

Statutes

of the European Council of Doctoral Candidates and Junior Researchers

7 June 2024

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 in Belgium. The address 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, organise 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 interested in becoming 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 a member status 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. There can be no more than two member associations per country.

Article 6 **Duration of membership**

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

(a) The organisation's board sends a written notice of resignation to Eurodoc's Administrative Board.

(b) 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 this Statute and the Internal Regulations defined by Article 36 .

(b) Monitor the activity of the members of the Administrative Board of Eurodoc..

(c) To pay the fees of Eurodoc as they are levied by the General Meeting.

(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 about their delegates' names at least two weeks 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

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) Changes 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 organisation's 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 meeting's resolutions. The 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.
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 feels it necessary or when one third of the members 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 valid items which have been 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 a 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, and 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.

Article 16

Composition of the Administrative Board

1. The Administrative Board consists of individuals elected by the General Meeting, from a minimum of three up to a maximum of nine. 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 smallest board of Eurodoc consists of three people: The President, the Treasurer, and the Secretary. Besides these three positions, the General Meeting can elect a Vice-President, and up to three General Board members
3. The tenure of each member shall last until the end of the calendar month of the ordinary General Meeting. For the first month of the term of tenure of the new Administrative Board, the previous Administrative Board members are to work together with the newly elected Administrative Board.
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 them incapable of acting as a member.
 - (c) The decision of the General Meeting to expel them 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 33 .

(d) Inform the Administrative Board and the General Meeting about their 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 their 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, or the President is ill.

(b) Collaborate with the President in their 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 their 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 counter of voting and write the minutes in the Administrative Board Meetings, with the supervision of the President, and expedite the corresponding certificates.
- (e) Oversee the Administrative Board's internal communications. .
- (f) Provide any information needed by their 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.
- (d) Provide any information needed by their 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

Decisions of the Administrative Board

Every member of the Administrative Board has one vote. A proposal is carried by a simple majority.

- (a) The Administrative Board may take decisions either in writing (including through electronic means) or at the board meetings.
- (b) Any member of the Administrative board can put proposals forward for both written

and in person decision making.

- (c) When a proposal is submitted for written voting, then any member of the Administrative board can request that the matter be postponed to the first upcoming board meeting.
- (d) All votings carried out in between board meetings are recorded in the resolutions for the first upcoming board meeting.

Article 23

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 electronic mail, and every member of Eurodoc may submit items to it.

Article 24

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 its 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 its members present votes in favour and the meeting is quorate at the time of the vote.

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

Article 25

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 26

Working Groups

To achieve the objectives of Eurodoc, the General Meeting may decide to set up, for a given period or for an indefinite time, one or more Working Groups to study or collaborate on a particular matter or provide the follow-up for the General Meeting's decisions. Unless defined otherwise by the General Meeting, a Working Group is dissolved, redirected, renamed or joined with a second Working Group by decision at the General Meeting. The General Meeting aims to elect two Coordinators for each Working Group, who shall chair the activities and report periodically to the Administrative Board. The minimum responsibilities of the Working group coordinators are specified in the internal regulations.

Article 27

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 them incapable of acting as a member.
 - (c) The decision of the General Meeting to expel them 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 28

Duties of the Secretariat

Secretariat members:

- (a) Are a part of Eurodoc's 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 Procurator

Article 29 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 30 Procurator

The role of the Eurodoc Procurator/ Proxy is to act on behalf of the Eurodoc board and other Eurodoc bodies in legal and financial matters in Belgium.

- (a) The Procurator is appointed by the administrative board of Eurodoc.
- (b) The Procurator may act on behalf of the administrative board
- (c) The Procurator may not be a member of the Eurodoc advisory board or an auditor of Eurodoc.
- (d) The Procurator may not act on behalf of Eurodoc without written permission from the board of Eurodoc.

VIII. Budgets and Accounts

Article 31 Finance

Eurodoc may use, to achieve its aims, the following economic resources in line with the Internal Regulations:

- (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) External competitive financing.
- (c) Official or private financial aid.
- (d) Any other legal resources.

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

Article 32

External competitive financing

Eurodoc can participate in calls for competitive funding, including for calls within programmes by the European Commission, such as Coordination and Support Actions, by decision of the Administrative Board.

Article 33

Eurodoc as an employer

Eurodoc aims to be a socially responsible employer.

It is the Administrative board of Eurodoc who handles the announcement of open positions. The Administrative board of Eurodoc is responsible that the whole process, from the announcement to the filling of the position, is handled transparently.

Eurodoc may use an external partner to ensure that the employment fulfills the legal requirement of Belgium law.

Eurodoc may act as the employer within projects that either Eurodoc alone or Eurodoc as a part of a consortium has received external financing for.

Any individual who is member of the administrative board, the advisory board, or a financial auditor of Eurodoc cannot simultaneously be employed by Eurodoc

Article 34

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 35

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 either the president, the treasurer or the procurator shall be sufficient.

3. The Procurator can be authorised to access the bank accounts and conduct transfers by their signature, if being directly advised so by the President or Treasurer.

Article 36

Financial audits

1. Two individuals shall be elected through the Annual General Meeting as financial auditors for a regular term of two years.
2. To ensure continuity in the process, the terms of the auditors are intended to be alternating, such that each Annual General Meeting exchanges only one of the previous auditors.
3. The auditors review the financial report and the suggested budget prior to an upcoming Annual General Meeting, to which they deliver a written and spoken report.

IX. General provisions

Article 37

Language

The official language of Eurodoc is English.

Article 38

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 39

Gender Equality and Anti-Discrimination plan

Eurodoc adopts a Gender equality and Anti-discrimination plan, which will further specify the organisation's commitment towards increasing equal opportunities within Eurodoc. As a part of the Annual Report, it will define an analysis of the status quo within the organisation, based on which it will set out a series of commitments and actions to promote gender equality within Eurodoc through institutional and cultural change. The plan must be adopted by the General Meeting.

Article 40

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 most closely reflects the purpose of Eurodoc as set out in this Statute.

Article 41 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.