the International Board or the EUROAVIA Congress installs it.

3.6.2 Controlling and monitoring

The responsible International Board member shall supervise the whole work of the Working Group appropriately. The supervision shall concentrate on financial matters and schedule. Problems concerning these two items shall be resolved in close contact to the rest of the International Board and the whole Working Group.



The Working Group is responsible to prepare a Financial Plan at the beginning of the Working Group work and a Financial Report to be presented at every meeting of the EUROAVIA Congress. A financial report has to be sent to the EUROAVIA Treasurer one (1) month prior to the meeting of the EUROAVIA Congress, at request of the EUROAVIA Treasurer.

3.7 Permanent Working Groups

EUROAVIA has the following Permanent Working Groups (PWG):

- a. News PWG
- b. Newsletter PWG
- c. Information Technology PWG
- d. Public Relations PWG

3.7.1 The EUROAVIA News

3.7.1.1 Assignment

The News Permanent Working Group is responsible for the lay-out and editing of the EUROAVIA News. They should collect articles from the various bodies in EUROAVIA, correct them and ready them for publication.

The Editor-in-Chief heads the News Permanent Working Group and fulfils the task of a coordinator. The Editor-in-Chief is elected by the WG members and must be approved by the International Board. In the Congress, a motion against this decision can be presented by any Affiliated Society. The International Board may suspend him/her in urgent cases by unanimous vote; then the International Board automatically becomes responsible for the WG until a new Editor-in-Chief has been appointed. The Editor-in-Chief reports to the International Board.

The International Board retains the right to set guidelines concerning the News.

3.7.1.2 Contents, Circulation, Distribution

The EUROAVIA News shall be published twice yearly so it is available at the beginning of each congress. Additional issues or special issues are optional and up to the Magazine PWG's decision.

Deadlines and publication dates have to be published by the News Permanent Working Group in the EUROAVIA News and Newsletter at least six weeks in advance.

The Magazine PWG is responsible for the distribution of a digital version of the magazine to all the Affiliated Societies, the International Board and other private subscribers at no cost. A high resolution file suitable for printing shall be made available upon request from an Affiliated Society or the International Board.

The International Board may print any hard copy it may consider necessary by any printer of its choice. The International Board can delegate the task to a person or body of its choice. Affiliated Societies can freely make agreements regarding the printing, shipment and related costs of eventual hard copies they may desire. Any Affiliated Society not being able to print its own copies can ask the International Board for support in case of wishing them in hard form. The International Board may address the Affiliated Society to another Affiliated Society in order for them to make an agreement.

3.7.1.3 Finance

The News Permanent Working Group is responsible for a sound financial basis of the EUROAVIA News by setting appropriate layout, circulation, and advertisement price levels. The price levels shall be set by the Magazine PWG together with the International Board. All revenues and expenses of the Magazine PWG shall be credited / debited to the EUROAVIA International Bank account under supervision of the International Board Treasurer.

The net earnings for advertisements organized by any Affiliated Society or Working Group having a separate budget are divided equally between the Affiliated Society or Working Group concerned (50%) and the International Board (50%) for the first advertisement or series. "Organized", in this context, means that the Affiliated Society or Working Group concerned verifiably established the contact between the Magazine PWG and the entity buying the advertising space.

3.7.2 The EUROAVIA Newsletter

3.7.2.1 Contents, Circulation, Distribution

The Newsletter Permanent Working Group is responsible for publishing incoming contributions unchanged and within three (3) weeks after the deadline at which the contributions should have arrived at the Newsletter Permanent Working Group.

The Newsletter Permanent Working Group is granted the right to refuse contributions. The EUROAVIA Newsletter Permanent Working Group may determine one exclusive way for sending in contributions, which is binding for all contributors. The responsibility for publishing expires if the message has not been sent in by this exclusive way. The Newsletter is being provided for free to all Affiliated Societies and all International Board Members.

Daily monitoring of the Newsletter Permanent Working Group is a responsibility of the President of the Affiliated Society hosting the Newsletter Permanent Working Group. The International Board retains the right to set guidelines concerning the Newsletter. The International Board retains the right to give the task to another Affiliated Society in case of repeatedly disregarding of EUROAVIA interests.

3.7.2.2 Finance

The Newsletter Permanent Working Group is responsible for a sound financial basis of the EUROAVIA Newsletter. The costs of reproduction and distribution of the Newsletter are paid for by the International Board.

3.7.3 EUROAVIA Information Technology

3.7.3.1 Assignment

The task of the Information Technology Permanent Working Group is to monitor and coordinate all internet-based activities of EUROAVIA. Furthermore, the Information Technology Permanent Working Group is responsible for the archiving of non-confidential electronic documents deemed important to the association such Congress Minutes, previous and current Business Plan and Financial Plan, Newsletter issues as well as pictures and video.

The task of hosting and monitoring of the Central Archive Web Server may be shared with an Affiliated Society after permission by the International Board.

3.7.3.2 Finance

The IT Permanent Working Group is responsible for a sound financial basis of the EUROAVIA IT PWG. The International Board pays for all costs made.

3.7.4 EUROAVIA Public Relations

3.7.4.1 Assignment

The task of the Public Relations Permanent Working Group is to intensify the communication and motivation within EUROAVIA as well as the marketing and networking towards all European Aerospace students, other organizations and aerospace companies. To achieve this assignment, PRWG coordinates the use of the EUROAVIA Corporate Identity and the presence of the association in the main internet-based social networks. It is responsible for the creation and distribution of the associations printed promotion material and supports the International Board in various projects related with Public Relations.

3.7.4.2 Finance

The Public Relations Permanent Working Group is responsible for a sound financial basis. The International Board covers the costs needed for the effectiveness of the EUROAVIA Public Relations PWG activities.

4 Public Relations material

Affiliated Societies must not publish any material presenting the whole of EUROAVIA without the consensus of the International Board. Every Affiliated Society has the right to publish material related to local projects without interference from the International Board. The Working Group in charge of a EUROAVIA-wide project is responsible for issuing project-related material. All materials published must not be contrary to EUROAVIA interests. Only the official EUROAVIA logo may be used.

5 Decision Making

5.1 Motions

Only representatives, International Board members and Working Group leaders are allowed to put forward motions during EUROAVIA Congress Meetings. A person bringing forward a motion has to formulate the exact wording of the motion.

5.2 Legal Value of Congress Motions

Motions that refer to a general matter or a general decision concerning the regulations and governance of our association must be implemented in the Bylaws by the Statutes and Bylaws Working Group within three (3) years after the motion has been approved. A clear reference has to be formulated in the wording of the motion itself stating that the motion must be included in the Bylaws afterwards. Motions that are not implemented in the Bylaws within three (3) years after being approved lose their validity.

5.3 The votes

- a. Each Affiliated Society has 2 votes



- b. Each Affiliated Society has 1 or 2 delegates
- c. Each delegate has 1 vote from its own Affiliated Society.
- d. Each delegate can have one extra delegated voted, either from its own or from another Affiliated Society.

Thus a single delegate that handed in both the authorization and delegation letter has two votes. A maximum of two members can represent their Affiliated Society and another Affiliated Society for a total of 4 votes.

5.4 Quorum

Voting is only valid if the following conditions are met:

- a. At least 1/4th of the members (Affiliated Societies) must be present
- b. At least 1/3rd of the countries represented in EUROAVIA must be present.

5.5 Hand-raising or ballot vote

Each Affiliated Society can put forward a motion. Normally a motion will be done by simple hand-raising vote unless:

- a. It's a vote about a person or persons
- b. One or more members request for a ballot vote

A hand-raising vote will consist of:

- c. Counting the number of voters, votes, Affiliated Societies and countries present (which is normally done at the reopening of the business meeting)
- d. Counting the number of votes "in favour"
- e. Counting the number of votes "not in favour"
- f. Counting the number of votes "abstention"

All "abstention" votes are counted as not in favour.

A ballot vote will consist of

- g. Counting the number of voters, votes, Affiliated Societies and countries present (which is normally done at the reopening of the business meeting)
- h. Hand-out of the votes by the vote counters
- i. Filling-in the votes with:
 - a. in favour
 - b. not in favour
 - c. abstention
 - d. null vote
- j. Collecting the votes by the vote counters
- k. Counting the votes by the vote counters (and eventually the secretary)
- l. Read-out of the number of votes for each category

All "abstention" votes are counted as not in favour.

All votes that don't fall in the first 3 categories are null votes and counted as not in favour.

5.6 Majorities for specific votings

For the deprivation of a DIB membership

- at least 2/3rd of the votes if at least 2/3rd of the members are present

To suspend, dismiss or exonerate an IB (member)

- at least 2/3rd of the votes

To change the statutes or bylaws

- at least 2/3rd of the votes

Acceptance as Prospective Affiliated Society, acceptance as Affiliated Society and postponement of acceptance as Affiliated Society

- at least 2/3rd of the votes

For all other votings a 1/2 majority (more than half of the votes) is sufficient.

5.7 Voting outside of a General Meeting

On the absence of a General Meeting and in a case of proved urgency such as financial decisions and strategic partnership alliances that requires the approval of the Congress, the International Board shall be authorised to pass a motion for considerations to all the Affiliated Societies. Before the start of the voting for the motion, seven (7) days shall be accounted for possible discussions and modifications to the motion itself. Online tools, e.g. Sharepoint, shall be used for such discussion. After the discussion is closed, the voting shall take place within a timeframe of fourteen (14) days, during which the signatures of approval from the Presidents of each AS shall be accounted to gain a majority (as defined in section 5.6) to pass/reject the motion.

The results of the voting and the minutes of the discussion shall be presented during the next General Meeting.

6 Finances

6.1 Membership fees

A membership fee is the contribution paid once a year to EUROAVIA in order to be a member of EUROAVIA with full rights and obligations. The membership fee is subdivided in an (Prospective) Affiliated Society's fee and fees for full personal members of the (Prospective) Affiliated Society and fees.

6.1.1 Amounts

The amounts of the different fees are:

- for an Affiliated Society: 20 EURO
- for a full member of an Affiliated Society: 2 EURO

Prospective Affiliated Societies that join the association during the Electoral Meeting of the EUROAVIA Congress are only required to pay half of the membership fee

6.1.2 Terms

The number of full personal members and associated members of an Affiliated Society shall be determined as of October 1st. The International Board Treasurer will send out the invoices by December, the fees are payable as of January 1st. Any taxes, charges etc. due to the money transfer are payable by the Affiliated Society.

7 Membership Database

- a. The Membership Database is exclusively owned by EUROAVIA. Only the International Board may access it or use it.
- b. The Membership Database shall at least contain the following data of each member:
 1. First name
 2. Last name
 3. Gender
 4. Affiliated society the member belongs to
 5. Email-Address
 6. Birth year
 7. Nationality
- c. And further the following data is optional:
 1. Birth place
 2. Studies
 3. Graduation date
 4. Phone number
- d. The Membership Database or data of it shall under no circumstances be given to a third party.
- e. The Membership Database mailing function may only be used for mails related to the following topics:
 1. Career opportunities
 2. International Events announcements

8 Affiliated Societies' Local Reports

The Affiliated Societies' local report presentations on every regular Meeting of the EUROAVIA Congress shall include at least the following topics:

- a. Financials/Sponsors (including income and expenditures in EUR)
- b. Member Structure (number, statistics on types of membership, field and year of study)
- c. Events (local and international)
- d. Structure and Organizational issues (Local Board, Working Groups)

The International Board may define different specifications and a time limit for the presentations and send them to the Affiliated Societies at least two weeks before the beginning of the respective congress.

Affiliated Societies not present at the congress shall hand in a written report covering the topics stated in articles 8.a to 8.d and as stated under 1.2g of the bylaws. The length of this report shall not exceed 2 A4 pages.

The International Board may request a written, non-public, detailed report on the activities and financial affairs connected to a specific, non-local activity. This report has to be signed by the President and the Treasurer of the Affiliated Society and must be sent to the President of the International Board within six weeks after returning from the Annual Meeting of the EUROAVIA Congress.

9 Contactability

Every Affiliated Society shall be reachable at least by e-mail, and the President of this Affiliated Society shall be contactable at least by both e-mail and phone. Reachable in this context means that e-mail sent to the address reaches its destination (Affiliated Society or President) within three working days after arriving at the addressee. A message transmitted by phone shall reach the President within three working days after the call; furthermore the President must be able to answer a call on a predetermined date. The board of the Affiliated Society is responsible for providing the necessary data (email-address, address & phone number) to the Secretary of the International Board.



10 The EUROAVIA Logo

The official international EUROAVIA logo will be as shown below.



The colour of the logo shall be specified in a separate file provided by the International Board. The International Board may decide to use a modified version of the official international EUROAVIA logo for special purpose. The use of a modified version of the official logo is temporary and must be authorized by the next Congress for further use. Affiliated Societies are free to design a specific logo for use to promote their Affiliated Society, which can differ in colour from the international EUROAVIA logo. The International Board will have to give their approval for the designed logo before an Affiliated Society is permitted to use it.

11 The EUROAVIA Statutes and Bylaws

11.1 Statutes and Bylaws

Every Affiliated Society and every International Board Member should have one set of EUROAVIA Statutes and Bylaws. Each set should have the date of ratification clearly marked on the title page in order to avoid usage of old copies. It will be the responsibility of the International Board Secretary to spread new sets of Statutes and Bylaws among the Affiliated Societies and International Board Members within six weeks after the EUROAVIA Congress on which changes were made to the Statutes or Bylaws.

12 Travel Support Program

12.1 Definition

The Travel Support Programme (TSP) is a tool provided by EUROAVIA for its (prospective) members to increase the participation to international events.

The TSP provides a partial refund of the travel costs for international events, encouraging members to actively participate in the international life of EUROAVIA. The only international events that are currently supported by the TSP are Congresses (AMEAC, EMEAC and ExMEAC) and Formation Workshops, being these events the most important for the well-being of the association.

The amount of money allocated for the TSP must be defined by the International Board in the Financial Plan at the beginning of the Business Year.

12.2 Eligibility

The TSP is an exclusive tool of (prospective) members of EUROAVIA and of Designated International Board candidates, i.e. Working Groups, the International Board and Trainers for Formation Workshops are not eligible for the TSP. Each of these categories must refer to their own support framework, specifically Working Groups members shall refer to the respective Working Group budget, the International Board to the IB Travel Fund and Trainers to the International Support Fund.

Designated International Board candidates are eligible for the TSP only when they attend Congresses, i.e. they cannot apply for the TSP for Formation Workshops.

Only two (2) representatives per (prospective) Affiliated Society per Congress and one (1) representative per (prospective) Affiliated Society per Formation Workshop are eligible for the TSP. The International Board reserves the right to modify such constraints in specific situations when needed.

There is no limit concerning how many times the same representative can apply for the TSP.

12.3 Procedure

12.3.1 Application and Deadlines

At the opening of the first application period for an event (either a Congress or a FoWo), the International Treasurer must inform (preferably via email) all Affiliated Societies about the possibility of applying for the TSP. Deadlines, terms and conditions must be clearly specified in such communication. A remainder with the same information must be sent at the opening of the second application period.

The deadline to apply for the TSP is set to one week after the closing of the second application period.

The deadline to send the receipts of travel costs is set to one week after the end of the event. (For more information about required receipts check section "Required information").

12.3.2 Required information

At the moment of the application, the following information must be provided:

- Full name
- Mobile number
- Email



- Bank account details (Account holder, IBAN, BIC)
- Detailed description of the travel with specified costs per means of transportation used.

In case of travel by car, the car specifications (brand, model, type of fuel, fuel consumption) must be provided and the optimal route given by a navigation system (e.g. Google Maps) will be considered. Highway costs shall be included and receipts shall be required.

- Total travel costs

As specified in section 12.3.1, all receipts of travel expenses must be delivered to the International Treasurer within one week from the end of the event. Original receipts are to be preferred. Scanned versions of receipts are acceptable likewise, provided that the originals cannot be provided.

Concerning cars, no receipt is required since, as above specified, car details and optimal route will be used for calculating actual petrol costs.

12.3.3 Accepted means of transportation

The following means of transportation are accepted for applying for the TSP:

- Airplanes (only economy class)
- Trains (only second class)
- Ships, ferries and similar (only second class)
- Buses (only second class)
- Cars
- Taxis (only when it can be proved that no other option is available)

The International Board reserves the right to modify such constraints in specific situations when needed.

12.3.4 Maximum limit of accepted travel costs

The maximum limit of accepted travel costs shall be set to EUR 400. In case an applicant to the TSP presents travel costs higher than the specified amount, EUR 400 shall be considered as travel costs.

12.3.5 Exceeding number of participants

In case of participation to an event of more members per Affiliated Society than what specified in section 12.2, only the member(s) of that Affiliated Society with the cheapest travel costs will be considered eligible for the TSP. The considered Affiliated Society has the right to choose how to divide the money coming from the TSP among its members who participated to the event.

All participants to the event belonging to the considered Affiliated Society must provide proof of their travel costs to the International Treasurer. It is task of the latter making the participants of that Affiliated Society and the Affiliated Society itself aware that they must present details of their travel expenses. In case these details would not be provided, the participants to the event belonging to that Affiliated Society cannot be considered eligible for the TSP.

12.3.6 Partial attendance to an event

In case a member cannot attend all obligatory parts of an event (Business Meeting for Congresses and Working Day for Formation Workshop) a linear proportional reduction to his/her travel support must be applied. For instance, a member attending three out of



four Business Meetings during a congress is entitled to receive 75% of his/her travel support.

Specific cases and exceptions such as unpredictable situations, illness and similar must be analysed on a case by case basis by the International Board.

12.4 Algorithm

The algorithm used for calculating the travel support for each event is based on the following two principles:

- The percentage of refunded money grows linearly with the amount of money spent, so that members who spend more for their travel costs will be refunded more.
- The amount of money effectively spent, i.e. the difference between money initially spent and money refunded, always increases with increasing travel costs.

The first principle ensures that representatives with higher travel costs are more incited to participate in the international life of EUROAVIA, while the second principle ensures fairness towards all representatives and motivates them to opt for the cheapest travel option.

Details about the algorithm and its equations can always consulted at www.euroavia.eu or writing at ib@euroavia.eu.

