

Statute

of the European Council of Doctoral Candidates and Junior Researchers

18 April 2015

I. Name, seat and purpose

Article 1

Name and regulatory frame

It is hereby constituted an International Federation of Associations, whose name shall be 'EURODOC – the European Council of Doctoral Candidates and Junior Researchers', in the following referred to as 'Eurodoc'.

Eurodoc is a non-party, non-profit international association, established in agreement with the provisions of title III of the Belgian law of 27 June 1921 on non-profit associations, nonprofit international associations and foundations (Articles 46 to 57 of the Belgian law of 27 June 1921).

Only the French version of the current Statute, as published in the Annexes du Moniteur belge, shall be regarded as the official version, and will be valid.

Article 2

Social seat and scope

The social seat of Eurodoc shall be located at the address 'c/o Objectif Recherche, Rue d'Egmont 11, 1000 Bruxelles, Belgium'. It can be transferred to anywhere in Belgium by simple resolution of the Administrative Board, published in the Annexes du Moniteur belge.

The scope of Eurodoc shall extend to the territory of all the Member States of the European Union and of the Council of Europe.

Article 3

Objectives

Eurodoc shall pursue the following objectives:

- . (a) To represent doctoral candidates and junior researchers at the European level in matters of education, research and professional development of their careers.
- . (b) To advance the quality of doctoral programmes and the standards of research activity in Europe.
- . (c) To promote the circulation of information on issues regarding young researchers, organize events, take part in debates, and assist in the elaboration of policies about Higher Education and Research in Europe.
- . (d) To establish and promote co-operation between national associations representing doctoral candidates and junior researchers within Europe. Eurodoc shall not interfere with the competences of its member organisations in respect of all national matters and issues.

II. Members

Article 4

Membership Eligibility

To be eligible for membership an association must:

- . (a) On a national level represent doctoral candidates and/or junior researchers in a member state of the European Union and/or the Council of Europe.
- . (b) Be legally constituted according to the laws of its country.
- . (c) Be a not-for-profit organisation.
- . (d) Have a democratic structure and adhere to basic principles of human rights.
- . (e) Agree to and support Eurodoc's mission and vision.

Article 5

Admission of new members

1. Eligible associations willing to become members of Eurodoc must send a letter of application to the Administrative Board supplying an English version of its Statute/Charter. Applications must be received at least six weeks before a General Meeting to be considered at that General Meeting.
2. If there is already a member association from that country, the Administrative Board has to inform the member association of the application immediately.

From the time of receiving the notification, the member association has three weeks to veto the admission. The veto is valid until after the next General Meeting.

In case of a veto, the Administrative Board will offer to mediate between the two associations.

If the same association applies a second time, and the member association objects to the admission, it shall be put to vote for approval at the next General Meeting, where a two-thirds majority is required for approval.

3. An eligible association shall appoint delegates as if it had member state according to Article 11. In case of admission, the delegates shall be considered as part of the General Meeting and their right to exercise votes must be considered according to Article 12 immediately.

4. If there are two valid organisations from the same country they may each be a member. No more than two valid organisations will be admitted per country.

Article 6

Duration of membership

Once accepted into membership, membership shall last until further notice. An organisation's membership shall end:

- . (a) If the organisation's board sends written notice of resignation to Eurodoc's Administrative Board.
- . (b) If the organisation is expelled by the General Meeting with two-thirds of the votes, upon a proposal of the Administrative Board. The Administrative Board shall guarantee the organisation the right to defend itself.

Article 7

Rights of members

All member organisations have the following rights:

- . (a) To participate in every activity organised by Eurodoc.
- . (b) To be properly informed about the activities organised by Eurodoc.
- . (c) To submit suggestions or proposals to the Administrative Board and to the General Meeting of Eurodoc.

- . (d) To appoint delegates to the General Meeting.
- . (e) To send candidates to stand for election to Eurodoc's Administrative Board.

Article 8

Duties of members

All member organisations have the following duties:

- . (a) To follow the rules stated in this Statute and in the Internal Regulations defined by Article 34 and by the valid agreements adopted in the General Meetings of Eurodoc.
- . (b) To control the proper function of the members of the Eurodoc's administration.
- . (c) To pay the periodic fees if they are levied by the General Meeting of Eurodoc.
- . (d) To provide Eurodoc's Administrative Board with the contact details of their governing board and inform Eurodoc's Administrative Board of changes in their governing body.
- . (e) To inform Eurodoc's Administrative Board of their delegates' names at least two week before each General Meeting.

III. Structure of Eurodoc

Article 9

Structure of Eurodoc

The association shall consist of:

- (a) The General Meeting
- (b) An Administrative Board
- (c) A Secretariat
- (d) An Advisory Board and Board of Trustees

IV. General Meeting

Article 10

Powers of the General Meeting

The General Meeting is Eurodoc's highest decision-making body. The General Meeting's exclusive competencies are:

- . (a) Modifications of the Statute.
- . (b) Election of Eurodoc's Administrative Board and Secretariat.
- . (c) Examination and approval of the statement of accounts.
- . (d) Approval of an annual budget.
- . (e) Decision on the value of any membership fee, and how often this should be levied.
- . (f) Approval or rejection of reports from the Administrative Board members.
- . (g) Approval or rejection of the Administrative Board's proposals as well as proposals arising during the meeting which refer to the activities of Eurodoc.
- . (h) Control of the activity and the conduct of the Administrative Board.
- . (i) Approval or rejection of the admission of new members.
- . (j) Expulsion of an organisation from membership, on the basis of a proposal from the Administrative Board.
- . (k) Dissolution of Eurodoc, authorising the transfer, encumbrance and endowment mortgage of the social properties and the designation of the members to act as liquidators.

Article 11

Composition of the General Meeting

1. The General Meeting shall consist of delegates appointed by each member organisation. The appointment of delegates is subject to each member organisations regulations. Member organisations must communicate the names of their delegates to Eurodoc's Administrative Board at least two weeks (14 days) before the meeting. In case of no communication, the most recently appointed delegates will be considered as representatives.

2. Eurodoc's Administrative Board will appoint the meeting's chair and secretary who shall be responsible for the procedure of the meeting and recording of the

meetings resolutions. These chair and secretary may also be delegates.

Article 12

Voting at the General Meeting

1. Each country shall have two votes. If a country is represented by a single organisation, then that organisation shall exercise both votes, if a country is represented by two organisations then each organisation shall exercise one vote.
2. For each country two delegates at most are allowed to exercise the right to vote.
3. A member organisation may decide to transfer their votes to another organisation. An organisation must communicate their desire to transfer their votes to Eurodoc's Administrative Board two weeks (14 days) before the General Meeting.
4. Each member organisation's delegates may only vote on behalf of one other member organisation.

This means, that a single delegate or the two delegates from one organisation may together at maximum exercise 4 votes (2 votes for their own organisation and 2 votes for one other organisation). In case of two organisations from one country being Eurodoc member, each single delegate of the two organisations may exercise at maximum 3 votes (1 vote for their own organisation and 2 votes for one other organisation).

5. Transferring of votes shall not be permitted during the General Meeting.

Article 13

Call of the General Meeting

1. An ordinary General Meeting shall be held each calendar year. The President will call for the General Meeting by inviting the member organisations to appoint their delegates and including the proposed agenda, place, date and time. The General Meeting has to be called at least eight weeks in advance.
2. The President may call an extraordinary General Meeting when the Administrative Board feel it necessary or when one third of the member organisations request it in writing, with a statement of the issues to be discussed.
3. The agenda of each ordinary General Meeting shall include:
 - (a) The Administrative Board's annual report, given by the President.

(b) The financial report, including the accounts, given by the Treasurer.

(c) The ratification of decisions taken by the Administrative Board since the last General Meeting.

(d) Any other items validly submitted.

Article 14

Resolutions of the General Meeting

1. Proposed resolutions must be about items included in the agenda.
2. All members of a part of Eurodoc according to Article 9 have the right to propose resolutions.
3. Apart from the special cases mentioned in this Statute, the General Meeting can validly pass resolutions if the majority of the members of Eurodoc are represented.
4. The resolutions are taken by simple majority of the sitting delegates.
5. The resolutions regarding the modifications of the Statute will be valid if two-thirds of the members of Eurodoc are represented and four fifths of the votes are in favour.
6. The modifications of the Statute will have to be submitted to the Minister for Justice and then published in the Annexes du Moniteur belge.
7. The resolutions of the General Meeting shall be recorded and made freely available to all members within two months after the General Meeting.

V. Administrative Board

Article 15

Powers of the Administrative Board

The Administrative Board is Eurodoc's regular executive body. The Administrative Board shall:

- . (a) Represent, lead and administrate Eurodoc in the way allowed by the law, follow the decisions adopted by the General Meeting, according to the rules and guidelines that the General Meeting establishes.
- . (b) Organise and make the calls for the General Meetings and ensure that the decisions of the General Meeting are properly carried out.

- . (c) Compose a financial report and an annual budget and present it to the General Meeting.
- . (d) Compose an annual report of its activities and present it to the General Meeting.
- . (e) Have the decision-making powers on all affairs that have not been reserved to the General Meeting, either by this Statute or a resolution of the General Meeting; also in those affairs that have been assigned to the Administrative Board.

Article 16

Composition of the Administrative Board

1. The Administrative Board consists of members elected by the General Meeting, from a minimum of four up to a maximum of seven. Each member must be affiliated to a member organisation of Eurodoc at the time of his/her election. The Administrative Board will always be representative of the diversity of its members.
2. The members of the Administrative Board will be elected by the General Meeting. There must be elected at least one member as President, one member as Vice-President, one member as Treasurer, one member as Secretary.
3. The tenure of each member shall last until the end of the calendar month directly after the month of the ordinary General Meeting. In the transition period between the ordinary General Meeting and the end of the tenure of the board, the previous Administrative Board members are to work together with the Administrative Board members elect to assure continuity.
4. No individual may serve as a member of the Administrative Board for more than three years.
5. The end of a member's tenure can be caused also by:
 - (a) Voluntary resignation, following which a report should be written explaining the reasons for the resignation.
 - (b) Illness that renders him/her incapable of acting as a member.
 - (c) The decision of the General Meeting to expel him/her from the Administrative Board, taken with a majority of two-thirds of the votes.
6. Any vacancies in the Administrative Board produced by any of the preceding reasons will be covered provisionally by designation of the Administrative Board, until the next General Meeting.

Article 17

Duties of the President

The President has the following duties:

- . (a) Represent the Association in public or legal occurrence, or appoint delegates for these purposes.
- . (b) Chair the meetings of the Administrative Board and make calls for the General Meeting, according to this Statute.
- . (c) Sign deeds committing the Association or appoint another member of the Administrative Board for that purpose, apart from the financial matters ruled by Article 32.
- . (d) Inform the Administrative Board and the General Meeting about his/her activities.
- . (e) Supervise the activities and general administration of Eurodoc, according to the guidelines approved by the Administrative Board and General Meeting.
- . (f) Prepare the annual report, in collaboration with the Administrative Board, and present it at the AGM. The report should detail the activities of Eurodoc during the previous year, and the situation of Eurodoc at that moment.
- . (g) Provide any information needed by his/her successor.

Article 18

Duties of the Vice-President

The Vice-President has the following duties:

- . (a) Act as President when: there is no President, the President is absent, the President is ill.
- . (b) Collaborate with the President in his/her activities. The President and the Vice-President must work together and ensure they actively collaborate in the planning and execution of the general administration of Eurodoc.
- . (c) Take part and actively contribute in activities and general administration of Eurodoc, according to guidelines approved by the Administrative Board and General Meeting.

- . (d) Provide any information needed by his/her successor.

Article 19

Duties of the Secretary

The Secretary has the following duties:

- . (a) Be in charge of the members' register, General Meetings and Administrative Board Meetings minutes, official stamp, and other official documents of Eurodoc, as well as the list of member organisations of Eurodoc. The members' register shall detail: the name of the organisations, the country to which they belong, the address of their official head office, and their official registration number if available.
- . (b) Be in charge of publishing changes of Administrative Board Members or changes of the statute or the seat of Eurodoc in the Annexes du Moniteur Belge.
- . (c) Assist the President in the preparation and in the calls for the General and Administrative Board Meetings.
- . (d) Act as a teller and write the minutes in the Administrative Board Meetings, with the supervision of the President, and expedite the corresponding certificates.
- . (e) Administer the Administrative Board's internal communications.
- . (f) Provide any information needed by his/her successor.

Article 20

Duties of the Treasurer

The Treasurer has the following duties:

- . (a) Be in charge of the custody of Eurodoc's assets, the reception of the incomes, and keep updated an accounts book (in which all incomes and expenses, properties and assets, must be properly detailed).
- . (b) Elaborate an annual budget and a final financial report and present it to the Administrative Board and the General Meeting.
- . (c) Give authorisation, together with the President, to make use of the assets.
- . (d) Search for and propose to the Administrative Board different mechanisms

to get funds.

- . (e) Provide any information needed by his/her successor.

Article 21

Duties of the other members of the Administrative Board

The remaining members of the Administrative Board shall:

- (a) Give advice and collaborate with the President and Vice-President in their duties.
- (b) Inform Eurodoc's Administrative Board and General Meeting about their activities.
- (c) Actively contribute to the Administrative Board's activities.
- (d) Provide any information needed by their successors.

Article 22

Meetings of the Administrative Board

The Administrative Board shall meet at least twice per year, and whenever the majority of the members require it. The President shall chair the meeting, and the Secretary shall write up the minutes to make a report, which should be archived and made available to all members. The meeting of the Administrative Board shall be announced in advance by the Administrative Board with a corresponding agenda by mail, fax, telegram, or electronic mail, and every member may submit items to it.

Article 23

Resolutions of the Administrative Board

A meeting of the Administrative Board shall be deemed quorate if at least a half of the total number of members is present. A member may not be represented by another individual. No decisions may be taken unless such a quorum is present. At a meeting of the Administrative Board, every member has one vote. A proposal is carried if a simple majority of the members present votes in favour and the meeting is quorate at the time of the vote. If necessary, a decision of the Administrative Board may be taken via written approval and announced with a specific agenda by the President. Electronic mail can be used as written approval in this sense. The procedure for the written approval of decisions is subject to the internal rules of Eurodoc, in accordance with Article 34.

The resolutions of the Administrative Board will be recorded and made freely available to all members.

Article 24

Legal representation

Legal proceedings, both as plaintiff and as a defendant, shall be taken by the Administrative Board as represented by the President or by an Administrative Board member designated for that purpose by the President.

VI. Secretariat

Article 25

Working Groups

To achieve the objectives of Eurodoc, the General Meeting may decide to set up, for a given period, one or more Working Groups to study a particular matter or provide the follow-up for the General Meeting's decisions. The General Meeting will appoint a Coordinator for each Group, who shall chair the activities and relate periodically to the Administrative Board.

Article 26

Composition of the Secretariat

1. To achieve the objectives of Eurodoc, the General Meeting will elect a Secretariat. The Secretariat may include a Secretariat Coordinator, Working Group Coordinators and other Officers.
2. The tenure of each member of the Secretariat shall last until the subsequent ordinary General Meeting.
3. The end of a Secretariat member's tenure can be caused also by:
 - (a) Voluntary resignation, following which a report should be written explaining the reasons for the resignation.
 - (b) Illness that renders him/her incapable of acting as a member.
 - (c) The decision of the General Meeting to expel him/her from the Secretariat, taken with a majority of two-thirds of the votes.
4. Any vacancies in the Secretariat produced by any of the preceding reasons will be covered provisionally by designation of the Administrative Board, until the next General Meeting.

Article 27

Duties of the Secretariat

Secretariat members:

- (a) Are a part of Eurodoc administration and their goal will be to help carry on the General Meeting's decisions in coordination with the Administrative Board.
- (b) Relate periodically to the Administrative Board.
- (c) Be responsible for coordinating and keeping an updated register of their activities.
- (d) Provide any information needed by their successors.

VII. Advisory Board and Board of Trustees

Article 28

Advisory Board

Eurodoc has an Advisory Board that provides the Eurodoc Board with solicited and unsolicited advice. The purpose of the Advisory Board is to support the Eurodoc board and other Eurodoc bodies. The Advisory Board will facilitate knowledge transfer between consecutive Eurodoc boards and contribute to the continuity of Eurodoc as an organisation.

Article 29

Board of Trustees

Eurodoc has a Board of Trustees. The members should be recognised individuals who are involved with topics such as (but not limited to) junior researchers, the European Research Area, and the European Higher Education Area. They will use their knowledge, experience and contacts to support the work of Eurodoc.

VIII. Budgets and Accounts

Article 30

Finance

Eurodoc may use, to achieve its aims, the following economic resources:

(a) Membership fees. The decision to levy a membership fee rests with the General Meeting; the General Meeting shall decide the level of any fee, and how often it is to be levied.

(b) Official or private financial aids.

(c) Any other legal resources.

All the member associations must contribute to Eurodoc's budget as determined by the General Meeting.

Article 31

Social Year

1. The Social Year shall coincide with the Calendar Year. The Treasurer shall present for approval to the General Meeting the Accounts of the previous Social Year and a Provisional Budget for the upcoming year.

2. The Accounts of each Social Year, composed in accordance with the Article 53 of the Belgian law of 27 June 1921 and approved by the General Meeting, shall be sent to the Belgian Ministry of Justice.

Article 32

Bank accounts

1. The signatures of the President and the Treasurer shall be necessary to open bank accounts.

2. To make use of the funds the signature of one of them shall be sufficient.

IX. General provisions

Article 33

Language

The official language of Eurodoc is English.

Article 34

Internal regulations

Eurodoc will have a set of internal regulations which will further regulate the procedures of the associative life, including the elections of the Administrative Board and Secretariat members, and the management of Eurodoc's finances. The

rules must be adopted by the General Meeting.

Article 35

Dissolution

The dissolution of Eurodoc may occur only under the following circumstances:

- (a) By resolution of the competent legal authority.
- (b) By decision of an Extraordinary General Meeting organised specifically for that purpose, if two-thirds of the members of Eurodoc are represented and four fifths of the delegates present will vote in favour.

Once the dissolution is decided, the Administrative Board shall appoint two persons that together with the President and the Treasurer will cancel all debts and credits and fix the remaining assets in case they exist.

The remaining assets, if they exist, will not be given back to the original donors but transferred instead to the organisation which, in the opinion of the delegates at the General Meeting which dissolves Eurodoc, has a non-profit objective that closest reflects the purpose of Eurodoc as set out in this Statute.

Article 36

Salvatoric clause

In every unforeseen case not regulated by this Statute, the provisions of the title III of the Belgian law of 27 June 1921 on non-profit associations, non-profit international associations and foundations will apply.