

Erasmus Student Network

Óbuda University

Statutes and Standing Orders

Budapest, August 7th, 2025

I. General provisions

1.§ Details of the organisation:

- 1) Name of the organisation: ESN Óbuda University
- 2) Hungarian name: ESN Óbudai Egyetem
- 3) Short name of the organisation: ESN Óbuda
- 4) Registered office of the organisation: 1034 Budapest, Bécsi út 96/b.

2.§ Purpose of the organisation:

- 1) To support the integration of international students studying at Óbuda University into the community,
- 2) To provide opportunities to learn about different cultures through joint programmes,
- 3) to present the values of Hungary and Hungarian culture,
- 4) helping to deepen the relationship between Hungarian and international students,
- 5) enhancing the reputation of Óbuda University among partner universities,
- 6) promoting Erasmus and other international mobility programmes among the students of Óbuda University.

3.§ In order to achieve its objectives as defined in paragraph 2:

- 1) consider the Mobility Office of Obuda University as a privileged partner, with which it works in close cooperation,
- 2) to maintain relations with other organisations operating at Obuda University (University Student Union)
- 3) liaises with the Hungarian (ESN Hungary) and international (ESN International) representatives of the international organisation ESN (Erasmus Student Network).

4.§ The activities of the organisation are non-profit and are independent from politics and other political parties.

5.§ In matters not regulated herein, the provisions of the ESN Hungary Statutes And Standing Orders (hereinafter referred to as SSO) shall prevail. In those matters not covered by the ESN Hungary's SSO, the SSO of the Erasmus Student Network in force shall prevail.

II. Definitions

ESN Óbuda University: ESN Óbuda University consists of a Local board, Local Coordinators and its active members.

Local Board: The operative governing body of ESN Óbuda University

Local Coordinators: The support structure of the board, elected by the Local Board of ESN Óbuda University to perform specific task(s).

Faculty Coordinators: supports the Local Board in coordinating the mentors of the faculty.

International Relation Office (IRO) / Mobility Office: The department of Obuda University which manages the incoming and outgoing students in matters of exchange programs, and also may provide financial or other kind of support for our main activities.

Mentors active members of the organisation who do not hold any Local Board or Local Coordinator position.

National Assembly: The decision-making body of ESN Hungary.

General Assembly of ESN Óbuda University: The Highest decision-making body of the ESN Óbuda University.

Events Policy Paper (Hereinafter: EPP): A document defining the organisers, the process and the main rules of the events organised by ESN Óbuda University.

Visual Identity: ERASMUS STUDENT NETWORK is a registered trademark of ESN, registered at the EU Copyright Office, and only the members of the organisation are allowed to use it. The logo and other visual forms are also registered, and their use is only allowed to the members of ESN. The regular usage of the logo and its components are discussed in the Visual Identity Manual

III. Structure of the organisation

6.§ ESN Óbuda University is an official member-section of ESN Hungary.

7. § ESN Óbuda University is an official member-section of ESN International.

8.§ ESN Óbuda University consists of ESNers, Local Board elected by ESNers, Local Coordinators elected by the Local Board and Faculty Coordinators elected by the Local Board. The Local Board acts as the operative governing body. The Local Coordinators are a

support structure to the board with specific responsibilities. ESNers are the Active members of the section.

IV. The General Assembly

9.§ Definitions and regulations of the General Assembly

- 1) The General Assembly is the highest decision-making body of the Organisation and is composed of all its members.
- 2) A General Assembly shall be held at least 2 times a year,
- 3) The President shall be responsible for convening the General Assembly. The President shall send the invitation by post or electronic mail to the Members at least 7 days before the scheduled date. The invitation must contain the scheduled beginning date and time, the address/location and the agenda of the meeting,
- 4) The quorum of the General Assembly shall be constituted if more than half of those entitled to vote are present.
- 5) If there is no quorum, the General Assembly will be reconvened after 30 mins with the same agenda.
- 6) A General Assembly adjourned due to lack of quorum shall be quorate with an unchanged agenda regardless of the number of members present.
- 7) The meetings of the General Assembly shall be chaired by the President, who may delegate the chairing of the General Assembly to another person.
- 8) Minutes of the proceedings of the General Assembly shall be drawn up and kept by the Secretary and certified by the Secretary and two members elected by the Assembly.
- 9) General Meetings of the Organisation shall be open to the public unless the Assembly decides otherwise.
- 10) The General Assembly shall decide by an absolute majority on personnel matters. 10) In all other cases it shall be decided by a simple majority.
- 11) If circumstances dictate that the General Assembly cannot be held in person, it shall be held online. The rules of the face-to-face General Assembly shall prevail in the case of an online meeting.

10.§ Tasks of the General Assembly

- 1) Vote on the action plan of the Local Board and the Coordinators at the beginning of the semester and on the report at the end of the semester,
- 2) If the action plan is rejected, the Local Board member or the Coordinator must prepare a new programme plan and present it at the next General Assembly.

V. Local Board

11.§ Definition and regulations regarding the Local Board are:

- 1) The Local Board shall consist of
 - the President,
 - the Vice-President of Internal Affairs,
 - the Vice-President of External Affairs (also known as Local Representative),
 - the Vice President of Finance (also known as Treasurer),
 - the Vice-President of Events (also known as Event Manager), and
 - the Vice-President of Communication (also known as PR Manager).
- 2) The Local Board shall direct the operations of the Organisation.
- 3) The Local Board shall meet as necessary, but at least four times a year.
- 4) Meetings of the Local Board shall be convened in writing by the President. He/she shall also be obliged to convene a meeting if at least two-thirds of the Local Board so request. A meeting shall be deemed to have been duly convened if the members have received written notice of the meeting at least 24 hours before the meeting and a description of the agenda.
- 5) Minutes of the Local Board meetings shall be drawn up and kept by the Vice-President.

12.§ The Local Board tasks:

- 1) Create and abolish the posts of Coordinator, working groups and project work groups,
- 2) Each member of the Local Board shall be responsible for supporting and supervising the work of the Coordinator, working group and project working group assigned to him/her,
- 3) Prepare the Organisation's biannual programme plan and the biannual activity report,
- 4) The Local Board is responsible for assessing the participation of members in ESN international events.

13.§ Becoming a member of the Local Board and termination of membership:

- 1) To become a member of the Local Board: at least 1 semester of operational membership,
- 2) Only an operative member whose application for this position, in the form of a letter of motivation and a curriculum vitae, reaches the Local Board at least 3 days before the date of the renewal General Assembly may be elected as a member of the Local Board.
- 3) Membership shall be terminated:
 - a) by resignation, the deadline for which shall be 15 days
 - b) 15 days after the expiry of the term of office
 - c) by expulsion
 - d) death of a member of the Local Board.

- 4) Expulsion may be initiated by a majority of the members of the Local Board or by one third of the members of the organisation, stating the reasons for the expulsion. The General Assembly shall decide on the exclusion by a simple majority of all members.

Members of the Local Board

14.§ The members of the Local Board shall be elected by the General Assembly for an annual term of office and shall be accountable to the General Assembly for their activities.

15.§ the tasks and responsibilities of The President are:

- 1) To direct the activities of the Organization,
- 2) To convene the General Assembly,
- 3) To decide and act on matters within the competence of the Local Board between meetings of the Local Board,
- 4) To direct and control the implementation of decisions and resolutions of the General Assembly and the Local Board,
- 5) Liaising with other social and interest representation organisations,
- 6) directing the work of the Local Board,
- 7) chairing meetings of the Local Board,
- 8) representing the organisation,
- 9) taking measures and decisions on matters within its competence,
- 10) convene meetings of the Local Board,
- 11) manage the administrative apparatus,
- 12) manage the financial management of the organisation,
- 13) exercise the rights of an employer,
- 14) perform any other duties which the law confers on the President,
- 15) liaises with ESN International, ESN Hungary, orders ESNcard and other products,
- 16) liaising with the staff of the IRO and with the Vice-Rector for Education,
- 17) prepares certificates of organisational activity,
- 18) on the expiry of his/her term of office, provide his/her successor with all the information necessary for the performance of his/her duties.

16.§ The tasks and responsibilities of The Vice-President of Internal Affairs are:

- 1) In the absence of the President, he/she shall act in his/her place with full authority,
- 2) be responsible for the transparency and coordination of communication within the organisation,

- 3) be responsible for the recruitment of members of the Organisation,
- 4) responsible for the management of the mentoring system,
- 5) manage all data of the members of the Organisation and of international students of Obuda University in accordance with the provisions of the Data Protection Act and GDPR regulations,
- 6) Works closely with the Head of the International Mentor system.
- 7) organise training courses and workshops for the members of the organisation,
- 8) provide his/her successor with all information necessary for the performance of his/her duties before the end of his/her term of office.
- 9) To convene a meeting at least once a month with the Local Coordinators and Faculty Coordinators.

17.§ The tasks and responsibilities of The Vice-President of External Affairs (Local Representative) are:

- 1) pay special attention to liaising with ESN Hungary and the National Representative, shall attend the meetings of the National Assembly on behalf of ESN Óbuda University and shall have the vote of the President in his/her absence. If he is prevented from doing so, he will arrange for his own replacement,
- 2) informs the members of ESN Óbuda University about the programmes of ESN Hungary and ESN International at the General Assembly and through the mail system or other internal communication platform,
- 3) liaise with university bodies and student organisations cooperating with ESN in any form,
- 4) liaise and initiate cooperation with other ESN sections,
- 5) encourage ESN Óbuda University members to participate in national and international ESN events,
- 6) prepare the ESN Óbuda University delegation for participation in national and international programmes,
- 7) coordinate the implementation of national and international projects,
- 8) provide his/her successor with all the information necessary for the performance of his/her duties before the end of his/her mandate.

18.§ The tasks and responsibilities of the Vice President of Events (Event Manager) are:

- 1) Responsible for the coordination of all programmes for international students organised by the organisation and implemented by the individual organisers,
- 2) Responsible for providing the PR Manager with the dates, locations and brief descriptions of all programs and events organized by the Coordinator at least 14 days prior to the event,
- 3) be responsible for preparing, in conjunction with the Local Board, a full programme plan for

the semester before the start of the semester,

- 4) be responsible for announcing the organisation of events in advance, liaising with the organisers, providing them with all the information and monitoring their work, and recording the experience after the event
- 5) to publish a call for the organisation of an event at least 21 days before the event to the membership,
- 6) on the expiry of his/her term of office, provide his/her successor with all the information necessary for the performance of his/her duties.

19.§ The tasks and responsibilities of the Vice President of Finances (Treasurer):

- 1) Shall manage the finances of the organization in conjunction with the President, 2) Manage the funds of the organization independently and with full responsibility, 3) Maintain the accounts and records of the treasury,
- 2) manage the strict accounting forms,
- 3) records cash receipts and disbursements in the treasury report,
- 4) prepare financial plans for programs in conjunction with the President,
- 5) before the expiration of his term of office, shall give to his successor all information necessary for the performance of his duties.

20.§ The tasks and responsibilities of the Vice President of Communication (PR Manager):

- 1) responsible for the general image of the organisation and for communication with international students abroad,
- 2) responsible for the creation of events and related design elements,
- 3) creating and managing social media presences (Facebook, Instagram, Youtube, etc.), creating and publishing information materials (e.g. major Hungarian events, holidays, and anything else the Local Board deems necessary)
- 4) In cooperation with the organiser of the event, be responsible for answering questions from exchange students regarding the organisation's events,
- 5) answering questions sent to the official mailing list of ESN Óbuda University and through the Facebook page or forwarding them to the appropriate place,
- 6) when communicating with exchange students, to be true to the principles of the organisation and to avoid offensive ideas that are alien to the organisation,
- 7) observe and comply with the ESN International Visual Identity Manual (VIM),
- 8) treat all data of its members and international students of Obuda University in accordance with the provisions of the Data Protection Act,
- 9) be responsible for the management and development of existing communication channels and for the search for new ones,

- 10) provide his/her successor with all information necessary for the performance of his/her duties before the end of his/her term of office.

VI. The Coordinators

21.§ The Coordinators consist of:

- the IT Coordinator,
- the International Project Implementation Coordinator,
- the Partnership Coordinator,
- the Audio-Visual Coordinator,
- the Nature & Chill Coordinator,
- the Graphics Coordinator and
- the Secretary.

22.§ The Coordinators are appointed by the Local Board for one semester.

23.§ Becoming a Coordinator and termination of membership:

- 1) To become a Coordinator: at least 1 semester of operational membership.
- 2) Only an Operative Member whose application for this position in the form of a letter of motivation and curriculum vitae is received at least 3 days before the inaugural meeting of the Local Board may be elected Coordinator.
- 3) Membership shall be terminated:
 - a) by resignation, with a deadline of 15 days
 - b) at the expiry of the term of office
 - c) by expulsion
 - d) death of the coordinator
- 4) Expulsion may be initiated by a majority of the members of the Local Board or by one third of the members of the organisation, stating the reasons for the expulsion. The General Assembly shall decide on the exclusion by a simple majority of all members.

24.§ Definition and regulations regarding the Local Coordinators are:

- 1) The Coordinators may be regulated according to the rules applicable to the members of the Local Board and shall in all cases be treated in the same way as the members of the Local Board.
- 2) The Coordinators are not members of the Local Board but shall carry out their work in close cooperation with it and in consultation with it.

- 3) The Coordinators shall assist the Local Board in the preparation of the annual programme plan and the annual report.
- 4) The Coordinators may participate in the Local Board meetings with the right to be consulted and to make proposals, with the prior agreement of the Local Board.
- 5) They shall be required to report on their work to date at the General Assembly.

25.§ The tasks and responsibilities of the IT Coordinator are:

- 1) Support the Local Board in IT related tasks
- 2) the continuous maintenance and development of the website at the domain, including the uploading of current programmes and news, the updating of the list of members and the list of the Local Board and the list of coordinator posts on the website, any other tasks that the Local Board deems necessary in connection with the maintenance of the website,
- 3) take care of the resolution of IT problems of the members of the Organisation within the frameworks of the Organisation,
- 4) liaising with the webmaster of ESN Hungary,
- 5) manage the domains of the organisation's e-mail addresses,
- 6) shall handle all data of the members of the Organisation and international students of Óbuda University in accordance with the provisions of the Data Protection Act,
- 7) If needed, making automations and writing scripts with consultation of the Local Board or its IT responsible.
- 8) Upon the expiry of his/her term of office, he/she shall hand over to his/her successor all electronic and other accesses of the ESN Óbuda University and all information necessary for the performance of his/her duties.

26.§ The tasks and responsibilities of the Partnership Coordinator are:

- 1) Seeks potential new partners for ESN Óbuda University.
- 2) Maintain the relationship with our current partners and constantly aim for a better agreement with them.
- 3) Supports the work of the Vice President of Finances,
- 4) Promotes the ESNcard project among the students and educates them about the benefits of it, supports the work of the Treasurer regarding the ESNcards.
- 5) Promotes the Responsible Party project among the students and educates them about its main goals and principles.
- 6) Communicate regularly with the NB responsible.

27.§ The tasks and responsibilities of the Nature & Chill Coordinator are:

- 1) Be responsible of organising outdoor events, and coordinate them
- 2) Support the work of the Event Manager,

- 3) Advise the Event Manager and/or the Event Working Group about how to make the annual programmes more green and eco-friendly.
- 4) Upon the expiry of his/her mandate, he/she shall hand over to his/her successor all the information necessary for the performance of his/her duties.

28.§ The tasks and responsibilities of the Audio-Visual Coordinator are:

- 1) Be responsible for providing somebody to take good quality photos and videos of ESN Óbuda's events or taking the role him/herself, and gather the media.
- 2) Support the work of the Vice President of Communication,
- 3) Making necessary edits and special requests on them to be able to post them publicly.
- 4) Making promotional, after-movie and general purpose videos from the gathered and may edited media.
- 5) Posting them on the Organisation's social media with consultation of the PR Manager.
- 6) Upon the expiry of his/her mandate, he/she shall hand over to his/her successor all the information necessary for the performance of his/her duties.

29.§ The tasks and responsibilities of the Graphics Coordinator are:

- 1) is responsible for the visual appearance of ESN Óbuda University,
- 2) observe and comply with the ESN International Visual Identity Manual (VIM),
- 3) Support the work of the Vice President of Communication,
- 4) Produce the necessary visual promotional material (events, calls for proposals, etc.),
- 5) Design ESN Óbuda University's own promotional material (flyers, T-shirts, roll-ups, flag, etc.)
- 6) Upon the expiry of his/her mandate, he/she shall hand over to his/her successor all the information necessary for the performance of his/her duties.

30.§ The tasks and responsibilities of the International Projects Coordinator are:

- 1) organise the Social Inclusion Days and Erasmus Days programmes in cooperation with the Vice-President of Events,
- 2) liaising with the ESN Hungary International Projects Coordinator,
- 3) Under the guidance of the Vice-President of External Affairs, assists in the implementation of national and international projects, organises the related programmes,
- 4) Responsible for informing the Vice-President of Communication of the dates, venues and brief description of the events he/she organizes at least 10 days before the event,
- 5) on the expiry of his/her term of office, provide his/her successor with all the information necessary for the performance of his/her duties.

31.§ The tasks and responsibilities of the Secretary are:

- 1) Support the work of the Local Board
- 2) prepare and verify the minutes of the General Assemblies,
- 3) ensure that the office is kept in good order and that the necessary office supplies are obtained,
- 4) manage and organise the incoming mail,
- 5) be responsible for room reservations for meetings or programmes,
- 6) as administrator of the annual inventory, update the inventory as necessary and liaise with the appropriate University administrator,
- 7) upon the expiration of his/her term of office, provide his/her successor with all information necessary to perform his/her duties.

VII. Faculty coordinators

32.§ Faculty Coordinators are appointed by the Local Board for one semester

33.§ Becoming a Faculty Coordinator and termination of membership:

- 1) To become a Faculty Coordinator, a minimum of 1 semester of participation in a mentoring program is required.
- 2) The Faculty Coordinator is an operational member of the Organization.
- 3) The faculty coordinator of a faculty can only be a student of that faculty.
- 4) If no student from a faculty has applied for the position of faculty coordinator, the Local Board may select a faculty coordinator from another faculty on a case-by case basis
- 5) Membership shall be terminated:
 - a) by resignation, with a deadline of 15 days
 - b) at the expiry of the term of office
 - c) by expulsion
 - d) death of the coordinator
- 6) Expulsion may be initiated by a majority of the members of the Local Board or by one third of the members of the organisation, stating the reasons for the expulsion. The General Assembly shall decide on the exclusion by a simple majority of all members.

34.§ The tasks and responsibilities of the Faculty Coordinators are:

- 1) to coordinate the Organisation's faculty mentors.
- 2) responsible for recruiting faculty mentors.
- 3) decides on the recruitment of mentors, but his/her decision may be overruled by the Local Board.

VIII. Members

35. § Members are appointed by the Local Board or by the Faculty Coordinators.

36. § Membership requirements

- Short motivation letter (max 2 pages long)
- Attend the interview (online or in person)

37. § Members rights and responsibilities

- 1) Each member of the section is responsible to represent the section and uphold the values of ESN Óbuda University and ESN International within the students.
- 2) As a member of the section, each member must attend the General Assemblies.
- 3) As members of the Section, each member has a vote to elect the next generation of ESN

Óbuda University, changes in the working of the section, amendments to the SSO and The motion of the No confidence of the Local board and local coordinators.

- 4) As members of the section, they have the right to present their ideas freely and openly within the section to its members, local coordinators and local board.
- 5) With a 1 / 3 of section support members can initiate the SSO amendments and convene a general assembly of the section, if the president failed to do so after a formal memo signed by the 1/3 of the section members presented to the board in person or through email.
- 6) With a 1/3 of section support members can initiate a Motion of No Confidence of the board with a formal memo signed by the 1/3 of the section members presented to the board in person or through Email.
- 7) Membership shall be terminated:
 - a) by resignation, with a deadline of 15 days
 - b) at the expiry of the term of mandate
 - c) at the end of the semester (if not decided otherwise by the Local Board)
 - d) death of the member
 - e) not attending at least half of the events each month organised by ESN Óbuda

IX. Additional departments

X. The Motion of No Confidence

38.§ The Motion of No Confidence can be initiated by:

- 1) The Local Board Members with a 1/3 support.
- 2) The Local Coordinators with full support of the Local Coordinators
- 3) At least one-third of the section members support.

39.§ The Motion of no confidence can be initiated at any time by sending an email to the official mailing list of ESN Óbuda University, which must contain the following:

- 1) Names and Position of the initiators
- 2) Name and Position of the target of the Motion of no Confidence,
- 3) A Detailed description of the reason(s).
- 4) Proof of the mentioned reasons or mention why there is no evidence of them.

40.§ After a successful initiation of the Motion of no Confidence must be discussed at the earliest GA that has to be convened by the President or Local Board within 14 days at

latest. In case of not following, with this rule. The petitioning members can convene an Extraordinary GA online to discuss the topic and give the report to the National Board and Audit commission with an attendance list of the members who attended and voted on the GA.

41.§ During the GA the motion of no confidence shall be voted on with a secret ballot and to pass it must at least reach 60 percent support of the entire section.

42.§ In case of the motion of no confidence is passed with 60 percent support. The mandate of the target is terminated with immediate effect.

43.§ In case the motion of no confidence was passed against the entire Local Board, their mandate will be terminated once the GA elects a new Local Board.

XI. Local Board Election

44.§ Before the beginning of the new academic year, a new Local Board is to be elected. The mandate of the elected LB - in case the election is held at the General GA - Starts on the 1st August until the 31st July of the following year.

45.§ At the latest, the Open call for the LB must be sent out with the convening of the elective General Assembly. The Open Call must contain the detailed description of each position that the call is being opened for, as they are defined in the SSO.

46.§ The candidate must send their application, prepared in accordance with the call for candidates, to the current board with the deadline, which will later be forwarded to all members of the ESN Óbuda University.

- 1) The candidate must participate in the elective GA.
- 2) The candidate must submit the Application Form, Curriculum vita, Motivation letter.
- 3) At the time of the vote, the candidate must be a student of Óbuda University.

47.§ The process of the election:

- 1) The candidates shall give a 10-minute presentation in English, not attended by the other candidates running for the same position. Then they shall answer the questions of those in attendance.
- 2) After the presentations are over, the General Assembly shall hold a debate not attended by the candidates, the length of which shall be determined by the General Assembly.
- 3) After the debate, the vote shall take place on the online channels under the guidance and supervision of the person chairing the NA and the scrutinizers.
- 4) The votes formats must be as such: A list of the candidate's full names in alphabetical order, followed by the option "None of the above". This format must be adhered to even in case there is a single candidate for the given position.
- 5) To select the candidate, the candidate must have a majority and $\frac{1}{3}$ of the section votes.
- 6) The results of the election are shared by the president within eight days to members of the section, concerning university officials, National Board, Audit Commision and Other sections within Hungary.

48.§ If the election of the President is unsuccessful, or a Local Board consisting of at least three members cannot be formed after the electoral General Assembly, the president shall call an Extraordinary General Assembly within 10 days.

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Áron Falus
President

Witness 1.

Name:

Address:

Signature:

Witness 2.

Name:

Address:

Signature: