

# Board Management, External Relations and Expansion (BEE)

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LIX International Presidents' Meeting

Thessaloniki

28th Aug – 1st Sep



The European Law Students' Association

# Contact Procedures

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- Contacting potential partners is an essential part of the External Relations that to a great extent defines the role of the President
- The procedure and rules of who you can approach and how you can approach them is listed in the [Decision Book \(p 20 - 24\)](#)
- The following power point is meant to be a more user friendly intro to how to approach externals



# External Relations - Definitions

## INTERNATIONAL CONTACT

### LAW FIRMS

Situated in 5 or more countries AND with 100 or more legal professionals as stated in the respective firm's website.

### COMPANIES THAT DO NOT QUALIFY AS LAW FIRMS

Present in 5 or more countries .



# External Relations - Definitions

## NATIONAL CONTACT

Any contact that is not an international contact.



# The responsibilities of ELSA International

- Ensure the respect of the External Relations regulation of ELSA
- Explain the External Relations regulation to the Network in order to create a common understanding and consistency of use
- Make sure that the External Relations regulation is known and implemented throughout the Network
  - Supervise the correct use
  - Contact breaching groups immediately



# The responsibilities of National Groups

- Ensure the respect of the External Relations regulation of ELSA;
- Promote the External Relations regulation to their Local Groups
- Supervise the correct use of the External Relations regulation in all Local Groups and contact breaching groups immediately
- Consult ELSA International when in doubt.



# The responsibilities of Local Groups

- Ensure the respect of the External Relations regulation of ELSA
- Follow the External Relations regulation rules and ensure their implementation and awareness in the respective local networks
- Make sure that all breaches are corrected immediately
- Consult the officers of the respective National Groups when in doubt.



# External Relations - General rule

ONLY ELSA INTERNATIONAL has the right to contact international contacts.

ONLY NATIONAL GROUPS have the right to contact national contacts in their respective country





# External Relations - for National Groups

## CONTACTING AN INTERNATIONAL CONTACT

1. Is the office the group wishes to approach in their own country?
  - **If no**, include the external relations officer of the other country in the following steps
1. Request permission from the external relations officer in the International Board
  - How - Send **email** with:
    - **Location**
    - **Website URL**
    - **Information about your reason to approach the contact.**



# External Relations - for National Groups

\*CONCRETE REASON

Damage to the image, reputation, ongoing negotiations or financial stability of ELSA

3. The external relations officer(s) must respond within 7 days
  - Did the officer(s) **say no?**
    - They must state a concrete reason\* for refusing
  - Did the officer(s) **say no, but not give a concrete reason**\*?
    - Proceed with your approach
  - Did the officer(s) **say yes?**
    - Proceed with your approach
  - Did the officer(s) **not answer?**
    - Proceed with your approach

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# External Relations - for National Groups

4. After approach - Send a **report** to the respective external relations officer stating how the negotiation went and if an agreement was reached.

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# External Relations - for National Groups

## CONTACTING A NATIONAL CONTACT OUTSIDE OF ITS COUNTRY

1. **Inform** the President of the respective National Group from the country where the national contact is located.



# External Relations - for ELSA International

## CONTACTING A NATIONAL CONTACT

1. Request permission from the external relations officer in the respective National Group
  - How - Send **email** with:
    - **Location**
    - **Website URL**
    - **Information about your reason to approach the contact.**



# External Relations - for ELSA International

## \*CONCRETE REASON

Damage to the image, reputation, ongoing negotiations or financial stability of ELSA

2. The external relations officer(s) must respond within 7 days
  - The officer *say no?*
    - The NG must state a concrete reason\* for refusing
  - The officer *says no, but offers no concrete reason*\*?
    - They can proceed with their approach
  - The officer *says yes?*
    - They can proceed with their approach
  - The officer(s) *not answer?*
    - They can proceed with their approach

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# External Relations - Project Sponsorship

(ICM, IPM, SAM, KAM, EHRMCC, JHJMCC etc)

When organising an event/project the OC must:

- **Request** permission from ELSA International
- **AND, if applicable**, the respective foreign National Group

before approaching any external contact



# External Relations - Sanctions

If any ELSA Group or ELSA International **violates** these regulations the **involved groups** should:

1. **Within 6 months** of when the the harmed group was informed reach an agreement on a suitable sanction.
2. **Inform the council** of the agreement - the council may not object or discuss the agreement
3. **Send a copy** of the agreement to ELSA International

If **no agreement is reached** the Council will decide on a suitable sanction





# External Relations - Sanctions

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## Sanction fee

- Can **in no case exceed the amount received in the past two years** by the ELSA Group whose rights were violated

## The fee shall be paid to:

- ELSA Group whose rights were violated
- or, if the rights of ELSA International were violated, the sanction shall be paid to ELSA International.



# External Relations - Sanctions

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Is the sanction imposed on a Local Group?

- The respective **National Group** shall be considered the **Group involved** and is liable for the sanction.

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# Institutional Relations - Definitions

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## INSTITUTIONAL RELATIONS

Relations with:

- Governmental or non - governmental organisations
- Public administrations
- Private institutions
- Universities
- Other higher education institutions

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# Institutional Relations - Definitions

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## INTERNATIONAL INSTITUTIONS

Institutions that:

- Act in **more than 1** country  
and
- **Represent the headquarters**
- **OR the highest respective office** of a certain  
field of activity of an institution

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# Institutional Relations - Definitions

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## LOCAL BRANCHES OF INTERNATIONAL INSTITUTIONS

Institutions that :

- **represent** international governmental or non-governmental or private institutions
- being **active only in one country**

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# Institutional Relations - Definitions

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## NATIONAL INSTITUTIONS

Institutions that are:

- **Only** within **one country** or on behalf of a country
- Universities and other higher educational institutions present only within one country in which there is an ELSA National Group always qualify as National Institutions



# The responsibilities of ELSA International

- Ensure the respect of the Institutional Relations regulation of ELSA
- Explain the Institutional Relations regulation to the Network in order to create a common understanding and consistency of use
- Make sure that the Institutional Relations regulation is known and implemented throughout the Network
  - Supervise the correct use of the Institutional Relations regulation in all National Groups
  - Contact the breaching groups immediately



# The responsibilities of National Groups

- Ensure the respect of the Institutional Relations regulation of ELSA
- Promote the Institutional Relations regulation to their Local Groups
- Supervise the correct use of the Institutional Relations regulation in all Local Groups and contact the breaching group immediately
- Consult ELSA International when in doubt.





# The responsibilities of Local Groups

- Ensure the respect of the Institutional Relations regulation of ELSA
- Follow the Institutional Relations regulation rules and ensure their implementation and awareness in the respective local networks
- Make sure that all breaches are corrected immediately
- Consult the officers of the respective National Groups when in doubt



# Institutional Relations - Contact Procedures

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NATIONAL INSTITUTIONS and LOCAL BRANCHES of International Institutions

## GENERAL RULE

All approaches are upon the discretion of the respective National Group

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# Institutional Relations - Contact Procedures

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## NATIONAL INSTITUTIONS and LOCAL BRANCHES of International Institutions

When **ELSA International** wishes to approach a national institution, or a **National Group** wishes to approach a national institutions office located in another country, they shall:

- 1) **Request permission** via email from the person in charge of external relations of the respective National Group
  - The email must contain
    - the location
    - the Website URL
    - and information regarding the nature and content of the approach



# Institutional Relations - Contact Procedures

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## NATIONAL INSTITUTIONS and LOCAL BRANCHES of International Institutions

### \*CONCRETE REASON

Damage to the image, reputation, ongoing negotiations or financial stability of ELSA

2) The approached National Group shall respond within 7 days from the time of receiving the e-mail

- If the **approach is granted** - they may proceed
- If the **approach is not granted** - the NG must state a concrete reason\*
- If the **NG does not offer a concrete reason** - they may proceed
- If the **NG does not answer** - they may proceed
- **If there is no NG in the respective country**
  - They may proceed directly

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# Institutional Relations - Reporting

## NATIONAL INSTITUTIONS and LOCAL BRANCHES of International Institutions

If a National Group approaches a national institution outside of its country, for the sole purpose of an Institutional Visit

- it shall inform the Vice President for Seminars and Conferences of the NG
- about the contact and the communication

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# Institutional Relations - Contact Procedures

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## INTERNATIONAL INSTITUTIONS

### GENERAL RULE

Approaches to international institutions are coordinated by ELSA International.

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# Institutional Relations - Contact Procedures

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## INTERNATIONAL INSTITUTIONS

When an **ELSA group** wishes to approach a international institution they shall:

- 1) **Request permission** via email from the person in charge of external relations if the International Board
  - The email must contain
    - the location
    - the Website URL
    - and information regarding the nature and content of the approach



# Institutional Relations - Contact Procedures

## INTERNATIONAL INSTITUTIONS

### \*CONCRETE REASON

Damage to the image, reputation, ongoing negotiations or financial stability of ELSA

- 2) The International Board shall respond within 7 days from the time of receiving the e-mail
- If the **approach is granted** - the NG may proceed
  - If the **approach is not granted** - the International Board must state a concrete reason\*
  - If the **International Board does not offer a concrete reason**- the NG may proceed
  - If the **International Board does not answer** - the NG may proceed

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# Institutional Relations - Sanctions

If any ELSA Group or ELSA International **violates** these regulations the **involved groups** should:

1. **Within 6 months** of when the the harmed group was informed reach an agreement on a suitable sanction.
2. **Inform the council** of the agreement - the council may not object or discuss the agreement
3. **Send a copy** of the agreement to ELSA International



# Institutional Relations - Sanctions

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If **no agreement is reached**

- the Council will decide on a suitable sanction, upon proposals and hearing of the involved Groups
- The International Council may agree on any amount not exceeding the highest of the proposed.

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# Sanctions - Institutional Relations

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## Sanction fee

- Shall not, in any case, **exceed the amount of EUR 3000**

## The fee shall be paid to:

- ELSA Group whose rights were violated
- or, if the rights of ELSA International were violated, the sanction shall be paid to ELSA International.
  - Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes



# Contact Procedure - Sanctions

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Is the sanction imposed on a Local Group?

- The respective **National Group** shall be considered the **Group involved** and is liable for the sanction.

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# The End

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