

# WSCF Europe By Laws

Version with Approved Amendments, Copenhagen 2019

## Article I

### Name

The name is WSCF-Europe (WSCF-E).

## Article II

### Aims, Vision and Mission

- a. The vision statement of WSCF-E is:

*Living faith together for justice.*

2. The mission statement of WSCF-E is:

*Inspired by our common Christian faith:*

*We campaign for a just and peaceful world;*

*We are a progressive Christian voice, aware of our political responsibility;*

*We educate and empower one another to be leaders and critical thinkers.*

*We build meaningful relationships;*

*We share and cultivate our passions;*

*We embrace diversity as a gift.*

*We pray and worship God together as one community;*

*We explore our common faith in Jesus Christ, which makes us one.*

- b. The aims of the WSCF-E shall follow the aims of the World Student Christian Federation (WSCF); (see Appendix).

## Article III

### Student Christian Movements (SCMs)

1. There shall be two types of movement: member movements and contact movements. There shall be two categories of member movement: affiliated movements and associated movements.

2. An affiliated movement shall:

- a. Affirm the aims of WSCF (see Appendix A);
- b. Have more than one branch. At least one of its branches should be, where possible, based in an institution of higher education;

- c. Welcome members from all the main Christian denominations in their country, or be actively involved in ecumenical dialogue at a local or national level;
  - d. Organise workshops, conferences and/or campaigns for Christian students;
  - e. Be willing to communicate and share ideas with WSCF and other national SCMs;
  - f. Be willing to take part in the activities of WSCF;
  - g. Be willing to take part in the structures of WSCF, including sending delegates to the European Regional Assembly (ERA), nominating members for the European Regional Committee (ERC), and sending delegates to the WSCF General Assembly (GA);
  - h. Fund members to take part in WSCF activities, or be willing to help members raise funds to take part in WSCF activities.
3. An associated movement shall be one which participates fully in the regional and international activity of the WSCF, but which, for whatever reason in the judgment of the ERC, does not meet the requirements for affiliation or does not want to become an affiliated movement. Associated movements shall be encouraged to meet points (a) and (c)-(h) of the criteria in III.2.
4. A contact movement shall be a movement that is recognized to share the values of WSCF. A contact movement shall be willing to co-operate with WSCF in our work or aspire to become a member movement itself.
5. A written application to become an associated member shall be communicated to the ERC at least 6 weeks before an ERA where, following a simple majority vote, they can officially become an associated member.
6. In general, there shall be one affiliated movement in each country; exceptions may be made by two-thirds majority vote of the ERA.
7. The ERC shall be informed of any changes that take place in any affiliated or associated movement affecting the conditions mentioned above. Any changes in the status of an associated movement, or recommendation regarding the status of an affiliated movement, shall require a two-thirds majority of those present and voting at the ERA.
8. If an affiliated movement wishes to terminate its membership of WSCF it shall formally communicate this in writing to the ERC. This shall happen no later than 6 weeks before a GA where their membership can be officially terminated.
9. If an associated movement wishes to terminate its membership of WSCF-E it shall formally communicate this in writing to the ERC. This shall happen no later than 6 weeks before an ERA where their membership can be officially terminated.

## **Article IV**

### **Membership fees**

Member movements, whether affiliated or associated members, shall pay an annual membership fee to WSCF at a rate determined at the GA, and at a timeframe agreed between WSCF/WSCF-E and each individual movement. If an SCM is unable to meet this monetary obligation alternative arrangements can be made.

## **Article V**

### **Composition and Function of the European Regional Assembly (ERA)**

1. The ERA is the highest decision making body of the WSCF-E. All other decision making bodies of the WSCF-E must act in accordance with what is decided on the ERA. The ERA is only restricted by the WSCF constitution and by- laws, decisions made on the WSCF General Assembly, and the WSCF-E by-laws.

#### 2. Composition

The composition of the ERA shall be as follows:

- a. Up to two delegates from each affiliated movement with the right to vote, speak, present recommendations and provide candidates for election to the European Regional Committee (ERC). Delegates must be chosen by the affiliated movement.
- b. Up to two delegates from each associated movement with the right to speak, present recommendations and provide candidates for election to the ERC, however only one delegate has the right to vote on the associated movement's behalf.
- c. The elected members of the ERC with the right to vote, speak and present recommendations as a committee.
- d. The ERA can vote to give Resource Persons the right to speak when needed during business sessions.
- e. Resource Persons to be invited as needed with the right to speak.
- f. As a general rule, the ERA is open for observers. The ERA may vote to close the meeting for observers when needed in specific cases. Observers may not speak or Vote but can be granted the right to speak when needed by the ERA.”.

#### 3. Functions

The functions of the ERA shall be as follows:

- a. To formulate policy: to make recommendations to the ERC on the programmes and campaigns of WSCF-E;
- b. To make recommendations to the Global Executive Committee (EXCO) regarding the programme of the WSCF as a whole;
- c. To make recommendations on the practical management of the region, including governance, movement building, communications and fundraising;

- d. To receive and accept from ERC the annual accounts for the previous two financial years, as well as the estimated budget for two next financial years.;
- e. To elect the members of the ERC;
- f. In the event that an EXCO position on the ERC is vacant at the time of an ERA, the ERA shall nominate [a] candidate[s] for approval by the Executive Committee of WSCF;
- g. In the event that an EXCO position on the ERC is vacant at outside the time of an ERA, the ERC is mandated to nominate [a] candidate[s] for approval by the EXCO. The term of EXCO members runs between two General Assemblies.
- h. To elect a Nomination Committee:

Their mandate is to ensure promotion and visibility of ERC roles, to actively encourage member movements and members. Their term of the office is two years- between assemblies. The Nominations Committee processes the nominations for candidates for election for the members of the ERC. The Nominations Committee presents all candidates to the Assembly. The Nominations Committee consists of between three and five members. Following criteria shall apply to at least three members- one being a current member of national movement eligible to vote, one being former or outgoing ERC member and one former staff member of movements or WSCF-Europe. One of the members elected shall be appointed Chairperson of the Nominations Committee by the Assembly. At least 50% of the NC should be self-identifying women. WSCF Europe members will be informed about the composition of the Nominations Committee on the WSCF Europe website. The Chairperson of the Nominations Committee shall inform WSCF Europe member national movements about the election procedure to the ERC and for what positions nominations are requested at least 8 months prior to the commencement date of the electing Regional Assembly. Nominations for elections to the ERC must be received by the Chairperson of the Nominations Committee not later than 4 weeks prior to the commencement date of the electing assembly. Not later than 2 weeks before the commencement date of the electing Assembly a report from the Nominations Committee will be sent to WSCF Europe member national movements indicating the total list of nominations received for election to the ERC. During the assembly candidates can decide to stand up for elections and they shall be verified by the Nomination Committee. The quorum for a meeting of the Nominations Committee, one of whom must be the Chairperson of the Nominations Committee, is three members. It shall update member movement on progress for securing nominations for the available vacancies on the ERC. Nominations committee shall verify and report to the assembly on candidates meeting the following criteria:

- Endorsement by the member movement
- Willingness and ability during 2 years term to invest 3-5 hours weekly on average
- Skills and/or motivation to perform the chosen role

- Sufficient knowledge of English
- Christian commitment

#### 4. Frequency of Meetings

- The ERA shall, as a rule, meet every two years. Meetings will normally take place immediately following thematic conferences. For practical and financial reasons, member movements are encouraged to have the elected ERA delegates attend the thematic conference.
- The ERC shall inform affiliated and associated movements of the time and place of the ERA at least six months beforehand.
- The ERC shall distribute a proposed agenda and case papers with all necessary background information, and suggested decisions, to all delegates and affiliated and associated movements at least two weeks beforehand.
- An extraordinary ERA shall be held upon request of two-thirds of the voting members of the next ERA (affiliated member movements two votes, associated member movements one vote, ERC members one vote). The ERC shall be responsible for calling and organising this extraordinary ERA so as to enable the participation of all affiliated and associated movements.
- The regional assembly shall be planned before the general assembly of WSCF (as per the decision of the online general assembly 2017).

#### 5. Voting procedures

- Representatives from at least one half of the affiliated active movements must be present at the ERA for voting to take place.
- For voting to take place during the ERA, at least half of the voting delegates must be present. This is called quorum.
- Any ERC member also standing as a delegate for a national SCM needs to decide what body they will represent with their one vote.
- SCMS who are not present at the ERA (or at part of it) may delegate a maximum of 1 vote to another SCMs delegate. A written statement of proxy must be presented to the ERA. Every ERA delegate can receive a maximum of one proxy vote delegation. ERC members cannot receive any delegation

### **Article VI**

#### **Officers, Committees and Staff**

##### 1. Officers

The ERA shall elect a chairperson, a vice-chairperson and a treasurer for the ERC. The chairperson and the treasurer shall be elected for four years with the option to step down after two years.

The Chair shall have the following duties and powers:

- Facilitate prompt and efficient internal communication within the ERC;
- Be in contact with the other ERC members, discuss problems that they might have in fulfilling their role and bring them to the board or the ERC, if necessary;
- Chair the board and its meetings;
- Keep an overview of the activities and projects of the region;
- Manage and support Regional Secretary and staff;
- Meet with partners and donors;
- Prepare ERC meetings together with the Board;
- Strategic organisational development;
- Mediate in cases of conflict and crisis management

The Vice Chair shall have the following duties and powers:

- Work in cooperation with Chair on all responsibilities;
- Chair alternative meetings for the Chair;
- Assist in designing agenda for ERC Meetings;
- Develop, lead and implement operational strategic work.
- Contribute to strategic organisational development projects

## 2. Committees

- a. A European Regional Committee (ERC) shall be elected by the ERA. This committee shall meet at least once a year.
- b. The ERC shall have the following duties:
  - i. In two years actively participate and attend in ERC Communications online and in person meetings in order to make decisions and shape the work of the federation in Europe;
  - ii. Monitor and evaluate the work of regional staff, give regular feedback and ask for improvement where necessary;
  - iii. Represent WSCF Europe at partner events.
- c. Each elected ERC member will be asked by ERA to receive a form acknowledging their responsibilities. Refer of the Appendix for the sample form being the practical responsibility of Nomination Committee.
- d. The ERC shall try to establish a support mechanism Advisory Board latest 6 months after the regional assembly to support WSCF-E governance team-ERC and staff. An advisory board has no legal responsibilities and is formed to give advice and recommendations to a WSCF-E ERC and staff. It cannot compel the WSCF-E governing board/ERC or staff to act on its recommendations or

feedback. An advisory board works toward a specific goal and its members have skills that complement those of ERC. Activities that advisory boards may focus on are fundraising, HR, legal, technical assistance, assessment of a program's impact. WSCF-E ERC can elect up to 5 members of Advisory Board for the 4 years term with the possibility to be re-elected. 1 Advisory Board Chair and 4 Advisory Board Members. WSCF-Europe ERC makes an open call and promote it widely among available channels to reach Senior Friends and/or experienced professionals. 5 members with geographical and gender balance. At least 1 member shall be former WSCF ERC members or staff members. They shall meet following criteria: Christians, available to commit time (approximately 1-2 hours weekly on average), having at least a limited level of understanding of financial, audit and other regulatory requirements of an NGO. Advisory Board has following functions: 4 years mandate from ERC to support WSCF-Europe regional committee with professional support (in areas such as Finance, Fundraising, Legal, IT, Marketing, HR) based on mutual agreement of needs and expectations between ERC and Advisory Board, to facilitate meetings and support of other Senior Friends in Europe region together with the ERC.

- e. The ERC shall have the following composition:
  - i. Chairperson (with vote)
  - ii. Vice-Chairperson (with vote)
  - iii. Treasurer (with vote)
- f. Up to five persons (with votes) representative of commissions or working groups or other issues of concern to be chosen by the ERA. Representatives of the commissions or working groups to the ERC shall be decided by the ERA. If a vacancy should arise, the ERC in consultation with working groups shall decide who should fill the vacancy, from among ERC. e. Up to two persons as members of the EXCO (with votes) f. The Regional Secretary (no vote)
- g. Other staff and volunteers (no vote[s]) h. The ERC has the right to co-opt up to two resource persons and/or movement representatives (no vote). The ERC can define the role that the Co-Opted member will take, except Chair, Vice Chair, Treasurer and Exco members. Co- opted members may be from a country where there are no affiliated or associated movements (see Appendix).
- h. The composition of the ERC should reflect the denominational diversity of WSCF-E, a regional as well as a gender balance.
- i. The functions of the European Regional Committee shall be:
  - i. To implement the decisions of the ERA.
  - ii. To support all member movements, enabling them to develop and grow stronger within their national context, and to ensure and facilitate contact between movements in the WSCF-E.

- iii. To recommend affiliation of movements to the Executive Committee of the WSCF (EXCO) and to propose the nomination of movements to the ERA for association.
- iv. To prepare the regional budget to be submitted to the EXCO.
- v. To nominate the Regional Secretary for appointment by the EXCO.
- vi. The ERC shall appoint proxies for the two members of the EXCO from among the ERC's members.
- vii. To organise thematic conferences, events and campaigns, and to develop resources in keeping with the policy formulated by the ERA.
- viii. To be responsible for the fulfilment of their tasks according to their respective terms of reference, to continuously build their capacities to do so and be assisted by the office staff where necessary.
- ix. To act as contact persons for SCMs interested in taking ownership in all the different areas of work within the region, to kindle such interest and to empower as many SCMs as possible to contribute their ideas and their efforts.
- x. To work in cooperation with the different working groups relating to the different ERC portfolios.
- xi. To organise thematic events on issues defined by the ERA and to ensure their inclusiveness and participatory methodologies.
- xii. To develop campaigns and to issue solidarity statements (in keeping with regional vision and mission statement) addressing political and social issues identified by the ERA, SCMs or the ERC itself while representing the broad variety of thematic interests within the Federation in Europe.
- xiii. To develop resources for SCMs to use and strengthen their work addressing topics deemed relevant by them.

### 3. Staff

The regional staff shall carry out their work in accordance with their job descriptions.

## **Article VII**

### **Amendments**

Any amendments to this By-Laws shall require a two-thirds majority of the voting members of the ERA. Proposed amendments shall be sent out not less than six weeks prior to the ERA. The rationale of all amendments shall be explicitly mentioned when amendments are sent out. The ERA can validly decide to adopt amendments to the proposed amendments if it obtains the simple majority of the votes cast.

## **Article VIII**

WSCF-E shall be validly represented in court by the Chair or other ERC member/s jointly.

## **APPENDIX**

World Student Christian Federation: Aims (as extracted from the WSCF Constitution in October 2015)

The aims of the World Student Christian Federation in all its work among members of the academic community shall be:

- a. To call them to faith in God - Father, Son and Holy Spirit - according to the Scriptures and to discipleship within the life and mission of the Church;
- b. To help them to grow in Christian life through prayer, study of the Bible and participation in the worship and witness of the Church;
- c. To help them to witness Jesus Christ in the academic community;
- d. To bring them into fellowship with one another in mutual service and to support efforts to serve all students in their needs;
- e. To help them to strive for peace and justice in and among nations;
- f. To help them to work for the manifestation of the unity of the Church;
- g. To help them to be servants and messengers of God's kingdom in all the world.

## **Member movements list:**

### **A. Affiliated Movements:**

1. **Austria:** Evangelische Hochschulgemeinde in Österreich (EHGIO)
2. **Belarus:** Center Ecumena
3. **Britain:** Student Christian Movement Great Britain
4. **Czech Republic:** Oikumené - Akademická YMCA/Oikumene - Academic YMCA
5. **Denmark:** YMCA
6. **Finland:** Suomen Kristillinen Ylioppilasliitto/Finlands Kristliga Studentförbund (SKY)
7. **Finland:** Orthodox Student Association of Finland, Ortodoksinen Opiskelijaliitto (OOL)
8. **France:** Association des Etudiants Protestants de Paris (AEPP)
9. **Georgia:** Young Christians for Peace and Democracy
10. **Germany:** Verband Evangelischer Studierendengemeinden
11. **Italy:** Federazione Giovanile Evangelica Italia (FGEI)
12. **Ireland:** SCM Ireland
13. **Lithuania:** Vilniaus akademinio evangeliku liuteronu jaunimo draugija (Vilnius Evangelical Lutheran Academic Youth Fellowship)
14. **Norway:** Norges Kristelige Studentforbund (NKS)
15. **Poland:** Fellowship of Orthodox Youth in Poland
16. **Slovakia:** Ekunet Slovakia
17. **Sweden:** SCM Sweden, KRISS - Kristna Studentrörelsen i Sverige

### **B. Associated Movements**

1. **Bulgaria:** Christian Youth Council in Bulgaria /CYCB
2. **Armenia:** Youth Union of Jervezh

### **C. Contact Movements**

1. **Netherlands:** Nieuwe Afdeling Utrecht der Societas Studiosorum Reformatorum
2. **Armenia:** St Trinity Youth Organization
3. **Croatia:** STEP - Studentski Evandeoski Pokret, Student Evangelical Movement
4. **Czech Republic:** YWCA v České republice
5. **France:** L'Action Chrétienne des Etudiants Russes - Mouvement de Jeunesse Orthodoxe (ACER-MJO)
6. **Georgia :** Georgian Student Christian Movement
7. **Iceland:** Kristilega Skólahreyfingin – KSH
8. **Macedonia:** Youth group of the United Methodist Church in Skopje
9. **Romania:** Asociația MIRA
10. **Spain:** Cruzada-Milicia de Santa María
11. **Ukraine:** several local Orthodox youth movements

## **ERC**

### **ERC roles**

## 1. Treasurer

- Main Goal: Manage finances of WSCF Europe in a sustainable manner.
- Prepare and manage the annual budget of WSCF Europe;
- Ensure WSCF Europe accounts are professionally audited;
- Ensure office bookkeeping and cash management are completed to a high standard;
- Meet with partners and donors;
- Help to write budgets for funding applications and financial reports to donors;
- Be on the Board of the ERC.

## 2. Program Coordinators

- Develop topics/themes for programs (conferences, campaigns and other events) based on the recommendations of the thematic working groups;
- Coordinate the organisation of the programs (such as: recruitment of team members, preparatory committee meetings; communication online, reporting after events, follow up activities, etc.);
- Keep up contact and coordinate thematic working groups formed at the ERA and draw on their input, inspiration and support;
- Assist with fundraising for programs.

## 3. Global Networking Coordinator

- Create awareness of SCMs across regions (for example by: sourcing articles from outside of Europe SCM ers to the WSCF-E monthly newsletter,etc.);
- Create awareness of other regions' work in Europe;
- Identify ways to facilitate linking opportunities for SCMs outside of Europe;
- Support regional work that intersects with the work of WSCF. One practical example to facilitate this would be to serve as Proxy EXCO for the Europe region.

## 4. Regional Links Coordinator

- Support movement building in WSCF-Europe region, assist SCMs in growing their work by sharing advice and examples of good practice;
- Support networking between SCMs;
- Contribute to the development of the WSCF-E website and social media pages as a discussion and communication forum;

- Organize and participate in the annual Staff and Officers' meeting preparatory committee meeting and lead and organise the entire event;
- Lead the outreach effort of the WSCF-Europe to new potential member movements.

#### 5. Fundraising Coordinator

- Supporting the Senior Friends work;
- Working with the Communications Officer on various activities;
- To be involved in all fundraising efforts for WSCF Europe activities in support function;
- Coordinate fundraising working group formed at the ERA and draw on their input and inspiration and support for their position.

#### 6. Two Executive Committee (ExCo) Members

- Attend ExCo Skype meetings and represent the views of WSCF Europe and the ERC to the ExCo;
- Monitor and evaluate the work of global staff, give regular feedback and ask for improvement where necessary;
- Sustain communication between the ERC and the ExCo;
- Actively participate in ExCo Communications online and in person meetings and represent the views of WSCF Europe and the ERC to the ExCo;
- Report on ExCo decisions and activity to the ERC;
- Fulfil all other duties as an ExCo member.

#### 7. Campaigns Coordinator

- Main goal: To facilitate campaigns and solidarity work within WSCF Europe.
- Enable the region and support European SCMs to effectively take part in WSCF Global campaigns;
- Lead and implement extended campaigns in the region and in European SCMs;
- Create campaign resources to be used by SCMs;
- Develop creative campaigns to follow two conferences per term based on the ERA thematic recommendations;
- Identify issues for solidarity statements and draft them to be passed by the ERC on behalf of the WSCF Europe in a timely manner;

- Stay in contact with WSCF Europe’s representative on the Advocacy and Solidarity Committee of WSCF global.

## 8. Co-opted members

- The ERC may co-opt up to two extra ERC members from WSCF contact movements interested in finding out more about WSCF and strengthening their movement towards becoming a member of WSCF. They help with the general work of the ERC, giving advice and their opinion to the work.
- Co-opted members are non-voting members of the ERC.
- Interested in strengthening Student Christian Movements towards becoming members of WSCF.
- Help with the general work of the ERC.
- Give advice to ERC on various events, issues etc.
- Non-voting members of the ERC.

## **ERC Commitment Form**

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The ERC exists to promote the mission of WSCF-E and to secure its financial, legal and HR well being. As a member of the ERC, I understand that I have a duty of care to work in the best interests of the organization, a duty of loyalty to put the good of the organization first, avoid any conflicts of interest and follow its governing documents. To dedicate approximately 2-5 hours weekly on average to a WSCF-Europe role I was elected for. In furtherance of these commitments and responsibilities I will put forth my best individual effort to:

Attend, fully prepare for, and diligently participate in meetings, committee meetings and events.

Actively participate in helping to develop resources for the organization.

Act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.

Strive to keep abreast of trends, issues, and current developments that may affect the organization.

Stay informed about what is going on in the organization, asking questions and requesting information as needed. I will participate in and take responsibility for making decisions on issues, policies and other board matters.

Actively voice my opinions and concerns, and open-mindedly consider everyone else’s opinions and concerns, in all decision making. I will trust that we all share a constant passion for this organization’s mission.

Represent the organization in a positive and supportive manner at all times.

Follow WSCF-E Safe Space Guideline

As feasible, make an annual personal financial contribution at a level that is adequate with my financial means.

Work collaboratively with staff and other board members as partners toward achievement of our goals.

Strictly maintain the confidentiality of all privileged or sensitive information provided to me to safeguard the organization's reputation and integrity, as well as the privacy rights of individuals and donors connected with the organization and the Board. I accept this principle as one that should survive my period of ERC service.

If I do not fulfill these commitments to the organization, I will expect the board chair to discuss my responsibilities with me.

In turn, I expect the organization to be responsible to me in the following ways:

Providing me with regular financial reports and updates on significant organizational and personnel activities.

Providing me with opportunities to discuss important organizational issues with the chair and executive director as appropriate.

Other ERC members and staff will work with me in good faith toward achievement of our goals.

If the organization does not fulfill its commitments to me, I can call on the board chair to discuss the organization's responsibilities.

I certify by my signature that I understand the foregoing expectations that accompany my board service and will do my best to live up to them as a member of the ERC

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Name

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Signature Date

*Note: Subsequent to its adoption by the Nomination Commission, this Statement will be provided to all continuing and prospective ERC-nominees as appropriate.*