



Local Board Manual

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1 Dictionary

Acronym	Meaning	Description
AM	Adjunct Member	Non-ordinary members, LG from cities outside of the boundaries of Europe as defined in the article 3b
AMEAC	Annual Meeting of the EUROAVIA Congress	The General Meeting that takes place usually at the beginning of October.
AS	Affiliated Societies	Ordinary members, LG from cities inside of the boundaries of Europe as defined in the article 3b
BoC	Board of Coordinators	Board formed by the IB and the coordinators of all the WG
BoP	Board of Presidents	Board formed by the Presidents of all the LG
BP	Business Plan	The plan for the future of EUROAVIA that the DIB presents for approval at the AMEAC
BY	Business Year	It starts the 1 st of October, and it ends the 30 th of September
DIB	Designated IB	Group of people elected during the EMEAC (or ExMEAC) that will be the future IB
EMEAC	Electoral Meeting of the EUROAVIA Congress	The General Meeting that takes place usually at the beginning of April.
ExMEAC	Extra Meeting of the EUROAVIA Congress	The General Meeting that takes place when needed.
FIB	Former IB	Group of people that were IB in the past
FP	Financial Plan	The plan for the finances of EUROAVIA that the Treasurer of the DIB presents for approval at the AMEAC
IB	International Board	Group of people that manage the Association.
LB	Local Board	Group of people that oversee the management of the LG. Elected locally every year.
LG	Local Group	It includes the LB and the simple members
PAM	Prospective AM	LG that are about to become an AM
PAS	Prospective AS	LG that are about to become an AS
PP	Preparation Package	Folder containing the information about an upcoming Congress
PPAM	Possible PAM	LG that are about to start the process to become an AM
PPAS	Possible PAS	LG that are about to start the process to become an AS
WG	Working Groups	Group of people that work together to complete a task for the association.

2 Introduction

EUROAVIA is the European Association of Aerospace Students and, since its creation in 1959, it has grown to the point of representing over 3000 students from 41 different universities. To know more about the history of EUROAVIA, check the webpage euroavia.eu.

The aim of this manual is to ease the onboard of new Local Board members. For that purpose, it is briefly described the international side of an (P)AS/(P)AM as well as the relationship between an (P)AS/(P)AM and EUROAVIA International.

This document is a sum up of the Bylaws of EUROAVIA. For full information refer to it or contact your Board of Presidents (BoP) Coordinator.

3 Handover

Once a new LB has been elected, there are some things the former President needs to do before leaving.

3.1 EUROAVIA mails and distribution list

To get an EUROAVIA mail for each of the members of the new LB, a [ticket](#) asking for it must be opened to the IT WG. Those are the mails that must be used every time that you are working on the behalf of EUROAVIA. It will also give you the licence for student to the Office 365 used by the Association. **Please do not forget to ask the IT WG to update your distribution list, because the distribution list (nameofyour(P)AS/AM@euroavia.eu) is the main mean of communication between your LB and EUROAVIA.**

What is a distribution list?

A distribution list is a list of email addresses that can be mailed all in once without emailing each person individually. Each (P)AS/AM has a distribution list and the only way to update it is to send a ticket to the IT WG.

You can ask to update it in the same ticket in which you ask for the creation of the emails.

Example:

Help Topic: Office 365 / Email Accounts and Distribution

Please remember to insert a valid email and your name in *Contact Information*, if not the ticket is not going to be sent.

Furthermore, remember that the IT WG can create an EUROAVIA email only to members of your Local Board.

3.2 Inform EUROAVIA

An email must be sent to all LG, WG and the IB containing the name of the members of the new LB, their position inside it and a way of contacting them (the EUROAVIA mail and/or the phone number preferably).

Mail of all the LG: localgroups@euroavia.eu

Mail of all the WG: wgs@euroavia.eu

Mail of the IB: ib@euroavia.eu

3.3 Talk to the BoP Coordinator

The BoP coordinator must be informed of the change. That way, the new President will be able to attend the meetings and will be added to the WhatsApp group. There are two important WhatsApp groups where the president must be in:

- *Board of Presidents* WhatsApp group where you can find all the presidents of all the LG in the EUROAVIA Network

- *Name_of_your_region* BoP WhatsApp group where you can find the representatives of all the LG of your region

4 Rights and responsibilities

4.1 Rights

Every member has the right to:

- Periodically receive information about EUROAVIA activities.
- Take part of WG and benefit of its work.
- Participate to international events and EUROAVIA activities.
- Use the EUROAVIA Corporate Identity for formal and/or official documents.

For further information, the rights of a LG can be found in the chapter 2.1 of the Bylaws.

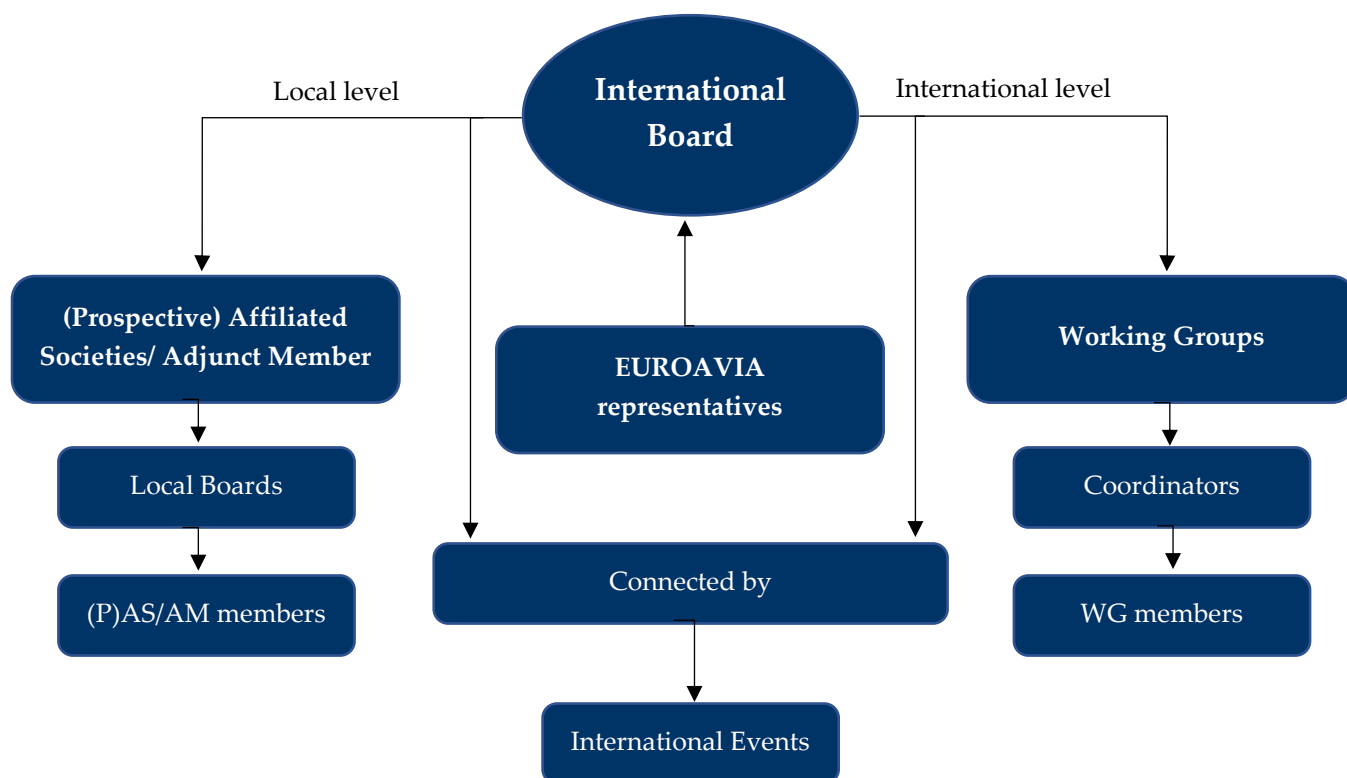
4.2 Responsibilities

Every AS/AM has the responsibility of:

- Adhering to the EUROAVIA Statutes and Bylaws.
- Having two reachable people by the IB and WG (usually president and treasurer).
- Exercising the right to vote.
- Attending at least one full Congress during a timeframe of two (2) consecutive BY. (ONLY AS)
- Preparing a local report both for the parallel section and for the BoP report for each Congress.
- Informing their members about the international activities of EUROAVIA, including upcoming Congresses.
- Paying the international membership fee before the AMEAC. For further information please refer to the Chapter 7 of the Bylaws.
- Paying any kind of debt towards EUROAVIA unless there is other agreement approved by the Congress between your LB and the IB.
- Contributing to the EUROAVIA Newsletter or Magazine. Read more in chapter 7.
- Organising an international event every five (5) consecutive BY (ONLY AS).

In case those responsibilities are not fulfilled, the measures that could be taken are explained in the section 2.3 of the Bylaws.

5 Structure of EUROAVIA



5.1 International Board

The International Board (IB) is a group of members of the association that represents EUROAVIA on the international level. It is composed by, at least, the President, the Secretary, the Treasurer.

The election of the IB has several steps. First of all, during the EMEAC, candidates present themselves to become DIB. In the six months between the EMEAC and AMEAC, the DIB prepares a BP and a FP that will be presented for approval during the AMEAC. If necessary, an ExMEAC will be held right before the AMEAC to look for more DIB members. Finally, during the AMEAC, the IB presents the Business Report and the Financial Report that are a sum up of the achievement of the year. If those reports as well as the BP and FP get approved, the IB becomes FIB, and the DIB becomes the new IB.

Eligibility criteria: Any EUROAVIA member, including current members of the International Board, that has attended a Congress at least once and has actively participated in a Working Group for six (6) months is eligible for candidature. To be eligible, the member also needs to attend the EUROAVIA Congress while the election takes place.

5.2 Working Groups

The WG are teams who oversee different aspects of the Association to keep EUROAVIA's well-functioning. For being part of a WG, you must be part of a (P)AS/(P)AM and meet the requirements of each WG. For further information, [open a ticket](#) to HR.

5.2.1 Affiliated Societies Working Group (AS WG)

Mail: as@euroavia.eu

The AS WG creates a link between the existing (P)AS/(P)AM as well as between all LG and the IB. It also ensures the well-being of the existing LG as well as supports the creation of new ones.

What can I get from the AS WG?

Be directly in contact with other AS through the BoP. Get support if you have any problem at a local level.

5.2.2 Business Relations Working Group (BR WG)

Mail: businessrelations@euroavia.eu

The BR WG deals with the communication between EUROAVIA and third parties. Its tasks include searching new sponsors and maintaining the existing ones by informing them about the activities carried out by the association.

What can I get from the BR WG?

Information about how to do a brochure and contact possible sponsors, especially for International Events.

5.2.3 Communication Working Group (CM WG)

Mail: communication@euroavia.eu

The CM WG aims to spread the word of EUROAVIA by sharing with the world all the activities we carry out at local and international level. It takes care of all the Social Media, the website content and the edition of the Association's magazine, as well as the internal newsletter.

What can I get from the CM WG?

Visibility for your International Events both in social media and Magazine/Newsletter.

5.2.4 Design Working Group (DN WG)

Mail: design@euroavia.eu

The DN WG takes care of the image of EUROAVIA. This includes the Corporate Identity of the association and the design of all the promotional material and merchandise. It also supports LG whenever they require it.

What can I get from the DN WG?

Support for the promotional material of your International Events as well as suggestions for your local events promotional material if asked. Help with your logo in order to meet the EUROAVIA's Corporate Identity.

5.2.5 EUROAVIA Training System Working Group (ETS WG)

Mail: etswg@euroavia.eu

The ETS WG is in charge of developing EUROAVIANS soft skills, through local and international workshops. It is composed by members who become trainers after participating in a TNT instead of through the HR.

What can I get from the ETS WG?

Soft skills training for your members.

5.2.6 Human Resources Working Group (HR WG)

Mail: hr@euroavia.eu

The HR WG promotes WG and coordinates their "Calls for Members". It also guides members who want to take part at international level to find the most suitable WG for them and then provides them with the basic knowledge to enter this WG.

What can I get from the HR WG?

Information about the WG and their need of people, support to get involved in WG.

5.2.7 International Events Working Group (IE WG)

Mail: iewg@euroavia.eu

The IE WG works to keep the EUROAVIA Spirit alive by promoting International Events, they also ensure high quality on these events by supporting the AS involved in the organisation.

What can I get from the IE WG?

Supervision and guidance throughout the whole process of organizing an International Event.

5.2.8 Information Technology Working Group (IT WG)

Mail: it@euroavia.eu

The IT WG is in charge of maintaining and improving the website, solving all the technical problems that could arise, and managing the e-mailing system for all the members, working groups and the International Board, the Central Archive and all the cloud-based documents sharing systems.

What can I get from the IT WG?

They can create the EUROAVIA emails that give you access to the Office 365 student licence used by the Association and update the distribution list of your (P)AS/AM. Support for website's problems.

5.2.9 Regulations and European Connections Working Group (REC WG)

Mail: recwg@euroavia.eu

The REC WG maintains the internal regulations of the association up to date, by revising them and modifying the parts that need major changes. It also takes care of EUROAVIA application to European Grants, in order to get funding for the various projects and events.

What can I get from the REC WG?

Support for asking for local grants.

5.3 International Events

EUROAVIA International Events are academic, educational cultural and social events open to all (P)AS/(P)AM members. They are required to:

- Have at least 15 EUROAVIA members from other than the hosting (P)AS.
- Provide accommodation, transportation, and meals for all the participants during the whole event.
- To last at least 3 days (plus arrivals and departures days).

If your (P)AS is interested in organizing one or needs further information, write an email to iewg@euroavia.eu at least nine (9) months ahead of the preferred date. Notice that the different International Events can't overlap each other so the date does not only depend on your (P)AS preferences. Below there is a list of all the types of International Events.

- Air Cargo Challenge (ACC)
- Fly-In
- Symposium
- Train New Trainers (TNT)
- Workshops
 - Formation Workshop (FoWo)
 - Rocket Workshop (RoWo)
 - Drone Workshop (DroWo)
- Annual Meeting of the EUROAVIA Congress
- Electoral Meeting of the EUROAVIA Congress

Please remember it is a responsibility of yours to inform the next Local Board in case the deadline of the five (5) years rule is approaching.

5.4 The General Meeting (also referred to as EUROAVIA Congress)

The Congresses are the structural backbone of EUROAVIA where decisions are taken through voting. The different types of Congresses are:

- **AMEAC:** during the first half of the BY (starting October 1st).
 - The reports from the WG and the LG are presented.
 - The DIB becomes IB if the requirements explained in section (ADD SECTION) are met.
- **EMEAC:** during the second half of the BY (starting April 1st).
 - DIB officers are elected.
 - Reports from WG and LG are presented.
 - IB presents the Midterm Business and Financial Report.
- **ExMEAC:** every meeting of the EUROAVIA Congress that is not an Annual or Electoral meeting. Normally they occur just before the AMEAC when in the prior EMEAC not enough officers were elected to be DIB.

One month prior to every Congress, the Secretary sends a Preparation Package (PP) to each LG. It includes all the information about the upcoming Congress as well as some useful tools such as important documents and templates.

5.4.1 Rights and duties regarding Congresses

5.4.1.1 Rights

Every AS has the right to:

- Have a written statement read aloud at any meeting of the EUROAVIA Congress if it is not represented by an authorised representative at that Congress.
- Vote or delegate their vote to another AS in case they can't send a representative to the Congress.
- Propose Bylaws changes.

5.4.1.2 Responsibilities

Every (P)AS/AM has the responsibility of:

- Informing its members about coming meetings of the EUROAVIA Congress.
- Preparing a local report for each meeting of the EUROAVIA Congress.
- **Only for AS.** Attending at least one full congress during a timeframe of 2 consecutive BY.

The AS' local report presentations at every regular Congress shall include at least the following topics:

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

5.4.1.3 Representatives

- A representative of an AS must not be an IB Member.
- The representative shall have a written statement (pdf document, which template can be found in the PP), the Letter of Authorisation or the Letter of Delegation or both, confirming their mandate, signed by at least two board members of the AS, one of them being the President of the AS.

When you need a Letter of Authorisation and when a Letter of Delegation?

If you have two members of your AS attending the Congress, all you need is a Letter of Authorisation in which are stated both names of the members and their role in the LG.

In case you have only one member attending the Congress then you need both the Letter of Authorisation and the Letter of Delegation. In both must be written the name of the member and his role.

In case you have no one available to attend the Congress, it is your right to delegate another AS. To delegate another AS you must make sure that there are at least two representatives coming to the Congress from that AS. In this case you need a Letter of Delegation in which are written the names of the members and the AS they come from.

5.4.1.4 The votes in the Congress

- Each AS has 2 votes
- Each AS has 1 or 2 delegates
- Each delegate has 1 vote from its own AS
- Each delegate can have one extra delegated vote, either from its own or from another AS
- Each AS can have a maximum of 4 votes.

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

A PAS shall not have any voting rights through a delegated vote from an AS.

6 Means of communication

A LG can send their contribution to the Newsletter or to the Magazine to the CM WG at communication@euroavia.eu.

6.1 Magazine

The EUROAVIA Magazine is issued once a year (during AMEAC) and promotes EUROAVIA goals and achievements towards the aerospace sector. It collects the best articles, reports and quizzes published in the Newsletter as well as interviews, technical articles and pictures taken by EUROAVIA members.

6.2 Newsletter

The EUROAVIA Newsletter is usually sent at the end of each month to all the LG and all the members who are subscribed to inform them about what has been done during the month. Each LG can contribute to it by sending their news to the CM WG at least one week prior to the sending date.

6.3 Website

The website is the main tool of the Association. There you can find all the updates as well as the official documents such as the Statutes and the Bylaws.

6.4 Social Media

EUROAVIA social media plays a crucial role in connecting people and developing relationships. It's important to be aware real-time of what people are saying about the Association and social media allows EUROAVIA to get its message out to its target audience faster, answering questions and listening to feedback.

The EUROAVIA accounts are the following:

- Instagram: @euroavia
- Facebook: @euroavia.eu
- Twitter: @EUROAVIA
- LinkedIn: @EUROAVIA
- Discord: every member can join the server by filling this [form](#). There, different activities are organised to keep the EUROAVIA Spirit up.

Every (P)AS/(P)AM should have its own social media and interact with the accounts listed above by sharing its publications among its members.

7 EUROAVIA Cup

The EUROAVIA Cup is the recognition an AS receives for being the most active internationally in the last BY. The participation of an AS is established by parameters written in the Business Plan. You can find it inside the PP every AS receives before a Congress. The winner is announced during the AMEAC.