

Statutes

of the European Federation of Psychology Students'
Associations (EFPSA) ASBL/VZW

Approved at the Joint Executive Board and Member Representatives' Meeting 2022

General Assembly II

November 2022

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Chapter 1. Basic Information

Article 1: Name, Form, Seat and Duration

The organisation's name is the 'European Federation of Psychology Students' Associations ASBL/VZW. This may be abbreviated to 'EFPSA' (hereinafter "the Federation").

The Federation's legal form (forme juridique/rechtsvorm) is a not-for-profit organisation (Association Sans But Lucratif (ASBL)/ Vereniging Zonder Winstoogmerk (VZW)) recognised by the Enterprise Court (Tribunal de l'Entreprise /Ondernemingsrechtbank) of Brussels in Belgium, under the registration number 0436.172.475.

The head office is located in the Brussels-Capital Region of Belgium.

The Board may decide to move the registered office within Belgium, provided that such a move does not require a change in the language of the Statutes by virtue of the applicable language regulations.

In the event of a change of registered office to a municipality belonging to another linguistic regime, this decision falls within the exclusive competence of the General Assembly, as do the resulting amendments to the Statutes.

Any change of the registered office is published in the annex to the Belgian Monitor by the Board.

The Federation should apply for the registration of its Board on an annual basis to the Administrative Service of the Commercial Court (Greffé du Tribunal de l'Entreprise/Griffie van de Ondernemingsrechtbank). This registration is then published in the annex to the official Belgian Monitor (Moniteur Belge/Belgisch Staatsblad).

The Federation is established for an unlimited period of time.

Article 2: Corporate Visual Identity of the Federation

The official logo of EFPSA is two psi symbols taken from the Greek alphabet, presented on an orange



background, with both the name 'EFPSA' and the full name presented beneath (as seen below).

The official slogan of EFPSA is “Minding the future, shaping psychology”.

The official seals of the President, Vice President and Finance Officer of EFPSA can be seen below from left to right, respectively.



Additional regulations pertaining to EFPSA's Corporate Visual Identity (CVI) can be found in the CVI Brandbook (see Internal Regulations, Article 2).

Article 3: Language, Currency & Time Zone

The working language of EFPSA is English and the official language is both French and Dutch. The official EFPSA currency is Euro (€). The official EFPSA time zone is Central European Time (CET) and Central European Summer Time (CEST) according to the daylight saving time (DST).

Article 4: Principles

The Federation pursues its aims without gender, political, religious, social, racial, national, sexual or any other form of discrimination. The Federation is independent of any political parties.

The Federation respects the autonomy of its members. Members are obliged to follow the principles of EFPSA (see Internal Regulations, Chapter 2) and the EFPSA Code of Conduct (see Internal Regulations, Chapter 2, Article 6).

The Federation intends to comply with the Code of Societies and Associations ("Wetboek van Vennootschappen en Verenigingen" or "Code des Sociétés et Associations") (hereinafter "CSA"). Consequently, the provisions of this Code which are not lawfully derogated from by the present Statutes are deemed to be included in them, and any clauses which are contrary to the mandatory provisions of this Code are deemed not to be written.

Chapter 2. Purpose and Object

Article 5: Purpose and Object

Article 5.1: Purpose

The purpose of EFPSA is to

- Bring psychology students together on a European level to enrich their concept and application of psychology and encourage skill development in order to contribute to the improvement of the field; and
- Have a positive impact on society and its perception of psychology; and
- Support scientific and social interaction and cultural exchange between psychology students, academics and professionals.

The Federation is selflessly committed to these purposes and seeks no direct or indirect financial benefit for its members, directors or any other person.

Article 5.2: Regular Activities

In pursuit of this purpose, the Federation regularly organises activities with the aim:

1. To promote the exchange of ideas among European psychology students, academics and professionals with regards to their profession; and
2. To promote research collaboration among European psychology students; and
3. To support the advancement of European psychology education; and
4. To facilitate interaction amongst students and promote social and cultural exchange at both an international and professional level; and
5. To promote and further the mobility of European psychology students.

The regular activities that the Federation intends to carry out include notably the following:

- Several events: Congress, Conference, Research Summer School, EFPSA Day, Train the Trainers, Train Advanced Trainers, EFPSA Academy, Trainers' Meeting, Trainers' Conference
- Research Programme
- Journal of European Psychology Students (JEPS)
- Social Impact Initiative Campaigns
- Training sessions
- Policy and Position papers
- Webinars
- Collaborations with external students' and professionals' organisations
- Student Exchanges
- Internships
- Blogs
- EFPSA Magazine
- Etc.

The Federation may intervene and participate in any activity that directly or indirectly achieves one or more of its purposes. The Federation may also participate or collaborate with other legal entities, having similar activities to those of the Federation.

Within EFPSA, the term 'psychology students' refers to all students studying psychology at university level.

The purposes of the Federation are primarily aimed toward students studying at Undergraduate (Bachelors) and Postgraduate (Masters/PhD/Doctorate) levels.

People who are within two years of their graduation are also eligible to attend EFPSA activities and/or hold positions within the EFPSA Community. These two years will be calculated in terms of the academic year (e.g. If someone has graduated in the academic year 2018/2019, they can apply for Events and to be part of the EFPSA Community until the end of the EFPSA Mandate 2020/2021 i.e. April 2021.)

The Federation welcomes all suggestions aimed at improving its Services for both Undergraduate and Postgraduate students.

Chapter 3. Membership

Article 6: Membership Rules

Full membership to the Federation may be acquired and recognised on two equal tiers:

1. Member Organisation operating on a national platform (i.e. National Member Organisations)
2. Member Organisation operating on a regional platform (i.e. Regional Member Organisations)

Alternatively, organisations may hold membership within either tier as a Local Member Organisation (*see Article 6.3*).

Prior to full membership, an organisation that applies to join the Federation is recognised as an Observer Organisation. Organisations can hold the status of Observer Organisation for a maximum duration of two mandates.

Applications for membership to the Federation must be submitted in written form to the Federation through the Board by the board of the organisation applying for membership, following the procedures outlined in Article 8.

Regardless of tier, in almost all circumstances, the Member Organisations will be respected and handled on equal terms. The singular exception relates to the difference in voting rights between National/Regional Member Organisations and Local Organisations (*see Article 7, Point 7*).

Article 6.1: National Member Organisations

Admission to the Federation as a National Member Organisation is permitted under the following circumstances of eligibility:

1. The organisation is legally registered in a European state*
2. The organisation is able to demonstrate through its statutes (or some other form of official legislation) that:
 - a. The organisation represents psychology students from that country
 - b. The organisation supports the Mission, Vision, Values of the Federation
 - c. The organisation's activities should be open to psychology students of all universities within the country
3. There can be no more than one National Member Organisation, or two Local Organisations, per country (*see Article 8*)

* The Federation follows the guidelines of the Council of Europe in defining a European state.

Organisations from countries that are not recognised by the Council of Europe may apply to join the Federation as Regional Member Organisations (or Local-Regional Member Organisations).

Admission to the Federation as a Regional Member Organisation is permitted under the following circumstances of eligibility:

1. The region must fall within the boundaries of the member states of the Council of Europe
2. The region must be recognised as a country by at least 50% of the governments of countries where EFPSA has members
3. The organisation is legally registered in that region
4. The organisation is able to demonstrate through its statutes (or some other form of official legislation) that:
 - a. The organisation represents psychology students from that region
 - b. The organisation supports the Mission, Vision, Values and principles of the Federation
 - c. Although not compulsory, the organisation's activities are open to psychology students of all universities within the region
5. There can not be more than one Regional Member Organisation, or two Local Organisations, per region (see Article 8)

Regional Membership is a temporary status. Change of the status may result from either:

1. If the region comes to be recognised by fewer than half of the governments of countries where EFPSA has members
2. If the Council of Europe accepts the region as a country. In this case, the regional Member Organisation may apply for membership as a National Member Organisation, circumventing the need for the organisation to progress through the first-stage membership application process, but maintains Regional status until the EFPSA Congress.
 - a) The Regional Organisation must submit a formal request to EFPSA for second-stage membership 45 days prior to a General Assembly at the EFPSA Congress
 - b) The request includes the organisation's acknowledgement and acceptance of duties of Member Organisations outlined in Article 7
 - c) The request must be supported by provision of supporting documents requested during typical membership application (i.e. those outlined in Article 6, (in the case of application to National membership))

The Members Office is responsible for ensuring that a transfer of membership is permitted under the terms of these articles. Furthermore, the Members Office should support the organisation in this process and assure supporting documents are collected.

Provided all aspects of the request for transfer of membership are in good order, the Board shall prepare the request in a manner suitable for the General Assembly to vote on approval of the membership.

Transfer of membership from Regional to National status requires approval from two thirds (2/3) of the General Assembly to be successful. If approved, the organisation is recognised as a National Member Organisation with immediate effect.

Article 6.3: Local Member Organisations

Organisations may submit an application for Membership to the Federation as Local Organisations at either the national or regional tier.

Local membership is applicable to organisations that meet eligibility criteria specified above in all instances with the exception of points 2abc (in the case of application to national membership) or points 4abc (in the case of application to regional membership). Thereby, the status of Local Organisations allows for membership of an organisation that does not claim to operate at the National or Regional level and does not represent all psychology students of the country/region; instead, the organisation only represents and supports activities for a proportion of its country's/region's psychology students.

Article 7: Rights and Duties of Member Organisations

1. Member Organisations will familiarise themselves with the Federation's Statutes and Internal Regulations
2. Member Organisations will promote the aims of the Federation and support the realisation of its Mission, Vision and Values
3. Member Organisations are obliged to pay an annual membership fee (see Internal Regulations, Chapter 3, Article 8)
4. Member Organisations are obliged to nominate a Member Representative, approved by the organisation's board, to represent the organisation and work within the Federation, in accordance to the procedure outlined in Internal Regulations, Article 10
5. Member Organisations are required to send a delegate to participate in General Assemblies taking place at the annual Congress and Joint Executive Board & Member Representatives

Meeting, where they have the right and duty to vote on all matters of the General Assembly agenda

6. It is the duty of Member Organisations to appoint a delegate to exert their voting rights at General Assemblies
 - a. Delegates of National/Regional Member Organisations hold two votes to cast on proposals
 - b. Delegates of Local Member Organisations hold one vote to cast on proposals
7. Member Organisations are required to participate in e-votings
8. Member Organisations have the right to appoint up to three Vice Member Representatives
9. Psychology students of a country with a Member Organisation (unless state otherwise by the Member Organisation) have the right to apply for positions within the Executive Board of the Federation (with the exception of Member Representatives due to possible conflict of interest because of their voting rights)
10. Member Organisations are entitled to make use of the communication channels of the Federation (see Internal Regulations, Chapter 13)

Article 8: Application for Membership

Article 8.1: Applications for First-Stage Membership

Applications for membership to the Federation are welcomed at any time; but they may only be approved at the General Assembly of the annual Congress. Applications must be submitted to the Federation in written form through the Secretary General and Member Representatives Officer no later than 45 days prior to General Assembly I.

Application for membership involves two stages: an application of first-stage membership, which leads to joining the organisation as an Observer Organisation; and an application of second-stage membership, which leads to full membership within the Federation as a Member Organisation.

The Members Office is responsible for ensuring that candidate organisations are eligible for the type of membership that they are applying for (see Article 6). Furthermore, the Members Office should support the candidate organisation in this process and assure supporting documents are collected and delivered to the Member Representatives Officer and Secretary General. Provided all aspects of eligibility are in good order, the Board shall prepare the application as a proposal for the General Assembly to vote on approval of the membership application.

Applications for first-stage membership to the Federation have to be accepted by two thirds (2/3) of the General Assembly to be successful.

Once approved by the General Assembly, the organisation shall spend one year under the status of 'Observer Organisation.' Observer Organisations have two years to apply for second-stage membership. Observer Organisations do not hold the same rights as Member Organisations.

A country/region may have up to two Observer Organisations engaged in first-stage membership. However, if both organisations wish to apply for second-stage membership, then the General Assembly will decide on which one to accept as a National Member Organisation as there may only be one per country/region.

An organisation from a country/region with an existing Local Member Organisations may apply for first-stage and second-stage membership only if it meets eligibility criteria as a National/Regional Member Organisation.

Article 8.2: Applications for Second-Stage Membership

There are two steps involved in application to second-stage membership: Firstly, the candidate Observer Organisation must submit an annual report to the Federation. This report should account for the organisation's activities during its year as an Observer Organisation and demonstrate the organisation's continued commitment to the mission of the Federation (see Article 5). Failure to provide this document constitutes a default on the terms of first-stage membership, and will result in the General Assembly voting to dismiss the Observer Organisation. If the dismissed organisation wishes to continue with its application for membership, it must submit a new first-stage application.

Observer Organisations' annual reports need to be submitted together with, but no later than, formal confirmation requesting second-stage membership. Secondly, no later than 45 days before the General Assembly of the annual Congress taking place at the end of their year in first-stage membership, the Observer Organisation must request its approval for second-stage membership status. Once the Member Representatives Officer and Secretary General have received this request, the Board shall prepare a proposal for the General Assembly to vote on approval of the Observer Organisations as a Member Organisation. Failure to provide the request for its approval for second-stage membership status, within the maximum duration of two mandates, will result in the General Assembly voting to dismiss the Observer Organisation.

Second-stage applications for membership to the Federation have to be accepted by two thirds (2/3) of the General Assembly to be successful. If approved, the organisation is recognised as a Member Organisation with immediate effect.

Article 9: Membership Fees

Member Organisations are obliged to pay an annual membership fee in accordance with the amounts and procedures stated in Internal Regulations, Article 8. The membership fees are decided upon in accordance with the Gross Domestic Product (GDP) at purchase power parity per capita in each country. Changes to the membership fees are made by the Finance Officer and are approved by the Board and General Assembly, as stated in Internal Regulations, Article 8. Membership fees are paid for the forthcoming mandate and must be paid before or at the annual Congress, which marks the commencement of that mandate. If the Member Organisation would like to pay their membership fee for the forthcoming mandate prior to the Congress, this should be done no earlier than 45 days before the annual Congress.

Failure to pay the membership fee will result in a financial penalty, with further penalties incurred at set intervals so long as the fee remains unpaid (as described in Internal Regulations, Article 9).

Failure to pay the membership fee within one year constitutes violation of the Member Organisation's duties, and may result in the General Assembly voting to suspend membership of the Member Organisation (see Article 10).

Article 10: Voluntary Withdrawal and Dismissal from the Federation

Formal termination of membership from the Federation is allowed under the following conditions:

1. Dissolution of the Member Organisation
2. Formal dismissal of the Member Organisation from the Federation (see Article 10.1)
3. Voluntary withdrawal of a Member Organisation from the Federation (see Article 10.2)
4. Transfer of membership (see Article 10.3)
5. Tier Scale Transfer (see Article 10.4)

Formal dismissal from the Federation may result from the following:

1. Actions in defiance of the Belgian law

2. Persistent actions in contravention of EFPSA's Statutes, Internal Regulations, Mission, Vision, Values or decisions of the Federation
3. Failure to pay membership fees (as described in Internal Regulations, Article 9)
4. Failure to provide a delegate for two consecutive General Assemblies of the annual Congress

Only the General Assembly may vote to dismiss a Member Organisation, acknowledge the voluntary withdrawal of a Member Organisation, or approve transfer of membership or tier scale transfer. The General Assembly must be informed upon these matters at least 45 days before a General Assembly.

Article 10.1: Procedure for Formal Dismissal of a Member Organisation

Formal dismissal of a Member Organisation from the Federation is warranted if the Member Organisation is found to be in dereliction of duties as outlined in Article 7.

The deadline to pay the membership fee is on the 30th of June with no penalty fined. Between the 30th of June and the Joint Executive Board and Member Representatives (EB&MR) Meeting, the Member Organisation is fined a penalty of 5% of the fee. The Member Organisation is given a second deadline to pay the fee which is no later than 7 days after the Joint EB&MR Meeting. If they do not pay the fee, they get an additional penalty of 5% of the fee in which they need to pay the fee at the Congress the latest.

After the first year of not paying the fee, the stripping of voting and hosting rights of the MO will be proposed at the Congress. If an Organising Committee from the country already applied, the Board should check with the Organising Committee what their situation is and decide whether to propose their dismissal.

After the above-mentioned situation, the Member Organisation will have another mandate to cover the fee. At the end of the second mandate, if the Member Organisation is still not able to pay the fee, a decision will be made accordingly to their responsiveness and contact with the Members Office.

In the case of a responsive Member Organisation, the proposal of shifting their status from Member Organisation (MO) to the first-stage membership (i.e. Observer Organisation) will be proposed at the Congress.

If the Member Organisation did not communicate with the Members Office, their dismissal will be proposed at the Congress.

If the Member Organisation was not able to cover the membership fee for two mandates, meetings will be held with the mentioned organisation to see how EFPSA can help with their current situation.

The Board reserves the right to initiate a formal dismissal to a Member Organisation provided that they provide sufficient justification for their decision. The Member Organisation may appeal the charge. Respective of the contents of an appeal, the Board may request that the General Assembly vote on dismissal of the Member Organisation. The vote to dismiss the Member Organisation will pass provided it reaches approval from two thirds (2/3) of the General Assembly.

Dismissal results in loss of all rights of membership with immediate effect upon closure of the General Assembly within which voting takes place.

Any prior financial liability of a Member Organisation to the Federation remains in force beyond the termination of membership.

Should a dismissed organisation wish to re-join the Federation, it must apply at entry level for first-stage membership. If the organisation remains in financial debt to the Federation, then first-stage membership will only be permitted once the Finance Officer and organisation come to an agreement regarding the repayment of debts. Furthermore, the organisation must demonstrate that it has ceased all of the activities that resulted in its prior dismissal.

Article 10.2: Procedure for Voluntary Withdrawal of a Member Organisation

Should a Member Organisation wish to withdraw from the Federation, it has the right to do so. Leaving Member Organisations are requested to provide formal confirmation of their withdrawal, signed on behalf of the organisation by a person with appropriate authority, to the Member Representatives Officer.

Retirement of a Member Organisation (i.e. voluntary withdrawal) is only possible at the end of a mandate with a formal request for retirement submitted to the Federation 45 days prior to the General Assembly of the annual Congress where the withdrawal should be formally acknowledged.

The organisation's rights and duties will be immediately suspended upon their confirmation of withdrawal. The withdrawal should then be acknowledged at the General Assembly I of the annual Congress.

Article 10.3: Procedure for Transfer of Membership

Transfer of membership from one organisation to another, where the incoming organisation adopts the same membership status as its predecessor (i.e. National, Regional or Local), is possible under the following circumstances:

1. The incoming organisation is eligible for the same membership status as the retiring Member Organisation under criteria outlined in Article 6
2. The retiring Member Organisation submits a formal request for transfer of membership to a second organisation 45 days to the Member Representatives Officer prior to a General Assembly (either the Congress or the Joint Executive Board & Member Representatives Meeting)
3. The request includes the incoming organisation's acknowledgement and acceptance of duties of Member Organisations outlined in Article 7
4. The request is signed by the legislative bodies of both the retiring Member Organisation and the incoming organisation
5. The request must be supported by provision of supporting documents requested during a typical membership application (i.e. those outlined in Article 6 and Article 8).

Transfer of membership circumvents the need for the incoming organisation to progress through first- and second-stage membership application processes.

The Members Office is responsible for ensuring that a transfer of membership is permitted under the terms of these articles. Furthermore, the Members Office should support both the retiring and incoming organisation in this process and assure supporting documents are collected.

Provided all aspects of the request for transfer of membership are in good order, the Board shall prepare the request in a manner suitable for the General Assembly to vote on approval of the membership transfer.

Transfer of membership requires approval from two thirds (2/3) of the General Assembly to be successful. If approved, the incoming organisation is recognised as a Member Organisation with immediate effect.

Article 10.4: Procedure for Requests of Tier Scale Transfer

In the circumstances in which a Member Organisation or Observer Organisation no longer represents their country on the tier level they originally applied for or currently hold, a Tier Scale Transfer may be

requested. With this transfer, an Observer Organisation or Member Organisation may apply to change their tier status from that representing a scale of Local Organisation to National Organisation and vice versa (see Article. 6 for the scale of activity and representation). This procedure circumvents the need for the organisation to progress through the first-stage or second-stage membership application processes again.

- a. The organisation must submit a formal request to EFPSA for second-stage membership with the new tier scale 45 days prior to a General Assembly (either the Congress or the Joint Executive Board & Member Representatives Meeting)
- b. The request includes the organisation's acknowledgement and acceptance of duties of the requested Membership tier outlined in Article 7
- c. The request must be supported by provision of supporting documents requested during a typical membership application (i.e. those outlined in Article 6 and Article 8.

The Tier Scale Transfer requests to the Federation have to be accepted by two thirds ($\frac{2}{3}$) of the General Assembly to be successful. If approved, the organisation is recognised as a Member Organisation with the voting weight of the newly transferred tier with immediate effect.

The Members Office is responsible for ensuring that a transfer of membership is permitted under the terms of these articles. Furthermore, the Members Office should support the organisation in this process and assure supporting documents are collected.

Article 11: Persistence of Membership

Provided that Member Organisations are not found in breach of their duties that constitutes grounds for their dismissal from the Federation (see Article 10) and continue to pay their annual membership fees (see Article 9), then their membership will be continued indefinitely - there is no requirement for further application.

Should a Member Organisation amend its statutes (or other formal legislative document(s)) which it sought membership with, then it must inform the Federation of this fact, and submit its new document(s) to the Member Representatives Officer.

Should an organisation from a country/region that is already at the limit of the number of organisations it can have registered in the Federation (i.e. two Local Member Organisations or one National/Regional Member Organisation), wish to apply for membership, the organisation's request for candidacy will be evaluated by the Board. The Board is responsible for presenting the facts of the situation to the General

Assembly. The General Assembly will then vote on which organisation should hold membership within the Federation.

Article 12: Member Representatives Meetings

Member Representatives (typically abbreviated to MRs) shall meet in person at least twice per mandate and once a month online.

The first meeting takes place at the annual Congress. Regulations for the meeting are outlined in Internal Regulations, Article 30.

The second meeting takes place towards the middle of the mandate at the Joint Executive Board & Member Representatives Meeting (typically abbreviated to Joint EB & MR Meeting). Regulations for the meeting are outlined in Internal Regulations, Article 31.

Article 13: Individual Membership

The purpose of the individual membership is to allow individual members to have the opportunity to take part in EFPSA and its events in case they do not have their Member Organisation in EFPSA.

We describe the individual membership below:

- Students holding the Individual Membership are able to participate in all EFPSA events, and they will pay a 5% higher participation fee.
- They are able to apply for positions in the Supporting Community and international Organising Committees.
- They are able to use *the services provided by* the Offices and Services of EFPSA.
- A number of spots for Congress will be added for both students with Individual Memberships and from the Observer Organisations.
 - Following distribution: Each Member Organisation (MO) gets an equal number of spots (named 100%). 50% of that number will be given to each Observer Organisations (OO), 20% of that will be given to students with Individual Memberships (e.g. 10 spots for each MO, 5 for each OO, 2 spots for Individual Memberships)
- Individual Members are not able to apply for the Working Community positions and national Organising Committees.
- Students from a country that has a Local Organisation are also eligible to apply for Individual Memberships.
- Individual Members pay a yearly 5% of membership fee according to the GDP groups.

Chapter 4. General Assembly

Article 14: Composition

The General Assembly is composed of delegates of each Member Organisation of the Federation and of delegates of each Service or Office of the Executive Board. Each Member Organisation is represented by only one delegate, typically their Member Representative. In circumstances where this is not possible, substitutes may be appointed as described in Article 15. Each Service or Office is represented by only one delegate that has been appointed at the beginning of the mandate by each Office or Service. This Executive Board delegate can never be a Board member.

If a Member Representative can not attend the General Assembly, the Member Representatives Officer must open a Call for delegates to the General Assembly, at least 30 days prior to the meeting. Member Organisations are required to confirm details of their delegates prior to the General Assembly by way of written confirmation being provided to the Member Representatives Officer in response to the Member Representatives Officer's Call for delegates. If a delegate of the Executive Board can not attend the General Assembly, the Service or Office of that member has to elect a delegate to represent them during their team meeting at least 30 days prior to the General Assembly meeting. The Service or Office is required to confirm their new delegate by way of written confirmation provided to the Member Representatives Officer.

All Member Organisation and Executive Board delegates participating in a General Assembly are required to register their presence at the General Assembly before the meeting commences. Delegates' names and signatures will be collected by the Member Representatives Officer, at least 14 days prior to the General Assembly I at the Congress via collection of the Delegation of Representation. If the Member Representative or Executive Board delegate is not able to attend at least one session of the General Assembly either at the Congress or at the Joint Executive Board & Member Representatives Meeting, they should send the Delegation of Voting Rights document in response to the Member Representatives Officer Call for delegates.

Delegates of National/Regional Member Organisations hold two votes to cast on proposals; delegates of Local Member Organisations hold one vote to cast on proposals. Delegates of the Executive Board hold one vote to cast on proposals.

Article 15: Authority

The General Assembly deliberates on all matters of interest to the Federation.

The General Assembly is the legislative, governing, and supreme authority of the Federation. The powers of the General Assembly are those expressly recognised by Belgian law and by the present Statutes. These powers are the following:

- Relating to Membership
 - To make decisions on applications for membership
 - To accept new Observer Organisations and dismiss existing Observers
 - To accept new Member Organisations and dismiss existing Members
 - To approve the amount of membership fees

- Relating to the Executive Board
 - To elect members of the Board*
 - To approve the Executive Board**
 - To dismiss members of the Board and Executive Board***
 - To elect the Congress Organising Committee two years in advance*
 - To elect the Joint Executive Board & Member Representatives Meeting Organising Committee one year in advance*

- Relating to Approval
 - To approve Board decisions (see Article 26)*
 - To approve financial reports and budgets *
 - To approve modifications to the Statutes (see Article 47) *
 - To approve modifications to the Internal Regulations (see Article 47)*
 - To approve the election or resignation of Board members*
 - To approve the financial discharge of the Board*

- Miscellaneous
 - To dissolve the Federation in accordance with the law on the subject
 - To approve official minutes*

*All matters marked with an asterisk may also be subject to an e-voting; procedures for which are described in Article 20.

**Delegates of the Executive Board cannot vote for the approval of the Executive Board, only the Member Representatives will vote upon this topic.

***Definition of dismissal: Reasons for dismissal include but are not limited to:

- Repeated and persistent negligence of responsibilities, as outlined in the Role Descriptions.
- Any significant and/or repeated harm towards the Federation, its functions and its reputation, and/or any of its members

The Board has the authority to act upon matters that are not specifically outlined above without approval from a General Assembly.

In addition to the matters outlined above, any other form of proposal may be put towards the General Assembly provided it has approval from the Board.

Article 16: Substitution

If a Member Representative or Executive Board delegate is unable to attend a General Assembly, the respective Member Organisation or Service/Office should ensure that a substitute delegate is appointed.

The replacement of the Member Representative or Executive Board will be confirmed through the Delegation of Voting Rights document to the Member Representatives Officer at least 14 days before the General Assembly in response to the Member Representatives Officer's Call for delegates.

Substitute delegates may be made any time up until the beginning of the General Assembly under extraordinary circumstances or unforeseen reasons - such substitutes must still provide the Member Representatives Officer with suitable proof of their authority to vote on behalf of their Member Organisation or Service/Office.

Substitute delegates of the Member Representatives should, ideally, be one of the Vice Member Representatives. In case they are unable to attend the General Assembly or a Member Organisation does not have anyone appointed for this position, voting rights should be delegated to psychology students suitably representative (i.e. fulfilling any membership requirements) of the Member Organisation, and be made as informed as possible on their role, and matters featuring on the General Assembly's agenda. Substitute delegates of the Executive Board have to be someone of the same Service or Office.

Substitute delegates for the Member Representative should not be members of the Executive Board, however, if there are no other possible delegates, the Board can waive this rule. If the Board decides to do so, they have to announce this at the beginning of the General Assembly.

Article 17: Calling and Agenda

There shall be an annual General Assembly held on a day and time to be determined by the Board.

An extraordinary General Assembly may be convened whenever the interest of the Federation justifies it. Extraordinary General Assemblies may be convened at the initiative of the Board or at the request of at least one fifth of the effective members.

The General Assembly will be called by the President with an email to the Member Representatives and Executive Board delegates at least 30 days in advance of the meeting. The e-notice shall contain at least a provisional agenda for the General Assembly detailing all known matters set for voting (i.e. matters for approval and/or proposals).

Any proposal signed by at least one twentieth of the members shall be included in the agenda.

A copy of the documents that must be sent to the general meeting in accordance with the CSA shall be sent without delay and free of charge to the members and directors who request it.

The Board is responsible for ensuring that appropriate information is provided to Member Representatives and Executive Board delegates about all matters on the agenda. This information should be composed as 'Proposal Documents,' according to protocols outlined in Internal Regulations, Article 26.

The Member Representatives Officer will request that Member Organisations submit confirmation of their delegates as described in Article 13.

The Member Representatives and Executive Board delegates have the right to Call for a General Assembly or e-voting if they reach a quorum of one fifth (1/5) of the possible votes.

The members may unanimously and in writing take all decisions which fall within the powers of the General Assembly, with the exception of the amendment of the statutes. In this case, the formalities for convening the meeting do not have to be fulfilled. The members of the Board may, on request, take note of these decisions.

Article 17.1: Exceptional Proposals and General Assemblies

In exceptional circumstances, new 'Exceptional Proposals' may be put forward to the General Assembly minimum 15 days prior to the General Assembly provided the Board is in unanimous agreement that the proposal should be voted upon. Use of such proposals should only be used if it were not possible to submit a formal proposal 30 days in advance (see Board Regulations, Article 26.2).

In exceptional circumstances, a not-ordinary (extraordinaire/buitengewone) General Assembly may be called to vote on changes in Statutes. At least two thirds (2/3) of the delegates needs to be present and at least two thirds (2/3) needs to be in approval. An exceptional (spéciale/bijzondere) General Assembly may be called to elect or resign non-statutory Board members (i.e. the election or resignation of a Board member that is not happening during the General Assembly of the Annual Congress).

Article 18: Quorum

In order for the General Assembly to make decisions, it is required that a quorum of at least two thirds (2/3) of the sum of total possible delegates is reached (i.e. two thirds of the total number of Member Representatives and Executive Board delegates).

Quorum should be confirmed by the Member Representatives Officer collecting signatures of all delegates or delegates logged into the online platform NemoVote, and checking these against delegates' names submitted by MOs and by the Services/Offices. The General Assembly Adjudicators should confirm quorum is met before voting starts at the General Assembly. Once delegates have registered, they should not leave the meeting room of the General Assembly until its closure. Exceptions are official breaks during long General Assemblies. In that case, the Member Representatives Officer will collect their signature when leaving the room and, once again, when entering the room. This is to ensure a clear overview of delegates who left the room. It is mandatory for delegates to return to the General Assembly room in respectful time.

Article 18.1: Failure to Meet Quorum

If the quorum of attendance is not reached, then a replacement General Assembly must be called. The replacement General Assembly does not require the quorum to be reached in order for the General Assembly to reach decisions. The replacement General Assembly has to be at least 15 days after the first one.

If the second General Assembly cannot be held then the Federation enters a period of moratorium in which on-going activities and membership fees are sustained, but no new activities are introduced.

The Board should respond pragmatically to resolve any difficulties the Federation is facing, consulting with appropriate external advisors and EFPSA Alumni if appropriate. The President, Vice President, Secretary General, and Finance Officer will remain in charge and should focus their efforts on ensuring a General Assembly takes place as soon as possible. The Federation will be dissolved if a General Assembly is not held within one year from the date the original General Assembly was scheduled to take place, according to the date stated in the President's Call.

Article 19: Chairing, Adjudicating and Minuting

The General Assembly shall be chaired by the EFPSA President and/or Vice President.

Two General Assembly Adjudicators should be appointed by the Board ideally one week in advance and announced prior to the General Assembly. Adjudicators can be members of the Executive Board as well as EFPSA Alumni and should have a good overview about the S&IRs as well as the voting procedures.

All voting documents including Voting Sheets, Sign Up Sheets, Proposals and Supporting Documents should be forwarded to the Adjudicators for review ideally at least one week prior to the General Assembly taking place. It is the adjudicators' responsibility to review all documents and to discuss necessary changes with the Board.

It is the duty of the Adjudicators to enforce the rules and orders of the General Assembly, without debate, in accordance with the Statutes and Internal Regulations. It is also the right of every member who notices the breach of a rule, to insist upon its enforcement by making themselves known to the Adjudicators. Furthermore, the Adjudicators will ensure a smooth run of the General Assembly by overseeing questions and speakers and can support the Member Representatives Officer in counting the votes.

The decisions and proceedings of the General Assembly should be recorded in written form as official General Assembly minutes. Minutes must be approved by e-voting by Member Representatives and Executive Board delegates within 45 days of the end of the meeting in which the General Assembly took place.

After approval, General Assembly minutes shall be signed by the President and the Secretary General, and made available to the public (via the EFPSA website).

In addition, minutes and a summary document of significant outcomes (including all voting outcomes) from the General Assembly, should be provided to the EFPSA Community (i.e. Member Organisations, Executive Board and Member Representatives).

Article 20: Voting Procedures at the General Assembly

Unless stated differently in these Statutes, votes between two options require a majority of half the votes plus a one for one option to pass.

If the voting is between multiple options, the two options with the highest amount of votes go into a second round. If none of the options reaches a majority, voting is repeated.

Changes made to the Principles and Objectives of the Federation requires at least four fifths ($4/5$) of the members present at the General Assembly.

The following topics require at least the majority vote of two thirds ($2/3$) of the members present at the General Assembly:

- Modification of the Statutes and Internal Regulations
- Election, resignation and dismissal of Board Members
- Approval of Executive Board Members
- Applications for membership as Observer and New Member Organisations to the Federation
- Approval of Membership Fees
- Approval of the Preliminary Budget
- Approval of the Annual Financial Report
- Approval of the Internal Audit Committee Report
- Approval of the revision of the Financial Guidelines
- Approval of the discharge of the Board
- Approval of the financial discharge of the Board

Abstaining votes will be dealt with according to Roberts' Rules of Order (1915) and they will not be part of the votes taken into consideration. Abstaining votes can only help to reach a quorum of two thirds ($2/3$).

National Organisations have two votes while Local Organisations and Executive Board delegates have one vote. In the case of National Organisations, having two votes signifies more weight to their vote, however votes cannot be split between options.

A vote will be taken at the commencement of the General Assembly for anonymous voting - this vote requires just one delegate's support to pass.

In response to proposals, or points raised by delegates, the Chairs (President and Vice President) or delegates may motion for several procedures

1. Motion for pragmatic amendments to be made to the session's agenda (e.g. order of voting; or splitting parts of a proposal into sub-proposals)
2. Motion for an announced counter-proposal to be voted upon at a later session or through e-voting
3. Motion for a vote to be deferred for voting at a subsequent session of the General Assembly, scheduled for later in the meeting, or e-voting, to allow for further discussion

Delegates may exercise these rights by making themselves known to the Chair, and citing their motion. The Chair may also suggest these motions in response to points raised by delegates. To pass, the motion must be supported by a simple majority. This should be recorded in the General Assembly minutes.

Article 20.1: Virtual General Assemblies

In the circumstance whereby any General Assembly is required to be hosted virtually, some adaptation is required.

The General Assembly session is to be streamed live on EFPSA's Facebook page or its largest social media platform at the time with a live streaming option or is to be accessible to all Virtual Congress participants and the Working Community.

As Chair, the President or Vice President will host the live stream, while one or two members of the Board are to serve as moderators of the stream's chat to manage any irrelevant comments, and make note of and pass on the relevant comments about the presented Proposal to the Chair.

Due to the virtual nature of the session, adjudicators are not necessary, as all those who speak are taking turns to do so in the live stream chat. Quorum should instead be confirmed by the Member Representative Officer, who is to monitor and manage the virtual voting platform used by the voters.

This platform may be the same one used during E-Voting sessions, further explained in Article 20. The e-voting procedure is also further described in the Internal Regulations, see Article 29.

As is the case in regular General Assemblies, all members present have the encouraged right to speak up in the live stream's chat function if any Statute breach is present.

Article 21: E-Participation and Sessions of E-Voting

The Board may provide for the possibility for members to participate remotely in the General Assembly by means of an electronic communication facility made available by the Federation. For the purposes of quorum and majority requirements, members who participate in the General Assembly in this manner are deemed to be present at the place where the General Assembly is held.

The Federation must be able to verify, by the electronic means of communication used, the quality and identity of the member referred to in the previous paragraph. Additional conditions may be imposed for the use of the electronic means of communication, with the sole objective of guaranteeing the security of the electronic means of communication.

The electronic means of communication must at least allow the members referred to in the previous paragraph to take direct, simultaneous and continuous cognizance of the discussions in the meeting and to exercise their right to vote on all the points on which the meeting is called upon to decide. The electronic means of communication must also allow the members referred to in the preceding paragraph to participate in the deliberations and to ask questions, unless the Board gives reasons in the notice of the General Assembly for not having such an electronic means of communication.

The notice of the General Assembly shall contain a clear and precise description of the procedures for remote participation.

The minutes of the General Assembly shall mention any technical problems and incidents that prevented or disrupted electronic participation in the General Assembly or voting.

The Board may not participate in the General Assembly by electronic means.

Sessions of online voting (i.e. e-voting) are akin to voting at the General Assembly, but do not take place in person. Voting delegates should be Member Representatives/substitutes and Executive Board delegates/substitutes (see Article 15). Sessions of e-voting are statutory for some matters, including the General Assembly minutes and Annual Reports.

If urgently required, certain decisions of the General Assembly may be made through a session of e-voting (see Article 14).

Sessions of e-voting should be announced by the President. Practical arrangements of e-voting sessions should be coordinated by the Member Representatives Officer.

The e-voting announcement should also include an agenda for the e-voting session detailing all known matters set for voting (i.e. matters for approval and/or proposals). The Board is responsible for ensuring that appropriate information is provided to Member Representatives and Executive Board delegates about all matters on the agenda. This information should be composed as 'Proposal Documents,' according to protocols (see Internal Regulations, Article 26).

A document of voting results and significant outcomes from the e-voting session should be provided to the EFPSA Community (i.e. Member Organisations, Executive Board and Member Representatives) by the President no later than 45 days after the official closure of the e-voting.

The e-voting procedure is further described in the Internal Regulations, see Article 29.

Article 22: General Assemblies at Congress

A General Assembly must be held at the annual Congress (see Internal Regulations, Article 25). Several General Assemblies can be held over the course of the event to cover statutory matters requiring voting, including: election of the Board; approval of the resignation of a Board member; approval of the financial discharge of the Board; approval of the new Executive Board, approval of the Ethics Committee members and approval of Internal Audit Committee members.

Article 23: General Assemblies at the Joint EB & MR Meeting

A General Assembly should be held at the Joint Executive Board & Member Representatives Meeting.

Article 24: Observers to the General Assembly

General Assemblies may also be attended by non-voting members of the Executive Board and other nominated delegates of Member Organisations. The General Assembly meeting is also open to other guests of the Federation, including: Alumni, guests representing affiliate organisations of the Federation, Federation Task Forces, and other guests invited by the Board. All these individuals are observers to the General Assembly.

Article 25: Composition

The activities of the Federation are sustained by the Executive Board (EB). The Executive Board is constituted by teams who are responsible for Events, Services and Offices of the Federation. These teams are managed by the Board which is also a formal body of the Executive Board. Each team has a Board member they are accountable to.

Individual candidates to the Executive Board positions must be psychology students of a country/region represented within EFPSA. In order to ensure diversity, there cannot be more than seven Executive Board members from the same country/region. Organising Committee Coordinators are not considered part of the seven since we cannot anticipate which countries/regions applications are received from. Furthermore, Organising Committee Coordinators follow a different mandate and are approved separately by the General Assembly. Should there be more than seven Executive Board members from the same country/region, the General Assembly can vote to waive this rule for the duration of one mandate at the request of the Board when presented with the Executive Board for approval. However, if 50% + 1 of all Member Organisations are represented in the nominated applicants to the Executive Board, then there is no need to waive this rule as diversity is maintained.

Individuals may not hold roles as both a Member Representative and an Executive Board member concurrently. The only exception is that Member Representatives may have an additional position as Organising Committee Coordinator. Additionally, Executive Board Members can hold no more than two positions within the Executive Board.

At all times, EFPSA must have a President, Vice President, Secretary General and Finance Officer on the Board, i.e. a minimum of four Board members.

Should any member of the Board step down from their duties, or be otherwise unable to complete them, then the remaining members of the Board should arrange for duties of that person to be transferred to the remaining members of the Board or to a temporary replacement. A Call to fill the position should be made within 30 days of the position becoming vacant.

The President functions as chair of the Board, the Executive Board and during the General Assemblies. Under all circumstances the Vice President is deputy chair of these groups. Should the President

become unable to fulfil their duties, then the Vice President will assume their primary duties, and perform all statutory functions of the President.

All mandates are exercised free of charge.

Article 26: Authority

Collectively each team within the Executive Board have authority to act on all matters of the Federation, including:

1. The management of the Federation
2. The public relations of the Federation
3. The preparation and hosting of the General Assembly
4. The implementation of decisions of the General Assembly
5. The planning and implementation of activities of the Federation
6. Proposing amendments to the Statutes and the Domestic Regulations

In practice these responsibilities are undertaken through individual functions and duties assigned either to Executive Board teams, or individual Executive Board positions within teams. These duties are outlined more fully in Internal Regulations, Chapter 4.

Article 27: Administrative Decisions

The Board may make decisions in response to all needs and interests of the Federation. These decisions include:

1. Creation, dissolution and management of Executive Board functions
2. Nominating and dismissing new Executive Board members
3. Allocation of money within the given frame of the budget
4. Management of the EFPSA financial accounts
5. Decisions about Action Plans and the Strategic Plan

All administrative decisions must be made in accordance with the Statutes and Internal Regulations, and the approved budget of the particular mandate.

The Board can make decisions when it reaches a quorum of two thirds ($2/3$) of all Board members.

The President should communicate all decisions of considerable significance made by the Board to the Executive Board and Member Representatives.

Article 28: The Board

The Board is a body of four to eight Executive Board members in charge of the strategic development and operational management of the Federation. Role descriptions and duties of each position of the Board are outlined in Internal Regulations, Article 20 and; mandatory duties of the Board are provided in Internal Regulations, Article 17.1.

In addition to the Congress and the Joint Executive Board & Member Representatives Meeting, the Board should meet on two further occasions - the Board Meetings (see Article 30) throughout their EFPSA mandate.

Article 29: Election and Duration of Mandate

The Board is elected at the General Assembly II and the rest of the Executive Board are elected at the General Assembly III at the Congress to hold positions lasting for one year until the General Assembly I at Congress the following year - a period referred to as the EFPSA mandate.

The mandate officially opens upon election of the new Board at the General Assembly II at the annual Congress. Regulations surrounding the Call, application process and election of the Board are provided in Internal Regulations, Article 18.1.

The new Board is responsible for choosing candidates to fill all other Executive Board positions. The Board put their nominations for the Executive Board forward as a single proposal for approval during the General Assembly III at the annual Congress. Regulations surrounding the Call, application process and nomination of the Executive Board are provided in Internal Regulations, Article 18.2.

The mandate of some Executive Board positions may fall outside of the typical EFPSA mandate. In such instances, application, nomination and approval of individuals holding these positions should follow procedures outlined in Internal Regulations, Article 18.3.

Executive Board positions already filled during the time of the Congress should still be included in the proposal seeking approval for the new Executive Board such that it is the complete Executive Board that is subject to approval.

The former Board and Executive Board members are obliged to remain available as advisors throughout the Congress and for at least 60 days after. Further details on this matter are outlined in Internal Regulations, Article 17.2, which deals with the transition between successive Boards. Additionally, the Finance Officer is obliged to remain available until the auditing and financial annual report of the Finance Officer's mandate is finished and approved by the General Assembly.

Article 30: Documents

All documents that relate to the Federation can be signed by the President, or Vice President in the name of the Federation. Documents relating to the finances of EFPSA are validated with the signatures of two people; one being the Finance Officer. Formal archiving practices are regulated by Internal Regulations, Article 46.

Article 31: Meetings of the Executive Board

The Executive Board shall meet in person at least twice per mandate at formal meetings and regularly, approximately once a month or more, online.

The first meeting takes place at the annual Congress and marks the opening of the mandate. Regulations for the meeting are outlined in Internal Regulations, Article 30.

The second meeting takes place towards the middle of the mandate at the Joint Executive Board & Member Representatives Meeting. Regulations for the meeting are outlined in Internal Regulations, Article 31.

In case the annual Congress and/or Joint Executive Board & Member Representatives Meeting were to happen virtually due to unforeseeable circumstances, the Board should still try to meet in person.

Organising Committees are responsible for the hosting of both events, as explained in Internal Regulations, Article 35.4.

The Board shall hold at least two additional meetings during the mandate - referred to as Board Meetings. Regulations for these meetings are outlined in Internal Regulations, Article 32.

Further information on formal meetings of the Federation is provided in Internal Regulations, Chapter 8.

Article 32: Minutes of Formal Meetings

Article 32.1: At the Congress & Joint Executive Board & Member Representatives Meeting

At both the annual Congress and the Joint Executive Board & Member Representatives Meeting, official minutes should be made by the Secretary General of the General Assembly and all other formal sessions attended by both the Executive Board and the Member Representatives.

During the General Assembly taking place at Congress the Secretary General of the closing mandate should take the minutes of the General Assembly I and General Assembly II, and the newly elected Secretary General should take minutes during the General Assembly III.

In addition, the Members Office is responsible for taking minutes of the Member Representative meetings.

General Assembly minutes should be sent to the Member Representatives and Executive Board delegates prior to e-voting. During the 10 days subsequent to receiving the minutes, the Member Representatives and Executive Board delegates may comment and request amendments to the minutes. When the Board has taken all comments into consideration, the minutes are approved and signed by the President and the Secretary General.

General Assembly minutes, together with a supporting document outlining significant outcomes of the meeting compiled by the Board, should be sent to all Member Representatives, Member Organisations and Executive Board no later than 60 days after each meeting.

Article 32.2: At In-Person Board Meetings

Official minutes should be made of the Board Meetings (BMs).

Subsequent to the meetings, the Presidential Office should compile a document of proceedings and significant outcomes. This document should be provided to the Executive Board and Member Representatives no later than 45 days after the meeting ends.

Article 32.3: Online Board Meetings

The Board should meet online on a weekly basis. Of each online meeting, minutes are to be taken by the Secretary General or, when absent or not able to, by another Board Member.

The agenda of these weekly meetings is shared with the Working Community on a regular basis. Working Community members have the right to request the minutes of online Board Meetings. Any confidential and/or personal topics will be noted down in the agenda as 'Confidential topic' and will not be shared with the Working Community. The Board should only make topics confidential if really necessary and should be as transparent as possible with the Working Community. When in doubt, the Board can ask the Human Resources Office and/or the Immediate Past President for advice.

Chapter 6. Additional Bodies within the Federation

Article 33: Task Forces

A Task Force is recognised as an official body within the Federation. Task Forces formation, composition and workings are outlined in Internal Regulations, Article 47.

Article 34: Projects

A Project is recognised as an official working group of the Federation which may be carried out by individuals not holding official positions within the Executive Board or as Member Representatives.

Each Member Organisation has the opportunity to establish and coordinate a Project provided that it deals with a specific subject that fits the aims of EFPSA. Before Projects are initiated, they must be submitted to the Board for approval before being put forward at the General Assembly or E-Voting for final approval.

Article 35: Projects Teams

Projects Teams are official bodies within EFPSA that are set up when there is a funded project that EFPSA is required to manage in order to allow facilitation of grant applications, management and reporting, as well as ensure that the received funding is handled more transparently, responsibly, and securely.

Article 36: Ethics Committee

The Ethics Committee of EFPSA is a regulatory body within EFPSA who provide advice on how to respond to concerns relating to EFPSA and its activities. They decide if an action or matter goes against

the principles of EFPSA. The Ethics Committee is described in detail in Internal Regulations, Article 49.

Chapter 7. Finances

Article 37: Fiscal Year

The fiscal year of EFPSA starts on the 1st of January and ends on the 31st of December.

Article 38: Accounts and Financial Report

Bank accounts of EFPSA are detailed in Internal Regulations, Article 38. Accounts are run by the Finance Officer. The Presidential Office should also have authorisation to access accounts.

The Finance Officer and the Accounting & Budgeting Responsible are in charge of the accounting and creating the annual Financial Report. The Financial Report is one of the crucial documents for the Federation that should account for all financial activity related to the main EFPSA accounts within the period of the fiscal year (defined in Statutes, Article 39) in accordance with guidelines held by the Finance Office. The report should also be reviewed by the Board and approved.

The report goes through two rounds of approval:

1. As soon as the fiscal year ends, the audit of the last six months will be approved by the Internal Audit Committee. The Finance Officer will then finalise the annual Financial Report, this provisional Financial Report will be approved by the Board and by the Internal Audit Committee.
2. Once the provisional Financial Report has been approved by the Board and the Internal Audit Committee, it must be sent to the Member Representatives and Executive Board delegates 30 days prior to the upcoming Congress. The provisional Financial Report will be voted on at the first Congress General Assembly.

Altogether, the final Financial Report should consist of an approved Financial Report that has been deemed accurate and correct by an Internal Audit Committee. Both documents should be archived together.

Article 39: Financial Auditing

The Internal Audit Committee (IAC) is responsible for the auditing of the Federation. After six months have passed since the start of the mandate, the Internal Audit Committee will do its first audit on the first six months of the fiscal year. The Finance Officer is responsible for providing the IAC with the documentation and being available in order to answer any questions the IAC might have about certain transactions. After the audit is completed, the IAC will write up a report to send to the General Assembly for approval. The second audit follows the same procedure. The Finance Officer will provide the IAC with all documentation after the fiscal year has ended, after which the IAC will do the second audit and write up a report. The report needs to be finished and sent to the General Assembly members 30 days prior to the Congress. The IAC is also responsible for checking the annual Financial report as explained in the Statutes, Article 38.

Article 40: Budget

The previous Finance Officer creates the draft for the EFPSA annual budget for the upcoming fiscal year. This budget relates only to allocating funds and planning incomes relating to the main EFPSA accounts within the fiscal year of EFPSA, but it does not feature financial budgets (or other information) of EFPSA events.

Around the end of the Summer, Executive Board teams should consider any financial needs of planned or forthcoming activities. These should be conveyed to the Finance Officer through the Board Responsible. The budget will then be finalised within 30 days of the fiscal year ending, discussed and approved within the Board, and then approved during a General Assembly of the Joint EB&MR Meeting or latest by the E-Voting in December.

Article 41: Sources of Funds

The funds of the Federation derive from membership fees, extraordinary membership contributions, accrued interest, income from activities, gifts, partnerships, donations, grants, fundraising or subventions from individuals, corporate or governmental bodies, provided that they are not subject to conditions incompatible with the law, the Mission, Vision and Values of the Federation (see Article 4), or the objectives of the Federation (see Article 5).

Article 42: Surplus

A surplus will be reinvested within the next fiscal year's budget and therewith used according to the stated aims of the Federation.

Article 43: Liability

For any accounts payable by the Federation exclusively, the funds of the Federation are liable. Members are not liable for the debts of the Federation.

Chapter 8. Dissolution of the Federation

Article 44: Dissolution

The Federation can be dissolved only by decision made at the General Assembly with a majority of five sixths ($5/6$) votes.

The Federation is dissolved automatically if the number of its Members falls under three.

Article 45: Remaining Possessions

The remaining possessions of the Federation will be donated to another student association with aims similar to EFPSA's. The exact association will be decided upon by the General Assembly during their last meeting. If this is not possible, the members of the last Board will decide where to donate the remaining means of EFPSA.

Chapter 9. Internal Regulations

Article 46: Internal Regulations

All matters not dealt with by the Statutes are regulated by the Internal Regulations. The Internal Regulations also provide additional details on procedures alluded to within the present Statutes.

The Internal Regulations should be updated in accordance with development of the Federation to contain details on

1. Formal working practices of the Federation
2. Official descriptions of Events, Services and other activities of the Federation
3. Executive Board positions
4. Official duties and functions of Executive Board positions, Teams and Offices

Anything mentioned neither in these Statutes nor in the Internal Regulations has to be dealt with in accordance with Belgian law.

Chapter 10: Amendments to the Statutes & Internal Regulations

Article 47: Proposals for Amendments to the Statutes & Internal Regulations

Formal or substantial changes to the Federation, its legislation, activities or working practices should be made as amendments to the Statutes and/or Internal Regulations. Amendments should be carefully considered, outlined as proposals, and presented to the General Assembly or an E-voting session (see Article 14) for approval.

Article 47.1: Authority to Propose Amendments

Member Representatives have the right to submit proposals for modifications to the Statutes and the Internal Regulations. Member Representatives may also submit proposals as an entire body, or as a smaller group of Member Representatives. While Member Representatives can submit proposals as individuals, Executive Board teams and the Board can only submit proposals after reaching a majority decision on the proposal.

Proposals from Member Representatives will be treated as submissions on behalf of their respective Member Organisation and Member Representatives should, therefore, ensure that they have suitable approval from their organisation before submitting proposals.

Teams of the Executive Board may submit proposals for modifications to the Statutes and the Internal Regulations only via their Executive Board delegate; individual Executive Board members do not have this right. Proposals from Executive Board teams will only be accepted for review by the Board if they have approval from the majority of the team's members.

The Board may submit proposals for modifications of the Statutes and Internal Regulations only as a body when the majority of the team support the proposal.

Article 47.2: Procedures for Submitting Proposals

All proposals have to be submitted in written form to the President of EFPSA at least 45 days before the General Assembly. In the situation of e-voting, proposals can be handled within 14 days of the e-voting session. If it is not possible to submit a formal proposal 30 days in advance, the procedure for 'Exceptional Proposals' will be implemented (see Article 16).

All proposals will be reviewed by the Board - in a manner outlined in the Internal Regulations, Article 26.1 - who then vote on whether or not to pass the proposal on for voting to the General Assembly. If the proposal is rejected by a majority of the Board then it should be handed back to the person/body making the proposal together with an explanation of the grounds on which it was rejected.

The Board may only reject a proposal featuring amendments to the Statutes or Internal Regulations once. After this, provided suitable modifications in line with suggestions from the Board are made, the proposal must be put to vote at a General Assembly.

Article 47.3: Approval of Amendments

Proposals featuring amendments to the Statutes or the Internal Regulations require a majority vote of two thirds of the delegates present at the General Assembly to pass (see Articles 16 and 19).

Article 48: Version History

3rd February 2006	Complete revision
1st May 2006	Modification according to proposal by Markus Hausammann
12th May 2007	Modification according to proposal by the Board (President: Anja Bregar)
2nd May 2009	Modification according to proposal by the Board (President: Aart Franken)
27th February 2010	Modification according to proposal by the Board (President: Priit Tinitis) with the support of the Statutes Task Force (Chair: Dominika Szymanska)
1st August 2010	Modification according to proposal by the Board (President: Dorota Wisniewska)
April 2015	Complete revision & amendments according to proposals by the Statutes & Domestic Regulations Revision Task Force 2014-2015 (Chair: William Steel)
April 2016	Modification according to proposal by the Board 2015-2016 (President: Ana Odabašić)
November 2016	Modification according to proposal by the Board 2016-2017 (President: Clara Chetcuti)
April 2017	Modification according to proposal by the Board 2016-2017 (President: Clara Chetcuti)
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November 2018	Modification according to proposal by the Board 2018-2019 (President: Tea Jermaniš)
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October 2019	Modification according to proposal by the Board 2019-2020 (President: Ying Wai Cheung)

April 2020	Modification according to proposal by the Board 2019-2020 (President: Ying Wai Cheung)
October 2020	Modification according to proposal by the Board 2020-2021 (President: Vita Bogdanic)
March 2021	Modification according to proposal by the Board 2020-2021 (President: Vita Bogdanic)
May 2021	Modification according to proposal by the Board 2021-2022 (President: Deianara Couwet)
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April 2022	Modification according to proposal by the Board 2021-2022 (President: Deianara Couwet)
November 2022	Modification according to proposal by the Board 2022-2023 (President: Veronika Kocmanová)