



Statute of Etudes Sans Frontières International

Approved on September 19th 2011

Revised on June 9th 2013

I. Creation

(1) Etudes Sans Frontières International (hereafter ESFI) was created by the adherents of the present statutes as an association regulated by the French Law of July 1st 1901 and the decree of August 16th 1901.

II. Nature of the association

- (1) ESFI is an international federation of all national associations that adhere to this statute.
- (2) The overall purpose of the federation is to facilitate cooperation among its members and to promote and oversee their respect to the shared values, mission, objectives and methods as defined in Articles III to VI.
- (3) Its composition and mode of operation are defined in Articles IX to XIII.
- (4) The official working language of ESFI is English.

III. Shared values

- (1) All activities carried out in the name of ESFI by any of its members shall respect and promote:
 - a) fundamental human rights as specified in the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, and the International Covenant on Economic, Social and Cultural Rights,
 - b) international, intercultural and intergenerational solidarity,
 - c) peace and non-violence,
 - d) transparency, impartiality and fairness.
- (2) Any person who benefits from activities carried out in the name of ESFI is requested to respect these values.
- (3) ESFI is based on the belief that these values are universal and that their origin cannot be claimed by any particular culture or society. At the same time, it acknowledges and respects the rich cultural diversity of human societies.

IV. Mission

- (1) Based on the conviction that crisis regions are in particular need of qualified citizens who are willing and capable to commit themselves to the (re-)construction of a peaceful, free and fair society, ESFI seeks to improve access to relevant higher education and targeted practical qualification for young persons who show capability and motivation to do so.



(2) “Crisis region” thereby refers to any national or sub-national region worldwide, whose population faces violent conflict, post-conflict challenges, severe political oppression, a failed state situation, extreme poverty, or environmental disasters, leading to severely restricted access to higher education or a severely reduced capacity of the higher education system.

(3) In order to achieve a meaningful and sustainable global impact, it is the long-term mission of ESFI to create an international network of students and volunteers who are concerned about the human suffering in crisis regions, and who are willing to engage in meaningful positive change in these regions. These students and volunteers may be residents of these regions or of any other region worldwide. The network shall be open to any person who shares these concerns and values as defined in Article III.

V. Objectives

- (1) to enhance sustainable development and peace in crisis regions;
- (2) to support motivated individuals from crisis regions who want to engage in meaningful positive change in their region, but lack access to appropriate qualification;
- (3) to promote inter-cultural exchange;
- (4) to provide reliable information and raise worldwide public awareness concerning the situation in crisis regions;
- (5) to establish and foster the active exchange of students and lecturers to participate in and support values of international solidarity; and
- (6) to improve the capacities of students and volunteers worldwide who engage in meaningful and sustainable positive change in crisis regions.

VI. Methods

(1) The core approach of ESFI and its members is to support and facilitate access to higher education for those individuals from crisis regions who want to contribute to the improvement of the situation in their region. This support may take the form of:

- a) scholarship programs that provide selected individuals from crisis regions access to higher education institutions in their locality;
- b) scholarship programs that allow selected individuals from crisis regions to take part in higher education programs and professional training programs in foreign countries;
- c) distance learning programs that allow selected individuals from crisis regions to have access to higher education and training that is not locally available.

These activities may be accompanied by measures to support the realization of specific projects during and after the scholarship phase.

(2) Further activities of ESFI and its members may comprise:

- a) the improvement of education facilities in the concerned regions;
- b) the organization of events and activities that raise public awareness and provide reliable information on the situation in the target regions;
- c) the promotion of active exchange among students from crisis countries and from other countries worldwide;



- d) the provision of a platform for meaningful and efficient engagement for students committed to improving the situation in crisis regions,
 - e) the provision of training and capacity-building workshops for students committed to improving the situation in crisis regions,
 - f) the development and support of networks linking students committed to improving the situation in crisis regions; and
 - g) support for measures to prepare candidates from crisis regions for higher education. These should only target persons in the last two years of secondary education or who have finished secondary education.
- (3) Specific activities of the federation are the following:
- a) supporting the national member associations in the development of their organizational capacities;
 - b) facilitating exchange of knowledge and lessons learned among the national member associations;
 - c) providing project consultation and evaluation to the national member associations;
 - d) supporting groups that intend to create a national non-profit association that will apply for membership in ESFI;
 - e) organizing meetings and conferences among the members of ESFI;
 - f) training members of ESFI in order to improve their capacities for carrying out their tasks.
- (4) All beneficiaries of activities carried out by ESFI and its members must be selected according to transparent and non-discriminative criteria.
- (5) If ESF chapters want to engage in advocacy activities (e.g. online petitions, public letters, demonstrations etc.), they must ensure that these measures do not endanger the beneficiaries or the functioning of ESF programmes. In uncertain cases, chapters are obliged to consult the International Executive Council (IEC).

VII. Seat

- (1) The seat of the association is in Paris, France.
- (2) The seat can be changed by a decision of the International Council.

VIII. Duration

- (1) The duration of the association is undetermined.

IX. Composition

- (1) The association is composed of:
 - a) **Voting Members.** Voting members are physical persons chosen by national chapters to represent them and vote at sessions of the International Council (IC).
 - b) **Supporting Members.** Supporting members support the cause of ESFI, but have no vote at the IC.
 - c) **Founding Members.** Founding Members are all physical persons who participate at the constitutional assembly of ESFI in person or through means of communication. They fulfil all functions of Voting Members until the first meeting of the IC has been held.



d) **National Chapters.** National Chapters are registered non-profit organizations accredited as associational members of ESFI.

e) **The International Council.** The IC has the authority to issue directives concerning the orientation, objectives and administration of ESFI.

f) **The International Executive Committee.** The International Executive Committee (IEC) is responsible for the administration of ESFI and the implementation of the IC's directives and for overseeing questions concerning the compliance with the values, objectives and methods specified in these statutes.

X. Membership

(1) All accredited National Chapters of ESFI may appoint three representatives as Voting Members to ESFI through written notice to the IEC. They may withdraw or change one or more of their representatives at any time through written notice to the IEC.

(2) All physical members of accredited National Chapters of ESFI are Supporting Members of ESFI.

(3) Any physical person willing to respect the values and objectives of ESFI can apply for membership as a Supporting Member of ESFI, through informal written notice to the IEC.

(4) Any member of the IEC can approve an application for membership as a Supporting Member or recommend its rejection, which will be decided by the IEC.

(5) The IC can decide to exclude a voting member with immediate effect, if the member is persistently unwilling to respect the provisions of this statute. In this case the IC delegates the vote of the excluded member to another voting member representing the respective chapter, until the chapter appoints a new representative.

XI. National Chapters

(1) National Chapters (hereafter "chapters") are nationally registered non-profit organizations that are accredited as associational members of ESFI.

XI.1 Admission

(1) Any association that has the legal status of a registered non-profit organization in its country can apply for membership in ESFI.

(2) Membership applications must be submitted to the IEC. They are approved or rejected by the IC at its first meeting following the reception of the application. The IEC can assign provisional membership status for the period until the next meeting of the IC.

(3) Provisional membership entails the same rights and duties as full membership, with the exception of the right to vote at the IC on the question of member admission.

(4) Membership comes into effect with the signature of a membership agreement by the applying association and the Chair of the IEC.

(5) All national associations that are accredited as members of ESFI are henceforth called "National Chapters" of ESFI.

(6) All national chapters must take on the name "Etudes Sans Frontières [country or region]" or its translation as their official name, or suffix it to their official name. The IC can renounce this requirement in whole or in part.

XI.2 Autonomy of the National Chapters



(1) The chapters of ESFI are fully autonomous with regards to:

- a) their organizational structure and their membership;
- b) their autonomous national strategies, provided these are consistent with the mission, objectives and methods defined in articles IV, V and VI.
- c) their activities and projects.

(2) The chapters are solely responsible for the management of their daily operations and for the acquisition of their financial and material resources, in compliance with the values specified in article III.

(3) The chapters choose their partners in compliance with the values specified in article III.

XI.3 Dormant chapters

(1) The IEC can assign temporarily inactive status to any National Chapter not carrying out and not having carried out in the past six months projects or activities reflecting the mission and objectives outlined in article IV and using the methods described in article V.

(2) Representatives of dormant chapters do not have the right to vote at meetings of the IC.

(3) Dormant chapters are exempt from the annual membership fee.

XI.4 Partnerships with third organizations

(1) The chapters have the obligation to inform ESFI about all new partnership agreements.

(2) The IEC can veto a partnership agreement, if it considers it a substantial risk of damage to the credibility or legitimacy of ESFI. The final decision on a vetoed partnership is taken by the IC.

(3) To preserve political neutrality, the chapters may not join a political party or align their action to any political entity nationally or internationally. Funding can be sought from a government body, a trust or a foundation, or an international organization, provided it is done in a perfectly transparent manner in accordance with the values of ESFI.

XI.5 Responsibilities of the chapters towards ESFI

(1) The chapters must ensure that the structure of their organization, their public relations and operational activities are in line with the provisions defined in the present statutes.

(2) The chapters must inform the IEC regularly of their major activities, in particular:

- a) present an annual balance sheet summarizing their financial activities and current financial assets;
- b) present an annual overview of their major activities carried out in the preceding year, as well as an overview of the activities planned for the following year;
- c) present an annual overview of their members, volunteers and employees;
- d) inform the IEC about each new project before it is fully developed, by means of a concept note that outlines its main points.

(3) In case of financial problems or legal conflicts, chapters must inform the IEC without delay.

(4) The chapters must pay an annual fee as a contribution to the functioning of the ESFI (Article XIV).

XI.6 Termination or suspension of chapter membership

(1) A chapter's membership in ESFI can be terminated at any time by written notice to the IEC.



- (2) The IEC may take action to suspend or exclude a chapter if the chapter does not act in accordance with the objectives of ESFI or does not comply with the obligations defined in the present statutes.
- (3) Before being suspended or excluded, the concerned chapter must be informed in writing by the IEC with a notice stating the reasons for the intended suspension or exclusion. The chapter has the right to respond in writing within two weeks after reception of the written notice.
- (4) The suspension or exclusion of a chapter by the IEC takes immediate effect. The IC decides about the period of suspension or the exclusion.
- (5) The concerned chapter has the opportunity to defend its case at the next scheduled meeting of the IC.
- (6) During the period that a chapter is suspended, it may not carry out activities or publish statements in the name of Etudes Sans Frontières or any of its translations and has no voting rights at the IC.
- (7) If a chapter is excluded from ESFI, it loses its status of National Chapter of ESFI and may no longer represent or use the name or logo of Etudes Sans Frontières or any of its translations.

XII. The International Council

- (1) The IC is the general assembly of all Voting Members of ESFI. It meets at least once a year on a date fixed by the IEC in consultation with the chapters.
- (2) All voting members have one vote at the meetings of the IC. If a voting member cannot be present at a meeting of the IC, he or she can delegate their vote to any other voting member through written notice to the IEC at least 24 hours before the scheduled start of meeting.
- (3) Only voting members who represent chapters that have paid their annual fee are entitled to vote at meetings of the IC. The IC can renounce this requirement in whole or in part.
- (4) In order to take decisions and vote, a quorum of two-thirds of the chapters needs to be represented by voting members present at the meeting of the IC.
- (5) The meetings of the IC are chaired by the Chair of the IEC, or in her/his absence by the Vice-chair. The Chair appoints a Secretary from the members present who will take notes of the proceedings. The minutes are to be circulated to all chapters within one week of the meeting of the IC.
- (6) The IC takes its decisions by simple majority, except if stated otherwise in the statutes of ESFI. In case of a tie, the voting can be repeated after a new round of discussion. If the tie persists after three rounds of voting, the Chair declares that no decision is taken.
- (7) The date of the meeting of the IC is announced by written notice to all members of ESFI by the IEC no later than 60 days before it takes place.
- (8) On request of a Chapter, a meeting of the IC may be held by means of communication such as email, telephone or videoconference, if no Chapter objects to the procedure. In this case, the date of the meeting is announced by written notice to all members of ESFI by the IEC no later than 14 days before it takes place.
- (9) The primary functions of the IC are:
 - a) to set the priorities of ESFI for the following year(s);
 - b) to issue orientations and directives binding for all chapters of ESFI;
 - c) to approve the budget of ESFI;
 - d) to elect the IEC;

- e) to hold accountable the IEC and the chapters of ESFI; and
- f) any further functions assigned to it by these statutes or the internal rules documents.

XIII. The International Executive Committee

- (1) The IEC consists of a Chair, a Vice-chair, a treasurer, and two additional members. They are elected by the IC for one year.
- (2) Any member of ESFI can be elected to the IEC. No member can be elected in more than three consecutive years. Supporting Members cannot be elected as Chair or Vice-chair of IEC.
- (3) The IEC shall hold at least six meetings per year, yet no less than one meeting in three months.
- (4) Meetings of the IEC may be held by means of communication such as email, telephone or videoconference, if no member objects to the procedure.
- (5) If a member of the IEC resigns from office, the IEC may appoint any member of ESFI as an acting member of the IEC who will hold office until the next meeting of the IC.
- (6) The Chair may call a meeting of the IEC at any date with three days' notice. The Chair is obliged to call a meeting if two members of the IEC request it.
- (7) The Chair may call an urgency meeting of the IEC at any date with 24 hours' notice. All decisions taken at an urgency meeting can be revised at the next regular meeting.
- (8) The IEC can take decisions, if a quorum of at least three members is present.
- (9) All decisions of the IEC have to be published in written form and circulated within one week after being taken.
- (10) In absence of the Chair, the Vice-chair takes over her/his responsibilities.
- (11) The functions of the IEC are:
 - a) to ensure the observance of the orientations and general directives issued by the Council to the sections and the IEC;
 - b) to take decisions and work on issues concerning ESFI on the international level, in compliance with the directives of the IC,
 - c) to ensure compliance with the statutes by all chapters and Individual Members of ESFI;
 - d) to act as an Ethics Committee if required and take necessary action;
 - e) to support the chapters in their organizational development and their project work;
 - f) to encourage cooperation between the chapters;
 - g) to provide means of communications in order to coordinate the work and projects of the different chapters;
 - h) to circulate important documents among the chapters;
 - i) to provide communication in English and to translate all official ESFI documents into English;
 - j) to raise funds in order to cover the expenses of ESFI and provide financial support to chapters, according to the guidelines issued by the IC;
 - k) to provide an annual report to the IC and the NCs that summarizes all its activities of the preceding year;



- l) to present a financial statement annually describing all financial activities of ESFI; and
- m) any further functions assigned to it by these statutes or the internal rules documents.

(12) The IEC can create working groups to carry out its responsibilities. The IEC determines the structure of the working groups, as long as there is no directive of the IC stating otherwise. All members of ESFI or its chapters can join the working groups.

XIV. Annual fee

(1) All chapters are required to contribute an annual fee to the budget of ESFI. The amount of the annual fee is defined by the IC in an internal rules document.

XV. Finance

(1) The Treasurer is responsible for the preparation and accountancy of the budget of ESFI. The IEC can appoint an accountant to assist the treasurer if needed. In this case, the Treasurer supervises and controls the work of the accountant.

(2) If the annual budget of ESFI exceeds a certain amount, or under certain conditions specified by the IC in an Internal Rules document, the IC can appoint an external auditor to audit the accounts of ESFI.

(3) All fundraising activities of ESFI must be in line with the values defined in article III. No part of the income or property of ESFI shall directly or indirectly be paid or transferred to any of its members by way of dividend, gift, or bonus, other than as sufficient compensation.

XVI. Usage of the Name “Etudes Sans Frontières”

(1) The name “Etudes Sans Frontières” and all its translations may be used only by accredited chapters of ESFI.

(2) All chapters must use the common branding and the common logo in all written and visual communication in order to ensure the organizational coherence of ESFI. The IC can renounce this requirement in whole or in part.

(3) The IC can issue a directive defining common external communications standards.

XVII. Amendments of the statutes

(1) The statutes may be amended by the IC by a majority of no less than two-thirds of the votes cast. Amendments may be submitted by the IEC or by a chapter.

(2) Proposed amendments must be submitted to the IEC no less than 5 weeks before the meeting of the IC.

(3) Proposed amendments must be circulated by the IEC to all chapters no less than 4 weeks before the meeting of the IC.

XVIII. Dissolution



The dissolution of the association may be pronounced by the IC in an extraordinary session. The IC will then appoint a liquidator. All remaining assets will be devolved to a non-profit organization with similar objectives, in accordance with article 9 of the French Law of July 1st 1901.

XIX. Severability clause

- (1) Should one or more provisions of these statutes be invalid or not conform to applicable law, the other provisions shall continue to be valid.

Statuts revised at the General Assembly, 9th of June in Paris.

Jan KNAUER

Chair

Karoline TIPPELT-WOHL

Treasurer