

EMA INTERNAL REGULATIONS

1. MEMBERSHIP

1.1. Ordinary Members.

Ordinary Membership of EMA is open to any natural person who has been benefited in terms of mobility from the Erasmus Mundus Joint Master Degrees (EMJMDs), or the predecessors (previous versions), or the successors (future versions) of such EMJMDs as defined by the European Commission, DG Education and Culture and by Education, Audiovisual and Culture Executive Agency (EACEA).

1.2. Affiliate Members.

In order to become an Affiliate Member of EMA, the student, alumnus or consortium member should have been benefited by way of mobility under Key Action 1-Bullet 1 of Erasmus+ Projects, or the predecessors (previous versions, like Action 1, 2, and 3 programmes), or the successors (future versions) of such programmes as defined by the European Commission, DG Education and Culture and by Education, Audiovisual and Culture Executive Agency (EACEA).

1.3. Membership Validation.

Validation of attesting information provided by an applicant to become either an Ordinary Member or an Affiliate Member of EMA shall be done by person(s) authorized by the Management Board within 30 (thirty) working days from the moment of receiving all required and requested documents. Such person shall be having necessary access to the email account which receives the membership requests or to the any communication tool employed to register EMA Members.

1.4. Membership Fees.

If applicable, the Ordinary and Affiliate Members shall be required to pay the membership fees as decided by the Management Board and approved by the GA.

1.5. Honorary Members.

Any person with distinguished achievements, reputation, support and contribution towards EMA and its Vision, Mission and Aims can be nominated at any time by an Ordinary Member of EMA to be made as an Honorary Member of EMA which shall be approved by way of two-third majority of the Management Board and accepted by the General Assembly simple majority voting. Once approved, such person shall be granted an Honorary Membership for life, unless removed by the Management Board by way of two-third majority.

2. OBJECTIVES AND FUNCTIONS OF UNITS

2.1. WORKING UNITS

The Working Units shall act as the execution wing of EMA and shall provide service delivery, programme quality management and continuous improvement.

The main objectives and functions of the individual Working Units shall be:

2.1.1. Student & Alumni Relations

a. Objectives

- To develop and maintain the relationship between EMA, current students and past students, i.e. the members, through the provision of products, services and continuous development;
- To strengthen dialogue on education, employment and entrepreneurship by providing professional networking opportunities, mentoring, conferences, trainings and educational seminars in order to develop leadership and professional skills of the EMA community;
- To engage students and alumni in projects that can strengthen the connection within the community;
- To assist the multiple programmes in promoting themselves, hence, improving upon existing relations with programme coordinators (in collaboration with the Partnership Development Unit).

b. Functions

- Develop and maintain products and services continuously;
- Primary focus for students: mentoring, résumé & CV analysis, internship opportunities and professional development;
- Primary focus for alumni: networking platform and opportunities, global leadership programs, professional opportunities;
- For both students and alumni: event participation opportunities, general personal and professional development opportunities;
- Develop, maintain and improve communication and relationships with programme coordinators;
- Deliver training on soft-skills required for job applications and professional development;
- Engage the community of students and alumni via activities and projects which respond to the aims and needs of EMA and various of its units, by providing a place of opportunity where students and alumni can share ideas and expertise;
- Proactively engage with coordinators, academics and top researchers from different consortia and assist for appointment of Programme Representatives and their coordination;
- Proactively engage with senior staff from universities, Higher Education ministries and the European Commission;
- Facilitate meaningful dialogue between students and the coordinators from various programmes, for the improvement of previously identified concerns;
- Maintain a central place to gather complaints and feedback, redirecting and/or assignment to respective units in charge;
- Closely collaborate with the European Commission, to analyse and follow up on centrally filed complaints/feedback;
- Regularly assess the financial and legal implications of activities of the unit.

2.1.2. Policy and Quality Assurance

a. Objectives

- To develop EMA's short, medium, and long term policy development, and the necessary documentation and processes for its implementation;
- To ensure the excellence, quality and efficiency of the Erasmus Mundus programmes by conducting surveys on graduate impact, course quality assurance and degree recognition and other relevant surveys;
- To facilitate a quality Erasmus Mundus experience for all students, regardless of their course and works in close collaboration with the Student and Alumni Relations Unit.

b. Functions

- Develop EMA's short, medium and long policies, and the required instruments and/or tools for their implementation;
- Provide support to the policymaking process for future programmes and schemes (such as Erasmus+ 2021 - 2027);
- Monitor the quality of EMJMDs' (and any successor programme's) courses, in order to assist in maintaining the quality of the courses for all stakeholders involved in the programme;
- Offer support for EMJMD (and any successor) programmes during the accreditation and quality assurance process for new and existing courses, following the European accreditation approach;
- Assist of course coordinators and institutions/universities during the process of obtaining Bologna Process Diploma supplements for their courses;
- Contribute to the quality and efficiency of internationalization and jointness of the higher education sector;
- Assist students of EMJMDs' (and any successor programme's) courses with pressing quality issues, through the use of various tools (such as the Course Quality Student Services survey);
- Run and analyse the various surveys and provide support towards them;
- Compile student feedback of programmes, in order to maintain or improve its quality and collaborate with the Quality Assurance Committee of various Erasmus Mundus consortia;
- Strengthen dialogue on education, policy, environmental, social, political and economic development.

2.1.3. Outreach and Capacity building

a. Objectives

- To promote the EMA brand and facilitate global networking at a regional level through partnerships with other Organizations and bodies
- Capacity building that support the technical and institutional development of partners
- To enable creation of chapters and teams (led by Country Representatives and Project Leaders) at campus, regional and national

levels which will be in charge of bolstering EMA and promoting its Vision, Mission, and Aims at such level, throughout the world

b. Functions

- Promote EMA's brand, as well as cultural and academic cooperation;
- Attract prospective Master and/or mobility students;
- Establish local campuses in order to empower the Chapters, through a bottom-up approach;
- Develop and enrich the implementation of activities at the operational level in order to make EMA more visible locally and abroad (i.e. outside the EU);
- Lead the cultural development of the Association to ensure demonstrable values of inclusivity, responsiveness and innovation;
- Building linkages and cooperation with international groups and local communities;
- Design of calls for proposals and other related documents for the creation of networks, project teams and leaders;
- To ~~create~~ appoint, manage and coordinate with the various Country Representatives of EMA;
- Management of the pool of experts, monitoring of experts activities and design of trainings for network experts;
- Organise and develop learning and interest based activities;
- Establishment of Campus Erasmus across cities, countries and regions
- Identification of needs and management of the unit for capacity-building actions;
- Strategic development of key 21st century employment and empowerment skills.

2.1.4. Research & Innovation

a. Objectives

- To steer EMA forward taking into accounts its research/scientific goals, such as relevant Sustainable Development Goals;
- To focus on identifying adequate directions and opportunities as well as innovative areas for EMA projects;
- To develop necessary strategic actions for EMA for successful project implementation;
- Linking expertise across different EMJMD programmes and initiating close interaction with other alumni associations to further help EMA grow;
- Review research activities of current EMJMD programmes and aim to strengthen the research activities of students;
- To consider and review Horizon 2020, Erasmus+ and other relevant funding schemes and work towards them in coordination with the Project Support Unit.

b. Functions

- Pioneer the Research and Innovation Unit to develop global, regional and local projects;

- Build a network of research and innovation contacts across EMA (linking like-minded as well as interdisciplinary courses) and drive the community towards research and innovation;
- Involve in the development of action plans according to EMA's Vision, Mission and Aims;
- Design, develop and manage the research and innovation agenda of key EMA priorities;
- Drive collaboration and innovative thinking in EMA to help support partnerships and organizational growth;
- Advise EMA leaders, team members and partners on new project directions;
- Build out a core team of go-to people within the R&D unit and devise a clear strategy for engagement and collaboration;
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- Ensure that the implementation of projects are of the highest quality and relevant to the Vision, Mission and Aims of EMA;
- Support the Association and preparation of materials for meetings, events or other internal/relevant stakeholder engagement activities.

2.2 ADMINISTRATIVE UNITS

The Administrative Units shall together oversee and comply with internal and external procedural requirements required as per the laws and manage the resources working with EMA.

The main objectives and functions of the individual Administrative Units shall be:

2.2.1. Legal & Internal Affairs

a. Objectives

- To ensure lawfulness of EMA's operation and activities;
- To create and comply with all internal and external legal requirements
- To create legal awareness among the Members;
- To safeguard the Association's interest in relation to all parties, whether within or outside it, by guaranteeing conformity with all laws and regulations;
- To oversee the creation and compliance of all internal and external administrative legal documentation.

b. Functions

- Ensure that EMA complies with all necessary legal requirements in Belgium (its headquarters), while maintaining and enforcing the corresponding appropriate and lawful operating conditions of the Association;
- Develop and implement mechanisms to provide expert legal advice on multi-disciplinary and legal matters, involving issues relating to international and administrative law, such as GDPR, taxation etc.;
- Provide legal advice on the interpretation and application of internal regulatory documents related to staff and/or financial regulations and rules and other administrative issuances; reviewing and providing legal advice on and clearing draft amendments to the staff/financial

regulations and rules, subsidiary instructions and administrative issuances or amendments, verifying their consistency with the GDPR; providing legal advice on analyses and evaluations of human resources policies and practices;

- Develop and implement mechanisms to provide legal advice on and supporting the pursuit of investigations and disciplinary cases.
- Contribute with the administrative legal requirements and any third-party agreements of the association;
- Develop and implement mechanisms to provide legal advice and supporting the negotiation and settlement or, where necessary, the adjudication or arbitration of claims and disputes arising from operational activities of EMA, private third party or commercial claims and disputes arising from project contracts;
- Provide legal advisory services to the President/Vice-President, Directors of the Management Board and the Advisory Board on questions relating to the legal status of EMA and its officials, in particular the privileges and immunities applicable to the different executive structures or operational issues related thereto;
- Perform other tasks as required, such as chairing meetings and roundtables on legal issues; representing EMA at international, regional, inter-agency meetings, seminars and conferences on topics related to law; effectively coordinate legal advice throughout EMA; maintaining liaison with counterparts on legal matters;
- Handle the administrative legal requirements and any third-party agreements (such as, but not limited to, MOUs, internal legal guidelines, statutes, communications with notaries and/or lawyers) of EMA.

2.2.2. Finance Management

a. Objectives

- To ensure accountability and maintain transparent administration of EMA's financial resources;
- To manage the financial aspect of all strategic alliances and projects;
- To oversee and provide financial assistance the Members.

b. Functions

- Build and manage the financial team. Drive the financial planning of EMA by analyzing its performance and risks; plan, organize, audit, account for and control the Association's finances (such as, but not limited to, honorariums, sponsorships, project or other grants, refunds, reimbursements), necessary for its continuous operations and activities;
- Review, monitor and manage budgets for events and projects;
- Manage and overseeing of transactions, receipts and invoices;
- Produce financial reports/statements and any other required financial documentation;
- Develop strategies that work to minimise financial risks.
- Develop and oversee EMA's finance mechanisms/system;
- Oversee all audit and internal control operations;

- Contribute towards the development of EMA's fundraising strategy and manage relationships with partners and investors;
- Assist the leadership in making strategic financial decisions for the sustainability of the Association;
- Conduct analysis to make forecasts and report to the Management Board;
- Ensure adherence to financial laws and guidelines;
- Retain constant awareness of EMA's financial position and act to prevent problems.

2.2.3. Talent Management

a. Objectives

- To search, recruit and manage volunteers for Working Units, the Administrative Units and the Support Units
- To assist in professionalizing the internal procedures and structure of EMA. It also includes a figure of an Ombudsman which both continuously professionalizes EMA in terms of procedures and structure and is in charge with investigating any misconduct in the Association, consequently recommending the application of any disciplinary procedure to member(s).
- To improve the EMA volunteering system and to ensure that the volunteering experience with EMA is valuable for both, volunteers and the Association and that EMA has sufficient capacity to implement its strategy.
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b. Functions

- To focus primarily on recruitment and volunteer management, in conjunction with other units, to actively enlist, screen and select qualified candidates for open volunteer positions;
- Recruitment process in conjunction and consultation with all other Units;
- Support volunteer management, skills development, motivation & recognition of EMA's talent in conjunction with the Directors of all units;
- Professionalize EMA from an organizational and procedural point of view, through the necessary development of standardized and guiding documentation;
- Develop, and recommend the implementation (when necessary) of, any disciplinary processes;
- Drive the talent management through EMA Volunteer Programme;
- Monitor and evaluate the performance of EMA Volunteer Programme and talent management;
- Responsible for fulfilment of EMA's talent and skills needs and volunteer capacity;
- Design strategies to attract new volunteers in conjunction with EMA Management Board;

- Lead the promotion of learning culture across the Association and encourage good performance and values;
- Monitor existing recruitment practices and implement improvements/changes when necessary;
- Mediate conflict situations when they arise between volunteers.

2.3. SUPPORT UNITS

The Support Units shall collectively handle support for EU and international projects, communications and information technology (IT), and partnership development for the whole Association and its divisions.

The main objectives and functions of the individual Support Units shall be:

2.3.1. Project Support

a. Objectives

- Have overall responsibility for administration and project management for EMA member projects involving external funding and partners;
- To be the link between EMA Management Board and the EMA Secretariat and coordinate EMA's involvement in various projects and external funding activities;
- To facilitate participation in projects under the EC and any other third party, by or on behalf of EMA which can enable EMA to raise funds or achieve any of the Vision, Mission and Aims of EMA;
- To manage and maintain the relation between EMA any other third-party organizations for participating in the joint projects;
- To provide possible guidance and support to EMA members to propose, develop, submit, implement and successfully carry out the projects backed by EMA, or their participation in other third party led endeavors;
- To provide EMA members with an opportunity to contribute to EMA, their respective EMJMD, and to society the personal skills, they have acquired through their participation in an EMJMD and contribute towards creating a valuable impact on the society.

b. Functions

- Collaboration and relation management with third-party organizations, including Erasmus+ Students and Alumni Association (ESAA), Marie Curie Alumni Association (MCAA), Erasmus Student Network (ESN) and any other third party;
- Development, management and support for EMA member projects;
- Management and support for third-party projects that have the participation of EMA members;
- Overall responsibility for complete proposal development and execution of EMA member projects;
- Build mechanisms for project progress monitoring; preparation and processing of technical and financial reports;
- Monitor suitable European R&D&I funding schemes such as Erasmus+, Horizon 2020 etc;
- Build and manage the Project Support team and have a close link with the EMA Secretariat;

- Oversee the development and monitor the collection of information from partners, processing of written inputs and background documents; contribute to proposals structuring;
- Build strong communication with international project partners.

2.3.2. Communication & IT

a. Objectives

- To design, manage, maintain the EMA Brand;
- To disseminate information about EMA through any media format chosen by the Management Board;
- To coordinate and administer all internal and external communications (such as but not limited to e-newsletters, memos, publications, social media posts, blog posts, videos, etc.), in order to ensure coherence and consistency in EMA's messages;
- To administer management of various IT tools and solutions (e.g. Community Portal, online meetings platforms, webinars, project management tools, etc.) in support of EMA members in their use;
- To manage the website and social media handles and to create content for EMA;
- To work with all other Units towards the goal of building a strong EMA community.

b. Functions

- Promotion of Erasmus Mundus and Erasmus+ Programs, and EMA through all media formats, to a global audience;
- Formulate communication strategies on priority issues and carry out communication campaigns to support the goals of EMA;
- Support in dissemination of information on the available EMA social platforms including but limited to the website, Facebook, Twitter, Instagram, LinkedIn and YouTube;
- Back-end management of all of EMA's present and future technological tools and solutions;
- Professionalize and improve EMA from a technological point of view;
- Develop the necessary guidelines for the correct and orderly usage of the different tools and solutions implemented throughout the Association;
- To be in sync with EMA Management Board in order to provide unity in the Association's communication strategy;
- Manage and coordinate team efforts, mentor team members' and ensure their motivation and engagement;
- To oversee consistency in the production of communication-related materials (website news, press releases, magazines, and Association's collateral);
- Design visuals for overall and specific marketing campaigns;
- To ensure syncing/synergy with the Partnership team for a common goal to increase the visibility of the Association and proactively involve EMA's brand in awareness building campaigns aligned with EMA Vision, Mission and Aims.

2.3.3. Partnership Development

a. Objectives

- To seek out relevant partners, sponsors, strategic alliances and any external stakeholders in line with EMA's Vision, Mission, and Aims as well as strategic objectives of EMA, and which may be beneficial to the Association;
- To manage these relations and serve as a communication conduit between them and EMA;
- Increase EMA's visibility in the corporate sphere by forming strategic alliances with business organizations;
- Support the long-term financial sustainability of EMA through sponsorships and partnerships;
- Form strategic alliances that will strengthen the relationships between EMA and its community; and strengthen EMA's identity within the community;
- Build and maintain strategic alliances with organizations with the intent to collaborate on projects.

b. Functions

- Seek out compatible partnership and sponsorship stakeholders and alliances;
- Manage partners, sponsors and the corresponding agreements;
- Ensure the execution of partnerships in accordance with agreed terms;
- Support the Students & Alumni Unit in the development and nurturance of long-term partnerships with the consortia of various EMJMDs.

3. WORKING UNITS, ADMINISTRATIVE UNITS AND SUPPORT UNITS

- 3.1. The Director of the Units shall be appointed by the Selection Committee by way of a simple majority.
- 3.2. For the purpose of such appointment as a Director the factors which shall be considered by the Selection Committee may include relevant experience of the applicant, their statement of motivation, their previous involvement with EMA, experience in working within or with the Management Board previously, and other such factors as decided by the Selection Committee. The qualification required for selection, job profile and other such information pertaining to the position of the Director shall be notified by the Management Board and at least thirty (30) days shall be given to the Ordinary Members, eligible for the position to apply for the same.
- 3.3. Each of the Units shall have Team Members and Team Leads.
- 3.4. Every Ordinary Member of EMA may apply to become a Team Member or a Director of any of the Units by applying at the website of EMA or by responding to the notification as issued by EMA, in the manner as prescribed in such notification, which shall include selection criteria for EMA Members to apply to become Team Members or Director(s) of the Units in terms of roles and responsibilities, application requirements, eligibility criteria and conditions etc.
- 3.5. Every Affiliate Member of EMA may apply to become a volunteer in the Units by applying at the website of EMA or by responding to the notification as issued by EMA, in the manner as prescribed in such notification.

- 3.6. The Director of the Units shall have a mandate of two years (starting on 1st July immediately following the election of the President and finishing on 30th June two years later), unless removed by resignation or by the Management Board, or by the GA by way of a two-thirds majority.
- 3.7. The Director of the individual Units in consultation with the Management Board and in alignment with EMA's Vision, Mission, and Aims, shall decide the number of Team Members, Team Leads, sub-units and the composition of such sub-units.
- 3.8. Filling of vacant seats of Team Members and Team Leads of the Units has to be approved by the Director of the Unit in consultation with the current members of the Unit and the Talent Management Unit.
- 3.9. For the purpose of such approval as a Team Member and Team Lead the factors which shall be considered may include experience of the applicant, their statement of motivation, their previous involvement with EMA, and other such factors as mutually decided by the Director of the Unit in consultation with the current members of the Unit and the Talent Management Unit.
- 3.10. All the Units shall organize their work, working practices and procedures, internal team structures and nomenclatures shall be decided by the respective Director in consultation with the current members of the Unit. This shall include the division of the Units into smaller working groups, conducting team meetings, selection of the representatives for representing the Unit for internal and external meetings, committees of EMA, in the GA or for any other purpose as required by the Statute or the Internal Regulations.
- 3.11. If there arises a need to form a new Working Unit or Administrative Unit or Support Unit, the Management Board shall create a Provisional Unit, by way of a two-thirds majority, which has to be approved as a Unit in the next GA. Such Provisional Unit shall cease to exist either after the necessary needs are met with or if it is not approved by such GA.
- 3.12. A Provisional Unit shall be governed by the same regulations as that for a Unit, but shall not have any representation in the Executive Board or the GA, unless it is prescribed by the Management Board by way of two-thirds majority. Such right if prescribed shall have to be specifically approved by the next GA or the same shall cease to exist, even if the Provisional Unit is approved by such GA.

4. Management Board

- 4.1. Decisions of the Management Board shall be made either during a meeting in person, an online meeting, online communication tools or through e-mail.
- 4.2. Decisions of the Management Board are only valid if the following conditions are fulfilled:
 - a. all members of the Management Board are informed at least five (5) days beforehand; and
 - b. at least two-thirds of the Management Board members participated in the vote.
- 4.3. Every member of the Management Board has a single vote, unless no majority either in favor of or against the motion can be reached. In that case, the President's vote counts double.
- 4.4. If a Management Board member's motion for a vote is seconded by another Management Board member, the vote has to be taken immediately.

- 4.5. All formal decisions of the Management Board must be documented.
- 4.6. In case the President resigns or is removed from office, either
 - a. the Vice-President acts as President ad interim until the next GA, where a new President is elected, or
 - b. if the Vice-President refuses to act as President ad interim, the Management Board elects one among them to act as President ad interim until the next GA, where a new President is elected.
- 4.7. In case the Vice-President becomes President ad interim, resigns, or is removed from office, the Management Board elects one among them to act as Vice-President ad interim until the next GA, where a new Vice-President is elected.
- 4.8. In case another member of the Management Board becomes President ad interim, Vice-President ad interim, resigns, or is removed from office:
 - a. a replacement for this position is elected according to the Statutes and the Internal Regulations; and
 - b. his/her mandate will coincide with the remaining mandate of his/her predecessor.
- 4.9. The Management Board shall by vote select three members who shall together represent EMA internally and externally in all cases and without limit, including in all financial matters. The mandate of all such members with respect to representation of EMA shall be co-terminus with the mandate of the Management Board to which they belong.
- 4.10. The members of the Management Board shall include the Directors of the Working Units, the Administrative Units and the Support Units, who shall be deemed to be members of the Management Board for the duration of their appointment as Directors of the relevant units. Every candidate for membership of the Management Board shall have the opportunity to provide the Selection Committee with relevant supporting materials for their candidature.
- 4.11. EMA's President is directly responsible for the Working Unit, and the Vice-President, for the Administrative Unit of EMA as outlined in EMA Statutes (which might be modified based on actual circumstances and professional capacity of presidential elects).
- 4.12. The Support Unit will be managed simultaneously by the President and Vice-President, under the following division of responsibility (which is not fixed and might be modified based on actual circumstances and professional capacity of presidential elects):
 - a) President manages the Communications & IT sub-unit;
 - b) Vice-President manages the Project Support and Partnership Development sub-units.
- 4.13. Every member of the Management Board, save for the President and Vice-President, may be removed from office by a two-third majority decision of the Management Board.
- 4.14. Any member of the Management Board cannot hold an office in the Management Board, for more than two consecutive mandates.
Provided that, in order to be appointed/elected for any subsequent term, the member of the Management Board will have to undergo the same application/election procedure, as any other Ordinary member applicant, as per the EMA's Statutes and Internal Regulations.

5. Advisory Boards

- 5.1. The Management Board may agree by majority to appoint individuals and/or organisations as part of the International Advisory Board to EMA.
- 5.2. The International Advisory Board shall be consulted for strategic and other advice in relation to the functioning of EMA. Their advice shall be non-binding upon EMA but all units of EMA shall be encouraged to rely upon such advice in their functioning.

6. General Assembly

- 6.1. As the highest decision-making body of EMA and must be convened once every financial year, either physically or in absentia. It convenes every last Friday of May at the registered seat ("Primary GA"), or, if decided by the Management Board, the Primary GA may be convened at a different location and/or on another date, but before the last Friday of May, and should be called 30 (thirty) days prior to dates the Primary GA is held.
- 6.2. In addition to the Primary GA, an Extraordinary GA may be convened by EMA on a need-based ground as it may arise, called 10 (ten) days prior to the dates when it is held ("Extraordinary GA").
- 6.3. Both the Primary GA and Extraordinary GA shall be collectively referred to as the "General Assembly" or "GA".
- 6.4. the GA is responsible for establishing guidelines for the strategic development of the Association, both in response to suggestions by the Management Board and/or at the initiative of the General Assembly Attendees.
- 6.5. The GA is convened by the Management Board or in the other cases foreseen by the EMA Statutes and law.
- 6.6. The Management Board can also, if requested in writing, specify the items and proposals to appear on the agenda, of at least 100 (hundred) Ordinary Members, convene the Extraordinary General Assembly.
- 6.7. GA Attendees
 - a. The Management Board shall publish an invitation to participate at the GA to all the Members on the website/social media platforms or community portal, whichever is/are applicable.
 - b. The Management Board decides on and compiles the final list of Members attending the GA, either fully funded, partially funded, or self-funded on a merit basis.
 - c. The selected Members shall be called as the GA Attendees.
 - d. The non-EMA Members invited to attend the GA will be considered as observers without any voting rights or decision power. The Management Board may decide on the funding the non-EMA Members attendance of the GA according to EMA's strategic goals and needs, and budget available.
 - e. Only Ordinary Members are eligible to vote at the GA.
- 6.8. Agenda and Proposals
 - a. Agenda items to be put on the agenda of the GA can be submitted by an Ordinary Member.

- b. Proposals have to be provided at least thirty (30) days before the Primary GA and fifteen (15) days before the Extraordinary GA (as defined in the EMA Statutes).
- c. Proposals should be sent in writing to the Management Board.
- d. The Management Board may specify formal requirements on the submission of the agenda items to be published on the official website and/or social media
- e. The Management Board votes on each proposal by simple majority for them to be included in the Agenda of the GA.
- f. No resolution shall be passed at the GA on matters which do not appear on the agenda except for:
 - i. a resolution convening an Extraordinary GA; or
 - ii. the setting up of a special audit.

7. Voting

- 7.1. Voting herein refers to both, voting on the agenda and proposals and for the purpose of election of President and Vice-President.
- 7.2. Voting can be conducted either at the Primary GA or Extraordinary GA or by any other means if informed to all the Members at least thirty (30) days in advance.
- 7.3. Votes are counted according to the “1 member - 1 vote” principle.
- 7.4. Voting can be exercised via proxy submitted at least five (5) business days before the GA takes place to ensure due verification of such document in accordance with the applicable law.
- 7.5. The votes are issued by either:
 - a. a call out;
 - b. a show of hands;
 - c. exchange of emails or organised e-polls in case of the GA in absentia;
 - d. a secret ballot if requested by at least one-third of the members presented. In such a case the Management Board is responsible for preparing the voting ballots for each agenda item.
- 7.6. Blank votes, invalid votes and abstentions shall not be counted.
- 7.7. If any voting happens online, a call shall be made to the Ordinary Members for registration on EMA web portal (or any portal as decided by the Management Board) to register as a voter.

8. Elections of President and Vice-President

- 8.1. An Ordinary Member has the right to apply as a candidate for President or Vice President and vote in the elections during the General Assembly, in the manner as prescribed herein:
 - a. An Ordinary Member must meet the minimum qualification criteria set by the Management Board published at least 20 (twenty) days prior the Elections launched;
 - b. Preliminary voting is carried out on EMA web portal (or any portal as decided by the Management Board) at least ten(10) days before the Primary GA to shortlist 2 candidates to be voted upon at the GA.
 - c. If the Elections are being conducted only by way of Extraordinary GA, then the voting shall be online on EMA web portal (or any portal as

decided by the Management Board) over a period of four to five (4-5) days. At the end of the voting by the registered voters, if there is a tie or a difference of less than 5% in the vote count of the top two candidates, then a second round of voting shall be conducted for such top two candidates. The second round shall be conducted within 24 hours and the registered voters shall be given 24 hours to vote for electing the final candidate.

- 8.2. Both the President and the Vice-President can be removed by the GA by way of two-third majority voting on such proposal if submitted in advance before the GA.
- 8.3. Should the President be unavailable or incompetent during his/her office, the GA decides on removal of the President, and the Vice-President acts for the President until next elections are held.
- 8.4. Any Ordinary Member can be appointed as President or a Vice President for only one term and cannot be appointed to the same office again.

9. Selection Committee

- 9.1. There shall be a pool of independent experts from which a Selection Committee may be formed on ad hoc basis together by the incumbent President and incumbent Vice-President consisting of at least three (3) members for the purpose of selection of any Team Members and for a Director of any Unit.
- 9.2. The pool of experts will consist of persons (from similar organizations, industry, academia, government or non-government institutions etc.) nominated by any Ordinary Member and confirmed by way of a simple majority by the Management Board. The pool shall also include the members of the incumbent Management Board.
- 9.3. A Selection Committee shall also be formed for the purpose of overseeing the elections of President and Vice President having a limited role of ensuring fair and transparent elections.
- 9.4. The Selection Committee shall be assisted by active EMA volunteers for the purpose of any selection or election.

10. Modifications to the Statutes/Internal Regulations

- 10.1. Any proposal requesting a modification or amendment to the Statutes and/or Internal Regulations must be submitted in writing to the Management Board as the agenda item of the GA in compliance with the present Internal Regulations.
- 10.2. The Management Board may specify other formal requirements on the submission of such proposals.

11. Miscellaneous

- 11.1. EMA is a member of the Erasmus+ Students and Alumni Association, hereafter called "ESAA". EMA will have a liaison to ESAA. Each position has a one-year term with a two-term limit. The Director of the Project Support Unit shall be ESAA liaison member (for EMA), who can appoint either the President or the Vice-President as his/her deputy or substitute if necessary.



- 11.2. ESAA liaison member will act in the best interest of EMA, in consultation with the Management Board.
- 11.3. The Management Board can also appoint (and thus later remove) an Ordinary Member of EMA as the ESAA liaison member through a two-third majority vote.
- 11.4. Any amendment to the EMA Statutes shall not be deemed legitimate unless a lawyer qualified under the Belgian law has validated them.
- 11.5. The selection procedure of EMA representatives for meetings and positions with regard to third parties is chosen by the Management board.
- 11.6. In case a Management Board member wants to resign during the term, they have to serve notice for 2 months and also, pay the applicable fees for the changes that shall be required to made in the official Gazette with the Belgian Authorities.
Provided, in case any member of the Management Board resigns for being unable to fulfill his/her duties and responsibilities toward EMA due to either a mental and/or physical condition, or passes away, all applicable fees for the changes that shall be required to made in the official Gazette with the Belgian Authorities will be waived.
- 11.7. EMA Policies, developed or reviewed by the Policy and Quality Assurance Unit, are not granted the standing of Official Documents. Nevertheless, they guide the actions of the Management Board and must thus be approved/updated by a two third majority vote of the Management Board.