

Administrative and financial regulations

1. Compliance with the regulations

The activities of the Board of the Union are governed by these regulations and by the general meeting procedure, unless otherwise stated in the Union's rules.

2. Organisation of the Board

The Board may organise itself before the start of its term of office. The organisational meeting elects a vice-chair for the Board and decides on the division of labour between the members of the Board, as well as deciding on the Board's meeting procedures.

3. Tasks of the Board of the Union

In particular, the Board of the Union:

1. manages the activities of the Union in accordance with the guidelines adopted by the General Assembly;
2. prepares the matters to be discussed at the General Assemblies, in particular the action plan, the activity report, the budget and the financial statements;
3. implements the decisions of the General Assemblies;
4. decides on the official representation of the Union;
5. maintains constant and close contact with its member communities;
6. maintains contact with national and international student organisations and other organisations relevant to the activities of the Union;
7. handles the Union's finances and accounts;
8. elects the personnel of the Union;
9. presents to the General Assembly a report on the activities of the Union since the last General Assembly;
10. decides on the method of convening Board meetings and the procedures for reviewing the minutes of Board meetings;
11. decides or authorises the Secretary-General to decide on behalf of the Union on contracts of employment, job descriptions, remuneration and dismissal;
12. decides when the financial officers must submit to the Board their proposals for the Union's financial statements. The financial statements are signed and dated by the competent Board;
13. decides on the Union's travel regulations;
14. decides on reporting practices for day-to-day financial matters; and
15. decides on the Board's meeting procedures.

4. Secretary of the meetings of the Board

The secretary of the Board will be the Secretary-General of the Union or, if necessary, another person chosen by the Board, who will take the minutes of the meetings of the Board.

5. Decision-making powers of the Board

A Board meeting has a quorum when at least half of the members are present, including the President of the Vice-President.

6. Matters before the Board for the first time and tabling of items

An item on the agenda for the first time will be tabled for the next meeting if at least two members of the Board so request. If a matter is taken up by the Board outside the pre-set agenda, a Board member may have the matter deferred to the next Board meeting.

If, as a result of a report or proposal obtained between meetings, an item is presented to the Board in a substantially revised form, it is considered to be on the table for the first time.

7. Personnel matters

The Secretary-General is responsible for personnel matters and is in charge of preparing personnel matters for decision by the Board.

8. Medium-term economic plan

Each year, the Board of the Union must approve an indicative rolling medium-term economic plan for at least three years, which is submitted to the General Assembly for approval.

The medium-term economic plan must include, at the minimum, an economic and financial plan and a plan to cover any deficit accumulated in the past.

9. Supplementary budgets

Supplementary budgets may be drawn up during the budget period. The Board of the Union may approve a supplementary budget on the basis of the opinions of the member organisations.

In the case of significant new or increased expenditure appropriations, the supplementary budget must show a corresponding increase in revenue, reduction in expenditure, or other additional financing.

10. Budget

The annual budget must include a performance budget by function, in line with the basic breakdown of the profit and loss account, covering all items (expenditure and income) affecting the profit and loss account, as well as, if necessary, a financial budget based on the payments in the performance budget.

11. Finance committee

The Board may set up a finance committee. When established, the finance committee is responsible for monitoring the development of the Union's assets, advising and instructing the Union's actors in financial matters and, on request, providing the Board of the Union with proposals and statements on the union's financial situation and financially significant decisions.

The finance committee elects a chair and three to five members appointed by the Board of the Union. The Secretary-General acts as secretary of the committee. The term of office of the finance committee is one year.

12. Amendments to the administrative and financial regulations

Any amendment to these administrative and financial regulations is decided by the General Assembly by a simple majority.