

WBAA Internal Rules and Regulations

As of April 2022

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1. GENERAL PROVISIONS

The Internal Rules and Regulations document defines closely the functioning of WBAA bodies by establishing internal procedures for meetings, electing and voting mechanisms, etc.

All provisions of the Internal Rules and Regulations document must be formulated in accordance with the Statute as the supreme legal document of WBAA.

Procedures for proposing, adopting, and amending the Internal Rules and Regulations shall follow respective procedures adopted for the Statute.

2. CODE OF CONDUCT

WBAA is an alumni association based on the principles of democracy, cohesion, solidarity, fairness, respect for and equality among the students and alumni of the Western Balkans region. WBAA is neutral, unbiased and nonpartisan in the existing political discourse.

The network shall be based on a pleasant and stimulating work climate. The interaction between members should always be appreciative, respectful and collegial. Discussions between members should be constructive; there is no room for hostility and nationalistic opinions. (Sexual) harassment and discrimination, including discriminatory or sexually based jokes, actions and comments or any undesirable behaviour should be promptly dealt with, addressed and brought to the attention of the WBAA Board and/or Service Provider.

All WBAA members rights and obligations derive from the WBAA Statute, and the WBAA Internal Rules and Regulations.

If financial resources are received directly for your project and other activities, they are to be spent in a targeted and most efficient manner. To prevent fraud, expenses should be documented whenever possible.

The following points are particularly important in terms of external appearance:

3. Social media behaviour: When WBAA members make posts about WBAA topics (e.g. in connection with WBAA Projects), they must not post content that contradicts the principles of WBAA.
4. The WBAA logo and promotional material such as the WBAA banner and flag may be used for all WBAA related activities.

All WBAA members are expected to abide by this code of conduct. Individuals who are found to violate this code of conduct will receive an official warning by WBAA and may be barred from participating in WBAA activities or events. Repeated infractions, or serious cases will result in the individuals having their WBAA membership revoked.

3. THE GENERAL ASSEMBLY

3.1. PARTICIPANTS AT THE GENERAL ASSEMBLY

The number of participants at the General Assembly will be determined in coordination with the Service Provider. The number of participants from each National Chapter will be determined by the Regional Board based on the number of members registered on the Online Community Platform from each National Chapter.

Every WBAA member which is registered on the platform will be invited to send the application for participating in the General Assembly. The participants from each National Chapter will be selected by the respective National Representatives, with respect to the balance between new and active members. The new applicants will be selected based on the motivation of the applicant, and the active members by the previous contribution to the functioning of WBAA. In the selection process, the National Representatives will consult with the heads of WBAA Teams. In case the GA is organized online or hybrid, all WBAA members will receive an invitation to register for the online GA.

Head and Vice Heads of each team, as well as members of the Regional Board, are directly invited to the GA.

3.2. CHAIRPERSON AT THE GENERAL ASSEMBLY

Regional Board members are electing by consensus the Chairperson and the Deputy Chair among themselves for each General Assembly at least two weeks prior to the General Assembly. The Chairperson has the mandate to lead the session, take care that the official Agenda is being implemented, as well as to initiate and conclude voting in the General Assembly.

In case the Chairperson or the Deputy Chair are not acting according to the Agenda or disrespect the rules of WBAA in any way, the Regional Board members can vote to dismiss and elect the new Chairperson or the Deputy Chair for the remainder of the General Assembly.

3.3. THE AGENDA AT THE GENERAL ASSEMBLY

The Agenda for the General Assembly is adopted by the Regional Board. Heads of WBAA teams may propose issues of importance for the team which they represent to be included in the Agenda. The Agenda for the General Assembly must be made public to all WBAA members not later than two weeks prior to the General Assembly.

3.4. VOTING AT THE GENERAL ASSEMBLY

Only WBAA members present at the General Assembly have the right to vote. Decisions are made by a simple majority of votes of members present at the General Assembly unless stated otherwise by the Statute.

4. THE REGIONAL BOARD

4.1. ELECTING MEMBERS OF THE REGIONAL BOARD

The Regional Board members are elected for a period of two years by a vote in the respective National Chapter. Voting will take place on the WBAA Online Community Platform. Any member of the respective National Chapter who is registered on the WBAA Online Community Platform for at least 6 months at the time the Service Provider officially initiates the elections is automatically eligible to vote or run for the position in the Regional Board. In order to run for the position, candidates must submit their application that consists of WBAA application form and other requested supporting documents.

In case the vote is organized in order to elect one National Representative, the candidate is elected by winning the majority of votes. If more than 1 candidate has won the same number of votes, a second round is organized between these candidates. In the second round, the candidate who won the majority of votes wins.

In case the vote is organized in order to elect two National Representatives, every member with voting rights of the National Chapter votes for two candidates. The two candidates with the highest number of votes win.

The vote must be finalized prior to the General Assembly meeting. At the meeting, the General Assembly confirms the decision of the National Chapter and validates the mandate of the Regional Board member for a period of two years. Their mandates start with the date of the election result. Members of the Regional Board can be elected for this position maximum two times.

If the mandate of a Regional Board member is expiring, the Service Provider must call the elections, at least one month prior to the next General Assembly.

In case a Regional Board member decides to resign from the position before the end of its mandate, she or he needs to notify the Regional Board, the Service Provider and members of the specific National Chapter as soon as possible, with a notice period of at least one month before the resignation is official. Within one month following her/his resignation, the new elections are to be organized following the standard election procedure. The newly elected member of the Regional Board acquires the mandate as soon as the election results are official. At the next General Assembly, the members confirm the decision of the National Chapter and validate the mandate of the Regional Board member for a period of two years, starting with the day of the election result.

For the first round of voting, all members who want to run for the position in the Regional Board must submit their candidacy not later than two (2) weeks after the elections have been called. After the submission of their candidacies, candidates have 10 days for the campaign. Voting in the WBAA Online Community Platform will take place for a period of 7 days after the campaign has terminated. For the second round, candidates will have 5 days of the campaign, followed by 72 hours of voting on the Online Community.

4.2. VOTING IN THE REGIONAL BOARD

For voting to take place, there needs to be a quorum of at least 1 National Representative from each National Chapter present. All decisions are accepted by a simple majority of the present members unless defined otherwise by the Statute for specific issues.

4.3. MEETINGS OF THE REGIONAL BOARD

Members of the Regional Board must meet at least once in two months for an online meeting and at least three times a year in person. The Agenda for these meetings will be determined by the Regional Board members in advance. The Service Provider takes minutes during Board meetings and must share them with the Regional Board for their approval. After minutes are approved by the Regional Board, the Service Provider is required to share minutes from Board meetings on the WBAA Online Community Platform not later than three (3) weeks after the meeting has taken place. Furthermore, the Regional Board must share minutes of each meeting via Service Provider with Heads of WBAA Teams not later than seven days after the meeting has taken place. Board meetings will be documented by a minute taker (either by the Service Provider or by a member of the Regional Board). The minutes will be shared with the Regional Board within 14 days. After approval by the Regional Board, the Service Provider uploads the final version of the minutes on the WBAA Online Community Platform.

4.4. DUTIES OF THE REGIONAL BOARD

Members of the Board must present the annual report for the past year during the meeting of the General Assembly, as well as the annual plan for the next year. In case there is a need to call an extraordinary meeting of the General Assembly, the Regional Board must inform all members about reasons for the organisation of this meeting at least one month before the extraordinary General Assembly meeting.

5. WBAA TEAMS

5.1. ON WBAA TEAMS

Each WBAA Team is functioning as a collaborating body that works to support WBAA goals following democratic principles. The Regional Board proposes on introducing new WBAA Teams and abolishing old ones, which is adopted by the General Assembly. WBAA Teams must function within the mandate and deadlines are given by the Regional Board.

Every WBAA Team is open to anyone willing to take part in the activities of the Team. Individuals can take part in up to two teams of their choosing.

All decisions, initiation, changes, activities, etc. related to the teams functioning, its members, task implementation, etc. are to be transparent and put to vote to all the team members. Team meetings must happen at least once every two months. Teams are functioning based on the annual plans which are transparent to all team members. The annual plans are proposed by the Head of each team and adopted by the Regional Board.

Teams are responsible for following the general procedures given by the Statute as well as the Internal Rules and Regulations document, but they do have the autonomy to establish their additional set of procedures in case these are not in collision with any Articles of the WBAA Statute or other official WBAA document.

Each team has at least 1 assigned Regional Board member as a liaison person for support and communication.

WBAA Teams are the following:

1. Higher Education Reform and Equal Access to Higher Education
2. Quality Mobility and Student Exchange within Higher Education
3. Transition from Higher Education to Labour Market and Professional Life
4. Research

5.2. COMPOSITION OF THE TEAMS

Each team will have a team leadership consisting of the Head, Vice Head for Advocacy, and Vice Head for Communication.

Heads of WBAA teams are required following:

- overall coordination of the team
- liaise with the Board
- participating in the Heads of teams Community
- membership management
- chairing of the team meetings
- organizing online meetings and votes on any decision making
- proposing the Team's annual plan to the Regional Board
- providing clear and regular communication and information dissemination between the Team and the Regional Board and other WBAA bodies etc.

Vice Head for Advocacy is required following:

- follow everyday challenges and novelties (e.g. new draft laws, new policies, etc) in the domain of their team, etc.
- propose WBAA advocacy reactions and activities towards governments, state institutions or other stakeholders regarding the challenges and novelties identified (such as press releases, emails to members to encourage joint actions, other)
- providing support and assist the Head of the Team in managing the responsibilities towards the Team's goals
- leading the Team in case of the Head's absence
- participating in the Advocacy Community

Vice Head for Communication is required following:

- to seek and disseminate relevant information through WBAA social networks

- writing the WBAA newsletter
- promotion of the teams' initiatives and activities
- promotion of advocacy actions etc.
- participating in the Communication Community

The teams will have the liberty to adjust their internal structure as they see fit and as it fits the needs of the team best. They are free to form sub-team structures and add more roles to members, define internal rules. Team leadership is responsible to its members and the RB.

Application to the team by new members will be always ongoing, and updated membership lists are kept via the Community Platform. Team leadership should keep attendance and activity records at the meetings. The team leadership will meet once per month.

5.3. ELECTING PROCEDURES FOR HEADS AND VICE HEADS OF WBAA TEAMS

Every member of the WBAA Team who is registered on the WBAA Online Community Platform as a member of the respective WBAA Team for at least 2 months at the time the elections are called has the right to vote and run for the position of the Head or Vice Head of the Team.

Voting takes place on the WBAA Online Community Platform. Separate elections are organized for the Head and each Vice Head of the team. Both Heads and Vice Heads are elected by winning the majority of votes from their team members. In case of equal number of vote for multiple candidates, multiple voting rounds can be organized with the same voting rules. The Regional Board confirms the election results, whereas the General Assembly appoints the Heads and Vice Heads for all Teams.

For the first round of voting, all Team members running for the team leadership must submit their candidacy not later than two (2) weeks after the elections have been called. After the submission of their candidacies, candidates have 7 days for campaigning. Voting on the online platform will take place for a period of seven (7) days after the campaign has terminated. In case there is a need for a second round, it should be organized immediately and the voting will last for 72 hours.

In case there are no candidates for the Head of the team at the time the open-call is closed, the Call for Candidates will be extended. In case there are no candidates for any of the Vice Head positions of the team at the time the open-call is closed, the Head has the right to propose a candidate in an extraordinary meeting of the team. The candidate has to be confirmed by a simple majority of members voting.

Both Head and Vice Heads can hold up to two 2-year terms.

The procedure and reasons for dismissing a Head of the Team or a Vice Head follow the ones established in the Statute for members of the Regional Board.

If a Head or a Vice Head decides to resign from the position before the end of the mandate, they need to notify team members and the Regional Board with a notice period of at least one month before the resignation is official. In the meantime, the Vice Head for Advocacy takes place as an acting Head.

5.4. CONVOCATION AND VOTING MECHANISM IN WBAA TEAMS

Every Team meeting must be publicly announced in advance in a way that will allow all team members to be present. The decisions are made by a simple majority of members present at the meeting.

5.5. WBAA COMMUNITIES

Each position in the team's leadership will be connected with their respective position from another WBAA Team through their community, meaning there will be three communities:

- Heads of teams Community work on developing the collaboration of teams, general management of the members, proposing topics for WBAA training, etc. Heads of teams Community will have a minimum of two Board members as their Liaison with the Board.
- The Advocacy Community works on setting the advocacy agenda of WBAA in collaboration with the Regional Board, mapping relevant stakeholders, supporting the Regional Board with representation towards stakeholders, aligning advocacy actions, creating and implementing advocacy actions, supporting project applicants and advocacy efforts of the projects etc. The Advocacy Community will have one Board member as their Liaison with the Board.
- Communication Community works on creation of WBAA communication strategy, coordination of the social media management, supporting the Regional Board with visibility of its activities, supporting project applicants and visibility of the projects, WBAA newsletter etc. The Communication Community will have one Board member as their Liaison with the Board. It is advisable that the Communications team of the Service Provider is in close communication with the Communication Community.

The communities will have the liberty to adjust their internal structure as they see fit and as it fits the needs of the team best. They are free to admit more members from WBAA Teams, form sub-community structures and add more roles to members, define internal rules. This means that other WBAA Teams' members are free to join a community if the community leadership allows it.

Communities will meet once per month or more frequently if needed.

6. THE SERVICE PROVIDER

The Service Provider is a third party contracted by the European Commission to contribute to the functionality of WBAA. The Service Provider deals with the organisation of the Board Meetings, Teams Meetings and the General Assembly, organizes electoral processes and voting on the online platform, helps in the acceptance of new member procedures and serves as a contact point between the European Commission and WBAA.

The Service Provider should accept all the applicants who fulfill the criteria of becoming a WBAA member within two weeks since the application was submitted. In case the application is accepted, the Service Provider needs to inform the new member with a confirmation email which includes information on WBAA Teams that they can join.

The Service Provider serves as a messenger within WBAA and therefore is obliged to share all the information (exp. WBAA events such as Teams meetings, Board meetings, training, project proposals, project going on etc.) via the Community platform to all WBAA members.

The Regional Board must be able to inform the European Commission about the functionality of the Service Provider at least once a year in direct communication, in a head-to-head meeting between the Regional Board representatives and representatives of the European Commission.

7. NATIONAL CHAPTERS

National Chapters serve as a platform for organizing WBAA members on a national level. National Chapters are responsible for following the general procedures given by the Statute as well as the Internal Rules and Regulations document, but they do have the autonomy to establish their additional set of procedures in case these are not in collision with any Articles of the WBAA Statute or other official WBAA document.

Periodical National Chapter meetings should be organized in order to give the chance to new members to gain information about the organization and join WBAA Teams, work on specific ideas/projects and discuss the upcoming events of WBAA. An online meeting can be held whenever necessary. Meetings are organized and led by National Representatives who are members of the Regional Board. The Agenda for meetings is formulated by National Representatives.

8. THE ADVISORY COUNCIL

The WBAA Advisory Council (hereinafter: The Advisory Council) is an honorary body that has an advisory role to the WBAA board and its activities. The Advisory Council consists of former Board members who have served in the Board for at least one (1) year and are in good standing with WBAA.

The Advisory Council has no executive authority or decision-making powers.

Members of the Advisory Council are proposed and appointed by the Regional Board and presented at the General Assembly. The Advisory Council has no fixed term mandates. There is no fixed membership quota for the Advisory Council.

Members of the Advisory Council can withdraw their participation from the Advisory Council at any time by contacting the Board and/or the Service Provider. The Regional Board reserves the right to remove members of the Advisory Council at any point through simple majority voting, if they are found to be breaching the WBAA Statute and/or WBAA Internal Rules and Regulations.

Rights of the members of the Advisory Council:

- Can participate and be elected in leadership positions within WBAA Teams.
- Can apply for projects.
- Are allowed to run again as a candidate for the Regional Board only if they have previously served only one (1) mandate as Regional Board members and they have withdrawn from the Advisory Council before their candidacy. Former members of the Advisory Council who run again for a Regional Board position can return to the Advisory Council if they wish so (i) after their mandate has finished, if re-elected successfully to the Regional Board (ii) after the end of the elections for the Regional Board position, if they have lost the election bid.

The Regional Board can contact the Advisory Council members individually or collectively for advice on topics and matters relevant to WBAA. The feedback provided by an Advisory Council member can either be individual or collective in coordination with other Advisory Council members. Members of the Advisory Council are not obliged

to offer feedback, when they think that they do not have a good understanding of the topic or the necessary time to commit to it.

9. ENTRY INTO FORCE

The Internal Rules and Regulations come into force as of 3 April 2022.