



Local Board Manual

Business Year 2023-2024

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1 Dictionary

Acronym	Meaning	Description
AM	Adjunct Member	Non-ordinary member. LG from a city outside of the boundaries of Europe as defined in Article 3b of the EUROAVIA Bylaws.
AMEAC	Annual Meeting of the EUROAVIA Congress	General Meeting that usually takes place at the beginning of October.
AS	Affiliated Society	Ordinary members. LGs from cities inside of the boundaries of Europe as defined in Article 3b of the EUROAVIA Bylaws.
BoC	Board of Coordinators	Board formed by the IB and the Coordinators of all the WGs.
BoP	Board of Presidents	Board formed by the Presidents of all LGs.
BP	Business Plan	The yearly plan that the DIB presents for approval at the AMEAC. It includes projects, WG goals, and collaborations with third parties.
BY	Business Year	It starts on the 1 st of October, and it ends on the 30 th of September of the following year.
DIB	Designated International Board	Group of people elected during the EMEAC (or ExMEAC) that will be the future IB.
EMEAC	Electoral Meeting of the EUROAVIA Congress	General Meeting that usually takes place at the beginning of April.
ExMEAC	Extra Meeting of the EUROAVIA Congress	General Meeting that takes place when needed.
FIB	Former International Board	Group of people that took part in a past IB.
FP	Financial Plan	The yearly 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 EUROAVIA.
IE	International Event	Event organised by a LG at least every 5 years whose participants are members from other LGs.
LB	Local Board	Group of people that oversee the management of the LG. Elected locally every year.
LG	Local Group	Local EUROAVIA association. It includes the LB and the simple members.

PAM	Prospective Adjunct Member	LG that is about to become an AM.
PAS	Prospective Affiliated Society	LG that is about to become an AS.
WG	Working Group	Group of people that work together to complete specific tasks for EUROAVIA.

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 3500 students from 42 different universities. To know more about the history of EUROAVIA, check the [webpage](#).

The aim of this Manual is to ease the onboard of new Local Board (LB) members. For that purpose, the relationship between EUROAVIA International and Local Groups (LGs) is briefly described.

This document is a summary of the EUROAVIA [Bylaws](#). For full information, refer to them or contact your Board of Presidents (BoP) Coordinators. In case you do not know your belonging BoP Region, please contact as@euroavia.eu.

3 Handover

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

3.1 Inform the Board of Presidents Coordinators

The BoP Coordinators must be informed of the change, so that they can explain you the procedure.

Below the contacts of the Coordinators for each BoP Region can be found.

Eastern Region



Name and surname: Koutrakou Zacharoula

E-mail: koutrakou.zacharoula@euroavia.eu

Phone number: +30 697 920 3117



Name and surname: Raffaele Aucelli

E-mail: raffaele.aucelli@euroavia.eu

Phone number: +39 345 340 7302

Middle Region



Name and surname: Elena Tonucci

E-mail: elena.tonucci@euroavia.eu

Phone number: +39 327 766 4740



Name and surname: Manuel Azevedo

E-mail: manuel.azevedo@euroavia.eu

Phone number: +351 964 858 805

Northern Region



Name and surname: Karim Eltannikhy

E-mail: karim.eltannikhy@euroavia.eu

Phone number: +20 106 062 7792



Name and surname: Elif Berra Cinar
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Southern Region



Name and surname: Tuna Korkmazel
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Phone number: +90 543 764 20 80



Name and surname: Danillo Krüppel
E-mail: danillo.kruppel@euroavia.eu
Phone number: +34 610 39 69 57

Western Region



Name and surname: Jordi Gallart
E-mail: jordi.gallart@euroavia.eu
Phone number: +34 688 81 84 05



Name and surname: Mohamed Rashad
E-mail: mohamed.rashad@euroavia.eu
Phone number: +20 106 385 0098

3.2 Inform EUROAVIA

An email must be sent to all LGs, Affiliated Societies (AS) Working Group (WG), and the International Board (IB) containing the name of the members of the new LB, their role, and a way of contacting them (preferably their EUROAVIA email and/or their phone number).

Email address of all the LGs: localgroups@euroavia.eu

Email address of the AS WG: as@euroavia.eu

Email address of the IB: ib@euroavia.eu

After sending the email, you will receive a response containing a Microsoft Form where you will be asked to provide all the necessary information required to complete the LB change. If you have any questions about the form, please refer to your BoP Coordinators.

3.3 After completing the form

After submitting the form, the AS WG will initiate the necessary processes, and you will not need to take any further action but to wait. Here is a list of tasks that will be performed once the form is completed:

1. **Update of PoC Excel:** The Point of Contact (PoC) Excel sheet will be updated, and you will find the updated version [here](#).
2. **Creation of EUROAVIA Email Accounts:** A ticket will be generated for the creation of EUROAVIA email accounts for your new LB members, in case they do not possess one already. Additionally, your LG distribution list (e.g. napoli@euroavia.eu) will be updated with the new contact information. **Please ensure that your members activate their emails by following these steps:**
 - a. Check the email address you provided in the form; you will receive a password there.
 - b. Log in to the EUROAVIA email account and change the password.
 - c. If you have any problems, open a ticket on the [EUROAVIA Helpdesk](#) at and the Information Technology (IT) WG will support you.
3. **Inclusion in Presidents WhatsApp Group:** The new President will be added to the Presidents' WhatsApp group.
4. **Inclusion in BoP Region WhatsApp Group and Microsoft Teams:** The two main PoCs of the LB will be added to the BoP Region WhatsApp group and the corresponding Microsoft Teams workspace.
5. **Network Page Updates (optional):** If you have requested any changes for the Network Page, you can expect to see those changes within a few days following the submission of the form.

What is a distribution list?

A distribution list is a list of email addresses that can be emailed all at once without emailing each person individually. Each (P)AS/AM and WG has a distribution list.

What is the Network page?

The Network Page is a dedicated section on the primary EUROAVIA website that showcases all currently active LGs within the Association. Keeping this page up to date is crucial, as it provides a snapshot of your LG to potential companies visiting the website, making it an essential tool for showcasing your activities and engagement within EUROAVIA.

4 Rights and responsibilities

4.1 Rights

Every AS/AM has the right to:

- Periodically receive information about EUROAVIA activities.
- Take part in WG and benefit of their work.
- Participate to International Events (IEs) and EUROAVIA activities.
- Use the EUROAVIA Corporate Identity (CI) for official documents.
- Request one domain with 500Mb of allocated space from the EUROAVIA server, plus an extra 1Mb in case of organising an IE.

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

4.2 Responsibilities

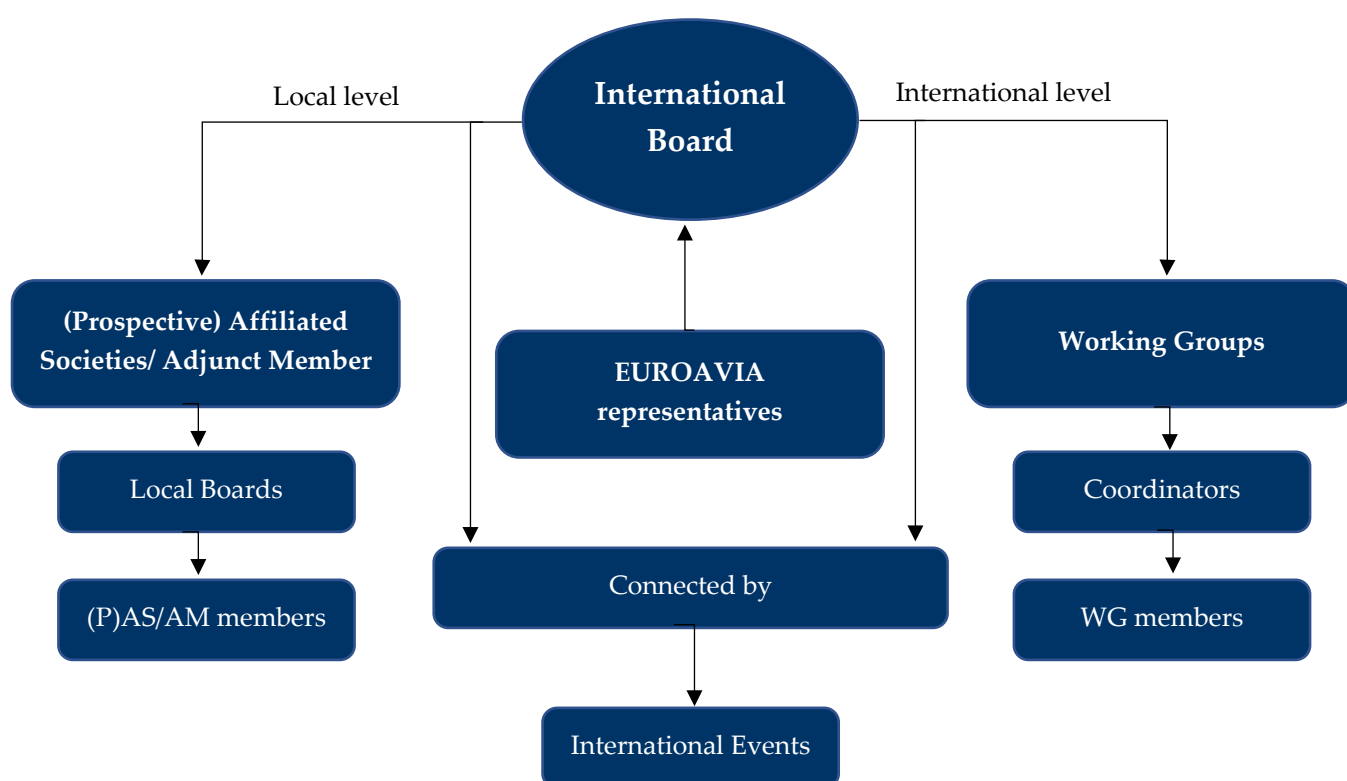
Every AS/AM has the responsibility of:

- Adhering to the EUROAVIA Statutes and Bylaws.
- Having two people (PoCs) who need to be reachable by the IB and the WGs (usually President and Treasurer of the LB).
- Exercising the right to vote at Congresses.
- Attending at least one full Congress during a timeframe of two consecutive BY (only for AS).
- Preparing a local 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 on how the fee works, please refer to Chapter 7 of the EUROAVIA Bylaws.
- Paying any kind of debt towards EUROAVIA unless there is any other agreement approved by the Congress between the LG and the IB.

- Contributing to the EUROAVIA Newsletter yearly, at least two times for AS, and at least 4 times for AM.
- Organising an IE every five consecutive BY (only for AS).

In case these responsibilities are not fulfilled, the measures that could be taken and the penalties are explained in Section 2.3 of the EUROAVIA Bylaws.

5 Structure of EUROAVIA



5.1 International Board

The International Board is a group of members who represents and manages EUROAVIA at an international level. It is composed of at least three people: A President, a Secretary, and a Treasurer.

The election of the IB comprises several steps. First, during the EMEAC, candidates present themselves to become Designated IB (DIB) officers. In the six months between the EMEAC and AMEAC, the DIB prepares a Business Plan (BP) and a Financial Plan (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 officers. Finally, during the AMEAC, the IB

presents the Business Report and the Financial Report that are a sum up of the achievement of the Business Year (BY). If those reports, as well as the BP and FP, get approved, the current IB becomes Former IB (FIB), and the DIB becomes the new IB.

Eligibility criteria: Any EUROAVIA member, including current IB members, who has attended a Congress at least once and has actively participated in a WG for at least six months is eligible for candidature. To be eligible, the member also needs to attend the EUROAVIA Congress while the election takes place.

The IB for the BY 2023-2024 is composed of:



Name and surname: Leo Buchner

Position: President

E-mail: leo.buchner@euroavia.eu

Phone number: +49 1512 0537506



Name and surname: Pavitarpal Singhlitt

Position: Secretary

E-mail: pavitarpal.singhlitt@euroavia.eu

Phone number: +49 160 1271296



Name and surname: Amanda Román Navarro

Position: Treasurer

E-mail: amanda.roman@euroavia.eu

Phone number: +34 657 34 50 85

5.2 Working Groups

Working Groups are teams of people who work together to oversee different aspects of the Association and complete specific tasks to keep EUROAVIA's well-functioning. To be part of a WG, you must be part of a (P)AS/AM and meet the requirements of each WG. For further information, [open a ticket](#) and the Human Resources (HR) WG will support you.

5.2.1 Affiliated Societies Working Group (AS WG)

Email: as@euroavia.eu

The AS WG creates a link between the existing (P)AS/AM as well as between all LGs and the IB. It also ensures the well-being of the existing LGs 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 meetings. Get support if you have any problem at a local level.



Coordinator

Name and surname: Leo Buchner

E-mail: leo.buchner@euroavia.eu

Phone number: +49 1512 0537506



Back-up Coordinator

Name and surname: Elif Berra Cinar

E-mail: elif.cinar@euroavia.eu

Phone number: +90 534 893 42 39

5.2.2 Business Relations Working Group (BR WG)

Email: businessrelations@euroavia.eu

The BR WG deals with the communication between EUROAVIA and third parties. Its tasks include searching new sponsorships and collaborations 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 make brochures and contact possible sponsors, especially for IEs.



Coordinator

Name and surname: Neus Erlenkamper

E-mail: neus.erlenkamper@euroavia.eu

Phone number: +34 644 59 66 01



Back-up Coordinator

Name and surname: Mara-Alessandra Gogiu

E-mail: mara.gogiu@euroavia.eu

Phone number: +40 760 052 382

5.2.3 Communication Working Group (CM WG)

Email: communication@euroavia.eu

The CM WG aims to spread the word of EUROAVIA by showcasing the activities that the Association carries out at an international level. It manages all the social media accounts of EUROAVIA, updates the EUROAVIA website content, and writes and publishes articles on the EUROAVIA Blog, the monthly EUROAVIA Newsletter and the yearly EUROAVIA Magazine.

What can I get from the CM WG?

Visibility for your IEs and activities both on social media and in the EUROAVIA Newsletter and Magazine.



Coordinator

Name and surname: Chrysanthi Sarasiti

E-mail: chrysanthi.sarasiti@euroavia.eu

Phone number: +30 698 295 2993



Back-up Coordinator

Name and surname: Elena Tonucci

E-mail: elena.tonucci@euroavia.eu

Phone number: +39 327 766 4740

5.2.4 Design Working Group (DN WG)

Email: 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 LGs whenever they require it for design-related tasks.

What can I get from the DN WG?

Support for the promotional material of your IEs as well as suggestions for your local events promotional material, if asked. Help in designing the logo of your LG to meet EUROAVIA's Corporate Identity.



Coordinator

Name and surname: Lucia Ruocco

E-mail: lucia.ruocco@euroavia.eu

Phone number: +39 331 959 1894

5.2.5 European Grants Working Group (EG WG)

Email: eg@euroavia.eu

The EG WG helps financing EUROAVIA activities and structural costs through the active use of the European Commission funding platform.

What can I get from the EG WG?

Information about the local grants available in your country and suggestions on how to win it.



Coordinator

Name and surname: Elia Ghisellini

E-mail: elia.ghisellini@euroavia.eu

Phone number: +33 7 45 53 99 16



Back-up Coordinator

Name and surname: Andreas Birmpilis

E-mail: andreas.birmpilis@euroavia.eu

Phone number: +33 7 45 53 99 16

5.2.6 EUROAVIA Training System Working Group (ETS WG)

Email: etswg@euroavia.eu

The ETS WG is in charge of delivering soft skill training sessions and forming new EUROAVIA trainers through local and international workshops. It is composed of members who became trainers after participating in a Train New Trainers (TNT) IE.

What can I get from the ETS WG?

Soft skills training sessions for your members.



Coordinator

Name and surname: Ioana Teodora Oprea

E-mail: teodora.oprea@euroavia.eu

Phone number: +40 731 051 958

5.2.7 Human Resources Working Group (HR WG)

Email: hr@euroavia.eu

The HR WG promotes WGs and coordinates their “calls for members”. It also guides members who want to take part in EUROAVIA at the international level to find the most suitable WG for them and provides them with the basic knowledge about WGs.

What can I get from the HR WG?

Information about WGs and their open positions, as well as support to get involved in WGs.



Coordinator

Name and surname: Ángeles Fuentes

E-mail: angeles.fuentes@euroavia.eu

Phone number: +34 674 23 05 35

5.2.8 International Events Working Group (IE WG)

Email: iewg@euroavia.eu

The IE WG works to keep the EUROAVIA Spirit alive by promoting IEs. They also ensure high quality on these events by supporting the organising LG.

What can I get from the IE WG?

Supervision and guidance throughout the whole process of organising an IE.



Coordinator

Name and surname: Stamatis Moraitis

E-mail: stamatis.moraitis@euroavia.eu

Phone number: +30 697 184 2835



Back-up Coordinator

Name and surname: Henrik Neun

E-mail: henrik.neun@euroavia.eu

Phone number: +49 1590 2824804

5.2.9 Information Technology Working Group (IT WG)

Email: it@euroavia.eu

The IT WG is in charge of maintaining and improving the EUROAVIA website, solving all the technical problems that could arise, and managing the emailing system for all the members, WGs and IB, 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.



Coordinator

Name and surname: Mariel Adrian Petra

E-mail: mariel.petra@euroavia.eu

Phone number: +40 766 248 218



Back-up Coordinator

Name and surname: Raffaele Aucelli

E-mail: raffaele.aucelli@euroavia.eu

Phone number: +39 345 340 7302

5.2.10 Statutes & Bylaws Working Group (S&B WG)

Email: sbwg@euroavia.eu

The S&B WG maintains the internal regulations of the Association up to date by revising them and modifying the parts that need changes.

What can I get from the S&B WG?

Support for legal matters on a local level and assistance in drafting Memorandums of Understanding.



Coordinator

Name and surname: Leonor Patricio

E-mail: leonor.patricio@euroavia.eu

Phone number: +351 913 674 912

5.3 International Events

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

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

If your (P)AS is interested in organising an IE or needs further information about it, please contact iewg@euroavia.eu at least 9 months ahead of the preferred date. Note that the different IEs cannot overlap with each other, so the date does not only depend on your preference but needs to be scheduled well in advance and match with the current calendar. Below you can find a list of all the types of IE.

- 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 (AMEAC)
- Electoral Meeting of the EUROAVIA Congress (EMEAC)
- Extra Meeting of the EUROAVIA Congress (ExMEAC)

Please remember it is a responsibility of yours to inform the next LB in case the deadline of the five years rule is approaching.

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

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 WGs and the LGs are presented.
 - The IB presents the Business and Financial Reports.
 - The DIB presents the Business and Financial Plans and becomes IB.
- **EMEAC:** During the second half of the BY (starting April 1st).

- The reports from WGs and LGs are presented.
- DIB officers are elected.
- The IB presents the Business and Financial Midterm Reports.
- **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 part of the DIB.

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

5.4.1 Rights regarding Congresses

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.
- Send at least one member in representation of their Local Group. This member(s) cannot be also a member of the IB, and they shall have a written statement, the Letter of Authorisation and/or the Letter of Delegation or both, confirming their mandate, signed by at least two board members of the AS, of which one must be the President.
- Vote or delegate their vote to another AS in case they cannot send a representative to the Congress.
- Propose Bylaws changes.

5.4.2 To dos in preparation for Congresses

Before Congresses, each AS must:

- **Read the preparation Package:** The representative(s) coming on the behalf of your AS are the voice of your LG, thus, is extremely important that they are aware of the topics that will be discussed during the Congress.
- **Fill out the letter of Authorisation/Delegation:** Those are the documents that will enable your representative to vote during the congress. If you have two members of your AS attending the Congress, all you need is a Letter of Authorisation in which both their names and roles in the LG are stated. 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 the name of the member and their role must be stated. In case you have no one available to attend the Congress, it is your right to delegate your votes to another AS. To delegate, you must make sure that there are at least two representatives coming to the Congress from the AS you want to be represented

from. In this case, you need a Letter of Delegation in which the names of the members from the AS you chose are stated.

- **Prepare a Local Report:** This report should include at least the following.
 - o Structure and organisation (Local Board, local Working Groups)
 - o Member structure (number, statistics on types of membership, field, year of study)
 - o Events (local and international)
 - o Financials/sponsorships (including income and expenditures in EUR)

5.4.3 The votes in the Congress

- Each AS has 2 votes.
- Each AS has 1 or 2 representatives.
- Each representative has 1 vote from their own AS.
- Each representative can have one extra delegated vote, either from their own or from another AS.
- Each AS can have a maximum of 4 votes in total.

Thus, a single delegate that handed in both the Authorisation and Delegation Letters 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. AMs do not have the right to vote.

6 Means of communication

A LG can send their contribution to the EUROAVIA Newsletter or the EUROAVIA 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's goals and achievements of the past BY. It collects the best LG and WG reports, IE reports, technical articles, interviews, quizzes and games, as well as pictures taken by EUROAVIA members.

6.2 Newsletter

The EUROAVIA Newsletter is usually sent at the end of each month to all the LGs and whoever subscribed to inform them about what has been done during the month and

showcase new opportunities and future events of the Association. Each LG has the responsibility to contribute to it by sending articles to the CM WG, at least five days prior to the sending date.

6.3 Website

The EUROAVIA 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, as well as showcasing the Association's activities and opportunities. It is important to be aware 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 currently the following:

- Instagram: @euroavia
- Facebook: @EUROAVIA
- LinkedIn: @EUROAVIA
- TikTok: @euroavia_
- YouTube: @EUROAVIA1959
- Discord: Every member can join the server by contacting the IT WG. You can use that platform to meet up with other EUROAVIANS.

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

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 each year in the Business Plan. You can find it inside the Preparation Package every AS receives before a Congress. The winner is announced during the AMEAC.