



The European Law Students' Association

# INTERNATIONAL COUNCIL MEETING DECISION BOOK

Authenticated by

A handwritten signature in black ink, reading 'Mie Tveit'.

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Secretary General  
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## **PART 1. GENERAL**

### **CHAPTER 1. STRATEGIC PLANNING**

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#### **Article 1. General**

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1.1 Strategic Planning shall be an ever-present part of planning in ELSA. The Strategic Plan shall envisage means to fulfil the Philosophy Statement of ELSA. A Strategic Plan shall be adopted for five years during an International Council Meeting in the last year of the Strategic Plan in force.

1.2 In order to ensure the consistent implementation and evaluation of the Strategic Plan, the International Board of ELSA shall organise the International Strategy Meetings within each Strategic Planning Cycle of five years with the primary focus in the following order:

- a. the first International Strategy Meeting of a Strategic Planning Cycle shall revolve around outlining the implementation of the Strategic Plan for the subsequent years;
- b. the second, third, and fourth International Strategy Meetings of a Strategic Planning Cycle shall revolve around evaluating the implementation of specific Strategic Goals;
- c. the fifth International Strategy Meeting of a Strategic Planning Cycle shall revolve around drafting a new Strategic Plan for the subsequent Strategic Planning Cycle.

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#### **Article 2. Evaluation**

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2.1 The fulfilment of the Strategic Plan shall be evaluated by the International Board of ELSA by means of the Strategic Plan Yearly Report and the Strategic Plan Final Report.

2.2 The International Board of ELSA shall prepare the Strategic Plan Yearly Report and publish it by the 31st of July. It shall summarise the Strategic Plan and critically compare the level of achievement to previous results. The Strategic Plan Yearly Report shall be presented by the International Board of ELSA who elaborates the Report and discusses it at the first International Council Meeting of the subsequent term.

2.3 The Strategic Plan Final Report shall be finalised by the International Board of ELSA with updated information covering the entire duration of the Strategic Plan. It shall be ready for presentation at the first International Council Meeting after the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfilment of the Strategic Plan as well as recommendations for the adoption of the succeeding Strategic Plan.

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#### **Article 3. Implementation**

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3.1 The International Board of ELSA and National Groups shall draft their respective One Year Operational Plans in compliance with the Strategic Plan of ELSA.

3.2 The International Board of ELSA shall create a Strategic Plan Implementation Handbook and send it to the National Groups 14 days before the opening of the first International Council Meeting, following the voting on the Strategic Plan. The Handbook shall include operational goals of the Strategic Plan, best practices, and useful tips for their implementation.

## CHAPTER 2. STRATEGIC PLAN 2023 - 2028

### Article 1 Goal 1: Accessibility

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- 1.1 ELSA shall strive towards being a financially inclusive association by:
- a. keeping the costs of participation as low as possible while maintaining the quality of its events.
  - b. providing scholarships for the attendance of ELSA events.
  - c. increasing the financial compensation of the Members of the International Board of ELSA.
  - d. increasing reimbursements for Members of the ELSA International Team.
- 1.2 ELSA shall strive towards being a diverse and welcoming association by:
- a. continuously improving the Code of Conduct of ELSA and encouraging the implementation of Codes of Conduct across the Network.
  - b. strengthening the welfare mechanisms to ensure the well-being of all ELSA Officers.
  - c. increasing the comprehensibility and accessibility of ELSA and ELSA-related activities for its members and third parties.
- 1.3 ELSA shall strive towards having better knowledge management by:
- a. providing easy access to National and Local Officers of all relevant information and materials.
  - b. creating and maintaining an archiving system that allows for keyword searches.
  - c. establishing a Transition framework across the Network, including transitions for Members of the ELSA International Team.

### Article 2 Goal 2: Structure

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- 2.1 ELSA shall strive to embrace technological innovations by:
- a. regularly updating its websites and other technical infrastructure to be functional and presentable.
  - b. developing ways in which knowledge of technical infrastructure can be spread effectively within the Network.
- 2.2 ELSA shall strive towards data protection compliance by:
- a. supporting National and Local Groups to improve their data protection.
  - b. continuously raising awareness about data protection.
  - c. providing training, templates, and materials on data protection.
- 2.3 ELSA shall strive towards having internally and externally coherent regulations by:
- a. regularly reviewing its regulations to be in accordance with all applicable laws.
  - b. consolidating its Statutes.
  - c. ensuring their uniformity in vocabulary and structure.
- 2.4 ELSA shall strive towards utilising its full human resources potential by:
- a. creating a comprehensive Human Resources Strategy and Structure.
  - b. utilising ELSA Training for the development of ELSA Officers.
  - c. recognising the work of ELSA Officers, in particular of Members of the ELSA International Team.

d. revising the structure and utilisation of the Advisory Body of ELSA.

2.5 ELSA shall strive towards improving the quality of its International Internal Meetings by:

- a. increasing the feasibility and effectiveness of its International Internal Meetings.
- b. implementing a Host Attraction Strategy and re-evaluating the hosting application process.
- c. creating and implementing a strategy to organise environmentally sustainable International Internal Meetings.

2.6 ELSA shall strive towards continuous improvement of its Public Relations by:

- a. encouraging the implementation of Public Relations Strategies.
- b. involving media for the promotion of its projects and ELSA in general.
- c. providing support with Public Relations to ELSA Officers.
- d. supporting Hosts of International Projects with Public Relations.

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### **Article 3 Goal 3: Direction**

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3.1 ELSA shall strive towards increasing its advocacy engagement by:

- a. creating an Advocacy Strategy for ELSA that includes guiding principles and supports National and Local Groups.
- b. setting up a systematic approach to defining focus points for Advocacy.
- c. using the advocacy potential of existing ELSA projects.

3.2 ELSA shall focus on its human rights commitment by:

- a. revising the current Annual Human Rights Campaign, including ELSA Day.
- b. creating and promoting guidelines on human rights that apply to all Key Areas.
- c. raising awareness on human rights among National and Local Groups and informing them about possibilities to incorporate them in projects.
- d. establishing collaborations with human rights organisations.

3.3 ELSA shall strive towards continuous improvement of its legal education projects by:

- a. strengthening Legal Writing as part of the Legal Education aspect of ELSA.
- b. promoting the diversification of topics in legal education projects.

## **CHAPTER 3. BOARD REFORM**

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### **Article 1. Implementation**

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1.1 The International Board of ELSA shall support National Groups in the implementation of the Board Reform or in adapting to an asymmetric board structure.

## **CHAPTER 4. ANNUAL REPORT**

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### **Article 1. Definition**

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1.1 The Annual Report is a report of ELSA International for their term in office, including information covering all areas, adequate to summarise the work done during the respective term from the 1st of August to the 31st of July.

1.2 The Annual Report has to be signed by all members of the International Board of ELSA of the respective term.

1.3 The Annual Report shall not replace any other reports submitted to the International Council by the International Board of ELSA.

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## **Article 2. Responsibilities**

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2.1 The International Board of ELSA shall:

- a. create the Annual Report corresponding to their term in office by the 31st of July;
- b. distribute the Annual Report of the previous International Board of ELSA 35 days prior to the International Council Meeting immediately following their term in office in an electronic form to National Groups.

2.2 National Groups shall provide necessary information for the Annual Report to the International Board of ELSA upon request.

## **CHAPTER 5. HUMAN RIGHTS**

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### **Article 1. Aim**

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1.1 ELSA shall be continuously committed to raising awareness and providing education on human rights and the rule of law.

1.2 ELSA shall set out focus topics that require special attention from the perspective of human rights and the rule of law. ELSA shall strive to be recognised for a strictly legal, academic, fact-based and impartial approach to these topics.

## **CHAPTER 6. ADVOCACY**

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### **Article 1. Definition**

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1.1 Advocacy is the process of raising awareness on pressing societal issues through demonstrated objective data within relevant audiences to implement actions that contribute to a specific goal e.g. effective humanitarian action.

1.2 Advocacy within ELSA is restricted to non-political action in accordance with the Statutes of ELSA.

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### **Article 2. Method**

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2.1 ELSA International shall create and regularly update materials on Advocacy, including:

- a. a Handbook on Advocacy, which shall be reviewed every two years;



- b. general Guidelines on Advocacy, which shall be reviewed every two years;
- c. tailored Guidelines in response to situations that may arise.

2.2 National Groups shall:

- a. utilise academic and legal materials, reputable reporting agencies, and credible international organisations and NGOs as reliable sources for information and reference in research and analysis;
- b. forward all relevant information and materials regarding Advocacy to the Local Groups as received by ELSA International. Their contents can be revised beforehand to be in line with national law after informing ELSA International.

## CHAPTER 7. FLAGSHIP PROJECTS

### Article 1. Definition

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1.1 The Flagship Projects of ELSA are well-established projects of key importance to the National Groups and ELSA International organised and/or coordinated by ELSA International.

1.2 In order to qualify as a Flagship Project of ELSA, a project should:

- a. be continuously organised over a period of at least 3 years;
- b. engage law students and young lawyers from at least a third of the Network or be organised by at least 10 National Groups;
- c. be coordinated by ELSA International and supported by the National Groups of ELSA;
- d. have a uniform brand across the Network.

1.3 In order to be included or removed from the list of Flagship Projects of ELSA, besides fulfilling the criteria set out in Article 1.2, the Council needs to vote favourably on its inclusion or removal at consecutive Spring and Autumn International Council Meetings.

1.4 ELSA International shall publish a Report in the Working Materials of the International Council Meeting for any project that is being proposed to be added or removed from the list of Flagship Projects. The report shall contain a detailed description of the fulfilment of the criteria mentioned in Article 1.2 in regards to the respective project.

1.5 The Flagship Projects of ELSA are:

- a. the ELSA Law Review;
- b. the John H. Jackson Moot Court Competition;
- c. the Helga Pedersen Moot Court Competition;
- d. ELSA Traineeships;
- e. ELSA Law Schools;
- f. ELSA Delegations.

## CHAPTER 8. ADVISORY BODY

### Article 1. Advisory Body

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1.1 The Advisory Body of ELSA is responsible for the continuity and credibility of the association by advising the International Board of ELSA.

1.2 The Advisory Body of ELSA shall be appointed by the International Board of ELSA for a period of three years and shall be composed of a minimum of three people.

1.3 The Advisory Body shall consist of ELSA alumni, the past immediate member(s) of the International Board of ELSA and third parties with demonstrated expertise in their respective field.

1.4 The President of the International Board of ELSA shall serve as the Chair of the Advisory Body.

## CHAPTER 9. INITIATIVES IN THE CONTEXT OF THE HUMANITARIAN CRISIS IN UKRAINE

### Article 1. Aims

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1.1 In the context of the humanitarian crisis in Ukraine, ELSA shall take initiatives as detailed in Annex 4.

## CHAPTER 10. WELFARE

### Article 1. Definition and Aim

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1.1 Welfare encompasses the physical and mental health, happiness and safety of all ELSA Officers, individual members, as well as the participants of any project organised by ELSA.

1.2 ELSA International and the National Groups aim to:

- a. ensure that ELSA offers a safe space for everyone involved in the Association;
- b. emphasise the importance of respectful behaviour;
- c. establish a common understanding of offensive behaviour;
- d. have an established procedure for dealing with offensive behaviour.

### Article 2. Code of Conduct

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2.1 ELSA International shall:

- a. have a Code of Conduct, as provided in Annex 5, applied and enforced at all events organised or coordinated by ELSA International;
- b. ensure that the Code of Conduct is applicable to all people organising and participating in all events organised or coordinated by ELSA International;

- c. ensure that the Code of Conduct is followed by the members of the International Board of ELSA and the ELSA International Team whenever they act in their respective function;
- d. ensure that all Organising Committees of events organised or coordinated by ELSA International are aware of the Code of Conduct;
- e. ensure that all Organising Committees of events organised or coordinated by ELSA International have a Welfare Officer, responsible for implementing the Code of Conduct;
- f. raise awareness in the ELSA Network on the Code of Conduct;
- g. encourage and help with the creation of National Codes of Conduct;
- h. ensure appropriate training on the Code of Conduct for all involved Officers;
- i. take the appropriate measures when a breach of the Code of Conduct occurs.

2.2 The National Groups shall:

- a. ensure that the Code of Conduct of ELSA, as provided in Annex 5, is applied at all events organised or coordinated by ELSA International;
- b. ensure that all Organising Committees of events organised or coordinated by ELSA International within their National Group enforce the Code of Conduct;
- c. support ELSA International in the enforcement of the Code of Conduct.

## **PART 2. BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)**

### **CHAPTER 1. DEFINITION**

#### **Article 1. General**

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1.1 Board Management, External Relations and Expansion is the Supporting Area of ELSA that coordinates the work of board members, and communication with the external environment. It mainly covers External Relations, Expansion and Strategic Planning of the association.

### **CHAPTER 2. BOARD MANAGEMENT**

#### **Article 1. Definition**

---

1.1 Board Management involves organising and coordinating the work of the board, including:

- a. coordinating the fulfilment of activities of the board;
- b. mediating when conflicts arise within the board.

### **CHAPTER 3. EXTERNAL RELATIONS**

#### **Article 1. Definitions**

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1.1 External Relations encompasses any and all contact with third parties, even if initiated by the party itself.

1.2 Corporate contacts shall cover law firms and other companies.

- a. International corporate contacts shall cover contact with law firms or other companies situated in five or more countries;
- b. National corporate contacts shall cover any contact that is not an international corporate contact;
- c. The national and local branches of international corporate contacts shall cover the national and local representations of an international corporate contact. These are considered to be simultaneously national and international corporate contacts.

1.3 Institutional contacts shall cover governmental or non-governmental organisations, public administrations, private institutions, and universities or other higher education institutions.

- a. International institutions shall cover institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of an institution;
- b. National institutions shall cover institutions that are active only within one country or on behalf of a country;
- c. The national and local branches of international institutional contacts shall cover institutions that represent international governmental, non-governmental or private institutions being active only in one country. These are to be considered as national institutions.

1.4 The reasons for denying a request to contact are:

- a. the contact creates or is likely to create damage to the image or reputation of ELSA or its National Groups;
- b. the contact negatively impacts or is likely to negatively impact the financial stability of ELSA or its National Groups;
- c. there are ongoing negotiations between the third party and ELSA International, the requested National Group or its Local Groups;
- d. the third party has a partnership in effect with ELSA International, the requested National Group or its Local Groups;
- e. the contact does not comply with ELSA's Philosophy Statement.

1.5 Requesting party refers to a Local or National Group of ELSA, ELSA International, or an Organising Committee that requests approval to contact a third party. Requested party refers to a National Group of ELSA or ELSA International that is requested to approve the contacting of a third party.

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## **Article 2. Procedure to Contact**

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2.1 The procedure for contacting third parties shall be the following:

- a. Before contacting any third party that needs to be approved, the requesting party shall request permission of the requested party by submitting a Contact Approval Form. The Contact Approval Form shall include the name of the Officer applying, the respective party, the location, the website URL, and information regarding the nature and content of the contact;
- b. The requested party shall respond within seven days from receiving the Contact Approval Form, and state a concrete reason for the refusal, if applicable;
- c. The requesting party may contact the third party once the permission is granted, the deadline for approval has expired, or no concrete reason for refusal has been given.

2.2 The contact requires approval by the respective National Group if:

- a. it is a National corporate or institutional contact situated in the respective country or is active on behalf of the respective country; or
- b. it is a partner of the respective National Group as listed in the External Relations Database.

2.3 The contact requires approval by ELSA International if:

- a. it is an International corporate or institutional contact; or
- b. it is a partner of ELSA International; or
- c. the third party will be contacted regarding the organisation of an International Council Meeting, an International Strategy Meeting, the HPMCC, the JHJMCC; or
- d. it is situated in a Country with no ELSA Group present.

2.4 In cases where a contact fulfils the criteria of both Articles 2.2 and 2.3 of this Chapter, such contact requires approval both by the respective National Group and ELSA International.

2.5 The above procedures do not apply to contacting corporate or institutional contacts in order to obtain materials or products intended for promotion free of charge, or to obtain professional services as a customer. They also do not apply when contacting International institutional contacts to request a visit to institutions that offer the possibility of public visits.

### **Article 3. Procedure to Report**

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3.1 Every contact with third parties shall be reported.

3.2 The requesting party shall report, within two months from receiving the permission to contact, on the results of:

- a. the contacts falling within the scope of Articles 2.2, 2.3, a), 2.4, in what refers to the International Board of ELSA, and 2.5. These reports shall be submitted to the International Board of ELSA, through a Contact Evaluation Form, stating the outcome of the contact;
- b. the contacts falling within the scope of Articles 2.3, b) and 2.4, in what refers to National Groups of ELSA. These reports shall be submitted to the requested party, through an email, stating the outcome of the contact.

3.3 If no outcome has been reached during those two months, the requesting party shall continue reporting, every month until:

- a. an agreement is reached or refused;
- b. the requesting party ceases to pursue the contact or the third party stops responding for a month. If this happens, the permission given under Article 2 will be forfeited.

3.4 The requesting party shall report to the requested National Group or the International Board of ELSA within one week after the conclusion of an agreement.

### **Article 4. External Relations Database**

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4.1 ELSA International shall create and maintain an External Relations Database, which contains the partners of ELSA International and of the National Groups. The third parties included in the External Relations Database are to be seen as the official partners of ELSA International and the National Groups.

4.2 The External Relations Database shall include the names of the partners, their location, their website URLs, as well as the type of the partnership and duration of the cooperation.

4.3 ELSA International shall request National Groups to update the information on the External Relations Database on each State of the Network Inquiry.

4.4 The National Groups shall update ELSA International with the necessary and accurate information to update the External Relations Database.

### **Article 5. Sanctions**

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5.1 Each National Group shall ensure that its national network complies with the rules set out in this Chapter.

5.2 Each National Group is liable for any violations of this chapter of the International Council Meeting Decision Book conducted within its national network.

5.3 Upon violating this external relations procedure, the involved National Groups and, if applicable, the International Board of ELSA shall:

- a. reach an agreement on a suitable sanction within six months of becoming aware of such violation;
- b. inform the International Council about the agreed sanction;
- c. submit a copy of the agreement to the International Board of ELSA.

5.4 The International Council shall decide on a suitable sanction in case no agreement is reached. The amount may not exceed the highest amount proposed. In case no agreement is reached regarding the existence of a breach of the Procedure to Contact that is subject to sanction, the International Council shall adjudicate the matter prior to deciding on a suitable sanction. Where the International Board of ELSA is not a party to the disagreement, they shall provide an objective recommendation to the International Council prior to its adjudication. Where the International Board is a party to the disagreement, the objective recommendation shall be given by the Auditors of ELSA.

5.5 The sanctions for infringing the procedure to contact corporate contacts shall:

- a. not exceed the amount received from the contact during the two years following the moment of infringement by the affected National or Local Group, or ELSA International;
- b. not exceed €500 if no amount was received;
- c. be paid directly to the affected Local Group, National Group, or ELSA.

5.6 The sanctions for infringing the procedure to contact institutional contacts shall:

- a. not exceed the amount of €3,000;
- b. be paid directly to the affected Local Group, National Group, or ELSA.

5.7 The sanctions for infringing the procedure to report shall be:

- a. the refusal of requests to contact made by the infringing National or Local Group, or ELSA International, if it is an infringement of Article 3. This sanction shall last for as long as the report is not submitted, for a maximum period of three months;
- b. the impossibility of stating as a concrete reason the existence of a partnership in effect with a third party that is not registered in the External Relations Database.

## CHAPTER 4. EXPANSION

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### Article 1. Definition

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1.1 Expansion is the process of establishing presence of National and Local Groups and furthering their development in the respective European States (as defined in Article 5.1 of the Statutes of ELSA) and law faculties (as defined under Article 1 of the Standing Orders of ELSA).

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### Article 2. Responsibilities

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2.1 The President of the International Board of ELSA shall create, implement and coordinate strategies related to the expansion in European States.

2.2 The Presidents of National Groups shall create, implement and coordinate strategies related to the expansion at all law faculties in their respective European States.

**Article 3. Limits of expansion**

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3.1 Expansion of ELSA shall continue until National and Local Groups are present at all law faculties in European States.



## PART 3. INTERNAL MANAGEMENT (IM)

### CHAPTER 1. DEFINITION

#### Article 1. General

---

1.1 Internal Management is the Supporting Area of ELSA that executes stable management of the association and ensures constant development and cohesion within it. It mainly consists of Internal Affairs, Knowledge Management, Administration, Communication, Information Technology, Human Resources and Training.

### CHAPTER 2. RESPONSIBILITIES

#### Article 1. Responsibilities

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1.1 The International Board of ELSA shall:

- a. prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- b. solve disputes arising between National Groups by means of dialogue when the respective parties cannot reach mutual agreement amongst themselves and decide to refer the case to the International Board of ELSA;
- c. prepare and send a Monthly Report of its activities by the last day of every month to the relevant mailing lists;
- d. assign a coach from its members to each National Group at the beginning of the term and inform the National Groups respectively;
- e. open the first call for submission of National Group Reports on the 1st of August and close the call before the 1st of September, and open the second call no later than the 1st of February and close the call before the 1st of March. The National Group Report shall include at least
  - i. the list of current National Board officers;
  - ii. the name of each Local Group;
  - iii. the faculty/faculties in which each Local Group is based and covers;
  - iv. the membership status of each Local Group.

1.2 ELSA International shall:

- a. update information on the ELSA website, [www.elsa.org](http://www.elsa.org);
- b. maintain an appropriate cookie policy for the ELSA website, [www.elsa.org](http://www.elsa.org);
- c. maintain updated privacy policies in relation to all instances of personal data collection;
- d. produce and make available to National Groups tools necessary for the Internal Management area, annually revise them and, if necessary, update them;

1.3 National Groups shall:

- a. have their own decision book;
- b. comply with the regulations of ELSA and ensure that they are known to the Local Groups;
- c. submit information gathered at the International Council Meetings to all Local Groups;
- d. ensure the training and education of Local Officers;
- e. submit the English version of their statutes to the Secretary General of the International Board of ELSA until the 1st of June;

- f. submit an Activity Report of the members of the National Board and their deputy officers before the opening of each regular International Council Meeting;
- g. promote international activities of ELSA on a national level;
- h. ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board of ELSA electronically at least 14 days before the opening of each regular International Council Meeting.
- i. fill in the National Group Reports accurately during the first call and submit it in due time to the Secretary General of the International Board of ELSA. If a National Group does not submit a National Group Report or any change in the requested information since the first call occurs, the National Group shall submit the National Group Report during the second call.

## **CHAPTER 3. INTERNAL AFFAIRS**

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### **Article 1. Access to ELSA Activities**

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1.1 ELSA activities are open to non-ELSA members, unless otherwise specified.

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### **Article 2. ELSA International**

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2.1 ELSA International consists of the International Board of ELSA, the ELSA International Team, and any other person appointed by the International Board of ELSA to assist in their work and carry out a specific task related to the activities of the Association.

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### **Article 3. One Year Operational Plan**

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3.1 The International Board of ELSA and each National Board shall have a One Year Operational Plan (OYOP) for their term in office.

3.2 The One Year Operational Plan shall be a tool for guidance and evaluation of the efforts and achievements of the board members during their term in office.

3.3 While drafting their One Year Operational Plan, the International Board of ELSA and the National Boards shall take into consideration the Strategic Plan of ELSA.

3.4 A summary of the One Year Operational Plan of each National Board shall be submitted in English to the International Board of ELSA before the opening of the first International Council Meeting since the term in office of the National Board started.

3.5 The International Board of ELSA shall submit a copy of its One Year Operational Plan to the Network via the mailing lists by the 1st of September.

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### **Article 4. Transition**

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4.1 Transition is the process of passing on knowledge from the preceding to the succeeding officers.

4.2 The International Board of ELSA as well as each National Group shall ensure good quality of knowledge management by conducting a transition at the end of the term.

4.3 The transition from the current to the succeeding International Board of ELSA shall last the entire month of July. Every elected and appointed member of the International Board of ELSA for the succeeding term shall attend the transition as organised by the International Board of ELSA.

## CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS

### Article 1. Participation Applications

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1.1 Each National Board shall submit one application to the Organising Committee of the International Council Meeting.

1.2 The International Board of ELSA shall ensure that the Organising Committee of the International Council Meeting is:

- a. allowed to accept individual applications;
- b. setting the deadline for all applications not earlier than two months before the opening of the International Council Meeting;
- c. allowed to accept late applications;
- d. accepting individual applications from partners and guests of ELSA.
- e. setting the application period for at least two weeks;
- f. accepting the modifications of the application of extra participants, until their participation is ensured.

### Article 2. Participation Fees

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2.1 National Groups shall pay the participation fees for the applications they submitted.

2.2 The International Board of ELSA may request the Organising Committee of the International Council Meeting to cover the participation fee for the International Council Meeting. This fee includes the meals and accommodation for a maximum of 64 nights for the autumn International Council Meeting and 84 nights for the spring International Council Meeting. The International Board of ELSA shall divide the covered nights amongst themselves, Auditors, the Chair and Vice Chair of the plenary.

2.3 The Organising Committee of a future International Council Meeting which are Local Groups may send up to three persons to an International Council Meeting with delegate fees.

### Article 3. Reimbursements for International Council Meetings

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3.1 The International Board of ELSA shall ensure that the following obligations shall be included in the Hosting Agreement:

- a. that if an International Council Meeting of ELSA is cancelled, a financial report shall be prepared and submitted to the International Board containing information about all income and expenditure incurred divided into the different bookable options during the registration process; and

- b. any reimbursements to participants must be calculated separately on the basis of the different bookable options during the registration process.

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#### **Article 4. Workshop Procedure**

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- 4.1 ELSA International may hold workshops during the International Council Meeting.
- 4.2 Each workshop, if any, shall receive an agenda from the responsible International Board member(s) to be accepted or amended by the workshop.
- 4.3 Each workshop, if any, shall elect a Chair, a Vice Chair, and at least two secretaries.
- 4.4 The candidates for the workshop officers shall be nominated and seconded by the International Board of ELSA, a Member or an Observer of ELSA.
- 4.5 The Chair and Vice Chair of the workshop shall ensure that discussions on the points of the agenda take place in a correct and orderly manner. The Chair and Vice Chair are responsible for the consistent supervision of the minutes as well as the duly submission of the final version to the Secretary General of the International Board of ELSA at the latest one week after the official end of the International Council Meeting.
- 4.6 The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop at the latest one week after the official end of the last Workshop.

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#### **Article 5. Rights of Workshop Participants**

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- 5.1 Members and Observers of ELSA have the right to speak in workshops at the International Council Meeting. The members of the International Board of ELSA may grant other workshop participants the right to speak in the workshop.
- 5.2 Members of ELSA have the right to vote in the workshops.
- 5.3 Observers of ELSA have the right to vote in the workshops only on procedural matters, e.g. the election of workshop officers and changes to the workshop agenda. Observers of ELSA may not vote on statements, recommendations, or proposals.
- 5.4 Every Member and Observer of ELSA has one vote in the workshops. A National Board can pass the vote to a local representative in case there is no representative of the National Board present and voting.

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#### **Article 6. Annual Report and the Relief of Responsibility**

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- 6.1 The International Board of ELSA shall be automatically invited to the International Council Meeting following their term in office by the International Council to answer any questions related to their term in office.

6.2 The President of the International Board of ELSA shall attend the International Council Meeting following their term in office and present the Annual Report to the International Council about their term in office.

6.3 The Treasurer of the International Board of ELSA shall attend the International Council Meeting following their term in office and present a report to the International Council about their term in office.

## CHAPTER 5. INTERNATIONAL ANNUAL MEETINGS

### Article 1. Definitions

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1.1 The International Annual Meetings of ELSA are internal meetings of the Members and Observers of ELSA. There are two different International Annual Meetings:

- a. the International Training Meeting (ITM);
- b. the International Strategy Meeting (ISM).

1.2 The International Training Meeting is a meeting for training and educating ELSA Officers.

1.3 The International Strategy Meeting is a meeting for strategic planning and evaluation.

### Article 2. Timeframe

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2.1 The International Training Meeting shall take place online within the first two months of each term. It shall begin on Friday and end on the following Sunday.

2.2 The International Strategy Meeting shall take place annually from Wednesday to the following Sunday starting no earlier than the third Wednesday of January and end no later than the third Sunday of February.

### Article 3. Applications

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3.1 National Groups may send eight delegates to the International Training Meeting. The International Board may increase this number at its discretion.

3.2 National Groups may send three delegates to the International Strategy Meeting. The host of the meeting may increase this number in agreement with the International Board of ELSA

3.3 The host may distribute the remaining spots in equal proportion to the National Groups applying for extra spots.

3.4 All members of the International Board of ELSA and any substitutes shall attend the International Training Meeting.

3.5 The President of the International Board of ELSA or their substitute shall attend the International Strategy Meeting.

3.6 The procedure to participate in the International Annual Meetings is as stated in the Internal Management Part, Chapter 4, Article 1.

#### **Article 4. Organisation**

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4.1 The International Board of ELSA shall open a call for hosts of the International Strategy Meeting by sending out a hosting agreement to the respective mailing lists.

4.2 The same host eligibility requirements as defined in the Standing Orders of ELSA in relation to the hosting of the International Council Meeting shall apply to the host eligibility of the International Strategy Meeting.

4.3 The International Board of ELSA shall be responsible for organising the International Training Meeting.

#### **Article 5. Participation Fees**

---

5.1 The International Board of ELSA may request the Organising Committee of the International Strategy Meeting to cover the participation fee for the International Strategy Meeting. This fee includes the meals and accommodation for a maximum of 18 nights for the International Strategy Meeting. The International Board of ELSA shall divide the covered nights amongst the President or their substitute and two other members of the International Board selected to attend the meeting.

#### **Article 6. Reimbursements for International Annual Meetings**

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6.1 The International Board of ELSA shall ensure that the following obligations shall be included in the Hosting Agreement:

- a. that if the International Strategy Meeting is cancelled, a financial report shall be prepared and submitted to the International Board containing information about all income and expenditure incurred divided into the different bookable options during the registration process; and
- b. any reimbursements to participants must be calculated separately on the basis of the different bookable options during the registration process.

## **CHAPTER 6. HUMAN RESOURCES**

#### **Article 1. Definition**

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1.1 Human Resources in ELSA concerns the management of its potential, passive and/or active members as well as Alumni through the Association.

1.2 The Human Resources Department shall work with the Secretary General of the International Board on the Human Resources Management within ELSA International.

#### **Article 2. Responsibilities**

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2.1 Officers responsible for Human Resources within an ELSA Group shall be responsible for evaluating their Human Resources practices, as well as ensuring the development of members and officers alike.

2.2 ELSA International shall:

- a. provide updated materials covering Human Resources, Area and Association knowledge;
- b. support ELSA Groups in creating individualised Human Resources strategies and in preparing transition periods; and
- c. annually organise Human Resources projects, such as, but not limited to, the ELSA Awards and ELSA Skills Academy.

2.3 National Groups should:

- a. elect or appoint an officer dedicated to focus on Human Resources only;
- b. create their own Human Resources strategy based on their needs;
- c. evaluate Human Resources practises regularly.

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**Article 3. ELSA International Team**

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3.1 The ELSA International Team is the supporting team of the International Board of ELSA. It consists of individuals appointed by the International Board of ELSA to fulfil specific tasks as delegated by the responsible member of the International Board of ELSA.

3.2 In accordance with the Standing Orders of ELSA, the International Board of ELSA shall, at the beginning of each term, open a call for the following positions within the ELSA International Team:

- a. a Director for Human Resources. The Director works with the Secretary General of the International Board or their substitute on improving the Human Resource Management of ELSA and supports National and Local Groups in establishing and evaluating HR practices. The officer will work closely with all members of the International Board on improving knowledge management and transfer throughout the Association;
- b. a Director for Welfare. The Director works with the Secretary General of the International Board or their substitute on the implementation of the Code of Conduct and the encouragement of the National Groups to create their own Code of Conduct. The officer will work closely with all members of the International Board on Welfare, Diversity and Inclusion within ELSA;
- c. an Assistant for Welfare. The Assistant works with the Director for Welfare in the implementation of the Code of Conduct and the administration of Welfare complaints;
- d. a Director for Grants. The Director works with the Treasurer of the International Board or their substitute on evaluating and executing the Grants strategy of ELSA International, applying to a variety of grants to improve the financial situation of the International Board, support National and Local Groups in their application and reporting processes, and update the ELSA Grants Database;
- e. a Director for Public Relations. The Director works with the Vice President in charge of Marketing of the International Board or their substitute on establishing a social media strategy, assisting with the undertaking of a market research and planning publicity strategies and campaigns;
- f. a Director for Publications in ELSA supporting the Vice President in charge of Academic Activities of the International Board or their substitute with the overall coordination of legal writing projects;
- g. a Director for Competitions. The Director works with the Vice President in charge of Competitions of the International Board or their substitute to support National and Local Groups in establishing and coordinating Competitions; and
- h. a Director for Strategic Planning. The Director works with the President of the International Board on the continued progress of the Strategic Plan of ELSA.

3.3 The term in office of each member of the ELSA International Team shall run from the moment of their appointment until the following 31st of August, unless it is otherwise decided by the International Board of ELSA. The term in office cannot be prolonged by more than one term.

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#### **Article 4. Human Resources Strategy**

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4.1 The aim of the Human Resources Strategy of ELSA International is to align our Human Resources practises with our strategic objectives and to ensure sustainable Human Resources Management within ELSA International.

4.2 The Human Resources Strategy shall be implemented over the duration of three years. The fulfilment of the Human Resources Strategy shall be evaluated in the second year of the strategy by means of a Human Resources Strategy Progress Report and by means of a Human Resources Strategy Final Report after the end of the implementation period.

4.3 ELSA International shall:

- a. be responsible for the implementation of the Human Resources Strategy;
- b. regularly update the Network on the implementation of the Human Resources Strategy;
- c. present the progress of the Strategy at the second regular International Council Meeting of each term;
- d. be responsible for the writing and publication of the Human Resources Strategy Progress and Final Reports.

## **CHAPTER 7. ELSA TRAINING**

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#### **Article 1. Definition**

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1.1 ELSA Training is a project that aims to develop the skills and knowledge of ELSA members.

1.2 There are two types of ELSA Training:

- a. Soft Skills Training that aims to develop the interpersonal attributes of an individual;
- b. Officers' Training that aims to develop knowledge of ELSA members about the association.

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#### **Article 2. International Trainers' Pool**

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2.1 The International Trainers' Pool (ITP) is the main body of ELSA Training and it consists of Trainers.

2.2 Every ELSA Training provided by an International Trainers' Pool Trainer shall:

- a. last at least three hours;
- b. not include more than 20 participants per one International Trainers' Pool Trainer;

2.3 In case of an ELSA Training taking place fully online or in a hybrid format, the organising ELSA Group may derogate from the regulation set in Article 2.2.a. in consultation with their appointed International Trainers' Pool Trainer.



2.4 The Secretary General of the International Board of ELSA may allow organising ELSA Group of an ELSA Training to derogate from the regulation set in Article 2.2 upon presentation of an individual case.

2.5 In order to request an International Trainers' Pool Trainer, the organising ELSA Group shall fill in the ITP Training Request at least three (3) weeks prior to the proposed date of the training. It is at the discretion of the Secretary General of the International Board or their substitute to accept requests received on a shorter notice.

2.6 The Secretary General of the International Board of ELSA or their substitute shall appoint an International Trainers' Pool Trainer for the requested event.

2.7 The organising ELSA Group shall cover travel and accommodation costs for the appointed International Trainers' Pool Trainer.

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### **Article 3. Responsibilities**

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3.1 The International Board of ELSA shall organise the Refreshment Weekend and the Train the Trainers once every three years. The hosts for these events shall be appointed by the International Board of ELSA at least three months prior to the events. In case no host is appointed, the International Board of ELSA shall be responsible for the organisation of the Refreshment Weekend and the Train the Trainers. In the absence of hosts, the events may be held online.

3.2 The Train the Trainers<sup>2</sup> is aiming to recruit new trainers to the International Trainers' Pool. Based on the results and the feedback of the hosting trainer(s) of the event, the International Board of ELSA shall appoint new trainers to the International Trainers' Pool.

3.3 The Refreshment Weekend is meant to conserve and enhance the quality of the International Trainers' Pool Trainers. The sessions of the event are hosted by the experienced International Trainers' Pool Trainer or the training providers who are partners of ELSA. The academic programme for the event is developed by ELSA International and the International Trainers' Pool itself.

## **CHAPTER 8. INFORMATION TECHNOLOGY**

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### **Article 1. Websites**

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1.1 Each National Group shall maintain an up-to-date website with the address consisting of either:

- a. The prefix "elsa-", the name of the country in English and the top-level-domain ".org", or alternatively the respective country-code top-level-domain can be used (e.g. [www.elsa-norway.org](http://www.elsa-norway.org); [www.elsa-norway.no](http://www.elsa-norway.no)); or
- b. The respective country code, the abbreviation "elsa" and the top-level-domain ".org".

1.2 The website shall provide at least the following information in English:

- a. general information about ELSA in line with information provided on the website of ELSA;
- b. ELSA's Philosophy Statement;

- c. contact details of the National Group;
- d. information about the current international events and projects of ELSA;
- e. a link to the website of ELSA;
- f. the ELSA logo with the name of the National Group.

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**Article 2. E-mail communication**

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2.1 The official e-mail addresses of each National and Local Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, competitions@, seminarsconferences@, professionaldevelopment@, followed by the domains mentioned under Article 1.1 The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned under Article 1.1 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. the name of the Officer;
- b. the position the Officer holds or the area they are responsible for;
- c. the name of the National or Local Group;
- d. the postal address of the National or Local Group; and
- e. the ELSA logo in combination with the name of the National or Local Group.

2.3 The Garamond font or a variation thereof shall be used for e-mail communication, unless:

- i. if it cannot be supported by the service and/or software; or
- ii. the font does not support the national characters of the respective National or Local Group.

## **PART 4. FINANCIAL MANAGEMENT (FM)**

### **CHAPTER 1. DEFINITION**

#### **Article 1. General**

---

1.1 Financial Management is the Supporting Area of ELSA that ensures the financial planning, organising, directing and controlling of the financial undertakings of the association.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. Responsibilities**

---

1.1 ELSA International shall:

- a. produce and make available to National Groups tools necessary for Financial Management, annually revise them, and, if necessary, update them;
- b. prepare and present the budget of ELSA to the International Council at each International Council Meeting;
- c. report the Interim and Final Accounts, signed by all members of the International Board of ELSA, to the International Council respectively at each International Council Meeting;
- d. follow the approved Financial Strategy of ELSA.

### **CHAPTER 3. PAYMENT AGREEMENTS**

#### **Article 1. Definition**

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1.1 A Payment Agreement is an agreement between ELSA and a National Group which sets out a schedule for regular payments required to be made by the National Group to ELSA.

#### **Article 2. Responsibilities**

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2.1 The Treasurer of the International Board of ELSA shall:

- a. evaluate the financial situation of each National Group;
- b. propose new Payment Agreements for National Groups with debts to ELSA International and non-liquidity situations;
- c. revise the Payment Agreements before each International Council Meeting.

2.2 National Groups shall:

- a. provide the Treasurer of the International Board of ELSA with proof of their financial difficulties preventing the fulfilment of the obligations under the Payment Agreement. The required documents include:
  - i. the budget of the current financial year;
  - ii. the most recent financial report;
  - iii. the most recent bank statements.

### **Article 3. Requirements**

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3.1 A Payment Agreement shall be in a written form signed by the parties and it shall contain at least the following:

- a. name and address of the parties;
- b. the debt at the time of signature and a detailed description of the debt;
- c. the repayment procedure of the debt;
- d. the bank account details of ELSA.

### **Article 4. Penalties**

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4.1 If a National Group fails to comply with the responsibilities under Article 2.2.a of this Chapter, ELSA may apply a penalty fee of a maximum of 5% of the outstanding amount for each unpaid instalment by the National Group.

## **CHAPTER 4. DAMAGES CAUSED TO ELSA**

### **1. Definition**

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1.1 Damages to ELSA mean a monetary loss caused to ELSA directly by an act of intent or gross negligence of a member of the International Board of ELSA.

1.2 Gross negligence shall mean a lack of adequate precautions of a diligent person to prevent foreseeable damage.

### **2. Procedure**

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2.1 The International Board of ELSA may request to have a vote on obliging a member of the International Board of ELSA to reimburse damages to ELSA by the International Council at the upcoming International Council Meeting.

2.2 The International Council shall decide on the liability of the member of the International Board of ELSA with a simple majority vote.

2.3 If the International Council finds the member of the International Board of ELSA liable, the member of the International Board of ELSA shall be obliged to reimburse the damages in accordance with a payment schedule as agreed upon by the International Board of ELSA.

2.4 This Chapter shall not prevent ELSA from seeking further reimbursement through court procedures.

## CHAPTER 5. FEES

### Article 1. Membership Fee

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1.1 The Membership Fee (MF) shall be calculated by multiplying the Annual General Income (AGI) of a National Group with a percentage of 8% (P).

1.2 The Annual General Income shall be defined as the general income of the National Group as gathered in the immediate previous financial year expressed in euro. It shall include the membership fee from Local Groups, non-project partnerships, unrestricted grants, donations and marketing revenues as stated in the immediate last State of the Network Inquiry.

1.3 The Membership Fee for a National Group is calculated in the following way:  $MF=AGI \cdot P$ .

1.4 The Membership Fee shall be at least EUR 100 and at most EUR 5,000.

1.5 National Groups obtaining Membership of ELSA at the second International Council Meeting of the term shall be included in the Membership Fee calculations for the following year and invoice with the rest of the Members of ELSA. A National Group obtaining Membership of ELSA at the first International Council Meeting of the term shall not pay the Membership Fee for the year in which it becomes a member.

1.6 ELSA International shall collect information about the Annual General Income of National Groups through the State of the Network Inquiry. In case of unclarity, the interpretation of what should be comprised in the Annual General Income is left to the International Board of ELSA.

1.7 If the Annual General Income is not submitted in euro and needs to be converted, the exchange rate used shall be the one prevalent on the last day of the previous financial quarter.

1.8 Non-communication of the Annual General Income or falsification of the data, intentional or not, shall automatically raise the last communicated and verifiable Annual General Income by 80%.

1.9 National Groups have the right to request a calculation sheet for their Membership Fee from the Treasurer of ELSA International.

### Article 2. Administration Fee for Observers

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2.1 Observer Groups of ELSA shall pay an annual Administration Fee of 50 Euro.

## CHAPTER 6. EVENT FEES

### Article 1. Responsibilities

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1.1 The International Board of ELSA shall:

- a. update and publish the list of favoured countries by the beginning of each calendar year, and make the list of GNI available to National Groups through a direct link to the online data catalogue on the World Bank website. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

1.2 The Treasurer of the International Board of ELSA shall:

- a. index the maximum participation fee for the International Council Meetings, International Strategy Meeting and the maximum participation fee for S&C events (excluding Study Visits, Institutional Visits and ELSA Law Schools) as in Annex 2 to the Financial Management part of this International Council Meeting Decision Book with the inflation rate of euro, as stated by the European Central Bank (ECB) in January and August. The first indexation shall be calculated with the inflation rate of euro for the month of December. If by the 15th of January, the ECB has not published the inflation rate of euro for the month of December, the first indexation shall be calculated with the most recently published inflation rate of euro. The second indexation shall be calculated with the inflation rate of euro for the month of July. If by the 15th of August, the ECB has not published the inflation rate of euro for the month of July, the second indexation shall be calculated with the most recently published inflation rate of euro. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated the indexation before, up to two decimal points;
- b. send a notification about the updated Annexes to National Groups through relevant mailing lists by the end of each month, when the indexation was made.

### Article 2. Favoured country status

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2.1 The list of favoured countries shall be based on the GNI per capita (measured in PPP) as available on the World Bank online data catalogue on the World Bank website.

2.2 A National Group shall be considered a favoured country if the GNI per capita (measured in PPP) of that country is equal to or lower than 21,000.00 International dollars.

2.3 The demarcation number as referred to under Article 2.2 of this Chapter shall be indexed at the beginning of each year, with the average increase in GNI per capita (measured in PPP) of all National Groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent annual data from the World Bank online data catalogue compared to the second most recent annual data.

2.4 Any country not found in the World Bank online data catalogue shall be considered a favoured country.

2.5 Delegates of ELSA International shall pay the fee of favoured countries when attending International Internal Meetings.

2.6 Trainers from the International Trainers' Pool shall pay the fee of favoured countries when attending an ELSA event in order to give one or more training sessions.

2.7 The International Board of ELSA may decide upon a request to grant a National Group the status of a favoured country for the duration of their term, should the economic situation of the National Group be deemed unstable to the point where it would render inaccurate the use of the GNI to assess its financial state. A statement explaining the factors taken into account of the decision should be sent to National Groups no later than seven working days after it has been made by the International Board of ELSA.

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### **Article 3. Participation Fee for the International Internal Meetings**

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3.1 The maximum participation fee for International Internal Meetings shall be charged as provided in Annexes 1 and 2 to the Financial Management part of this International Council Meeting Decision Book.

3.2 The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

3.3 The participation fee shall include:

- a. the academic programme;
- b. accommodation;
- c. meals.

3.4 The maximum additional fees shall be:

- a. €55 for the gala ball or gala reception;
- b. €20 for the social programme;
- c. €15 for cultural programme (e.g., sightseeing);
- d. €30 for the transfer to and from the estimated point of arrival.

3.5 If any additional charges are imposed, they shall be disclosed to National Groups alongside the application forms for the International Internal Meeting.

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### **Article 4. Participation Fee for International Conferences of ELSA**

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4.1 The maximum participation fee for International Conferences of ELSA per participant per day shall be charged as provided in Annexes I and II to the Financial Management part of this International Council Meeting Decision Book.

4.2 The participation fee shall include:

- a. the academic programme;
- b. the social programme;
- c. lunch for each day of the official programme, excluding either the day of arrival or the day of departure;
- d. at least one coffee break according to the duration of the official programme;
- e. a welcome package;
- f. administrative costs.

4.3 The maximum additional fee for a gala ball or gala reception shall be €50.

4.4 Different participation fees may be charged by the Organising Committee of an International Conference of ELSA from non-members.

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#### **Article 5. ELSA Law School Organisers Categories**

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5.1 The list of ELSA Law School Organisers Categories shall be based on the GDP per capita (measured in PPP) as available on the World Bank online data catalogue on the World Bank website.

5.2 An Organising Committee shall fall under:

- a. category 1 if the GDP per capita (measured in PPP) of that country is lower than 30,820.00 International dollars;
- b. category 2 if the GDP per capita (measured in PPP) of that country is equal to or higher than 30,820.00 and lower than 52,150.00 International dollars;
- c. category 3 if the GDP per capita (measured in PPP) of that country is equal to or higher than 52,150.00 International dollars.

5.3 The demarcation number referred to under Article 5.2 of this Chapter shall be indexed on the 31st of July of each year and shall be based on the most recent annual data from the World Bank online data catalogue.

5.4 The Treasurer of the International Board of ELSA shall:

- a. update and publish the list outlining which countries fall under which category (Annex 3 to the Financial Management part of this International Council Meeting Decision Book) based on the online data catalogue on the World Bank website on the 31st July of each year;
- b. send a notification about the updated Annex to the National Groups through relevant mailing lists on the 31st of July of each year.

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#### **Article 6. Participation Fees for ELSA Law Schools**

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6.1 The maximum participation fee for the ELSA Law Schools per participant shall be the following:

**For the 1st category:**

- a. Non-favoured countries:
  - i. €375 for the first seven days of the ELSA Law School;
  - ii. €55 for each additional day of the official programme of the respective ELSA Law School;
- b. Favoured countries:
  - i. €335 for the first seven days of the ELSA Law School;
  - ii. €50 for each additional day of the official programme of the respective ELSA Law School.

**For the 2nd category:**

- a. Non-favoured countries:
  - i. €405 for the first seven days of the ELSA Law School;
  - ii. €60 for each additional day of the official programme of the respective ELSA Law School;
- b. Favoured countries:



- i. €365 for the first seven days of the ELSA Law School;
- ii. €50 for each additional day of the official programme of the respective ELSA Law School.

**For the 3rd category:**

- a. Non-favoured countries:
  - i. €425 for the first seven days of the ELSA Law School;
  - ii. €60 for each additional day of the official programme of the respective ELSA Law School;
- b. Favoured countries:
  - i. €385 for the first seven days of the ELSA Law School;
  - ii. €55 for each additional day of the official programme of the respective ELSA Law School.

6.2 The International Board of ELSA may decide upon a request to move an ELSA Law School to another category for the duration of the Cycle in which the ELSA Law School has been specified for, should the economic situation in the city that the ELSA Law School take place be deemed unstable to the point where it would render inaccurate the use of the GDP per capita (measured in PPP) of that country to assess its financial state. A statement explaining the factors taken into account of the decision shall be sent to National Groups no later than seven working days after the International Board of ELSA has made it. The request shall be submitted to ELSA International at the latest 28 days before the opening of the application period, as stated in the respective ELSA Law School Cycle Calendar.

6.3 The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole ELSA Law School. There shall not be a lower fee for participants not staying for the full official programme.

6.4 The participation fee shall include:

- a. the academic programme;
- b. the social programme;
- c. the cultural programme (e.g. sightseeing);
- d. accommodation;
- e. breakfast for every day excluding the day of arrival;
- f. lunch for every day excluding either the day of arrival or the day of departure;
- g. dinner for every day excluding the day of departure;
- h. transportation during the official programme of the ELSA Law School;
- i. administrative costs.

6.5 The maximum additional fees shall be:

- a. for the gala ball or gala reception:
  - i. €50 for the 1st and 2nd category;
  - ii. €55 for the 3rd category;
- b. €30 for the transfer to and from the estimated point of arrival.

6.6 The exact amount of all fees shall not be changed after 28 days prior to the opening of the application period as stated in the ELSA Law School Cycle Calendar.

6.7 Different participation fees may be charged by the Organising Committee of an ELSA Law School from non-members.

6.8 In the absence of unforeseen circumstances, the Participation Fees for each category shall be reevaluated by ELSA International every third term.

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**Article 7. ELSA Law Schools Administrative Fee**

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7.1 The National or Local Group organising an ELSA Law School and being part of an ELSA Law School Cycle shall pay an administrative fee of €300.00 including a deposit of €50,00 to ELSA as specified in the respective ELSA Law Schools Cycle Calendar. The deposit of €50,00 shall be reimbursed to the Organising Group after the completion of the respective ELSA Law Schools evaluation form by the Organising Committee and within 2 weeks of the submission.

7.2 The International Board of ELSA may waive the administrative fee if the ELSA Law School is cancelled.

## CHAPTER 7. GRANT OF RELOCATION

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**Article 1. General**

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1.1 The mandate of the International Board of ELSA shall be non-remunerated.

1.2 A grant of relocation shall be provided to each member of the International Board of ELSA up to a total of €4550 for the term of their mandate, which shall be equally distributed over 13 months, starting from the month of July preceding their term in office. Should, for any reason, a member of the International Board of ELSA have a shorter time in office than the aforementioned 13 months, the grant of relocation shall be allocated pro rata.

1.3 The grant of relocation shall be approved by the members of the outgoing International Board of ELSA to the members of the incoming International Board of ELSA at the beginning of July preceding the term of the incoming Board. In case any member joins the International Board of ELSA subsequently, meaning after the grant of relocation has already been approved for the rest of their Board, the already elected or appointed members of the International Board shall approve the grant of relocation for this person prior to the date of this person's official entry into office.

## CHAPTER 8. REIMBURSEMENTS

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**Article 1. General**

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1.1 Members of the International Board of ELSA may be specifically reimbursed for necessary expenses made for ELSA or its projects.

- a. Expenses covered by specific reimbursements are expenses related to projects that fall under the responsibility of the member of the International Board of ELSA, or items covered by the General Budget of the Association.

1.2 Specific reimbursements may also be paid to any other person or organisation authorised to incur the expense on behalf of ELSA.

1.3 The International Board of ELSA shall maintain guidelines to ensure the equality and transparency of all reimbursements.

## CHAPTER 9. FINANCIAL MANAGEMENT OF ELSA

### Article 1. Reserves

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1.1 The reserves can be used only after a positive recommendation from the Internal Auditors of ELSA and approval by a two-thirds majority of the International Board of ELSA.

1.2 The International Board of ELSA shall ensure that the contributions to the reserves are transferred to the respective designated reserve accounts as soon as possible after the end of the respective accounting period.

1.3 ELSA International shall update National Groups on the state of the reserves at every International Council Meeting.

1.4 Regarding the General Reserve of the Association, ELSA shall capitalise a minimum of 5% of the General Administration income every year. However, a contribution can only be made to the extent that such a contribution would not result in a financial loss based on the final accounts, excluding the accounts of the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition.

1.5 The General Reserve can be used as follows:

- a. 60 % of the reserve can be used for:
  - i. investments in the quality of the events;
  - ii. investments in the professionalisation of ELSA;
  - iii. improvement of the marketing resources of ELSA;
  - iv. maintenance of the ELSA House and utilities;
  - v. solving an immediate liquidity issue.
- b. 40 % of the reserve shall be kept for crises that cannot be dealt with otherwise.

1.6 The General Reserve is to be capped at € 90 000.

1.7 Regarding the reserve of the John H. Jackson Moot Court Competition, ELSA shall capitalise a minimum of 5% of the income of the competition every year. However, a contribution can only be made to the extent that such a contribution would not result in a financial loss based on the final accounts of the John H. Jackson Moot Court Competition.

1.8 The reserve of the John H. Jackson Moot Court Competition shall be used in the following way:

- a. 70% of the reserve may be used per edition to cover indispensable expenses if the income is insufficient;
- b. 30% of the reserve may be used per edition for investments made in order to improve the competition in the long term.

1.9 Regarding the reserve of the Helga Pedersen Moot Court Competition, ELSA shall capitalise a minimum of 5% of the income of the competition every year. However, a contribution can

only be made to the extent that such a contribution would not result in a financial loss based on the final accounts of the Helga Pedersen Moot Court Competition.

1.10 The reserve of the Helga Pedersen Moot Court Competition shall be used in the following way:

- a. 80% of the reserve may be used per edition to cover indispensable expenses if the income is insufficient;
- b. 20% of the reserve may be used per edition for investments made in order to improve the competition in the long term.

1.11 Both competition reserves are to be capped. If either reserve exceeds its limit at the end of the edition, the capitalisation shall be done either to the ELSA General reserve or the reserve of the other Competition, subsequent to a decision of the International Board of ELSA.

- a. The John H. Jackson Moot Court Competition reserve is to be capped at € 70 000.
- b. The Helga Pedersen Moot Court Competition reserve is to be capped at € 20 000.

## CHAPTER 10. THE ELSA DEVELOPMENT FOUNDATION

### Article 1. Definition

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1.1 The ELSA Development Foundation (EDF) is a foundation financed collectively by National Groups to help overcome structural weaknesses amongst the National Groups. The purpose of the ELSA Development Foundation is to financially support measures and activities that further the vision, purpose and means of ELSA.

### Article 2. Financing of the Foundation

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2.1 Source of the Foundation

- a. The Members of ELSA shall pay a yearly contribution to the EDF comprised of the following:
  - i. 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
  - ii. 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
  - iii. the Members of ELSA shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year;
  - iv. the Observers of ELSA shall not be obligated to pay a contribution to the EDF.
- b. The Board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.
- c. Commercial activities.

2.2 General sponsorship shall include the income of the Member of ELSA from non-project partnerships and non-project sponsorships as gathered in the immediate previous financial year expressed in euro.

2.3 National Groups have the right to request a calculation sheet for their EDF Contribution from the Treasurer of the International Board of ELSA.

### **Article 3. The ELSA Development Foundation Report**

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3.1 National Groups shall submit a yearly report to the Treasurer of the International Board of ELSA with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year. Submitting this report shall be part of the financial obligations of National Groups towards ELSA International.

3.2 This report shall be submitted to the Treasurer of the International Board of ELSA by the 31st of August of the year of invoicing, even if the National Group did not receive any amount through general sponsorship in the previous financial year.

3.3 If the report is not submitted before the above-mentioned deadline, the International Board shall invoice the National Group with a fixed penalty of 100€ for Non-Favoured Countries and 50€ for Favoured Countries in addition to the EDF contribution amount invoiced during the previous financial year.

3.4 National Groups may submit the EDF Annual Report until 28 days before the opening of an International Council Meeting to fulfil this financial obligation towards ELSA International.

### **Article 4. Integration**

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4.1 National Groups shall fulfil the financial obligations towards the ELSA Development Foundation. Failure to do so shall be considered as debt towards ELSA.

## **CHAPTER 11. GRANTS**

### **Article 1. Definitions**

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1.1 An international grant is a grant for which one or more National Groups and/or ELSA International are eligible under the criteria set out by the organisation providing the grant.

1.2 A national grant is a grant for which only one National Group is eligible under the criteria set out by the organisation providing the grant.

### **Article 2. Procedure**

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2.1 Only ELSA International may apply for an international grant.

2.2 Only National Groups may apply for national grants.

2.3 Before applying for an international grant, a National Group shall request permission from the Treasurer of the International Board of ELSA by submitting information about:

- a. the international grant for which the National Group wishes to apply;
- b. the deadline for the applications;
- c. the purpose for which the international grant is to be used;
- d. the amount to be applied for.

2.4 The Treasurer of the International Board of ELSA shall respond within two weeks from the time of receiving the request and state a concrete reason if the request is not met. A concrete

reason shall include the risk of damaging the relations between ELSA and the organisation providing the international grant.

2.5 The National Group may apply for the international grant once the request has been met, the deadline has expired, or no concrete reason for refusal has been given.

## **CHAPTER 12. FINANCIAL STRATEGY**

### **Article 1. General**

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1.1 The Financial Strategy of ELSA shall be composed of three parts: Implementation Procedure, Focus and Execution.

1.2 The Implementation Procedure part shall describe the way the Financial Strategy has to be adopted and maintained.

1.3 The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.

1.4 The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.

### **Article 2. Purpose of the Financial Strategy of ELSA**

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2.1 A Working Group on the Financial Strategy of ELSA shall be established.

2.2 The Financial Strategy of ELSA shall be a tool of financial management in ELSA, complementary to the Strategic Plan in ELSA.

2.3 The purpose shall ensure optimal efficiency when working to meet the Strategic Plan adopted by the International Council. Further, it shall ensure continuity in the financial management of ELSA.

2.4 Maintaining and adhering to the Financial Strategy of ELSA shall be the responsibility of the International Board of ELSA.

2.5 There shall be a financial analysis of ELSA's financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.

### **Article 3. Working Group on Financial Strategy**

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3.1 The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the International Council Meeting, in accordance with the outcome of the analysis.

3.2 The Working Group shall always consist of:

- a. the President of the International Board of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Plan;
- b. the Treasurer of the International Board of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis

3.3 Upon convocation, the Working Group shall vote upon the election of the Treasurer of the International Board of ELSA as its Chair. This vote shall pass with a simple majority. Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.

3.4 The Working Group is automatically dissolved upon the closing of the second International Council Meeting of the term of its establishment.

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#### **Article 4. Drafting procedure of the Financial Strategy**

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4.1 During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.

4.2 The Working Group shall create and present a draft Financial Strategy proposal during the second International Council Meeting of the term for approval.

4.3 The draft Financial Strategy shall be sent no later than 49 days before the opening of the second International Council Meeting of the term:

- a. to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;
- b. to the Secretary General of the International Board of ELSA as a proposal.

4.4 The comments on the draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the second International Council Meeting of the term.

4.5 In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.

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#### **Article 5. Implementation procedure of the Financial Strategy**

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5.1 During the last term of the Financial Strategy, the draft Financial Strategy shall be adopted by a simple majority of the International Council for a period of three years.

5.2 Should the International Council not accept the draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the International Council. The International Board of ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of this Chapter, at the start of the next term.

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#### **Article 6. Provisional changes of the Financial Strategy of ELSA**

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6.1 Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy of ELSA at the time unreasonable, the

Treasurer of the International Board of ELSA shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.

6.2 Should the Auditors of ELSA not confirm the receipt of the request within three working days after it has been sent, it is presumed that they have received it.

6.3 The Auditors of ELSA shall evaluate the request within ten days of its receipt. Should the Auditors of ELSA deem the requested provisional changes justified, they may decide to grant the Treasurer of the International Board of ELSA permission to adjust the Financial Strategy of ELSA accordingly by a unanimous decision.

6.4 Should the Auditors of ELSA not respond to the request within the evaluation period specified in Article 6.3 of this Chapter, it is presumed that their permission has been granted.

6.5 The Auditors of ELSA may, within the evaluation period stated under Article 6.3 of this Chapter, request further information or documentation. In this case, a new evaluation period of the same length begins upon receipt of the requested information. Such further requests of information shall be allowed once per set of provisional changes, unless the Treasurer of the International Board of ELSA agrees otherwise.

6.6 Should the provisional changes be approved by the Auditors of ELSA, the Treasurer of the International Board of ELSA shall present a summary of the changes for approval at the following International Council Meeting.

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#### **Article 7. Role of Auditors of ELSA within the Financial Strategy of ELSA**

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7.1 The Auditors of ELSA shall:

- a. provide the Working Group with their comments on the draft Financial Strategy;
- b. confirm to the Treasurer of the International Board of ELSA the receipt of provisional changes;
- c. evaluate ELSA's compliance with the Financial Strategy of ELSA in the Auditors' Reports;
- d. evaluate any intended revisions of the Budget of ELSA to determine whether they follow the Financial Strategy of ELSA and provide their comments along with the revision proposal.

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#### **Article 8. Evaluation of the Implementation of the Financial Strategy of ELSA**

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8.1 Upon its conclusion, the Treasurer of the International Board of ELSA shall evaluate the Implementation Period.

8.2 The Treasurer of the International Board of ELSA shall prepare the evaluation 60 days before the opening of the second International Council Meeting of the term, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be included in the draft Financial Strategy of ELSA.

8.3 The evaluation shall summarise the financial situation of ELSA during the Implementation Period against the targets stated in the Focus and Execution parts of the Financial Strategy of ELSA and include all of the Auditor's findings under Article 7.1 of this Chapter.



8.4 The Treasurer of the International Board of ELSA shall share the evaluation along with the draft Financial Strategy of ELSA for comments as stated in Article 4.3 of this Chapter.

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### **Article 9. National Group's Financial Strategy**

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9.1 It is recommended that the National Groups of ELSA should implement a Financial Strategy as a Financial Management tool complementary to their Strategic Plan.

9.2 The National Groups' Financial Strategy should include the implementation procedure, the focus and the execution following the regulations set out in Chapter 10 Articles 2 to 8.

9.3 The goals for Fundraising Execution and Expenditure Execution are at the discretion of each National Group's financial situation.

## **CHAPTER 13. THE FINANCIAL STRATEGY OF ELSA 2022-2025**

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### **Article 1. Fundraising**

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1.1 The fundraising priorities for ELSA shall focus on partnerships, grants, advertising and merchandising, and donations.

1.2 The International Board of ELSA shall:

- a. set a fundraising target for the first year of this financial strategy, and communicate it to the Council;
- b. increase fundraising by 2% per year.

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### **Article 2. Partnerships**

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2.1 Partnerships shall be considered a source of income for ELSA in general and for the organisation of every project of ELSA.

2.2 The International Board of ELSA shall:

- a. use in kind partnerships to reduce costs of materials and services;
- b. opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;
- c. focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements; and
- d. space the income from partnerships throughout the year to ensure liquidity.

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### **Article 3. Grants**

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3.1 Grants shall be considered the main source of income for ELSA in general and for the organisation of every project of ELSA.

3.2 The International Board of ELSA shall:

- a. establish a team dedicated to grants, which term last longer than one year, in order to follow the reporting of the grants;
- b. create an annual grants strategy, which focuses on the structural grants that will support the general administration budget of the Association;
- c. create an internal database of all previous applications;

- d. improve the Grants database, by including more national and international grants into it, and giving support to national Treasurers when applying for grants;
- e. apply yearly to the Erasmus+ and EYF grants, in accordance with the priorities of each organisation. The Treasurer of the International Board shall explain to the Council the efforts taken in this regard;
- f. explore the possibilities of applying for project Grants, with special attention to ELSA Traineeships and Social Responsibility projects.

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#### **Article 4. Membership Fee**

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4.1 The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall tend to reduce it.

4.2 The International Board of ELSA shall:

- a. discuss the Membership Fee System and its amount in the last year of this financial strategy.

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#### **Article 5. Advertising and Merchandising**

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5.1 Advertising shall be explored as a new source of income of ELSA.

5.2 The International Board of ELSA shall:

- a. explore the possibility of advertising on the websites of ELSA;
- b. explore the possibility of using Synergy as an advertising instrument;
- c. create a strategy for the creation and distribution of merchandise, including project merchandising.

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#### **Article 6. Donations**

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6.1 ELSA shall create a Donation Strategy that allows for periodical and continued donations.

6.2 The International Board of ELSA shall:

- a. establish a donors database and explore the possibilities of creating donors' benefit packages;
- b. cooperate with its alumni in order to gather more support;
- c. explore the possibility of integrating a donation system in ELSA's website and other platforms.

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#### **Article 7. Expenditure**

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7.1 The expenditure priorities for ELSA shall focus on IT, professionalisation, marketing, the ELSA House, the International Board allowances, the reserve and a debt collection system.

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#### **Article 8. IT**

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8.1 The IT Systems of ELSA International shall be improved.

8.2 The International Board of ELSA shall:

- a. invest in the update and further maintenance of the general websites;

- b. invest in the improvement of the ELSA Traineeships and ELSA Law Schools portals, in order to fix the technical issues that they face;
- c. create a long-term plan in order to pay for these expenses.

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### **Article 9. Professionalism**

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9.1 The sustainability of the Association shall be ensured through consulting professionals.

9.2 The International Board of ELSA shall:

- a. take the required steps to employ a secretary;
- b. set up a reliable way to get legal advice by establishing a relationship with a law firm to ensure these services;
- c. set up a legal protection insurance and a Directors and Officers insurance;
- d. set up a reliable way to get GDPR consultancy;
- e. set up a reliable way to get external audits.

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### **Article 10. Marketing**

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10.1 Investments shall be made to make the marketing tools and production of the Association more professional.

10.2 The International Board of ELSA shall:

- a. invest in equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software;
- b. invest in Training for the Officers in the Marketing Area;
- c. explore the possibility of obtaining external consultancy in the Marketing Area.

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### **Article 11. ELSA House**

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11.1 The living conditions of the International Board shall be improved.

11.2 The International Board of ELSA shall:

- a. focus on investing in the following equipment:
  - i. working equipment;
  - ii. goods that will make the house more efficient; and
  - iii. utilities that will improve the quality of living.
- b. explore the opportunity of buying the ELSA House by:
  - i. creating a strategic fund that will allow so;
  - ii. evaluating the implications of this purchase when it comes to taxes, insurance, and home maintenance among others.

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### **Article 12. Allowances**

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12.1 A legal and decent income shall be provided to the members of the International Board of ELSA.

12.2 The International Board of ELSA shall:

- a. aim at increasing the allowances in the last year of this financial strategy;
- b. explore the possibility of having these expenses covered by grants.

**Article 13. Reserve**

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13.1 A reserve shall be reconstituted equal to €50.000 in order to solve liquidity issues, and it shall be placed in a savings account.

**Article 14. Debt Collection System**

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14.1 The financial sustainability of the entire Association shall be ensured by setting up a debt collection system.

14.2 The International Board of ELSA shall:

- a. create a list of internal and external debtors, and update it periodically;
- b. attempt to recover the previous term debts;
- c. set up a strategy to write off unrecoverable debt.

**Article 15. Projects**

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15.1 The financial sustainability of ELSA Projects shall be ensured.

15.2 The International Board of ELSA shall:

- a. focus on project partnerships and project grants;
- b. explore the possibility of reducing project fees and/or creating project scholarships;
- c. update the project fees based on the inflation rate in the last year of this financial strategy.

## **PART 5. MARKETING (MKT)**

### **CHAPTER 1. DEFINITION**

#### **Article 1. General**

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1.1 Marketing is the Supporting Area of ELSA which aims to raise awareness of ELSA in the society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective Officers. Marketing builds relationships with different target groups and ensures ELSA is presented to them according to their needs.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. General**

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1.1 ELSA International shall:

- a. ensure the legal protection of the ELSA brand, in particular its name and logo, and the protection of the positive image of the association;
- b. ensure that the uniformity rules are known to and implemented by National Groups;
- c. update the ELSA Brandbook;
- d. create and implement the promotion strategy for projects organised by ELSA International;
- e. provide templates and project marketing kits for National and Local Groups.

1.2 National Groups shall:

- a. ensure the protection of the ELSA brand and the positive image of the association on National and Local levels;
- b. promote projects organised by ELSA International following the provided guidance;
- c. use the templates and project marketing kits provided by ELSA International and share them with Local Groups;
- d. ensure that the uniformity rules are known to and implemented by Local Groups.

### **CHAPTER 3. UNIFORMITY**

#### **Article 1. ELSA Brand**

---

1.1 The Brand of ELSA and its defining characteristics are presented and described in the ELSA Brand Book.

1.2 The ELSA Brand Book is the binding user manual for the brand of the Association. It describes and helps ELSA members use correctly and effectively the identity elements of ELSA, both online and offline.

1.3 The ELSA Brand Book shall be available at all times on ELSA's Officers' Portal, under the Marketing section.

1.4 Modifications to the Brand Book shall be discussed during the International Council Meeting and voted upon by the International Council.

1.5 The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association, and the logo shall not be used in a way which could come in conflict with ELSA's non-political status of the association.

1.6 The logo of ELSA shall be a registered trademark. The International Board of ELSA shall renew the trademark, in case of expiry. The International Board of ELSA shall register the trademark of a new logo of the Association within one year of being implemented.

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## **Article 2. Social Media**

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2.1 National Groups shall ensure the uniformity of the ELSA brand on social media profiles of the National Group and its and Local Groups as well as their projects.

2.2 The name of the National or Local Group's social media profile shall feature the abbreviation "ELSA" and the name of the National or Local Group.

2.3 The name of a project's social media profile shall feature the full or abbreviated name of the project.

- a. the name for social media profiles for ELSA Law Schools shall follow the following format: "SELS/WELS (Name of Country or City) on (Topic);
- b. the name for social media profiles for ELSA Webinars Academy shall follow the following format: "EWA (Name of Country or City) on (Topic);
- c. the name for social media profiles for International Conferences of ELSA shall follow the following format: "ICE (Name of Country or City) on (Topic)".

2.4 National or Local Group's social media profile shall feature a profile picture containing only the ELSA logo in combination with the name of the respective National or Local Group. The logo on the profile picture may only be used in ELSA Blue on a white background or in white on an ELSA Blue background.

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## **Article 3. Promotion**

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3.1 ELSA International shall:

- a. coordinate, manage and supervise the promotion and branding strategies of the Flagship Projects;
- b. set timelines for the Flagship Projects' promotion and notify National Groups shortly thereof at the beginning of the term;
- c. send out a marketing kit for the Flagship Projects including a social media template and usage guidelines;
- d. respond to requests for the use of the Flagship Projects' brand identity elements outside the promotion strategy within two weeks and state a concrete reason for the refusal.

3.2 If National Groups wish to create additional promotional materials not contained in the Flagship Projects' brand identity elements provided by ELSA International, they shall submit a written request and the relevant materials to the Vice President in charge of Marketing of the International Board of ELSA. The requesting National Group may proceed with the use of the Flagship Project's brand identity elements outside the promotion strategy once the deadline for approval has expired, or no concrete reason for the refusal has been given.

## CHAPTER 4. SYNERGY

### 1. General

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1.1 Synergy is ELSA members' online platform that covers activities of ELSA across National and Local Groups as well as external co-operations of ELSA International.

1.2 The Vice President in charge of Marketing of the International Board of ELSA is the editor-in-chief of Synergy. The editor-in-chief of Synergy shall:

- a. update the online platform regularly with new articles;
- b. ensure the quality of articles submitted;
- c. regularly promote Synergy and the calls for articles.

1.3 The ELSA Law Review Blog, which contains academic articles, is also published through the Synergy Platform. The Vice President in charge of Academic Activities of the International Board of ELSA is the editor-in-chief of the ELSA Law Review Blog.

1.4 If National and Local Groups wish to promote their initiatives that are held in English on the Synergy platform, they shall submit their article three weeks prior to posting to the Vice President in charge of Marketing of the International Board of ELSA.

## **PART 6. ACADEMIC ACTIVITIES (AA)**

### **CHAPTER 1. DEFINITIONS**

#### **Article 1. General**

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1.1 Academic Activities is the Key Area of ELSA that primarily aims to contribute to social responsibility and legal education of law students and young lawyers by organising projects that focus on acting for the good of society, advocacy, and legal skills.

1.2 Academic Activities projects are projects where participants acquire knowledge and skills through campaigns, non-formal education programmes, legal writing activities such as legal research groups, law reviews, essay competitions, or any other activities falling under the scope of art. 1.1 of this Chapter.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. Responsibilities**

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1.1 ELSA International shall:

- a. be responsible for the coordination of the ELSA Law Review, the Annual Human Rights Campaign, and the Rule of Law Education Programme and support all other Academic Activities projects;
- b. produce and make available to National Groups tools necessary for the area of Academic Activities, annually revise them, and, if necessary, update them;
- c. annually evaluate the Flagship Projects of ELSA falling under the area of Academic Activities and share the outcome with National Groups.

1.2 National Groups shall:

- a. support and promote the Academic Activities projects organised by ELSA International;
- b. ensure that Local Groups submit requested information regarding Academic Activities events to ELSA International.

### **CHAPTER 3. LEGAL WRITING**

#### **Article 1. Legal Research Groups**

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1.1 A Legal Research Group is a group of law students and/or young lawyers carrying out research on a specified topic of law with the aim of making their conclusions publicly accessible.

1.2 Legal Research Groups may be:

- a. Unilateral: Conducted by one National or Local Group;
- b. Bilateral: Conducted as a cooperation between two National or Local Groups;
- c. Multilateral: Conducted as cooperation between three or more National or Local Groups; or
- d. International: Conducted by ELSA International in cooperation with an academic partner.



1.3 The Legal Research Group shall have:

- a. an Academic Framework encompassing one main question divided into several subsequent questions;
- b. a timeline setting out the deadlines for participants, organisers and externals; and
- c. a Style Guide for formatting and referencing in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).

1.4 In the organising team of the Legal Research Group, there shall be at least:

- a. a project coordinator being either the Vice President in charge of Academic Activities of the organising National or Local Group(s) or the Human Resources Coordinator of the Legal Research Group;
- b. an Academic Board (member), including legal practitioners and/or legal academics, responsible for the Academic Framework, quality of research and outcome, as well as the reputability of the project; and
- c. one or more editors for linguistics, formatting and/or referencing, to ensure consistency.

1.5 The Legal Research Group shall make its conclusions publicly accessible in the form of a final report.

1.6 ELSA International shall:

- a. coordinate and control the quality of unilateral, bilateral and multilateral Legal Research Groups;
- b. publish unilateral, bilateral and multilateral Legal Research Groups on the virtual library on the website of Legal Research Groups and assist National Groups in the publication process upon request;
- c. provide support to organising groups;
- d. create, annually revise and update tools facilitating the organisational process of Legal Research Groups.

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## **Article 2. Law Review**

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2.1 A Law Review is a legal publication consisting of contributions from students, practitioners and/or academics.

2.2 The Law Review shall have a comprehensive editorial policy and a set of submission requirements.

2.3 The Law Review shall have an Editorial Board responsible for the selection of submissions of the highest academic standard.

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## **Article 3. ELSA Law Review**

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3.1 The ELSA Law Review is a Flagship Project of ELSA and constitutes the Law Review of ELSA. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.

3.2 The ELSA Law Review shall be managed by the Editorial Board. The Editorial Board shall consist of the Vice President in charge of Academic Activities of the International Board of ELSA, the Director for Publications and at least two Academic Editors. The Editorial Board shall create and annually update the Authors' Guidelines.

3.3 The ELSA Law Review shall be peer-reviewed by the Academic Board for the purpose of ensuring its academic quality and credibility. The Academic Board shall be appointed by the International Board of ELSA and consist of individuals with the requisite expertise to conduct a credible, high quality peer review.

3.4 The ELSA Law Review shall be revised and published with an ISSN, either online or physically and if possible by a professional publisher, to ensure a high-quality standard. The Vice President in charge of Academic Activities of the International Board of ELSA shall actively search for a stable professional publisher for the ELSA Law Review in the future.

3.5 The primary topic of the ELSA Law Review shall be human rights law. Each issue of the ELSA Law Review may have additional topics selected by the Editorial Board.

- 3.6 The ELSA Law Review shall be published in accordance with the Publication Cycle:
- a. A volume of the ELSA Law Review shall be published each term.
  - b. The call for submissions shall open no later than the 1st of September and close no later than the 1st of December.

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#### **Article 4. Essay Competitions**

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4.1 An Essay Competition is a project in which law students and/or young lawyers compete by submitting essays on a specified topic.

4.2 The Essay Competition shall have a relevant legal topic in accordance with the scope of the association, a recognised jury and a comprehensive set of rules.

4.3 An essay shall be understood as a piece of legal writing on a certain topic of law answering one or more questions set out by the organiser and/or academic partner.

4.4 The submitted essays shall be evaluated by a jury including legal practitioners and/or legal academics. In the evaluation, the jury shall be guided by factors such as clarity, conciseness, and persuasiveness.

## **CHAPTER 4. RULE OF LAW EDUCATION (ROLE)**

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#### **Article 1. Definition**

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1.1 Rule of Law Education is an international project of ELSA, consisting of

- a. the Training Conference, organised by ELSA International and
- b. National Projects, organised by National Groups and coordinated by ELSA International which fulfil the requirements regulated in this Chapter.

1.2 Rule of Law Education shall contribute to Europe's youth education and empowerment and emphasise the importance of legal literacy and social responsibility.

1.3 The project shall be delivered by law students and young lawyers, and based on non-formal education and the Rule of Law Education Curriculum or its Derivatives, as created by:

- a. ELSA International, or

- b. National Groups under the supervision of ELSA International.

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## **Article 2. Requirements**

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2.1 A Rule of Law Education project shall:

- a. follow the sessions laid out in the ROLE Curriculum according to the circumstances in the respective country. The sessions will be facilitated in English or a language of the respective country the project is organised in;
- b. have a group of Facilitators that facilitate the ROLE Curriculum amongst youth;
- c. provide training to its group of Facilitators prior to providing ROLE sessions. This training shall focus on rule of law knowledge, facilitation skills and the use of the ROLE Curriculum.

2.2 The Rule of Law Education Programme shall be organised in collaboration with ELSA Alumni.

2.3 ELSA International shall:

- a. coordinate the implementation of the Rule of Law Education Programme and support National Groups in implementing Rule of Law Education projects;
- b. create, annually revise, and update tools facilitating the organisational process of the Rule of Law Education Programme;
- c. appoint National Coordinators for the implementation of the Rule of Law Education Programme in organising National Groups;
- d. provide necessary information and other assistance to organising National Groups.

2.4 National Groups, if legally permitted, shall:

- a. appoint an Officer that is in charge of the implementation of the Rule of Law Education Programme in the National Group and its Local Groups;
- b. forward all relevant information regarding the Rule of Law Education Programme received from ELSA International to Local Groups;
- c. support and promote the Rule of Law Education Programme by using promotional materials provided by ELSA International.

## **CHAPTER 5. SOCIAL RESPONSIBILITY INITIATIVES**

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### **Article 1. Social Responsibility Initiatives**

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1.1 Social Responsibility initiatives are projects that aim to make ELSA members more conscious about their community and to ensure the Association's positive impact on society.

1.2 ELSA International shall:

- a. provide necessary information and other assistance to National and Local Groups;
- b. create, annually revise, and update tools facilitating the organisational process of Social Responsibility Initiatives.

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### **Article 2. ELSA for Schools (ELSA4Schools)**

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2.1 ELSA4Schools is a project that aims to implement change within society through the legal education of children and young people.

2.2 An ELSA4Schools event corresponds to a school visit coordinated by an organising ELSA group and shall consist of no less than one hour of academic programme followed by a practical exercise.

## CHAPTER 6. ANNUAL HUMAN RIGHTS CAMPAIGN

### Article 1. Definition

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1.1 The Annual Human Rights Campaign shall be a European-wide campaign dedicated to legal education on a yearly specified topic on Human Rights. It aims to unite the Network in raising awareness on the importance of human rights. Through the Annual Human Rights Campaign, National and Local Groups shall organise coordinated events on national and international standards of protection and implementation of human rights and the specified topic.

1.2 The Annual Human Rights Campaign is a yearly campaign starting on the 1st of August and ending on the 31st of July of the following year.

1.3 ELSA Day is a European-wide human rights forum organised on every last Wednesday of November on which National Groups and Local Groups shall aim to organise Annual Human Rights Campaign events.

### Article 2. Measurement and Competition

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2.1 To measure the impact of the Annual Human Rights Campaign effectively, it shall include the Annual Human Rights Campaign Competition, where National Groups can compete with their National initiatives.

2.2 The Competition shall include a Specification Form and Evaluation Form. The Competition shall score National initiatives according to information that is provided through these Forms and shall in any case consider the events organised by National Groups and Local Groups from the 1st of October until two weeks before the start of the second regular Internal Council Meeting.

2.3 The winner of the Competition shall be announced during the second regular International Council Meeting of the term.

### Article 3. Coordination

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3.1 ELSA International shall coordinate the Annual Human Rights Campaign by:

- a. launching a call for Annual Human Rights Campaign topics no later than four weeks before the opening of the second regular International Council Meeting of the term;
- b. creating and sharing an Annual Human Rights Campaign Outline for the respective edition, no later than the 1st of September. This Outline should include an explanation of the topic, the criteria of the Competition and a timeline of the Campaign;

- c. creating and sharing Supporting Materials for the Annual Human Rights Campaign every four months, starting from the 1st of September. The materials should include the international days of each month as well as important dates that are affiliated with the chosen topic of the Campaign;
- d. launching a call for National Coordinators of the Annual Human Rights Campaign;
- e. sharing the Specification Form no later than the 1st of October and sharing the Evaluation Form no later than the 28th of February of the following year;
- f. coordinating the Annual Human Rights Campaign Competition;
- g. providing necessary information and other assistance to National and Local Groups.

3.2 National Groups shall:

- a. appoint an Officer dedicated to the coordination of the Annual Human Rights Campaign within the National Group;
- b. ensure that Local Groups organise events within the Annual Human Rights Campaign;
- c. submit the Specification Form before an event takes place and the Evaluation Form after an event has been organised by the National Group, or any of its Local Groups, to ELSA International;
- d. support and promote the Annual Human Rights Campaign by using promotional materials provided by ELSA International;
- e. make sure their Local Groups support and promote the Annual Human Rights Campaign by using promotional materials provided by ELSA International.

## CHAPTER 7. INTERNATIONAL FOCUS PROGRAMME

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### Article 1. General

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1.1 The aim of the International Focus Programme (IFP) is to have a specific theme for the entire association over a fixed period of time.

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### Article 2. Implementation of the IFP

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2.1 The International Council decides upon the International Focus Programme topic, its duration and its outcome.

2.2 The duration shall not be less than one year.

2.3 The execution of the International Focus Programme initiatives shall be coordinated by the Vice President in charge of Academic Activities of the International Board of ELSA.

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### Article 3. Responsibilities

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3.1 ELSA International shall:

- a. coordinate the implementation of the International Focus Programme;
- b. coordinate the research for finding the topic and sub-topics for the upcoming International Focus Programme;
- c. ensure that a topic for the upcoming International Focus Programme is proposed to the International Council at the last International Council Meeting of the running International Focus Programme;

- d. create an International Focus Programme Handbook;
- e. publish articles on the International Focus Programme topic regularly in Synergy;
- f. provide necessary training, information and other assistance to National and Local Groups;
- g. ensure the realisation of the International Focus Programme outcome.

3.2 National Groups shall:

- a. forward all relevant information regarding the International Focus Programme received from ELSA International to Local Groups;
- b. provide necessary training, information and other assistance to Local Groups to organise International Focus Programme events.

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**Article 4. International Focus Programme Topic**

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4.1 The topic of the International Focus Programme, with duration from the 1st of August 2022 until the 31st of July 2025, shall be “Law and Sustainability”.

4.2 During the implementation of the International Focus Programme, the association shall focus on:

- a. raising interest and academic knowledge in the field of the International Focus Programme topic;
- b. raising awareness of the issues which pose problems in the development and application of the International Focus Programme topic;
- c. creating long-term partnerships through events on the International Focus Programme topic to support the growth and credibility of National Groups;
- d. increasing the number of major events on the International Focus Programme topic, particularly those that are repeated annually.

4.3 The outcome of the implementation of the International Focus Programme shall be a Final IFP Report. This report shall reflect the work done by ELSA International, National and Local Groups during the years of implementation period and shall include at least the most discussed topics.

## **PART 7. COMPETITIONS (C)**

### **CHAPTER 1. DEFINITIONS**

#### **Article 1. General**

---

1.1 Competitions is the Key Area of ELSA that aims to contribute to the legal education of law students and young lawyers through academic competitions and moot court competitions. It prepares them for professional life and gives them an understanding of legal practice.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. Responsibilities**

---

1.1 ELSA International shall:

- a. support academic competitions and moot court competitions organised by National and Local Groups;
- b. be responsible for the coordination of the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition;
- c. produce and make available to National Groups tools necessary for the area of Competitions, annually revise them, and, if necessary, update them;
- d. annually evaluate the Flagship Projects of ELSA falling under the area of Competitions and share the outcome with National Groups.

1.2 National Groups shall:

- a. support and promote the Competitions organised by ELSA International.

### **CHAPTER 3. ACADEMIC COMPETITIONS**

#### **Article 1. Academic Competitions**

---

1.1 An Academic Competition is an event in which law students and/or young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

1.2 The Academic Competition shall have a relevant legal topic, a recognised panel of judges and a comprehensive set of rules.

1.3 In the assessment of the participants, the panel shall take into consideration factors such as clarity, conciseness, persuasiveness and critical thinking.

#### **Article 2. ELSA Negotiation Competition**

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2.1 The ELSA Negotiation Competition simulates a negotiation process between different parties, conducted by teams consisting of two students representing a party in the negotiation.

2.2 The competition consists of the National Rounds. National and Local Groups may organise local qualification rounds.

2.3 The simulations shall be observed and evaluated by a panel of no less than three judges who shall be recognised in the relevant field of law and shall include at least one legal practitioner. The panel shall provide participants feedback to advance their negotiation skills.

2.4 The simulations in National Rounds shall be held in English.

2.5 Participating teams must be provided one or more educational courses on negotiation skills and/or legal English lasting a total of no less than three hours. The course(s) may be provided as a webinar.

2.6 The International Board of ELSA may allow organisers of National Rounds to deviate from regulations concerning the ELSA Negotiation Competition upon presentation of an individual case.

2.7 ELSA International shall:

- a. coordinate and control the quality of the ELSA Negotiation Competitions organised by National Groups;
- b. collect and compile the information submitted by National Groups on the ELSA Negotiation Competition website and publish that information at least one week before the date indicated in the Specification Form as the beginning of the application period for the National Round;
- c. provide support to organisers of the ELSA Negotiation Competition upon submitting the ENC specification Form (i.e. a coach from ELSA International and access to ENC materials);
- d. provide joint promotion of the ELSA Negotiation Competition. All applications received by the International Board of ELSA within the deadline must be submitted to the Network via the mailing lists;
- e. provide support to the Organisers of the National Rounds through a coaching system.

2.8 National Groups shall:

- a. submit the ELSA Negotiation Competition Specification Form at least 45 days before the starting date of the respective ELSA Negotiation Competition;
- b. organise, if applicable, a National Round of the ELSA Negotiation Competition, complying with the quality standards stated in Articles 2.3, 2.4, 2.5 and 2.6;
- c. promote the ELSA Negotiation Competition as a priority before other negotiation competitions outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group;
- d. use promotional materials (i.e. official ENC logo) provided by ELSA International, for the National Rounds.

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### **Article 3. ELSA Legal Debates**

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3.1 An ELSA Legal Debate is an oral advocacy competition, conducted by two teams consisting of two to four law students and/or young lawyers representing either side of a motion.

3.2 The debate shall be observed and evaluated by a panel of no less than two judges who shall be recognised in the relevant field of law. The panel shall provide the participants' feedback to advance their debating skills.



3.1 The debate shall be moderated by a chairperson who shall be independent from the teams.

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**Article 4. Client Interviewing Competition**

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4.1 A Client Interviewing Competition is a competition that simulates a lawyer-client consultation in which two students, acting as lawyers, are presented with a client matter.

4.2 The simulation shall be observed and evaluated by a panel of no less than two judges who shall be recognised in the relevant field of law and shall include at least one legal practitioner. The panel shall provide participants feedback at the end of the simulation.

## CHAPTER 4. MOOT COURT COMPETITIONS

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**Article 1. General**

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1.1 A Moot Court Competition is a simulated hearing and court proceeding in a certain area of law that aims at bridging the gap between theory and practice.

1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Bench or Panel.

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**Article 2. The John H. Jackson Moot Court Competition (JHJMCC)**

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2.1 The John H. Jackson Moot Court Competition is a Flagship Project of ELSA which simulates hearings of the Dispute Settlement Body of the World Trade Organization. It is open to teams from all around the world.

2.2 The competition consists of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Practice Rounds.

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**Article 3. The Helga Pedersen Moot Court Competition (HPMCC)**

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3.1 The Helga Pedersen Moot Court Competition is a Flagship Project of ELSA. It simulates hearings of the European Court of Human Rights. It is open to teams from European States in which there is a National Group present as well as to the teams from the Council of Europe member states.

3.2 The competition consists of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Practice Rounds.

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**Article 4. Regional Rounds**

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4.1 ELSA International shall open the call for Regional Round Organisers for the Helga Pedersen Moot Court Competition and European Regional Round Organisers for the John H. Jackson Moot Court Competition before the closing of the second International Council Meeting of the term.

4.2 ELSA International shall provide a hosting agreement with terms to be agreed upon and templates for applications for Regional Round Organisers, the latter containing: motivation letter, draft agenda, draft budget and organisational timeline.

4.3 In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:

- a. the financial situation of the National or Local Group;
- b. the accessibility of the proposed locations;
- c. the support from the respective National Group (if the applicant is a Local Group);
- d. the number of (international) events that could potentially affect the quality of the Regional Round, hosted by the National or Local Group;
- e. the experience of the National or Local Group with regards to organising international or large national events, as well as moot court competitions specifically.

4.4 ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned under Article 4.3 of this Chapter.

4.5 ELSA International shall give each National or Local Group feedback regarding the assessment of the criteria mentioned under Article 4.3 of this Chapter.

4.6 If ELSA International is unsuccessful during the call set out under Article 4.1 of this Chapter, ELSA International may seek institutional partners to organise the Regional Round of the Helga Pedersen Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.

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## **Article 5. Responsibilities**

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5.1 ELSA International shall:

- a. organise the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition;
- b. publish the final reports of the John H. Jackson Moot Court Competition and Helga Pedersen Moot Court Competition no later than one month after the last day of the Final Oral Round of the respective Competition. The final report shall include a description of the competition, reportings from the Written Round, Regional Rounds and the Final Oral Round, including an overview of participating teams, judges/panellists and scores, and concluding remarks.

5.2 National Groups shall:

- a. promote the Moot Court Competitions of ELSA International as a priority before other Moot Courts outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.

## **PART 8. PROFESSIONAL DEVELOPMENT (PD)**

### **CHAPTER 1. DEFINITIONS**

#### **Article 1. General**

---

1.1 Professional Development is a Key Area of ELSA that aims to support law students and young lawyers in developing and improving the necessary skills to access the professional world by means of continuous education for individuals in regards to their future career and the skills needed therefore.

1.2 A Professional Development project is one where participants acquire skills needed in order to access the professional world through training events, Lawyers at Work events, ELSA Traineeships, Career Launch sessions or any other activity falling under the scope of Article 1.1 of this Chapter.

### **CHAPTER 2. ELSA TRAINEESHIPS**

#### **Article 1. Definitions**

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1.1 ELSA Traineeships is a Flagship Project of ELSA that fosters professional development and cultural exchange by providing legal work opportunities for law students and young lawyers in foreign and international legal systems.

1.2 ELSA Traineeships shall be open to:

- a. ELSA members free of charge;
- b. External Applicants if they either:
  - i. are members of an organisation with which ELSA has an agreement for the purpose;
  - ii. pay the External Application Fee, provided they come from a country in which there is no ELSA Group present;
  - iii. at its own discretion, the International Board of ELSA may deviate from the requirements of Article 1.2.b.ii.

#### **Article 2. Calendar**

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2.1 The Calendar consists of two Cycles each of which is divided into period for:

- a. Job Hunting which shall be concluded by:
  - i. during the first Cycle, in November;
  - ii. during the second Cycle, either in March or April;
- b. Student Hunting which shall be concluded by:
  - i. during the first Cycle, before 24 December;
  - ii. during the second Cycle, either in April or May;
- c. Matching;
- d. Selection;
- e. Reception;
- f. Evaluation.

2.2 The earliest start date for Traineeships shall be at least three weeks after the Selection period unless otherwise agreed upon by the Traineeship Provider and Trainee.

### **Article 3. Responsibilities**

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3.1 ELSA International shall:

- a. produce and make available to National Groups tools necessary for ELSA Traineeships, annually revise them, and, if necessary, update them;
- b. publish the Calendar for the upcoming term within one week from the start of the term;
- c. annually evaluate ELSA Traineeships and share the outcome with National Groups;
- d. maintain, update and adhere to the list of External Applicants and ELSA International Traineeship Providers that are prevented from further participation in ELSA Traineeships;
- e. during the Job Hunting period:
  - i. issue and, where necessary, amend the Traineeship Specification Form template;
  - ii. amend, where necessary, the submitted Traineeship Specification Forms;
  - iii. publish to National Groups within four weeks after Job Hunting a report about the unpaid Traineeships offered;
  - iv. approve all the submitted Traineeship Specifications Forms which have been verified and meet the Quality Standards;
- f. during the Student Hunting period:
  - i. issue and, where necessary, amend the Traineeship Application Form template;
  - ii. amend, where necessary, the submitted Traineeship Application Forms;
  - iii. verify and approve the Traineeship Application Forms submitted by External Applicants;
  - iv. set the amount of the External Application Fee and the quota for External Applicants for each Cycle;
- g. during the Matching period:
  - i. coordinate the process of shortlisting the approved Traineeship Application Forms for the consideration of Traineeship Providers;
  - ii. submit the matched Traineeship Application Forms to hosting National Groups and, where necessary, Traineeship Providers directly;
- h. during the Selection period:
  - i. inform National Groups about the outcome of Selection;
- i. during the Evaluation period:
  - i. produce and make available to National Groups a summary of evaluation results;
  - ii. send a certificate to Trainees and Traineeship Providers that have submitted the evaluation forms provided by ELSA International.

3.2 National Groups shall:

- a. ensure that they and their Local Groups comply with the Calendar
- b. try to fundraise suitable remuneration for unpaid Traineeships;
- c. maintain, update and adhere to the list of their respective Applicants and Traineeship Providers that are prevented from further participation in ELSA Traineeships;
- d. during the Job Hunting period:
  - i. verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;
  - ii. inform ELSA International about any changes made to the approved Traineeship Specification Forms;
- e. during the Student Hunting period:

- i. verify, and where necessary, amend the submitted Traineeship Application Forms before approving them;
  - ii. inform ELSA International about any changes made to the approved Traineeship Application Forms;
- f. during the Matching period:
  - i. submit the matched Traineeship Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;
- g. during the Selection period:
  - i. ensure that the Traineeship Providers complete the ranking of the matched Traineeship Application Forms;
- h. during the Reception period:
  - i. contact and provide the accepted Applicants and Trainees with necessary information;
- i. during the Evaluation period:
  - i. periodically evaluate the experiences of Trainees and Traineeship Providers;
- j. share with the Trainees and the Traineeship Providers the evaluation forms provided by ELSA International within three weeks after the completion of the Traineeship.

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#### **Article 4. Quality Standards**

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4.1 Quality standards of ELSA Traineeships relating to Traineeships shall be published and revised annually by ELSA International and include at least the following:

- a. Traineeships may be offered in any law-related and non-political area.
- b. Traineeships shall last at least 10 working days.
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and three general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International.
- d. Traineeships shall provide remuneration in monetary and/or non-monetary form in the amount covering at least half of the general cost of living in the respective country for the duration of the traineeship. Remuneration shall be provided by the Traineeship Provider and/or the hosting National Group, and/or ELSA International.
  - i. General cost of living shall be calculated to include meals, and travel costs from the accommodation to the Traineeship location and should strive to cover the accommodation cost.
  - ii. ELSA International shall create and maintain a database of the provision of the cost of living. ELSA International shall request National Groups to update the information on this database on the first State of the Network Inquiry of the term. The National Groups shall provide ELSA International with the necessary and accurate information to update the database.
- e. Traineeships may be unpaid at the discretion of ELSA International if:
  - i. the Traineeship Provider mainly employs volunteers;
  - ii. providing remuneration to Trainees is prohibited by law; or
  - iii. the benefit to ELSA outweighs the lack of remuneration.

4.2 Quality standards of ELSA Traineeships relating to Reception shall be published and revised annually by ELSA International and shall include at least the following:

- a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:
  - i. the contact details of the responsible Officer of the hosting National or Local Group and the contact details of the Traineeship Provider;

- ii. the relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
  - iii. finding suitable accommodation;
- b. During the Traineeship, the Trainees shall be provided with support, including at least:
  - i. information about possibilities for cultural learning and community involvement (e.g. access to local ELSA events);
  - ii. information about and assistance with finding Internet access.

## CHAPTER 3. CAREER LAUNCH

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### Article 1. Definitions

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1.1 Career Launch is a project of ELSA that offers the opportunity to law students and young lawyers to gain insight into the various aspects of the legal profession. The project consists of digital workshops and other digital career events.

## CHAPTER 4. OTHER PROFESSIONAL DEVELOPMENT EVENTS

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### Article 1. Lawyers at Work

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1.1 A Lawyers at Work event is a project, which allows law students and young lawyers to experience the working culture of the legal profession first-hand.

1.2 Lawyers at Work events are meant to provide practical insights into the legal profession and, as such, shall involve interactive learning opportunities.

## **PART 9. SEMINARS AND CONFERENCES (S&C)**

### **CHAPTER 1. DEFINITIONS**

#### **Article 1. General**

---

1.1 Seminars and Conferences is the Key Area of ELSA that primarily aims to contribute to mutual understanding and legal education of law students and young lawyers by organising projects that focus on cultural exchange, developing cooperation and personal contacts, and legal knowledge.

1.2 Seminars and Conferences projects are projects where participants acquire knowledge and skills through lectures, panel discussions, seminars, conferences, Study Visits, Institutional Visits, webinars, delegations, law schools or any other activities falling under the scope of the definition from art. 1.1 of this Chapter.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. Responsibilities**

---

1.1 ELSA International shall:

- a. produce and make available to National Groups tools necessary for the Seminars & Conferences area, annually revise them and, if necessary, update them;
- b. annually evaluate the Flagship Projects of ELSA falling under the area of Seminars & Conferences and share the outcome with National Groups.

1.2 National Groups shall:

- a. support and promote Seminars & Conferences events organised or coordinated by ELSA International;
- b. ensure that Local Groups submit requested information regarding Seminars & Conferences events to ELSA International.

### **CHAPTER 3. ELSA LAW SCHOOLS**

#### **Article 1. Definition**

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1.1 ELSA Law Schools is a Flagship Project of ELSA which is organised by the Organising Committee of one or more National or Local Groups and coordinated by ELSA International which fulfils the requirements regulated in this Chapter.

#### **Article 2. Requirements of ELSA Law Schools**

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2.1 ELSA Law Schools shall:

- a. aim to be annual;
- b. be open for everyone and conducted in English;
- c. last for at least seven days. The seven days are calculated excluding the day of arrival but including the day of departure;

- d. comprise of an academic, cultural and social programme. The academic programme shall comprise of at least 20 hours of lectures followed by workshops or any other interactive activities, which deepen and emphasise different areas of the lecture. The minimum academic programme shall not include an obligatory extra time to revise the lectures and prepare for the next lessons. If the duration of the ELSA Law School exceeds seven days, the total academic programme shall be prolonged by four hours per each extra day;
- e. be organised in close cooperation with an academic or institutional partner who shall ensure the academic quality of the event and whose information shall be transmitted to ELSA International. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services, or otherwise associated professionals in a particular field of law;
- f. be regulated by a hosting agreement duly signed by all parties involved.

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### **Article 3. ELSA Law School Cycle**

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3.1 The ELSA Law School Calendars specify deadlines and periods binding for the Organising Committees of ELSA Law Schools.

3.2 There shall be two ELSA Law School Cycles during one term: the Winter ELSA Law Schools Cycle and the Summer ELSA Law Schools Cycle.

- a. To qualify into the Winter ELSA Law Schools Cycle, the ELSA Law School shall take place between the second Saturday of January and the last Sunday of March.
- b. To qualify into the Summer ELSA Law Schools Cycle, the ELSA Law School shall start no earlier than the last Sunday of June and end no later than the third Sunday of September.

3.3 The ELSA Law Schools Cycle shall comprise of:

- a. for the Winter ELSA Law School, a cycle of six periods: specification, preparation, application, selection, event, and evaluation;
- b. for the Summer ELSA Law School, a cycle of eight periods: specification, preparation, application, selection, additional application, additional selection, event, and evaluation.

3.4 The International Board of ELSA may accept an ELSA Law School into the ELSA Law Schools Cycle after the end of the specification period upon presentation of an individual case.

3.5 The International Board of ELSA may waive an ELSA Law Schools Cycle if there are less than five ELSA Law Schools specified for the respective ELSA Law Schools Cycle.

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### **Article 4. Responsibilities**

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4.1 ELSA International shall:

- a. coordinate and control the quality of ELSA Law Schools;
- b. during the specification period, send the ELSA Law Schools Specification Form and the respective ELSA Law Schools Calendar by:
  - i. 21st of July for the Winter ELSA Law Schools Cycle; and
  - ii. 31st of October for the Summer ELSA Law Schools Cycle;
- c. end the specification period by:



- i. 15<sup>th</sup> of August for the Winter ELSA Law Schools Cycle; and
  - ii. 30<sup>th</sup> of November for the Summer ELSA Law Schools Cycle;
- d. during the preparation period:
  - i. sign an ELSA Law School Hosting Agreement setting out the responsibilities of the Organising Committee, quality standards, and the privacy policy with the Organising Committees;
  - ii. provide support to the Organising Committees of ELSA Law Schools through a coaching system;
  - iii. provide joint promotion of ELSA Law Schools;
  - iv. provide the Organising Committees of ELSA Law Schools with the ELSA Law Schools Marketing Kit in due time specified in the ELSA Law Schools Calendar;
  - v. organise the Winter ELSA Law Schools Training Weekend and the Summer ELSA Law Schools Training Weekend.
- e. during the application and the additional applications period, coordinate the unified application process for all ELSA Law Schools and collect all the applications received;
- f. for the Summer Cycle, during the selection period, add ELSA Law Schools to the additional application period upon request submitted by the Organising Committee of an ELSA Law School. ELSA International may reject this request if, by being added in the additional application period, the Organising Committee aims to fill empty spots that represent less than 10% of the spots that the Organising Committee specified as the tentative number of participants in the relevant Specification Form;
- g. send a unified evaluation form to the participants of all ELSA Law Schools by the end of each ELSA Law Schools Cycle;
- h. send unified evaluation forms to the Organising Committees of all ELSA Law Schools by the end of each ELSA Law Schools Cycle;
- i. create, annually revise and, if necessary, update tools to facilitate the organisation of ELSA Law Schools.

4.2 The National Groups shall:

- a. actively promote organising and participating in ELSA Law Schools.

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**Article 5. ELSA Law Schools Training Weekends**

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5.1 The International Board of ELSA shall organise annually the Winter ELSA Law Schools Training Weekend and the Summer ELSA Law Schools Training Weekend.

5.2 Should the ELSA Law Schools Training Weekends take place in person, each Organising Committee of ELSA Law Schools has a right to appoint one representative to attend the respective ELSA Law Schools Training Weekend. The ELSA Law Schools Administrative Fee shall cover the costs of participation of one representative from each Organising Committee, and it shall include the training, accommodation, and meals.

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**Article 6. Compliance and quality control of ELSA Law Schools**

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6.1 ELSA International shall have the power to:

- a. check the revenues and expenditures of an ELSA Law School;
- b. check the qualification of the speakers of an ELSA Law School;
- c. check the venues of an ELSA Law School;
- d. check the accommodation of an ELSA Law School;

- e. check the academic or institutional partner involvement in an ELSA Law School;
- f. check the participants selected in the ELSA Law School in order to ensure that the diversity of selected participants has been ensured;
- g. check any additional aspects of the ELSA Law School that ELSA International seems necessary to guarantee the quality of the ELSA Law School;
- h. request any further information and clarifications from the Organising Committee of the ELSA Law School.

6.2 In case of a breach of the hosting agreement, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. remove the respective ELSA Law School from the current ELSA Law Schools Cycle, and prevent it from using the “ELSA Law School” label after delivering three official notifications regarding breaches of the hosting agreement to its Organising Committee. Between the notifications, ELSA International shall give the Organising Committee appropriate time to resolve the respective breach.

6.3 The International Board of ELSA may allow an Organising Committee to deviate from the regulations concerning ELSA Law Schools upon presentation of a concrete and justified reason. In case of an allowed deviation, the International Board of ELSA shall have the power to ask the Organising Committee to notify applicants and participants about differing regulations or quality standards.

6.4 In case the breach is drawn to the attention of ELSA International during or after the ELSA Law School has taken place, it shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. forbid the Organising ELSA Group to organise an ELSA Law School for the duration of one year in case of a serious breach or in case of three breaches related to ELSA Law Schools organised by the same Organising ELSA Group during two consecutive cycles in which they are participating. During this period, the Organising Group shall attend training that shall be provided by ELSA International.

6.5 During an International Council Meeting, the Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop about the use of the power listed under Article 6.2.b and 6.4.b of this Chapter.

## CHAPTER 4. ELSA DELEGATIONS

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### Article 1. Definition

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1.1 ELSA Delegations is a Flagship Project of ELSA which aims to allow ELSA members and alumni to represent ELSA as ELSA Delegates appointed by the International Board of ELSA in meetings and sessions of organisations and institutions in which ELSA has a special Observership status or with which ELSA cooperates.

## **Article 2. Responsibilities**

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### 2.1 ELSA International shall:

- a. coordinate participation of ELSA Delegates in ELSA Delegations;
- b. provide sufficient information and academic preparation for all ELSA Delegates;
- c. ensure that the Head of Delegation submits a written report at the latest 30 days after the end of the respective ELSA Delegation;
- d. inform National Groups about the selection of its members or alumni prior to the starting date of a respective ELSA Delegation;
- e. research events organised by international institutions and organisations and provide National Groups with relevant information;
- f. prepare and announce to National Groups Calls for ELSA Delegations, consisting of clear descriptions and practical information about the sessions included in the Call, a general task description of ELSA Delegates, and the selection criteria used by the International Board of ELSA when selecting ELSA Delegates;
- g. create, annually revise and, if necessary, update guidelines and other tools related to ELSA Delegations.

### 2.2 National Groups shall:

- a. check the membership status of applicants for ELSA Delegations stating to be members of that National Group after receiving a notification about such applications from ELSA International. In case of lack of such membership, inform ELSA International about it;
- b. distribute information to the Local Groups about the Calls for ELSA Delegations as received by ELSA International;
- c. actively promote participation in ELSA Delegations.

## **CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

### **Article 1. Definition**

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1.1 International Conferences of ELSA (ICE) is a project of ELSA which is organised by Organising Committees of one or more National or Local Groups and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

1.2 International Conferences of ELSA shall be defined by an international nature, a focus on the academic aspect of law, and the intention of having an audience largely comprised of international participants.

### **Article 2. Requirements**

---

#### 2.1 International Conferences of ELSA shall:

- a. be conducted in English;
- b. last for at least two days, calculated excluding the day of arrival but including the day of departure;
- c. comprise of academic and social programmes. The academic programme shall last a minimum of 10 hours. If the duration of the event exceeds two days, the total academic programme shall be prolonged by five hours per each extra day;
- d. be organised in close cooperation with an academic or institutional partner that shall ensure the quality of the academic programme. The academic or institutional partner

shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;

- e. be specified through the International Conferences of ELSA Specification Form no later than four months before the date indicated as the beginning of the event in the Specification Form;
- f. be promoted using the International Conferences of ELSA Marketing Kit;
- g. be regulated by a hosting agreement duly signed by all parties involved.

2.2 The International Board of ELSA may allow an Organising Committee to use the “International Conferences of ELSA” label irrespective of neglecting the obligation stated in point e. of Article 2.1, upon presentation of an individual case.

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### **Article 3. Responsibilities**

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3.1 ELSA International shall:

- a. coordinate and control the quality of International Conferences of ELSA;
- b. collect and compile the information submitted by Organising Committees of International Conferences of ELSA via the International Conferences of ELSA Specification Form;
- c. sign an International Conferences of ELSA Hosting Agreement setting out the responsibilities of the Organising Committee, quality standards, and the privacy policy with the Organising Committees;
- d. d. publish the International Conference of ELSA at least two months before the date indicated in the International Conference of ELSA Specification Form as the beginning of the relevant event;
- e. provide support to the Organising Committees of International Conferences of ELSA through a coaching system;
- f. provide promotion of International Conferences of ELSA;
- g. provide the Organising Committees of International Conferences of ELSA with the International Conferences of ELSA Marketing Kit;
- h. coordinate the application process for International Conferences of ELSA;
- i. coordinate the evaluation process for International Conferences of ELSA;
- j. create, annually revise, and, if necessary, update tools facilitating the organisational process of International Conferences of ELSA.

3.2 National Groups shall:

- a. actively promote organising and participating in International Conferences of ELSA.

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### **Article 4. Compliance and Quality Control**

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4.1 ELSA International shall have the power to:

- a. check the revenues and expenditures of an International Conference of ELSA;
- b. check the qualification of the speakers of an International Conference of ELSA;
- c. check the academic or institutional partner involvement in an International Conference of ELSA;

- d. check any additional aspects of the International Conference of ELSA that ELSA International seems necessary to guarantee the quality of the project;
- e. request any further information and clarifications from the Organising Committee of the International Conference of ELSA.

4.2 If fewer than 70% of the spots specified as the ‘tentative number of participants’ in the relevant ICE Specification Form are filled, and upon request from the Organising Committee of an International Conference of ELSA, the International Board of ELSA may allow the respective Organising Committee to reopen applications for the International Conference of ELSA. In this case, the participation fee may be lowered or eliminated for ELSA members from the Local or National Group of the respective Organising Committee. If the Organising Committee decides to charge a different participation fee for ELSA members from its Local or National Group upon reopening applications, the same fee must also be applied to the members of these Local or National Groups who submitted their applications during the original application period. Alternatively, those members shall be reimbursed if they have already paid a higher fee.

4.3 In case of a breach, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. remove the respective International Conference of ELSA from the International Conferences of ELSA website, and prevent it from using the “International Conference of ELSA” label, after delivering three official notifications to its Organising Committee regarding breaches of regulations. Between the notifications, ELSA International shall give the Organising Committee appropriate time to resolve the respective breach of regulations;

4.4 The International Board of ELSA may allow an Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of a concrete and justified reason. In case of an allowed deviation, the International Board of ELSA shall have the power to ask the Organising Committee to notify applicants and participants about differing regulations or quality standards.

4.5 The Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop during the International Council Meeting about the use of powers listed under article 4.2 of this Chapter.

## **CHAPTER 6. ELSA WEBINARS ACADEMY**

### **Article 1. Definition**

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1.1 ELSA Webinars Academy is a project of ELSA which is organised by Organising Committees of one or more National or Local Groups of ELSA and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

1.2 ELSA Webinars Academy shall be broadcasted to an online audience, be defined by an international nature, and a focus on the academic aspect of the law.

## **Article 2. Requirements of ELSA Webinars Academy**

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2.1 ELSA Webinars Academies shall:

- a. be open to everyone and conducted in English;
- b. be composed of at least five different sessions amounting to a total of at least five hours;
- c. be organised in close cooperation with an academic or institutional partner that shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;
- d. be specified through the ELSA Webinars Specification Form at the latest four weeks before the date indicated as the beginning of the application period for the event in the Specification Form;
- e. be promoted using the ELSA Webinars Academy Marketing Kit.

2.2 The International Board of ELSA may allow an Organising Committee to deviate from the regulations concerning ELSA Webinars Academy upon presentation of a concrete and justified reason.

## **Article 3. Responsibilities**

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3.1 ELSA International shall:

- a. coordinate and control the quality of ELSA Webinars Academy;
- b. collect and compile the information submitted by Organising Committees of ELSA Webinars Academies via the ELSA Webinars Specification Form;
- c. provide the Organising Committees of ELSA Webinars Academy with the ELSA Webinars Academy Marketing Kit;
- d. publish the ELSA Webinars Academy at least one week before the date indicated in the ELSA Webinars Specification Form as the beginning of the application period for the relevant event;
- e. provide support to the Organising Committees of ELSA Webinars Academies through a coaching system;
- f. provide a certificate of participation at the end of an ELSA Webinars Academy that is organised by ELSA International;
- g. coordinate the evaluation process of ELSA Webinars Academy;
- h. create, annually revise and, if necessary, update tools facilitating the organisational process of ELSA Webinars Academies.

# **CHAPTER 7. OTHER SEMINARS AND CONFERENCES EVENTS**

## **Article 1. Lectures**

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1.1 A lecture is a discourse within a certain area of law given by a speaker with a professional or academic background. The topic is discussed in a plenary.

## **Article 2. Panel discussions**

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2.1 A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

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**Article 3. Seminars**

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3.1 A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

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**Article 4. Conferences**

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4.1 A conference is an event that entails more individual participation and academic contribution than a seminar. The topic(s) shall be discussed in workshops to be reported to a plenary.

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**Article 5. Study Visits**

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5.1 A Study Visit is an event organised by one Local or National Group and at least one other Local or National Group of ELSA or the partner associations of ELSA aiming for an academic, social and cultural exchange through means of sharing cultural experiences and exchange of legal knowledge.

5.2 Study Visits may be unilateral, bilateral and multilateral.

- a. A unilateral Study Visit is a Study Visit during which one participating group visits another participating group.
- b. A bilateral Study Visit is a Study Visit during which two participating groups visit each other in turn.
- c. A multilateral Study Visit is a Study Visit during which several participating groups visit one participating group.

5.3 Study Visits shall involve at least five participants per participating group.

5.4 Study Visits shall comprise of an academic, social and cultural programme. The academic programme shall have an average duration of a minimum of three hours per day. The days are calculated excluding either the day of arrival or the day of departure. The International Board of ELSA may allow National Groups to deviate from this regulation upon presentation of a concrete reason.

5.5 Twice per year, ELSA International shall:

- a. release the Study Visits Specification Form;
- b. update the Study Visits Portal with the information collected from the Study Visits Specification Form.

5.6 Twice per year, National Groups shall:

- a. distribute information to the Local Groups about the opening of the Study Visits Specification Form as received by ELSA International;
- b. provide ELSA International with the necessary information for the Study Visits Portal by filling out the Study Visits Specification Form on behalf of their Local Groups.

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**Article 6. Institutional Visits**

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6.1 An Institutional Visit is an event aiming to give the participants a chance to visit and learn more about governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions. The main purpose of the event is the visit itself.

6.2 Institutional Visits can be national and international.

- a. A national Institutional Visit is a visit to governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in the country of the organising group.
- b. An international Institutional Visit is a visit to the headquarters of international governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in a country other than the one of the organising group.

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## **Article 7. ELSA Webinars**

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7.1 An ELSA Webinar is an educational event taking place in the digital sphere organised by Organising Committees of one or more National or Local Groups of ELSA;

7.2 ELSA International shall:

- a. collect and compile the information submitted by Organising Committees of ELSA Webinars via the ELSA Webinars Specification form and use that information to provide access to the organising groups to the webinar platform of ELSA International;
- b. provide support to the Organising Committees of ELSA Webinars through a coaching system;
- c. create, annually revise and, if necessary, update tools facilitating the organisational process of ELSA Webinars.



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## **ANNEX 1. LIST OF FAVOURED COUNTRIES (UPDATED AS PER JANUARY 2025)**

1.1 The list of favoured countries consists of any country with Gross National Income (GNI) per capita (measured in PPP) equal to or lower than 21,000 International dollars.

1.2 This demarcation number shall be indexed at the beginning of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalogue compared to the second most recent yearly data.

1.3 The latest data of GNI per capita (measured in PPP) for ELSA Member countries as published in World Bank online data catalogue is available for years 2022 and 2023. The average increase of the indicator between these years is 6,54 %.

**1.4 The Indexed Demarcation line amounts to 22.373,40 International dollars for the year 2025.**

### **1.5 ELSA National Groups**

#### **Favoured Countries:**

Albania  
Armenia  
Republic of Moldova  
Ukraine

#### **Non-Favoured Countries:**

Austria  
Azerbaijan  
Belarus  
Belgium  
Bosnia & Herzegovina  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Georgia  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy  
Latvia  
Lithuania  
Luxembourg  
Malta  
Montenegro  
The Netherlands  
North Macedonia  
Norway  
Poland  
Portugal  
Romania  
Serbia  
Slovak Republic  
Slovenia

Spain  
Sweden  
Switzerland  
Türkiye  
United Kingdom

## ANNEX 2. PARTICIPATION FEES (UPDATED AS PER JANUARY 2025)

1.1 The maximum participation fee for International Council Meetings, International Strategy Meeting and the maximum participation fee for S&C events (excluding Study Visits, Institutional Visits and ELSA Law Schools) shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank (ECB) in January and August. The first indexation shall be calculated with the inflation rate of euro for the month of December. If by the 15th of January, the ECB has not published the inflation rate of euro for the month of December, the first indexation shall be calculated with the most recently published inflation rate of euro. The second indexation shall be calculated with the inflation rate of euro for the month of July. If by the 15th of August, the ECB has not published the inflation rate of euro for the month of July, the second indexation shall be calculated with the most recently published inflation rate of euro. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated the indexation before, up to two decimal points.

1.2 The maximum participation fees from August through December 2024 were:

- a. For International Council Meetings and International Strategy Meeting:
  - **Non-favoured countries 56 €**
  - **Favoured countries 50 €**
- b. S&C events:
  - **Non-favoured countries: 43 €**
  - **Favoured countries: 37 €**

1.3 The latest inflation rate available on the 15th of January 2025 by the European Central Bank (ECB) from the ECB Statistical Data Warehouse during the month of December 2024 was calculated at 2.4 % (<https://sdw.ecb.europa.eu/>).

1.4 Therefore, the new maximum participation fees starting January 2025 will be as follows:

- a. For International Council Meetings and International Strategy Meeting:
  - **Non-favoured countries 57 €** ( $56 + 2.4\% = 57.344 = 57$  rounded to the nearest natural number)
  - **Favoured countries 51 €** ( $50 + 2.4\% = 51.2 = 51$  rounded to the nearest natural number)
- b. For S&C events:
  - **Non-favoured countries 44 €** ( $43 + 2.4\% = 44.032 = 44$  rounded to the nearest natural number)
  - **Favoured countries 38 €** ( $37 + 2.4\% = 37.888 = 38$  rounded to the nearest natural number)

### **ANNEX 3. LIST OF ELSA LAW SCHOOLS CATEGORIES (UPDATED AS PER THE 31ST OF JULY 2024)**

1.1 The list of ELSA Law School Organisers Categories shall be based on the GDP per capita (measured in PPP) as available on the World Bank online data catalogue on the World Bank website.

1.2 An Organising Committee shall fall under:

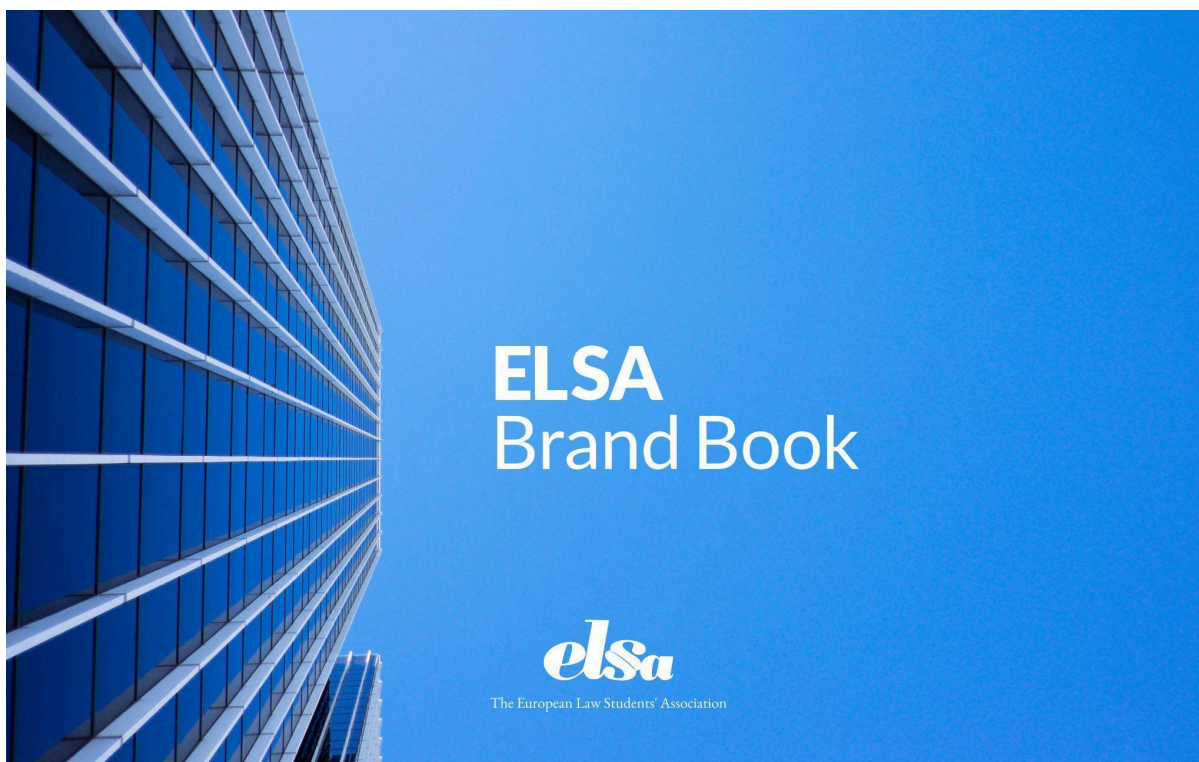
- a. category 1 if the GDP per capita (measured in PPP) of that country is equal to or higher than 12,830.00 and equal of lower than 30,820.00 International dollars;
- b. category 2 if the GDP per capita (measured in PPP) of that country is equal to or higher than 30,820.00 and equal of lower than 52,150.00 International dollars;
- c. category 3 if the GDP per capita (measured in PPP) of that country is equal to or higher than 52,150.00 International dollars.

1.3 The demarcation number referred to under Article 1.2 of this Chapter shall be indexed on the 31st of July of each year and shall be based on the most recent annual data from the World Bank online data catalogue.

#### **1.4 ELSA National Groups**

| <b>Category 1</b>    | <b>Category 2</b> | <b>Category 3</b> |
|----------------------|-------------------|-------------------|
| Albania              | Bulgaria          | Austria           |
| Armenia              | Croatia           | Belgium           |
| Azerbaijan           | Estonia           | Cyprus            |
| Belarus              | Greece            | Czech Republic    |
| Bosnia & Herzegovina | Hungary           | Denmark           |
| Georgia              | Latvia            | Finland           |
| North Macedonia      | Lithuania         | France            |
| Republic of Moldova  | Montenegro        | Germany           |
| Serbia               | Poland            | Iceland           |
| Ukraine              | Portugal          | Ireland           |
|                      | Romania           | Italy             |
|                      | Slovak Republic   | Luxembourg        |
|                      | Türkiye           | Malta             |
|                      |                   | Norway            |
|                      |                   | Slovenia          |
|                      |                   | Spain             |
|                      |                   | Sweden            |
|                      |                   | Switzerland       |
|                      |                   | The Netherlands   |
|                      |                   | United Kingdom    |

## ANNEX 4. ELSA BRAND BOOK



### Mission Statement

The brand of ELSA has a long-lasting history. Created to overcome many differences of the time, ELSA is still all about the people and strengthening ties - over cultural, language, religious and outlook differences. We are doing our share in this world by challenging the status quo of legal education in Europe and beyond.

Our vision is unique:

**“A just world in which there is respect for human dignity and cultural diversity”**

Our purpose is simple:

**To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.**

We provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation. We assist law students and young lawyers to be internationally minded and professionally skilled. We encourage law students and young lawyers to act for the good of society.

Our tone of voice is appealing. As an association with an international outlook, we are embracing the diversity and various backgrounds our members are coming from. We aim at providing our members with a platform to develop their existing skills and acquire new ones while creating memorable relationships between each other. This is why we are here and this is how we are treating the world.

«It is about what you say and how you say it»

**FAMILIAR**

Try to be nice and build trust.

**BRIEF**

Forget about complex sentences.

**HUMANE**

Remember, people prefer contact with people, not robots.

**PERSONAL**

In the end, you are not strangers.

**ACTIVE**

Always ask people about their opinion.

**TRULY**

Do not set on "selling", just be honest.

**TRUSTWORTHY**

If you promise something - do it.

**DARING**

A pinch of confidence is always a good idea.

## BRAND PERSONALITY

There is much more that our brand has to offer. In its simplest way, ELSA embodies everything that active members can say about themselves.

**PEOPLE-FOCUSED**

We create an atmosphere of teamwork, where everybody can find their place. The feeling of family we all cherish.

**INTERNATIONALLY MINDED**

An international environment brings us the possibility to broaden our horizon. We are doing all this while travelling and discovering the world together.

**SOCIALLY RESPONSIBLE**

Our projects reflect the main values that we have, and these are mostly focused around human rights. Through our values we influence society and try to sculpt a more just world.

**COMMITTED TO LEGAL EDUCATION**

We are creating a plethora of opportunities for our members in the spirit of extracurricular education, which makes our members better and smarter.



# OUR LOGO

## THE ELSA LOGO



The ELSA logo is the most immediate representation of our Association, our people and our brand to the world. In order to build a unified image of ELSA, correct use of the logo is essential.

The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo. When the logo is used by a National or Local Group, it shall be in combination with the name of the respective group. The name shall always be written with capital letters, in the same type, size and colour as the subtitle, in English using EB Garamond.

Remember that the ELSA logo shall be featured on all marketing materials, with the exclusion of live broadcasting and instant photos shared on social media stories.

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## LOGO USAGE

The ELSA logo and the variations thereof may be featured without the subtitle only when the logo is relatively small and it is not used in combination with any other subtitle or name. Relatively small shall mean that the width of the design is 30 mm or less if the material production technology makes it impossible to use the logo with the subtitle and/or name. This exception does not apply for business cards, letterheads, envelopes, and digital publishing including webpages and social media.

The dimensions of the logo may be altered without altering its proportions to the extent that the subtitle would still be easily legible.

If there is an obligation deriving from national legislation to have the subtitle in a national language, this shall have secondary importance to the ELSA logo. The non-English subtitle shall be perfectly centred above the design with the same spacing, font, size and colour as the English subtitle.

The name of National Groups shall be written in English. The name of the National or Local Group shall be written in the font EB Garamond; written in capital letters and in the same type, size and colour as the subtitle; Perfectly centred under the subtitle with a fixed spacing of X, presented in the schemes attached in this Brand Book.

The ELSA logo shall be used only by ELSA International. ELSA International may authorise others to use the ELSA logo.





## CLEAR SPACE



In order to maintain the integrity of the ELSA logo, it is important that no other logos, inscriptions or graphical elements infringe on its space.

The size of the Clear Space is determined by the cap height of the letter “E” in the design part of the ELSA logo and is to be respected for all directions.

Have a look at the figures above to get a clear picture of the Clear Space of the logo.

*Give the logo some space!*

## INCORRECT USE

Do not alter the ELSA logo in any way. Do not animate, colour, rotate, skew, or apply effects to the logo. Do not separate the elements. It is permitted only if the logo is used in a dynamic setting such as videos, gifs, or moving pictures provided that the logo is used in its right form at least for one second.

The following illustration demonstrates correct and incorrect logo use. Whilst it does not cover every possible scenario, you will formulate a good idea of what is acceptable and what is not.

Never attempt to create the logo yourself, change the font, or alter the proportions. Always use the provided templates.

If in doubt, do not hesitate to ask the Vice President of Marketing of ELSA International.



**Do not alter the ELSA logo in any way!**

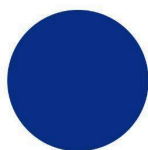
## COLOURS

---

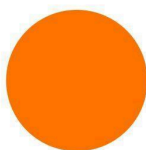
The ELSA corporate colour palette consists of five colours and can be used in any combination as long as the integrity of the brand is not diminished. ELSA Blue should be used as an anchor in the material, but do not overuse it.

We have defined a core set of colours for you to start with. This does not mean that other complementary colours cannot be used. Make sure that the Corporate Identity is not undermined by non-corporate colours.

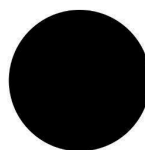
CMYK is the color profile used for **printed materials**.  
RGB is used for **digital publishing**.



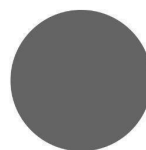
RGB: 10 48 135  
CMYK: 100 85 0 0  
HEX: #0a3087



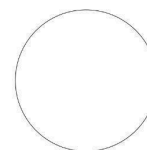
RGB: 255 116 0  
CMYK: 0 64 94 0  
HEX: #ff7400



RGB: 0 0 0  
CMYK: 0 0 0 100  
HEX: #000000



RGB: 102 102 102  
CMYK: 0 0 0 60  
HEX: #666666



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff

## LOGO COLOURS

---

The ELSA logo shall under no circumstances be used in any other colours.

The European Law Students' Association

The European Law Students' Association



The European Law Students' Association

### ELSA Blue

The logo in ELSA blue is the standard logo and should be used as much as possible.

### Black

The black logo is only to be used for black & white material.

### White

The white version of the logo is used when the logo is to be placed against dark backgrounds.

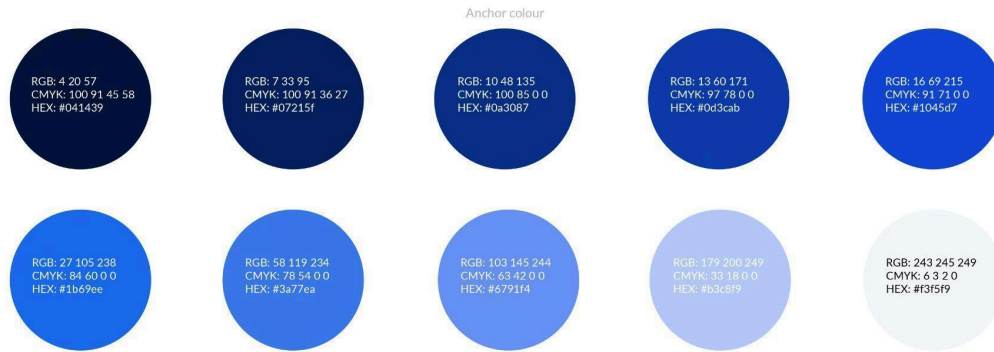
*Seriously, never use any other colours for the logo!*

## SUPPORTIVE COLOURS

---

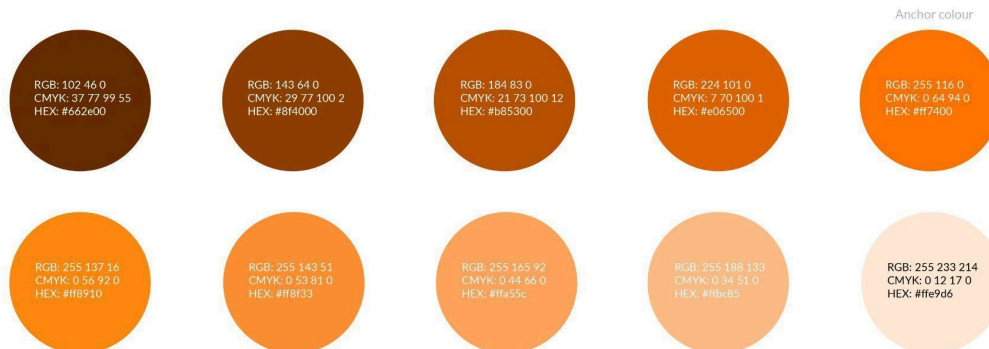
To complement the ELSA primary colour palette, a set of supportive colours may be used. These colours are most appropriate in corporate design elements, charts and graphs, in lines and dots.

Do not be afraid to supplement with colours from outside this palette.



## SUPPORTIVE COLOURS

---



## FONTS

---

As with our logo, consistent use of our corporate fonts, EB Garamond and Lato, reinforces ELSA's brand identity.

Lato should be used for headlines and may be used for copy and digital materials. Short headlines or labels can be all caps, otherwise headlines and subheads are sentence case.

EB Garamond should be used primarily for extended running body copy in longer, multiple-page documents, such as brochures and datasheets.

When working on intricate material, you can instead of EB Garamond use either Garamond Monotype or Adobe Garamond Pro. This exception is only applicable when you due to the nature of the material must use different font weights.

Lato Light

*Lato Light Italic*

Lato Regular

*Lato Italic*

Lato Bold

*Lato Bold Italic*

**LATO BLACK IS OUR HEADLINE WEIGHT**

**LATO BOLD IS OUR SUBHEADLINE WEIGHT**

LATO REGULAR IS OUR BODY COPY WEIGHT

LATO LIGHT IS USED FOR CAPTIONS AND SMALL BODIES OF TEXT

## RECOMMENDED IMAGERY

---

A picture is worth a thousand words!

When selecting photos for your marketing material it is important that the imagery portrays ELSA in a way that strengthens our brand and underline our brand personality.

The imagery should be positive, natural and not come in conflict with ELSA's non-political status.

If you cannot find anything suitable an abstract photo may be the way to go.

**Only use professional and high-resolution photos.**

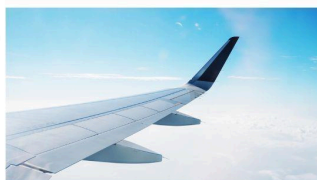
It is important to keep in mind the legal aspects when searching for photos. Always make sure that you have the necessary rights to use the image in question, and always give appropriate crediting when needed.

Below you will find a selection of handy image banks where you can find millions of free photos:

[pexels.com](https://pexels.com)  
[unsplash.com](https://unsplash.com)  
[pixabay.com](https://pixabay.com)

## EXAMPLES

---



The following pages will unveil the overview of the Flagship Projects of ELSA. Flagship Projects are the most important events organised internationally by ELSA. Such projects constitute the immediate representation of our core activities within the Key Areas and are a natural continuation of our philosophy and the values that we all share.

ELSA has its own unique brand, so do our Flagship Projects. It is important to distinguish between the general brand of ELSA and the brand of our Flagship Projects.

ELSA creates an umbrella brand which has its own distinctive features. These aspects are close to heart for members and alumni alike as they are easily linked to memories within ELSA. Meanwhile, Flagship Projects of ELSA have their own brand approach, which slightly differs from the general ELSA brand. Their brands are of course based upon the general ELSA brand, however, they have their own remarkable characteristics, which make them outstanding.

On the following pages, you will be presented with these specific details, which constitute the brands of our Flagship Projects.

# OUR BRANDS

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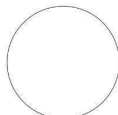
## FONT

Lato (all weights)

## COLOURS



RGB: 205 149 12  
CMYK: 0 27 94 20  
HEX: #c9950c



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 0 0 0  
CMYK: 0 0 0 100  
HEX: #000000

## KEY SELLING POINTS

1. Development practical research skills
2. Publication and recognition in professional environment
3. Improvement of Legal English and Writing Skills

## ELEMENTS

1. Linear Elements
2. Academic environment pictures

## TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September





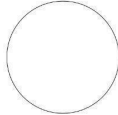
## FONT

Lato (all weights)

## COLOURS



RGB: 0 0 0  
CMYK: 0 0 0 100  
HEX: #000000



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 168 210 242  
CMYK: 31 13 0 5  
HEX: #a8d2f2



RGB: 253 76 82  
CMYK: 0 70 68 1  
HEX: #fd4c52



RGB: 245 179 175  
CMYK: 0 27 29 4  
HEX: #f5b3af



RGB: 185 90 183  
CMYK: 0 51 1 27  
HEX: #b95ab7

## KEY SELLING POINTS

1. Human Rights
2. New topic each year
3. Feeling connected to the ELSA Network

## ELEMENTS

1. Gradient and wavy elements
2. Images associated with Human Rights

## TIMELINE

1. **Launch** - October
2. **General Promotion** - Throughout the year



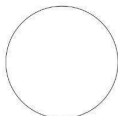
## FONT

Lato (all weights)

## COLOURS



RGB: 255 116 0  
CMYK: 0 64 94 0  
HEX: #f7400



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 39 51 56  
CMYK: 30 9 0 78  
HEX: #273342

## KEY SELLING POINTS

1. International Recognition and Publication
2. Working with experts in the field
3. Improvement of Legal English and Writing Skills

## ELEMENTS

1. Linear Elements
2. Rectangle boxes with text inside

## TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September

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## FONT

Poppins (all weights)

---

## COLOURS



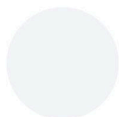
RGB: 13 60 171  
CMYK: 97 78 0 0  
HEX: #0d3cab



RGB: 16 69 215  
CMYK: 91 71 0 0  
HEX: #1045d7



RGB: 58 119 234  
CMYK: 78 54 0 0  
HEX: #3a77ea



RGB: 243 245 249  
CMYK: 6 3 2 0  
HEX: #f3f5f9



RGB: 4 20 57  
CMYK: 100 91 45 58  
HEX: #041439



RGB: 121 207 7  
CMYK: 58 0 100 0  
HEX: #79c107

## KEY SELLING POINTS

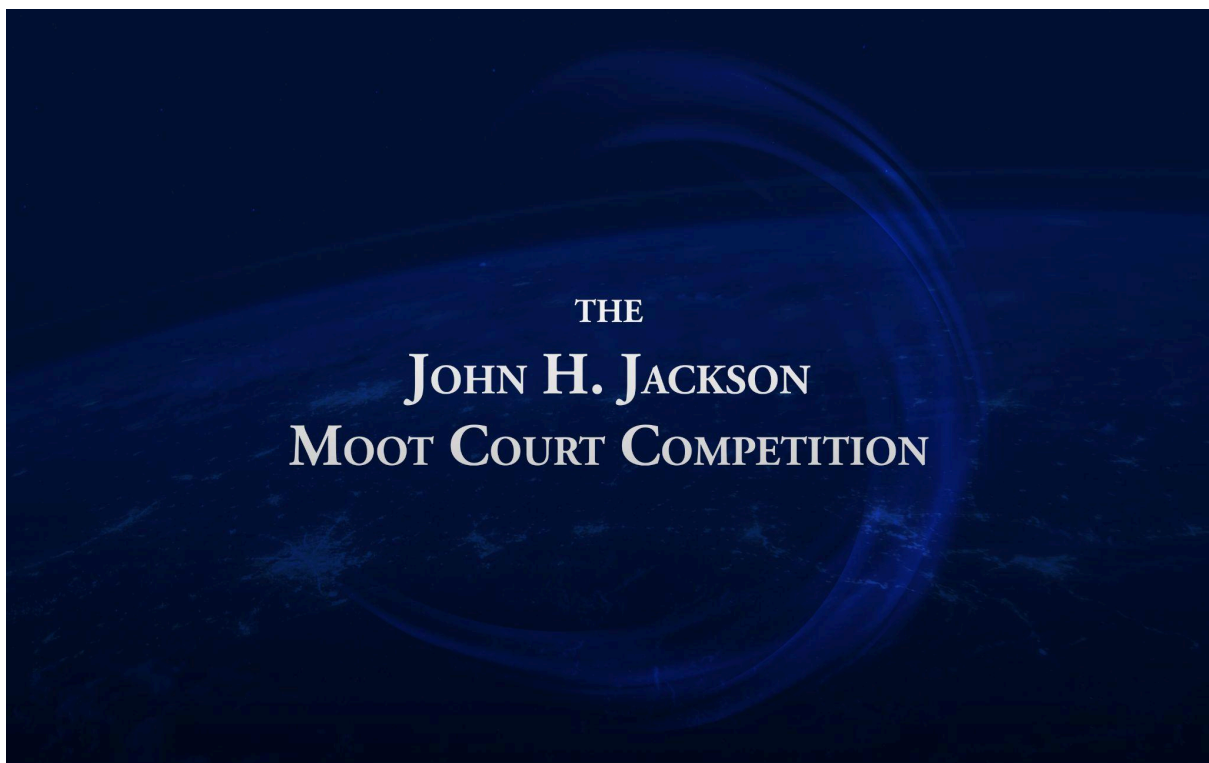
1. Rule of law knowledge for youth
  2. Non-formal education & facilitation
  3. Teaching legal literacy & social responsibility
- 

## ELEMENTS

1. Overlapping irregular circular shapes
  2. Thin green lines
- 

## TIMELINE

1. **General Promotion** - Throughout the year



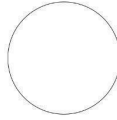
## FONT

Lato (all weights)

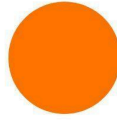
## COLOURS



RGB: 7 33 95  
CMYK: 100 91 36 27  
HEX: #07215f



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 255 116 0  
CMYK: 0 64 94 0  
HEX: #ff7400

## KEY SELLING POINTS

1. All around the world
2. Biggest Moot Court Competition on Trade Law
3. World Trade Organization

## ELEMENTS

1. Circular graphics
2. Globes & Case related pictures

## TIMELINE

1. **Launch** - September
2. **General Promotion** - ca. two months
3. **Registration Deadline** - December
4. **Final Round** - June

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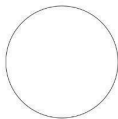
## FONT

Palatino  
Syne

## COLOURS



RGB: 194 31 49  
CMYK: 16 98 78 6  
HEX: #c21f31



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 186 186 186  
CMYK: 30 22 24 3  
HEX: #bababa

## KEY SELLING POINTS

1. Prize: Traineeship at the ECtHR
2. The only MCC in English on the ECHR
3. Council of Europe

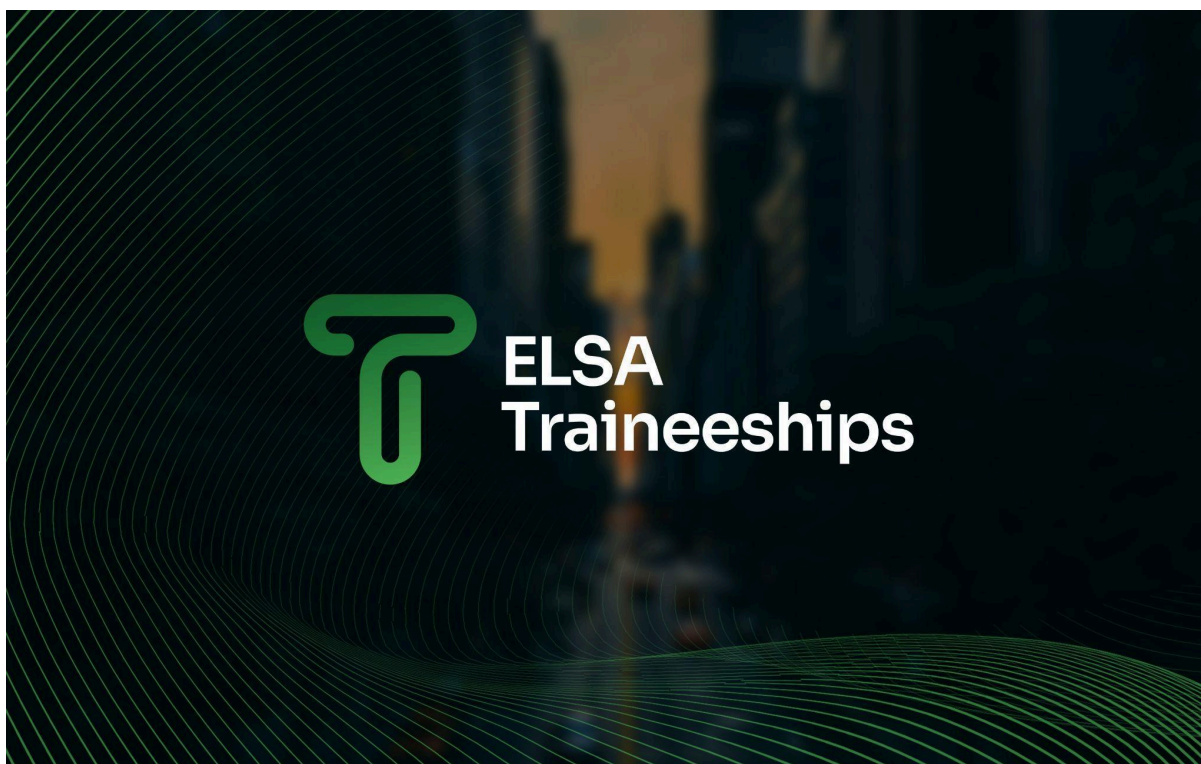
## ELEMENTS

1. Square speech bubbles
2. ECtHR and participants' images
3. Red see through layer over the images

## TIMELINE

1. **Launch** - September
2. **General Promotion** - ca. two months
3. **Registration Deadline** - November
4. **Final Round** - April

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## FONT

Archivo (all weights)

## COLOURS



RGB: 0 0 0  
CMYK: 0 0 0 100  
HEX: #000000



RGB: 103 172 95  
CMYK: 64 8 77 0  
HEX: #67ac5f



RGB: 48 96 51  
CMYK: 82 38 91 32  
HEX: #306033

## KEY SELLING POINTS

1. Cultural and legal exchange
2. Language skills improvement
3. Enhancing your CV internationally
4. Internatioanlity

## ELEMENTS

1. Corporate buildings
2. Young professionals
3. Office environment
4. Business
5. Traineeships destination pictures

## TIMELINE

1. **Job Hunting** Promotion Period
2. **Student Hunting**  
**Countdown** – one week  
**General Promotion** – six weeks

## TWO CYCLES

- 1st **Launch in November**  
2nd **Launch in March**

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## FONT

Lato (all weights)

## COLOURS



RGB: 65 64 66  
CMYK: 66 57 52 55  
HEX: #414042



RGB: 242 70 25  
CMYK: 0 82 91 0  
HEX: #f24619



RGB: 244 120 8  
CMYK: 0 62 96 0  
HEX: #f47808



RGB: 255 206 8  
CMYK: 0 19 92 0  
HEX: #ffe08



RGB: 9 171 209  
CMYK: 74 9 13 0  
HEX: #09abd1



RGB: 0 81 123  
CMYK: 96 63 29 14  
HEX: #00517b

## KEY SELLING POINTS

1. A wide variety of legal topics
2. Good & efficient
3. Cultural diversity
4. Price

## ELEMENTS

1. Waves
2. Boats
3. Beaches
4. Umbrellas
5. Hand drawn icons

## TIMELINE

1. **Preliminary Promotion** – three weeks
2. **General Promotion** – seven weeks
3. **Additional Promotion Period** – two weeks

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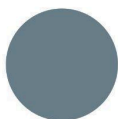
## FONT

Lato (all weights)

## COLOURS



RGB: 27 54 64  
CMYK: 89 61 51 55  
HEX: #1b3640



RGB: 105 127 138  
CMYK: 61 38 34 16  
HEX: #697f8a



RGB: 217 215 201  
CMYK: 18 13 23 1  
HEX: #d9d7c9



RGB: 10 48 135  
CMYK: 100 85 0 0  
HEX: #0a3087

## KEY SELLING POINTS

1. A wide variety of legal topics
2. Social programme
3. Cultural diversity
4. Winter break

## ELEMENTS

1. Snowy sceneries
2. Mountains
3. Frozen lakes
4. People under snow
5. Christmas

## TIMELINE

1. **Preliminary Promotion** – three weeks
2. **General Promotion** – six weeks

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#ELSADelegations

# ELSA Delegations

«Experience international decision making»



ELSA  
Delegations

40 | ELSA Brandbook





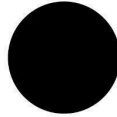
## FONT

Lato (all weights)

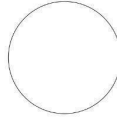
## COLOURS



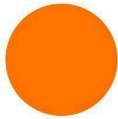
RGB: 10 48 135  
CMYK: 100 85 0 0  
HEX: #0a3087



RGB: 0 0 0  
CMYK: 0 0 0 100  
HEX: #000000



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 255 116 0  
CMYK: 0 64 94 0  
HEX: #f74000

## KEY SELLING POINTS

1. Exclusive opportunity for ELSA members
2. First-hand experience in international decision making
3. A wide variety of sessions on current hot topics

## ELEMENTS

1. Recognisable images from UN bodies
2. Images with a variety of flags

## TIMELINE

1. **Application opens every two months**
2. **Promotion Period** – two weeks



## FONT

Lato (all weights)

---

## COLOURS



RGB: 220 197 139  
CMYK: 16 20 51 2  
HEX: #dccc8b



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff



RGB: 138 120 80  
CMYK: 43 44 75 16  
HEX: #8a7850

---

## KEY SELLING POINTS

1. High quality online legal courses
2. Specialisation without leaving home
3. Certificate of participation



## FONT

Lato (all weights)

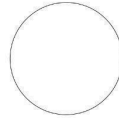
## COLOURS



RGB: 52 73 153  
CMYK: 91 76 1 0  
HEX: #344999



RGB: 68 208 169  
CMYK: 64 0 46 0  
HEX: #44d0a9



RGB: 255 255 255  
CMYK: 0 0 0 0  
HEX: #ffffff

## KEY SELLING POINTS

1. Human Rights and Social Responsibility
2. Hot legal topics
3. Feeling connected to the ELSA Network

## ELEMENTS

1. Degraded transparent boxes
2. Images associated with Human Rights & IFP Topic

## TIMELINE

- General Promotion** - throughout the year  
**ELSA Day** - Last Wednesday of November

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ELSA International  
Phone: +32 2 646 26 26  
Web: [www.elsa.org](http://www.elsa.org)  
E-mail: [elsa@elsa.org](mailto:elsa@elsa.org)

The European Law Students' Association

## ANNEX 5. CODE OF CONDUCT OF ELSA

As an association, we strive to work towards ‘A just world in which there is respect for human dignity and cultural diversity’. We are committed to creating a safe, respectful and inclusive environment for all and believe everyone has the right to be treated with respect.

This Code of Conduct of ELSA shall serve as an embodiment of ELSA’s values, as a guide to ELSA members and any other individual taking part in ELSA events, and as a tool to prevent and remedy unacceptable behaviour.

### Chapter 1. Aim

---

1.1 This Code of Conduct aims to:

- a. ensure that ELSA offers a safe space for everyone involved in the Association to experience personal and professional growth;
- b. emphasise the importance of respectful behaviour at all times and set a foundation of shared values;
- c. establish a common understanding of unacceptable behaviour regardless of the cultural or educational background of individuals;
- d. establish procedures to report, deal with and remedy unacceptable behaviour.

### Chapter 2. Applicability

---

2.1 This Code of Conduct applies to all events organised or coordinated by the International Board of ELSA. Within this scope, it is binding on all individuals involved in the organisation or participating in such events, regardless of their status as Local, National or International Officers.

2.2 It is the responsibility of the respective organiser of an event to ensure that all participants are aware of the Code of Conduct and its contents.

2.3 This Code of Conduct also applies at all times to the members of the International Board of ELSA and the ELSA International Team.

2.4 National Groups are encouraged to use the Model Code of Conduct provided by ELSA International within their own National Group or create their own National Code of Conduct.

### Chapter 3. Obligations and Responsibilities

---

3.1 The International Board of ELSA shall:

- a. raise awareness of the content of the Code of Conduct in the Network;
- b. ensure appropriate training to all members responsible for applying the Code;
- c. ensure the independence of all Welfare Officers; and
- d. enforce measures as decided by the Director for Welfare and/or the Ethical Committee of ELSA.

3.2 The Director for Welfare shall:

- a. enforce the Code of Conduct;
- b. revise the Code of Conduct of ELSA in collaboration with the Secretary General of the International Board and the Welfare Team;

- c. educate and be a contact person for national and international Officers on matters related to Officer welfare and the Code of Conduct;
- d. support Welfare Officers of Event Organising Committees and create materials for them.

3.3 The Assistant(s) for Welfare shall:

- a. support the Director for Welfare in their duties and responsibilities;
- b. coordinate with the Welfare Team and the Secretary General of the International Board of ELSA to educate the ELSA Network on the topic of welfare.

3.4 The Ethical Committee of ELSA shall:

- a. upon request of the Director for Welfare, advise and deliberate on ethical questions related to this Code of Conduct when a reported conduct requires it;
- b. decide upon breaches of the Code of Conduct;
- c. upon request of the Director for Welfare, assist in developing and furthering welfare in the Network.

3.5 Organising Committees of ELSA events shall:

- a. in particular where neither the Director for Welfare nor the Assistant(s) for Welfare will be present at the event, appoint a member of the Organising Committee as a Welfare Officer who is in contact with the Director for Welfare and in charge of contacting relevant national authorities and national services;
- b. introduce the relevant Welfare Officers who shall present this Code of Conduct at the beginning of each event;
- c. inform participants on how to report unacceptable behaviour;
- d. take appropriate measures during the event to prevent breaches of the Code of Conduct and to safeguard individuals.

3.6 All attendees shall:

- a. be aware of what constitutes behaviour prohibited by the Code of Conduct;
- b. behave and act in accordance with this Code of Conduct and the applicable law under all circumstances.

---

## Chapter 4. Prohibited Behaviour

---

### 4.1 Behaviours Not Explicitly Mentioned

4.1.1 Other behaviours not explicitly mentioned in the Code of Conduct may also constitute a breach of the Code of Conduct if sanctioning them is in line with the scope and purpose of this Code of Conduct. Behaviour prohibited by the national penal code of the country where an event occurs may constitute a breach of this Code of Conduct. Physical or psychological actions aimed or having as its effect the violation of rights and freedoms of other persons are prohibited by this Code of Conduct, in particular:

- a. bullying;
- b. harassment;
- c. sexual harassment;
- d. violence.

### 4.2 Bullying

4.2.1 Bullying is repeated and unwanted behaviour aimed at, or resulting in, victimising, humiliating, undermining or threatening an individual or group of individuals and/or causing psychological/physical harm. Bullying often involves a misuse or abuse of power/authority (real or perceived), where the target(s) can experience difficulties defending themselves.

4.2.2 Examples of bullying include, but are not limited to:

- a. physical bullying: using physical force or aggression against another person (e.g., shoving, hitting, invasion of personal space);
- b. verbal bullying: using words to attack someone (e.g., name-calling, teasing, insulting/offensive remarks);
- c. social/relational bullying: trying to hurt someone by excluding them, spreading rumours, damaging their reputation or ignoring them;
- d. cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g., sending threatening text messages, publishing demeaning posts about an individual);
- e. work-related: isolating and undermining one's position/authority or purposefully making one's performance of work difficult or unbearable (e.g., avoiding communicating with an individual; purposefully giving unmanageable workloads and deadlines; arbitrarily changing tasks; using evaluations to document alleged decreased/lower performance, contrary to facts, using threats, intimidation and pressure to influence the way an individual performs their job).

### **4.3 Harassment**

4.3.1 Harassment is a form of discrimination that includes unwarranted conduct with the purpose or effect of violating a person's dignity, victimising, humiliating, undermining, threatening them or creating a hostile, degrading, or offensive environment, based on their:

- a. age;
- b. race (e.g., skin colour, facial features);
- c. ethnicity (e.g., culture, language, history, accents);
- d. religion (religious beliefs);
- e. sex and/or gender;
- f. sexual orientation;
- g. family status;
- h. marital or relationship status;
- i. physical or mental disability (e.g., mental illness, learning disability, using a wheelchair);
- j. or any other distinguishable attribute.

4.3.2 Conduct can be through acts of verbal, nonverbal or physical aggression, intimidation or hostility and is not restricted to any medium. It may consist of a single instance or repeated inappropriate behaviour.

4.3.3 Examples of harassment may include, but are not limited to:

- a. verbal harassment (e.g., jokes, comments, ridicule or songs, victimisation of a person who has suffered a violation of this Code of Conduct);
- b. written harassment (e.g., text messages, emails, notices or comments);
- c. activity on social media (e.g., comments under photos, posts, mentions);
- d. physical harassment (e.g., jostling, shoving or any form of assault);
- e. intimidatory harassment (e.g., gestures, threatening poses, putting pressure on someone not to file a report);
- f. visual displays (e.g., posters, emblems or badges);
- g. isolation or exclusion from social activities;
- h. sexual harassment.

### **4.4 Sexual Harassment**

4.4.1 Sexual harassment may include but is not limited to:

- a. unwelcome sexual advances;
- b. unwelcome physical closeness or touch;
- c. asking for sexual favours;
- d. pressuring someone into performing sexual acts;
- e. unwelcome efforts or pressure to develop a romantic or sexual relationship with that individual or third parties;
- f. unwelcome comments about an individual's body or sexual activities;
- g. threatening to engage in an unwanted sexual act with another person;
- h. unwelcome jokes or teasing of a sexual nature or based upon gender, perceived gender, or sex stereotypes;
- i. other verbal or physical harassment of a sexual nature.

#### **4.5 Violence**

4.5.1 Violence is defined as any action that intentionally harms or injures another person. It includes physical aggression, deliberate coercion of another individual to use inappropriate substances (drugs, alcohol) and sexual violence. Sexual violence means any behaviour or act of a sexual nature, or perceived to be of a sexual nature, which is unwanted and takes place without consent or understanding of all persons involved. Sexual violence includes but is not limited to:

- a. rape;
- b. sexual assault;
- c. sexual activity without consent.

4.5.2 ELSA operates under a clear consent culture: everything that is not a clear “yes” is a “no”. No individual should engage in any romantic, sexual or intimate activity with another individual who:

- a. has not explicitly consented to engaging in the activity and/or;
- b. does not have the capacity to give consent (e.g., intoxication by drugs or alcohol, any physical or mental condition that might cause confusion, mental health conditions, under the age of consent applicable in the country where the respective event is taking place) and/or;
- c. does not have the freedom to consent (e.g., is coerced, pressured, forced, blackmailed or constrained when giving apparent consent).

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### **Chapter 5. Welfare Team**

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#### **5.1 Welfare Officers**

5.1.1 The Welfare Team consists of the Director for Welfare, the Assistant(s) for Welfare, and the Ethical Committee, appointed by the International Board of ELSA. The Officers should reflect the diversity of ELSA, being selected from different functions and groups.

5.1.2 All Welfare Officers shall be independent and impartial. The Officers shall disclose any conflict of interest and recuse themselves from any matter in which they have a conflict of interest, including but not limited to the determination and decision-making on an investigation against a member of the National Group of which they are a part. In case of a conflict of interest, the Secretary General of the International Board of ELSA shall be informed and dismiss the Officers if it did not occur by them.

#### **5.2 Ethical Committee of ELSA**

5.2.1 The Ethical Committee is composed of three members and one substitute recruited from the ELSA Network and appointed by the International Board of ELSA;

5.2.2 Members of the Ethical Committee shall hold their position for the duration of the term of their appointment, starting from the 1st of October until the 30th of September of the following year.

5.2.3 The Secretary General of the International Board of ELSA advises the Ethical Committee on the enforcement of the measure decided upon but does not take part in the deliberations themselves.

5.2.4 The Director for Welfare shall attend the Ethical Committee's meetings, responding to any questions and providing general advice to the Committee, but not having the right to vote upon any decision.

5.2.5 All members of the Ethical Committee shall meet high ethical standards. The status of any member on the Committee may be prematurely terminated by the decision of the International Board of ELSA in the event of:

- a. failure to participate in one or more meetings of the Committee without valid reasons;
- b. breaches of the Code of Conduct or other behaviour that is not up to the high ethical standards expected from Committee members;
- c. non-disclosure of potential conflicts of interest regarding a particular hearing;
- d. disclosure of confidential information about any of the parties involved in a particular report; or
- e. any other breach of the non-disclosure agreement signed with the International Board of ELSA.

### **5.3 Clarifications Regarding Prohibited Behaviour**

5.3.1 Any ELSA member may contact the Welfare Team for clarification regarding prohibited behaviour stipulated by this Code. The request must include:

- a. surname, name and contact details of the person requesting clarification;
- b. provisions of the Code where a clarification is required;
- c. an abstract description of the circumstances that led to the need to clarify the provisions.

5.3.2 Upon receiving a request for clarification, which includes the need for a complex interpretation of the Code of Conduct, the Welfare Team shall consult the Ethical Committee of ELSA, who shall provide the final clarification.

5.3.3 The Ethical Committee may either provide the clarification to be then communicated to the specific individual ELSA member or may request the Secretary General of the International Board of ELSA to publish the clarification for the general knowledge of the ELSA Network. These clarification requests are taken into account when reviewing the Code of Conduct.

### **5.4 Confidentiality**

5.4.1 Deliberations related to reports under the Code of Conduct shall be confidential. The International Board of ELSA shall ensure that all Welfare Officers sign a strict non-disclosure agreement.

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## **Chapter 6. Reporting and Investigation**

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### **6.1 Reporting**

6.1.1 Any person witnessing, experiencing or becoming aware of a (possible) violation of this Code of Conduct may report the incident(s) to the Director for Welfare at [welfare@elsa.org](mailto:welfare@elsa.org) or in person. If the Director for Welfare is in a conflict of interest or the person wanting to make the



report feels more comfortable for any reason, they may instead contact the Assistant(s) for Welfare at [assistant.welfare@elsa.org](mailto:assistant.welfare@elsa.org) or in person.

6.1.2 In case the Director for Welfare is in a conflict of interest, they shall recuse themselves from the rest of the procedure following the report. In such a situation, the Assistant(s) for Welfare shall take over their role. In the event that the position of the Assistant for Welfare is not filled, the rest of the procedure will be led by the Welfare Officer receiving the report.

6.1.3 Alternatively, the report may be submitted to the designated Welfare Officer of the Organising Committee of the event (if applicable) where the possible violation occurred.

6.1.4 Any report should include as many details as possible, such as date, time, location, the names of any witnesses or parties involved and contact details of the person making the report. The identity of the person making the report will be kept confidential unless disclosure is required by law. The report should include information about the role of the person making the report in the potential Code of Conduct violation, i.e. if the person is a witness or a victim.

6.1.5 The report shall be filed in English or in another language in which the Welfare Officer is fluent when it is an in-person report.

## **6.2 Anonymous Reports**

6.2.1 Alternatively, any person witnessing, experiencing or becoming aware of a violation of this Code of Conduct may submit a complaint anonymously via [this Google Form](#). Similarly, a person submitting a report via email or in person can wish for their identity to be kept secret.

6.2.2 An anonymous complaint cannot lead to sanctions for the accused person, but the Welfare Team may contact the accused person if the victim wishes.

## **6.3 Preliminary Investigation**

6.3.1 Once a report or complaint has been received, the Welfare Officer receiving the report shall do the following within a reasonable time:

- a. ensure that the victim is safe (the Welfare Officer shall get in contact with the potential victim as soon as possible and ensure that this person is safe from potential further violations);
- b. inform the Director for Welfare (if applicable) that a potential violation has occurred;
- c. at the victim's discretion, help the potential victim contact the relevant national authorities and other services in the country where the potential violation has taken place or where they are located, as applicable (such as psychological services or victim support hotline).

## **6.4 Investigation**

6.4.1 The Welfare Officer shall, within seven days of receiving a report, schedule an oral meeting with the person making the report.

6.4.2 Following the oral meeting provided by 6.4.1, the Welfare Officer shall contact the accused person(s) and schedule an oral meeting in order to seek detailed information about the facts.

6.4.3 The Welfare Officer shall decide upon the severity of the potential violation reported (after consultation with the Director for Welfare where applicable).

6.4.4 Following the decision, the Welfare Officer shall explain the possible next steps to the person making the report.

## **6.5 Mediation**

6.5.1 In case of potential less severe violations, including but not limited to verbal bullying, verbal or written harassment and harassment through social media, the Director for Welfare shall:

- a. discuss the conflict with all parties involved and discuss possible options for resolving the conflict;
- b. primarily promote the peaceful settlement of a conflict situation;
- c. if all parties agree, initiate a mediation procedure between the involved people, led by the Director for Welfare or an Assistant for Welfare tasked with this by the Director;
- d. reach an understanding between the parties;
- e. In case of an unsuccessful mediation, refer the case in an anonymised form to the Ethical Committee of ELSA.

6.5.2. The parties and the mediator may agree on the language of the mediation procedure. If no agreement is reached, the procedure shall be held in English.

## **6.6 Potential Severe Violations**

6.6.1 In case of a potential severe violation, including but not limited to physical or sexual harassment, sexual abuse, or rape, the Director for Welfare shall:

- a. ensure that the victim gets every help they require;
- b. conduct interviews with the involved parties to collect all the necessary information related to the potential violation (all interviews shall be held separately);
- c. inform the International Board of ELSA, as well as the Head of the Organising Committee in case of an international event, of the fact that a potentially severe violation has been reported, so that the appropriate measures may be taken to safeguard the victim and to help national authorities in fulfilling their duties;
- d. consult the Assistant(s) for Welfare at the discretion of the potential victim;
- e. refer the case to the Ethical Committee of ELSA in an anonymised form.

## **6.7 Temporary Measures**

6.7.1. If a measure needs to be taken urgently, the Director for Welfare shall:

- a. decide upon a temporary measure not exceeding one week;
- b. consult the International Board of ELSA and the Organising Committee of the respective International Event, if applicable, on the enforcement of the measure;
- c. within a reasonable time after the decision is made, convene the Ethical Committee, which may convert the temporary measure into a permanent one.

## **6.8 Procedure Before the Ethical Committee**

6.8.1 If a violation is referred to the Ethical Committee of ELSA, the Committee shall be convened by the Director for Welfare.

6.8.2 The Ethical Committee shall:

- a. verify that all members of the Ethical Committee are unbiased regarding the report at hand and, if necessary, remove any members that are biased or in a possible conflict of interest for the particular hearing;
- b. set the date and time for an online or in-person meeting within one week (or two weeks in extraordinary circumstances) of the report being submitted;
- c. hear the facts of the case presented by the Director for Welfare in an anonymised form (so that the identity of the potential victim, the accused person and any witnesses remain unknown);
- d. once it has all the facts, decide upon whether there was a violation of the Code of Conduct;
- e. take a decision on potential disciplinary actions to be taken (whereby each member has one vote, and a majority of the votes is required to take a decision);
- f. communicate the decision accompanied by detailed reasoning to the Director for Welfare.

6.8.3 The decision must be taken within a reasonable timeframe given by the Director for Welfare. The decision is then communicated within one week to the following people:

- a. the accused person;
- b. the victim(s);
- c. the person who made the report (if a different individual);
- d. the International Board of ELSA.

6.8.4 The Director for Welfare shall also inform the Welfare Officer who received the report that the case has been closed without disclosing further information.

6.8.5 The Ethical Committee shall establish international rules of procedure to ensure compliance with the Code of Conduct. Minutes shall be kept of the Committee's meetings.

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## **Chapter 7. Measures and Sanctions**

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### **7.1 Possible Measures and Sanctions**

7.1.1 Violations of this Code of Conduct will result in appropriate disciplinary measures and sanctions. Measures and sanctions should be applied with an educational and preventative purpose rather than retributive.

7.1.2 When deciding on a measure or sanction, the context of a case is taken into account.

7.1.3 Possible sanctions for violations in instances that are not referred to the Ethical Committee may include:

- a. reprimands or warnings;
- b. expulsion from the event where the violation took place at the participant's own expense.

7.1.4 Possible sanctions for violations in cases that are referred to the Ethical Committee may include but are not limited to:

- a. reprimands or warnings;
- b. expulsion from the event where the violation took place at the participant's own expense;
- c. exclusion from future activities coordinated by the International Board of ELSA, either temporarily or permanently;
- d. non-binding advice to the Board of a National or Local Group to suspend or expel the member;

- e. non-binding advice to the Board of a National or Local Group to deprive a person of Alumni status;
- f. binding advice to the International Board of ELSA to dismiss the member concerned from their position where they are a part of the ELSA International Team.

## **7.2 Sanction Thresholds**

7.2.1 For a first-time offence for a violation that is not referred to the Ethical Committee, a warning or reprimand pursuant to 7.1.2 a) or 7.1.2 b) shall be issued.

7.2.2 In case of a violation that was referred to the Ethical Committee, a warning or reprimand pursuant to 7.1.3 a) or 7.1.3 b) shall only be applied in minor cases. Otherwise, a measure pursuant to 7.1.3 c), d), e), or f) shall be applied.

7.2.3 In case of recidivism after an initial warning or reprimand under 7.1.3 a) or 7.1.3 b), a measure from 7.1.3 c), d), e) or f) shall be applied.

## **7.3 Communication of Decision**

7.3.1 The decision and measure (if applicable) are communicated within one week to the following people:

- a. the accused person;
- b. the victim(s);
- c. the person who made the report (if a different individual);
- d. the International Board of ELSA.

## **7.4 Alternative Measures for the International Board of ELSA**

7.4.1 If the Ethical Committee of ELSA decides that a Member of the International Board of ELSA shall be suspended, excluded or dismissed from ELSA, the Director for Welfare shall inform the International Council about this decision. The International Council can then decide to dismiss the respective Member of the International Board of ELSA in accordance with Article 8.5 of the Statutes of ELSA.

## **7.5 Reporting to Authorities**

7.5.1 None of the measures and sanctions mentioned above shall keep any involved person from contacting national authorities on their own or from pursuing legal action in accordance with the applicable national law.

7.5.2 The Welfare Officers shall make a report to the competent authorities about a violation if the law requires them to do so.

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## **Chapter 8. Periodic Review**

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8.1 The International Board of ELSA and the Welfare Team shall review this Code of Conduct at least every three years.

8.2 The International Board of ELSA and the Welfare Team shall consult the International Council for every review.

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## **Chapter 9. Data Protection and Privacy**

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## **9.1 Generalities**

9.1.1 All information about people involved and the facts are kept strictly confidential by the Welfare Team until the procedure is over or the sanction attributed to the defendant has finished.

9.1.2 The Welfare Team shall keep only information strictly necessary to carry out the proceedings. The data shall be anonymised as quickly and as far as possible by the Welfare Team.

9.1.3 At the end of their mandate, the Welfare Team shall verify and, if needed, delete data that is not necessary anymore.

9.1.4 ELSA International shall keep a file for the purposes of advising the Ethical Committee of ELSA in cases of recidivism. This file will contain the names of persons sanctioned under the Code of Conduct, as well as information on the applied sanction and its duration. This information shall be deleted as soon as the period of application of the sanction ends. This file shall only be accessible to the International Board of ELSA and the ELSA International Welfare Team.

## **9.2 Officer(s) responsible for Data Protection**

The Officer responsible for Data Protection of ELSA International may ask to verify that only necessary information is kept by the Welfare Officer.

## **ANNEX 6. INITIATIVES IN THE CONTEXT OF THE INVASION OF UKRAINE**

### **Article 1. Assistance**

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1.1 The International Board of ELSA shall create a guide on a network-wide initiative to help the people impacted by the war in Ukraine.

1.2 All National Groups shall appoint a contact person in the context of the network-wide initiative referred to in Article 1.1. They shall communicate the name of that person and an email address through which they can be reached by ELSA International.

### **Article 2. Legal Database**

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2.1 ELSA International shall create a database, with the aim of providing information related to international protection, subsidiary protection and temporary protection, or any type of migration status offering similar protection, in all States where a National Group is present. This database shall be made available.

2.2 National Groups shall fill in and update regularly within reasonable time the database mentioned in Article 2.1 with the related information for their country.

2.3 ELSA International shall ensure that the database mentioned in Article 2.1 is made available in English and Ukrainian.

### **Article 3. Working Groups**

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3.1 A Working Group shall be created to investigate how ELSA can better help the humanitarian situation in Ukraine.

3.2 National Groups should have at least one of their representatives apply to take part in the said Working Group.