



The European Law Students' Association

THE NETHERLANDS

# Standing Orders

European Law Students' Association the Netherlands  
as per 31 July 2023

Authorised by:

A handwritten signature in black ink that reads "Puck". The signature is stylized with a large, looped initial 'P'.

Puck Scheggetman  
Secretary General  
National Board 2023/24

## Chapter 1 – General provisions

### Article 1.1, National Group

ELSA the Netherlands is the Dutch National Group of the European Law Students' Association.

### Article 1.2, Areas of Activity

ELSA the Netherlands strives to develop and maintain mutual understanding between law students and young lawyers in the Netherlands and abroad and the development of skills of its members. ELSA the Netherlands does this by organising activities in the following work areas:

- Academic Activities, focusing on the active development of the skills of participants in an activity;
- Competitions, focusing on the active development of the skills of participants in a competitive setting;
- Professional Development, focusing on the active development of participants' skills by exposing them to a professional work environment;
- Seminars and Conferences, focusing on the development of participants' skills through passive participation in an activity.

### Article 1.3, Welfare

1. Everyone involved in the Association or its activities is bound by the Code of Conduct (Annex 1) if they participate in the activities.
2. The Board is authorised to take measures against persons who violate the Code of Conduct of the Association. The Code of Conduct determines the measures and the circumstances in which the measures may be imposed. Measures can only be imposed against individuals and never against a group of persons.

### Article 1.4, Language Standing orders

1. The official languages of these Standing Orders shall be Dutch and English.
2. In case of conflict between the two language versions of these Standing Orders, the Dutch version shall prevail over the English version.
3. Any proposal fulfilling the requirements as laid out in the Statutes and these Standing Orders to amend these Standing Orders must be submitted in either Dutch or English. The National Board, upon receiving a proposal, shall ensure that it is included in the working materials in both Dutch and English.

## Chapter 2 – Internal Meetings

### Section 2.1, General Provisions

#### Article 2.1, Internal Meetings

ELSA the Netherlands has the following Internal Meetings:

- a. National Council Meetings
- b. Dutch Officers' Transition

#### Article 2.2, Workshop language

1. The working language during the Internal Meetings is English.
2. The working language of the Internal Meetings can be changed to Dutch if all persons present agree.

### Section 2.2, Member Meetings

#### Article 2.3, General and extraordinary meetings

1. A members' meeting as referred to in Article 12(2) of the Statutes can only be convened by the Board, and bears the name "National Council Meeting".
2. All other member meetings are known as "Extraordinary National Council Meeting".
3. Unless explicitly stated otherwise in these Standing Orders, all provisions relating to National Council meetings also apply to Extraordinary National Council Meetings.

## Article 2.4, Convening

A members' meeting can be convened by:

- a. the Board within 14 (fourteen) days after the written request of the number of members authorised to cast 1/10 (one tenth) part of the total number of votes;
- b. one or more Members if the Board has not complied within fourteen days with a request from the relevant Members as referred to in subsection (a) of this article;
- c. the Board on its own initiative; or
- d. others if the law, the statutes or these Standing Orders declare them competent to do so.

## Article 2.5, Location of members meetings

1. One of the members of ELSA the Netherlands is the Organising Group of the National Council Meeting. The Organising Group is determined by the members' Meeting.
2. The Organising Group of the first National Council Meeting of the association year is determined during the last National Council Meeting of the previous association year. The Organising Group of the second and third National Council Meetings of the association year is determined at the first National Council Meeting of the association year.
3. A member can apply to be an Organising Group. Their proposal must contain:
  - a. A draft plan for the National Council Meeting;
  - b. A conclusive draft budget for the National Council Meeting; and
  - c. A concept for the composition of the Organising Committee of the National Council Meeting.
4. If none of the members stand as candidates, the member that did not organise an members' meeting the longest shall be responsible for the organisation. The Board can pardon a Member from organising a members' meeting.
5. The Organising group shall appoint an Organising committee of the National Council Meeting as soon as possible after its election. The Secretary General of the Organising Group is the chairperson of the Organising Committee. The Secretary General of ELSA the Netherlands or their replacement is a member of the Organising Committee. The chairperson of the Organising Committee has the power to appoint and dismiss other members of the Organising Committee.
6. The Board or organising members shall determine the location of Extraordinary National Council Meetings.

## Article 2.6, Date of members meetings

1. The Organising committee of the National Council Meeting, in consultation with the Board, determines the date of the National Council Meeting on the understanding that:
  - a. The first National Council Meeting of the association year
    - i. on a Friday begins and ends on the following Sunday;
    - ii. takes place between August 15 and November 15;
    - iii. does not take place on the dates of an International Internal Meeting of ELSA.
  - b. The second National Council Meeting of the association year
    - i. on a Saturday begins and ends on the following Sunday;
    - ii. takes place between 15 January and 15 March;
    - iii. does not take place on the dates of an International Internal Meeting of ELSA.
  - c. The third National Council Meeting of the association year
    - i. on a Saturday begins and ends on the following Sunday;
    - ii. takes place between 15 March and 15 May;
    - iii. does not take place within two weeks of the second National Council Meeting of the association year;
    - iv. does not take place on the dates of an International Internal Meeting of ELSA.
2. The Board or Organising members determine the date of Extraordinary National Council Meetings. If the members organise the Extraordinary Council Meeting, they will try to discuss the date with the Board.

### Article 2.7, Participation fee of members meetings

1. The Organising Committee of the National Council Meeting determines the amount of the participation costs of the National Council Meeting on the understanding that:
  - a. these do not exceed 125 euros (one hundred and twenty-five euros) for the first National Council Meeting of the association year;
  - b. these do not exceed 90 euros (ninety euros) for the second and third National Council Meeting of the association year.
2. At least the participation fee of the National Council Meeting covers:
  - a. the overnight stays during the National Council Meeting;
  - b. breakfast during all days of the National Council Meeting, except the first day;
  - c. lunch during all days of the National Council Meeting, except the last day;
  - d. dinner during all days of the National Council Meeting, except the last day;
  - e. the cost of the location of the workshops and plenary sessions;
  - f. the social program during the National Council Meeting.
3. The Organising committee of the National Council Meeting may offer one additional night day before and after the days of the National Council Meeting. For this, the Organising committee may ask a maximum of 55 euros. This amount covers the overnight stay and breakfast.
4. 4. The Board of the Organising Local Group may retain all profits and bear all losses incurred during and after the organisation of the National Council Meeting, provided that the profit or loss is not excessive. Excessive profit and loss is determined by a vote during a National Council Meeting where 3/4 majority of the members present agree.
  - a. In case of excessive profit, the Local Group is obliged to reimburse the participants proportionally to their initial contribution.
  - b. In case of excessive loss, the Local Group may request the Board or the Council to share their losses. This request may be approved by a vote during a National Council Meeting if 3/4 majority of the members present agree.

### Article 2.8, Convening

1. A National Council Meeting is convened 4 weeks (four weeks) before the date of the opening of the National Council Meeting by e-mail to all relevant mailing lists of ELSA The Netherlands.
2. An Extraordinary National Council Meeting is convened 2 weeks (two weeks) before the date of the opening of the Extraordinary National Council Meeting by e-mail to all relevant mailing lists of ELSA The Netherlands.

### Article 2.9, Summoning

1. The National Council Meeting is summoned 2 (two) weeks before the opening by e-mail to all relevant mailing lists of ELSA Netherlands.
2. The Working Materials are sent at the summoning. These contain at least all workshops and the proposals for changes to regulations.

### Article 2.10, State of the Network

1. The Board shall send a State of the Network form at the meeting. All Members will complete these before the opening of the National Council Meeting.
2. If a Member has not completed the State of the Network form, the member concerned will be suspended for the duration of the National Council Meeting.
3. The Board may decide not to send a State of the Network form. The Board will communicate this at the convening of National Council Meeting, accompanied by the reasons for this.

### Article 2.11, Proposals

1. Proposals from members for the Members' Meeting will be sent to the Secretary General 3 (three) weeks before the opening of the National Council Meeting.
2. Proposals made by Members must be seconded by another Member
3. All proposals received in good time will be included in the Working Materials.

4. Proposals that have not been received within the time limit referred to in the first paragraph may still be put to a vote during a National Council Meeting if 4/5 majority of the members present agree.
5. The fourth paragraph shall not apply to proposals for amendments to the Statutes.

#### **Article 2.12, Voting committee**

If a proposal is voted on in writing, the chairperson of the meeting shall appoint a voting committee of at least three persons. These persons cannot be part of the board, be the proposer of the proposal, or be candidates for the Board. The voting committee will check the authenticity of the votes, count them and communicate the results at the request of the chairperson.

#### **Article 2.13, Workshops**

The Board is authorized to organise workshops during a National Council Meeting.

## **Chapter 3, The Board**

### **Article 3.1, Composition**

1. The Board consists of 8 (eight) positions, namely
  - a. President
  - b. Secretary General
  - c. Treasurer
  - d. Vice President in charge of Marketing
  - e. Vice President in charge of Academic Activities
  - f. Vice President in charge of Competitions
  - g. Vice President in charge of Professional Development
  - h. Vice President in charge of Seminars & Conferences
2. Unless the law, the Statutes or the Standing Orders explicitly provide otherwise, a Board Member cannot hold an elected or designated position within one of the Members or Observers of ELSA the Netherlands at the same time as they are part of the Board of ELSA the Netherlands. This Article does not apply during the months of June and July.

### **Article 3.2, Deputy board members**

1. If not all positions within the Board are filled, the Board may appoint a substitute for the unfilled position. The Deputy Board Member works under the responsibility of the Board.
2. The Members' Meeting must confirm the appointment of the Deputy Board Members at the next Members' Meeting. The confirmation is made in the same way as the appointment of a Board Member. If the Deputy Board Member is not confirmed, he or she will automatically resign on the day after the conclusion of the Members' Meeting.
3. A person who has been refused a position cannot be appointed as a deputy for the same position.

### **Article 3.3, Election**

1. The election of Board Members takes place through the procedure described in Article 6 of the Statutes. The following will be sent with the nomination:
  - a. a motivation letter;
  - b. a CV;
  - c. an ELSA CV; and
  - d. an action plan.
2. Each candidate will give a presentation of 10 (ten) minutes. After this, the candidates will be given 10 (ten) minutes to answer questions. A Member may make a proposal to extend the time for answering questions by 10 minutes. The time for answering questions can be extended twice per candidate.
3. If there is more than one candidate for a position, the other candidate will not be present during the presentation and questions of the other candidate.

### Article 3.4, Spontaneous candidates

1. In the event that there are no candidates for a position or all candidates are rejected, Article 3.3(1) shall not apply in respect to those positions.
2. A person fulfilling the requirements of Article 6.1 of the Statutes may, in accordance with Article 6.7 of the Statutes, spontaneously nominate themselves for the Board during the National Council Meeting.
3. The candidate as meant in paragraph 2 shall be given the opportunity to address the Council and answer questions as outlined in Article 3.3(2)."

### Article 3.5, Directors

1. The Board of ELSA the Netherlands shall appoint the following directors in the beginning of the term:
  - a. Director for Human Resources
  - b. Director for Human Rights
  - c. Director for Local Groups
  - d. Director for Regulations
  - e. Director for Welfare
  - f. Director for Privacy
4. If no Directors are appointed, the tasks of the Directors as meant in paragraph 3.4(1) shall fall under the responsibility of the Board.

### Article 3.6, Secretaries

1. The Board may appoint secretaries to assist it in its tasks. One secretary may be appointed for each area.
2. Article 3.1(2) is also applicable on secretaries.

### Article 3.7, Tasks and responsibilities

1. President  
The President is in charge of the overall coordination of the work of ELSA the Netherlands, the execution of expansion, direction of the work and communication within the National Board, and the planning and execution of external relations. The President represents the association towards externals and is responsible for the communication with them.
2. Secretary General  
The Secretary General is responsible for directing, organising and maintaining the internal structure of the association, and shall consequently be responsible for ensuring that decisions of the International Council and the National Council are implemented and respected by all Local Groups of ELSA the Netherlands. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency. The Secretary General is also in charge of directing the work of the National Council.
3. Treasurer  
The Treasurer of ELSA the Netherlands is in charge of the financial management of ELSA the Netherlands, and is responsible for the financial planning, management of ELSA the Netherlands' assets, accounting, the arrangement of financial control, billing and collecting the annual membership fees together with any other amounts due to ELSA the Netherlands from the Members, Observers or third parties, presenting the interim and final accounts to the National Council, and other tasks related to ELSA the Netherlands' finances.
4. Vice Presidents  
The Vice Presidents are responsible for the overall planning, coordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the National Council initiates within their respective field of activity.

### Article 3.8, Interest of the association

1. The Board shall fulfil their task in the interest of the association.

2. The interest of the local groups is presumed to be the interest of ELSA the Netherlands.
3. If a member of the Board a conflict of interest in regards to a topic, the member of the Board shall refrain from participating in the deliberations and voting on in regards to the topic. If no decision can be made because of this, the Members Meeting shall decide on the topic.

#### Article 3.9, Strategic Plan and Operational Plan

1. The Board may propose a Strategic Plan for a maximum period of 4 (four) association years to the National Council Meeting.
2. The Board will draw up an One Year Operational Plan at the beginning of each association year.
3. If there is a Strategic Plan, the One Year Operational Plan of the Board must be in line with this.
4. If the Strategic Plan is found by a 4/5 majority of the National Council to hinder the sustainability and development of the Association, the Board may exit the Strategic Plan.
5. In case that a Strategic Plan is exited, there shall be a new Strategic Plan proposed by the Board at the consecutive National Council Meeting.

#### Article 3.10, Transition

The elected board shall take part in the transition organised by the Board on a date decided by the Board.

## Chapter 4 – Finances

#### Article 4.1, Membership fee

1. The Members shall pay a annual membership fee to ELSA the Netherlands
2. The membership fee is calculated:
 
$$V = ((X+200)/Y)*Z$$

V = membership fee  
 X = amount of membership fee of ELSA International  
 Y = total number of members of the members in ELSA the Netherlands  
 Z = amount of members of the concerned local group based on the state of the network
3. Observers shall pay the same participation membership fee as the Member that pays the least membership fee
4. If the National Board is able to cover their entire administrative expenses (in particular contribution to ELSA International, annual banking costs and website costs) without financial deficit, the remaining amount of membership fees collected under article 4.1.1 will be reimbursed to the Local Groups based proportionally on their contribution.

#### Article 4.2, Payment agreement

The Board is authorised to negotiate payment agreements with Members and Observers.

## Chapter 5 – Advisory Board

#### Article 5.1, Advisory Board

1. There is an Advisory Board with a minimum of 3 (three) and a maximum of 7 (seven) members. The Advisory Board will provide the Board with advice, both solicited and unsolicited, with regard to the management and continuity of the association.
2. The members of the Advisory Board are appointed by the Members' Meeting for an indefinite period. No more than two members who have been on the same board may be part of the Advisory Board.

## Chapter 6 – Decision Book

#### Article 6.1, Decision Book

The Decision Book is a collection of all decisions taken by the Members' Meeting, with the exception of the appointment of persons and amendments to the Statutes and the Standing Orders.

## **Article 6.2, Corrections Decision Book**

Purely grammatical and structural corrections to existing articles of the National Council Meeting Decision Book, that do not change the meaning of the article, can be made unilaterally by the Board. Such corrections must be announced to the Members within 7 days of the decision made and only come into effect if there are no objections from any Members received within 14 days after the announcement. If there are any objections against specific corrections, these corrections shall be brought to a vote as a proposal at the next National Council Meeting.

## **Chapter 7 – Amendment of of Standing Orders**

### **Article 7.1, Amendment of Standing Orders**

These Standing Orders may only be amended if a proposal to that effect has been adopted by a two-thirds majority of the votes of all present members at a Members' Meeting.

### **Article 7.2, Corrections Standing Orders**

Purely grammatical and structural corrections to existing articles of these Standing Orders, that do not change the meaning of the article, can be made unilaterally by the Board. Such corrections must be announced to the Members within 7 days of the decision made and only come into effect if there are no objections from any Members received within 14 days after the announcement. If there are any objections against specific corrections, these corrections shall be brought to a vote as a proposal at the next National Council Meeting.

### **Article 7.2, Entry into force of amendments**

Unless the decision to amend provides otherwise, an amendment to the Standing Orders shall enter into force two weeks after acceptance of a proposal for amendment.

## **Chapter 8 – Final provisions**

### **Article 8.1, Repeal of Standing Orders**

With the entry into force of these Standing Orders, all previous provisions of the Standing Orders are repealed.

### **Article 8.2, Code of Conduct**

(expired)

### **Article 8.3, Decision Book**

All decisions from the existing Decision Book are presumed to have been taken under these Standing Orders.

### **Article 8.4, Secretaries**

(expired)

### **Article 8.5, Entry into force**

(expired)



**Annex 1 – Code of Conduct**  
[Code of Conduct ELSA the Netherlands](#)