

ASAF Statutes

As presented by the Interim Board to the ASAF members.

Content

ASAF Statutes	1
Glossary	2
Principles	5
A) ASAF STATUTES	6
1. CREATION, NAME, HEADQUARTERS, TERM, LANGUAGES OF THE FORUM	6
2. VISION, MISSION-STATEMENT, AIMS AND ACTIVITIES	6
3. STRUCTURE & BODIES	8
4. MEMBERSHIP	8
5. PARTNERS	9
6. RIGHTS AND OBLIGATIONS OF MEMBERS & PARTNERS	9
7. RELATION TO AND ROLE OF THE EUROPEAN UNION	10
8. RELATION TO THE AFRICAN UNION	10
9. ANNUAL GENERAL FORUM (AGF)	10
10. MEETING OF MEMBERS (MoM)	10
11. BOARD	12
12. COMMITTEE ON REGIONAL COOPERATION AND INTEGRATION	13
13. COMMITTEE ON MOBILITY PROGRAMME, DIVERSITY AND INCLUSION	13
14. TASK FORCES (TF)	14
15. CO-AMBASSADORS	14
16. WORKING GROUPS	15
17. OFFICIAL DOCUMENTS & DISSOLUTION	15
18. MISCELLANEOUS	17
19. ENTRY INTO FORCE	17

Glossary

ENG	FR	Definitions
Annual General Forum (AGF)	Forum Général Annuel (FGA)	Main event of ASAF to be held once a year on-site and/or online, composed (at least) by the Meeting of Members (MoM) and a public conference. Additional events can be added.
Meeting of Members (MoM)	Assemblée des Membres (AdM)	Internal main decision making body of ASAF conveying all members, who are interested on-site and/or online. Discussions, voting, etc. may take place during the MoM. A MoM is an integral part of the AGF but additional MoM can be conducted if necessary (on-site and/or online).
Public Conference	Conférence Publique	Like the Meeting of Members (MoM), this is an integral part of the AGF, which includes external stakeholders to increase ASAF's visibility, outreach and networks.
Agora	Agora	An open event in which ASAF members and external guests can present topics, discuss issues, implement trainings and workshops during the AGF
Statutes	Statuts	Main document defining membership, vision and mission, aims and structure as well as mode of functioning and collaboration of ASAF.
Rules of procedure	Règles de procédure	Document defining the guiding principles of ASAF. That is the details on how the statutes are implemented, votes are held, collaborations,

		checks and balances are safeguarded, etc.
Internal Regulations	Règlementations Internes	Set of regulations defining the working policies and decision making of substructures, etc.
Board	Conseil d'administration ou Conseil	The Board is the executive body coordinating together the daily work of ASAF, and managing ASAF's operations between the Meetings of Members.
Task Force	Task Force ou Force Opérationnelle ou Comité de Réflexion	Executive bodies composed of members supporting the Board on specific tasks, not limited to only the internal/administrative work of ASAF.
Working Group	Groupe de Travail	Bodies composed by members and partners working on a specific topic with a specific timely limited term, to produce a specific result (for example a white paper on the role of mobility in achieving the Agenda 2063). May have two Co-chairs out of which at least one should be an ASAF member.
Co-Ambassadors	Co-Ambassadeurs	Two elected ASAF members in an African country acting as focal points for ASAF in the country of residence and coordinating the country group.
Regional Coordinator	Coordinateur Régional	Regions follow the regions of the AU. The Regional Coordinator supports the Co-Ambassadors of his/her region, facilitates cooperation and is a member of the Committee on regional

		cooperation and integration. The regional coordinator also covers those countries, which do not (yet) have a Co-Ambassador.
President of the Board	Président du Conseil	Is in charge of scheduling, convening, and moderating Board meetings. Besides, she/he organizes a timely agenda setting and acts as the primary speaker of the Board.
Vice-President of the Board	Vice-Président du Conseil	The two Vice-Presidents act as back-up for the President and head each a committee (either regional or programmes). They also support the President as speakers since they specialize in different languages and regions.
Committee on regional cooperation and integration	Comité de la coopération et de l'intégration régionales	Headed by one of the Vice-Presidents, the Committee is composed of the five regional coordinators. The Committee provides advice and feedback to ASAF and the Board on all decisions and policies of ASAF in regard to regional cooperation, integration and the suitability on the ground (all African regions and countries). The Committee also helps ASAF to develop actions and policies, which benefit all regions and countries (or at least do not contradict or harm).
Committee on mobility programme, diversity and inclusion	Comité sur les programmes de mobilité, diversité et inclusion	Headed by one of the vice-presidents the Committee is composed of elected representatives from the mobility programmes forming ASAF. The Committee

		<p>provides advice and feedback to ASAF and the Board on all decisions and policies of ASAF in regard to its compliance, effects and suitability on the different mobility programmes.</p> <p>The committee helps ASAF to develop actions and policies, in order to benefit all mobility programmes (or at least do not contradict or harm).</p>
Service Provider	Prestataire de Service ou Prestataire	<p>Economic Entity contracted by the European Commission to manage the resources and provide support to ASAF.</p>

Principles

A structure and governance for ASAF should follow the principles of democratic representation while covering and reflecting the diversity of the ASAF membership with regards to gender, provenance, mobility programme, culture and language.

The structure should safeguard democratic decision-making procedures while incorporating and respecting the needs of those groups within ASAF, which are underrepresented.

A) ASAF STATUTES

1. CREATION, NAME, HEADQUARTERS, TERM, LANGUAGES OF THE FORUM

1.1 **Creation and Name**

A Forum is created between the founding members and later adherents. The name of the Forum is:

- "African Students & Alumni Forum" in English, and
- "Forum des Étudiants & Anciens Boursiers Africains" in French,
- and "ASAF" in abbreviated form.

ASAF is a volunteer organization that serves its members in Africa, Europe and around the world.

1.2 **Headquarters**

ASAF is a Pan-African Forum with activities all over the African Continent and beyond. ASAF will elaborate if and where a legal registration in an African country will benefit the Forum. The Board may propose a seat for the Organisation, a national legal representation and registrations to the Meeting of Members to decide.

And when this seat is fixed at the time of the legal registration, it may be transferred at any time upon proposal of the Board and ratification by the Meeting of Members.

1.3 **Term**

The Forum is created for an unlimited period, even after European Union funding ends.

1.4 **Languages**

1.4.1 **Working Languages**

Working Languages of ASAF are French and English.

1.4.2 **Official languages**

Official languages are Swahili, Arabic, English and French. Official documents are equally valid in all language versions.

The Statutes and Rules of Procedure are drawn up in English and are subject to a certified translation in French. They can be translated into other languages as well. In case of discrepancies between versions, only the English version shall be considered authentic.

1.4.3 **General communication**

ASAF seeks to communicate in Swahili, Arabic, English and French. In addition, Portuguese and Spanish are used whenever possible. Additional languages can be used whenever appropriate and needed.

2. VISION, MISSION-STATEMENT, AIMS AND ACTIVITIES

2.1 **Vision**

ASAF's vision is to become an inclusive and transcultural platform that contributes to the achievement of the United Nations Sustainable Development

Goals (SDGs), of the objectives of the African Union's Agenda 2063 ("The Africa We Want") and of the partnership between Africa and the European Union.

In short, ASAF's vision is: "Quality education and global integration towards the sustainable development of Africa".

2.2 Mission Statement

Building a pan-African forum integrating mobility students, alumni, Higher Education Institutions (HEIs) staff mobility and other stakeholders promoting academic mobility, strengthening their capacity and contributing to policy development.

ASAF's mission is to become a platform for African Changemakers, who use their skills and knowledge to accomplish the general continental transformation especially by improving the quality of education and increasing opportunities of employment. With the help of the members' talent and commitment, ASAF will also promote international learning mobility across Africa.

2.3 Aims

ASAF's overall objective is to enhance learning mobility, innovation and competitiveness in Africa by supporting young people's employability, career perspectives and entrepreneurship by strengthening their participatory and leadership skills.

More specifically, ASAF wants to help improve the quality and harmonisation of higher education, increase the transparency and recognition of learning outcomes in Africa and raise awareness of AU- and EU-funded international mobility programmes.

ASAF also wants to promote young people's insights into educational processes, policies and innovative practices and to foster dialogues with the responsible policy makers.

To realise its mission, ASAF is committed to build partnerships with key stakeholders.

ASAF also aims to become a leading partner for students and alumni in Africa and to motivate higher education students and professionals to take advantage of international mobility opportunities.

2.4 Activities

ASAF is committed to positively contribute to its members' professional and personal development by strengthening their capacities through innovative projects, social entrepreneurship and skills trainings.

ASAF has, among other activities:

- Facilitation of contacts and developing close links between ASAF members;
- Helping its members throughout their professional life to get perspective, develop their talents and define action plans to boost their career path;

- Development of workshops, coaching sessions, specialised conferences.

The Forum also maintains a database with complete profiles of current fellows and Alumni, and has launched an ASAF Community Portal to strengthen the links between members and to ensure that everyone is at the same level of information.

3. STRUCTURE & BODIES

ASAF shall have the following governing, consultative and working bodies and units:

- **Meeting of Members**
- **Board**
- **Committee on regional cooperation and integration**
- **Committee on mobility programme, diversity and inclusion**
- **Task Forces**
- **Co-Ambassadors**
- **Working Groups**

4. MEMBERSHIP

The membership of ASAF shall consist of the persons who at the date of the resolution adopting these governance documents are entered in the Member Register as members of the Forum and such other persons as the Board shall admit membership in accordance with the following Rules.

All persons satisfying the regulations described below and meeting the criteria of ASAF, shall be admitted as Ordinary or Honorary Member.

4.1 Ordinary membership of ASAF is open to any national of the 54 African States who is or has been a beneficiary in terms of international mobility from:

- Erasmus+ ,
- Intra-Africa Academic Mobility Scheme,
- Intra-ACP Mobility Scheme,
- Mwalimu Nyerere African Union Scholarship Scheme,

or their successors (future versions) and predecessors of such mobility programmes as defined by the European Commission, DG Education and Culture and by Education, Audiovisual and Culture Executive Agency (EACEA).

It is absolutely necessary that the person concerned has completed the mobility period for the grant awarded to him/her, even if this is after his/her membership of ASAF. If it is proved that the mobility was prematurely interrupted for a reason other than force majeure, the person will be excluded from the Forum in accordance with **paragraph 3 of Article 1.4** of the Rules of Procedure.

Ordinary member means a member of ASAF Forum other than an honorary member.

They are natural persons who commit themselves to share their knowledge

and/or activity in the ASAF Vision, Mission, and Aims described in **Article 2** of these Statutes.

- 4.2** **Honorary members** are natural persons who have been taken from among those who render or have rendered services to ASAF. They are persons with distinguished achievements, reputation, support and contribution towards ASAF and its Vision, Mission and Aims.

5. PARTNERS

- 5.1** ASAF as a forum is not limited to its members but invites likeminded stakeholders -individuals as well as organizations- to partner with our Organization and become part of the Forum.

Those stakeholders who have the quality proven by a file, are legally established according to the law and practice in their home country, are interested in the goals pursued by ASAF and accept to abide by these Statutes, may be admitted as Partners of the Forum by final decision of the Meeting of Members.

- 5.2** **Engagement**
ASAF Partners are invited to contribute on all levels of ASAF pursuing aims of common interest.
- 5.3** **Specific rights**, duties and access to resources for partners, the process of becoming a partner, etc. are described in the Rules of Procedure.

6. RIGHTS AND OBLIGATIONS OF MEMBERS & PARTNERS

- 6.1** **An Ordinary Member** can:
- 6.1.1** apply as a candidate for the Board, as Co-Ambassador and vote in the online elections, in the manner as described in the Rules of Procedure;
 - 6.1.2** apply to join any of the Task Forces and Working Groups;
 - 6.1.3** take part in trainings, capacity buildings on various thematic;
 - 6.1.4** attend the Meeting of members (MoM) and vote on the proposals;
 - 6.1.5** attend the Annual General Forum;
 - 6.1.6** promote the EU/AU programmes within her/his living and working environment;
 - 6.1.7** convene an extraordinary Meeting of Member (MoM) as mentioned in **Article 10.1.2** according to the procedure outlined in the present Statutes.
- 6.2** **An Honorary Member** can:
- 6.2.1** apply as a volunteer to join any Task Force or Working Group;
 - 6.2.2** attend the Annual General Forum as observer, he may speak not vote.
 - 6.2.3** Honorary members are not obliged to pay an annual fee.
- 6.3** **A Partner** can:
- 6.3.1** apply to send and assign a volunteer to join any of Working Group;
 - 6.3.2** send and assign a representative to attend the Annual General Forum as observer.

- 6.3.3** Partners are not eligible for holding positions or taking part in votes, if not explicitly mentioned in the governance documents.
- 6.4** By applying for and/or accepting membership and/or partnership, **all Members and Partners undertake to:**
- 6.4.1** respect the Statutes, Rules of Procedure, Internal Regulations, Official Documents, and all decisions taken by the Meeting of Members and the Board according to the competencies defined by the present Statutes;
 - 6.4.2** conform at all times to ASAF's Vision or Mission Statement or Aims in word and deed ;
 - 6.4.3** promote ASAF in the country where they are located and in any event related to ASAF Vision, Mission and Aims;
 - 6.4.4** provide truthful information, to keep their online membership profile updated, and to respect and protect the image and reputation of ASAF.

7. RELATION TO AND ROLE OF THE EUROPEAN UNION

The EU -as main sponsor of the network- will be invited to attend relevant Board meetings (i.e. Board meetings, Meeting of Members, etc.). This includes the right to speak on any of the agenda items and to receive the minutes, documentation, recordings, etc. where necessary. The European Commission (EC) has no voting rights. The EC can mandate a Service Provider to attend the Board meetings on EC's behalf holding the same rights.

8. RELATION TO THE AFRICAN UNION

As a Pan-African network active all over Africa, ASAF partners with the AU in reaching its overall strategic goal in the continent and supports the AU's strategies to increase African integration and improve the academic and economic development of the whole continent. The Board can invite representatives of the AU to Board Meetings and the Annual General Forum.

9. ANNUAL GENERAL FORUM (AGF)

The Annual General Forum is the flagship event and meeting of ASAF composed by different parts:

- Meeting of Members (MoM)
- Public conference with ASAF partners
- Additional parts like Agora, attached Board meetings, etc.

10. MEETING OF MEMBERS (MoM)

10.1 Definitions

- 10.1.1** The Meeting of Members is the highest decision-making body of ASAF and must be convened once every year as part of the Annual General Forum. It should be called 60 (sixty) days prior to the dates the AGF is held.
- 10.1.2** In addition to the Meeting of Members during the AGF, an Extraordinary Meeting of Members shall be convened by the Board or at the request of at least 50 (fifty) of ASAF ordinary members.

Unlike the Meeting of Members, the Extraordinary Meeting of Members is not periodic and only takes place in exceptional cases, other than in matters of day-to-day management of ASAF.

- 10.1.3** Both the ordinary MoM and the extraordinary MoM shall be collectively referred to as the “Meeting of Members” or “MoM”.
- 10.1.4** The Meeting of Members is mainly conveyed hybrid (onsite & online participants) or online only and thus open for all ASAF members to attend and vote. The period to cast the votes can even exceed the Meeting of Members by up to 72 hours to allow technical online voting.
- 10.1.5** A decision of the Meeting of Members is only valid if a quorum of 50 (fifty) votes is reached.

10.2 Conveying of the MoM

- 10.2.1** The MoM during the AGF shall be called by the Board at least 60 (sixty) days before the meeting.
- 10.2.2** A Meeting of Members may be called by:
 - 10.2.2.1** the Board with a two-third majority vote; or
 - 10.2.2.2** a petition by 50 (fifty) ordinary members.
- 10.2.3** The Board is responsible for preparing the agenda of the MoM.
- 10.2.4** The agenda of the MoM and all the documents relevant to each agenda item have to be sent to the members at least 14 (fourteen) days before the MoM.

10.3 Participation

- 10.3.1** The Board shall publish an invitation to participate in the MoM to all the members in the ASAF Community Portal. If deemed useful or the community portal is not available, the invitation can also be shared on the website/social media platforms and by email.
- 10.3.2** Each member is eligible to participate and attend the MoM by expressing the interest to participate in writing (or via online registration) to the Board or the person(s) designated by this body for this purpose;
- 10.3.3** The non-ASAF members invited to attend the MoM will be considered as observers without any voting right or decision power;
- 10.3.4** Only ordinary members are eligible to vote at the MoM on the basis of one vote each.
- 10.3.5** All participants at MoM should adhere according to the Code of conduct (rules included in the governance documents) of ASAF, in online or physical meetings.

10.4 Powers of Meeting of Members (MoM)

The Meeting of Members shall have the powers specifically granted to it by these ASAF Statutes. However, only the ordinary members shall have the right to vote. In particular, the Meeting of Members shall have the following powers:

- 10.4.1** Approve the ASAF Statutes and amendments to it;
- 10.4.2** Approve the Rules of Procedure and amendments to it;
- 10.4.3** Repeal -upon request- Internal Regulations and amendments to it, approved by the Board;
- 10.4.4** Remove members of the Board by way of 2/3 majority;
- 10.4.5** Give the discharge to Board members and their activity reports;
- 10.4.6** Approve the annual working plan presented by the Board (incl. budget and accounts if ASAF disposes of own resources);

- 10.4.7** Decide upon membership fees for ASAF (if applicable);
- 10.4.8** Decide upon the voluntary dissolution and liquidation of ASAF and the appointment of one or more liquidator(s);
- 10.4.9** Decide upon other matters which were not resolved by the Board and/or have been delegated to the MoM;
- 10.4.10** Set-up, dissolve and mandate Task Forces;
- 10.4.11** Set-up, dissolve and mandate Working Groups;
- 10.4.12** Confirm the appointment of :
 - 10.4.12.1** Co-Speakers of the Task-Forces,
 - 10.4.12.2** Co-Speakers of Working Groups,
 - 10.4.12.3** Co-Ambassadors,
 - 10.4.12.4** Members of the Committee on regional cooperation and integration,
 - 10.4.12.5** Members of the Committee on mobility programme, diversity and inclusion,
- 10.4.13** Vote on the proposals introduced in the MoM for voting by the Board or any Ordinary Member of ASAF.
- 10.4.14** The above powers shall be exercised in accordance with the Rules of Procedure.

10.5 Voting

- 10.5.1** Modifications to the Official Documents (as defined in **Articles 17.1, 17.2** and **17.3**) need to pass a vote in the Meeting of Members (MoM), with a 2/3 majority vote of the ordinary members who casted their votes.
- 10.5.2** Decisions on reorganization and dissolution of the Forum are made with a 2/3 majority of the ordinary members who casted their votes.
- 10.5.3** All decisions are made with a simple majority of the ordinary members participating in the vote, unless the law or the ASAF Statutes or the Rules of Procedure state otherwise.
- 10.5.4** Blank votes, invalid votes and abstentions shall not be counted. The votes are issued by an online voting system embedded in ASAF Community Portal or by such other means as outlined in governance documents; hence all ballots in the MoM are secret.

10.6 Minutes

- 10.6.1** Minutes shall be drawn up at each Meeting of Members.
- 10.6.2** The minutes shall be approved by the Board and signed by the President and the Vice-Presidents of the Board and kept in the register of minutes.
- 10.6.3** Copies of the minutes will be saved in the respective folders of ASAF Community Portal, available for all ASAF members.
- 10.6.4** Specific and important resolutions might be published explicitly either in the Community Portal for members only or on the website for the general public.

11. BOARD

11.1 Constitution/Definition

The Board shall be responsible for coordinating the general functioning of ASAF, coordinating the Task Forces, preparing the Meetings of Members (MoM), executing decisions of the Meeting of Members and contributing to the fruitful development of ASAF.

- 11.2** **The Board is composed** of 9 (nine) elected members of ASAF representing the diversity of the Forum. The Board will consider the geographical dimension of Africa, safeguarding gender balance representing ASAFs mobility programmes and main languages.
- 11.3** **The term** of the Board is 2 (two) years.
- 11.4** An ASAF member can only be a Board Member for two times.
- 11.5** Details on the composition and how it will be achieved, election, decision taking procedures and the general functioning of the Board can be found in the Rules of Procedure.

12. COMMITTEE ON REGIONAL COOPERATION AND INTEGRATION (CRCI)

12.1 Definition

The Committee on Regional Cooperation and Integration provides advice and feedback to ASAF and the Board on all ASAF's decisions, policies and actions in regard to their compatibility with regional cooperation, integration and the suitability on the ground (all African regions and countries). By this, the Committee helps ASAF to develop actions and policies, which benefit all regions and countries. On each AGF, the Committee reports on its activities of the past year.

12.2 Membership & Organization

The Committee is composed by the 5 (five) regional coordinators and headed by one of the vice-presidents of the Board.

- 12.3** Details about terms, elections, internal organization, etc. can be found in the Rules of Procedure.

13. COMMITTEE ON MOBILITY PROGRAMME, DIVERSITY AND INCLUSION (CMPDI)

13.1 Definition

The Committee on Mobility Programme, Diversity and Inclusion provides advice and feedback to ASAF and the Board on all ASAF's decisions, policies and actions with regards to its compliance, effects and suitability on the different mobility programmes and the specific needs and interests of their alumni. The Committee helps ASAF to develop actions and policies, which benefit all mobility programmes and its alumni programmes and avoid actions, which contradict or harm the different programmes.

13.2 Membership & Organization

The Committee is composed of elected representatives from the different mobility programmes forming ASAF and headed by one of the vice-presidents of the Board.

- 13.3** Details about terms, elections, internal organization, etc. can be found in the Rules of Procedure.

14. TASK FORCES (TF)

14.1 Definition

In ASAF, we consider Task Forces as executive bodies composed by members supporting the Board on specific tasks of the daily work of ASAF.

14.2 Membership

ASAF is an open forum for its community to exchange information, knowledge, ideas and best practices with a view to solving challenges. Members will represent a wide range of African countries and a variety of disciplinary fields, in order to take into account the specific needs of each community and to benefit from their practical experience and different approaches. Gender balance and adequate geographical representation will also be ensured.

Membership is therefore open to all members who are interested in the topics covered by the various Task Forces created within the Forum and who are committed to contribute to ASAF's development by investing their expertise and time.

Each Task Force has 2 (two) co-speakers and a Liaison Officer. These distinguished members of the Task Force will coordinate and make available quarterly reports of the Task Force's work.

14.3 Co-Speakers

The two Co-Speakers mainly deliver and coordinate the work and act as contact persons for the Task Force members, the ASAF members, the Service Provider as well as external stakeholders. They lead the Task Force.

14.4 Liaison

The role of the Liaison is to safeguard the information flow between Task Force and the Board. She/He also reports in the Board meetings about the work of the Task Force and has an eye in coherence with other Task Forces and the Board's policy.

The Liaison provides support to the Task Force where needed.

14.5 Eligibility criteria

All ASAF members are eligible to be part of a Task Force, subject to the approval of the co-speakers.

- 14.6 Number of task forces** as well as objectives and responsibilities, elections and additional regulations are defined by Rules of Procedure.

15. CO-AMBASSADORS

15.1 Definition & Mission

The Co-Ambassadors are the point of contact for ASAF at a national level. They promote ASAF and support, organize and motivate ASAF members in their country of assignment and the corresponding country group in the ASAF Community Portal.

Co-Ambassadors may take the initiative to meet with EU or AU delegations of their respective countries, taking the responsibility of informing the Committee on Regional Cooperation and Integration through the corresponding Regional Coordinator.

They may not create a national ASAF council, under penalty of sanctions. ASAF is an entity with one Board and Co-Ambassadors.

Their main tasks are:

- Promote specific AU and EU mobility programmes such as Nyerere Scholarship Scheme, Erasmus+ (International Credit Mobility and Erasmus Mundus Joint Masters Degree Programme), Intra-Africa and Intra-ACP Academic Mobility Scheme;
- Assist students and staff before they leave for their mobility;
- Assist and welcome incoming students, teachers, lecturers and staff, who will have their mobility in their country of assignment;
- Coordinate and/or support ASAF projects carried out at national level;
- Being the first contact point for stakeholders like the local EU or AU Delegations, national ministries of Education, other Alumni-networks, etc.

15.2 Composition

Every country is supposed to have two Co-Ambassadors who reflect ASAF's diversity in gender, mobility programmes and languages.

Further details on eligibility criteria, terms of office, removal procedure will be mentioned in the Rules of Procedure.

16. WORKING GROUPS

- 16.1** Working Groups are bodies composed by ASAF members, partners and other relevant and interested stakeholders working on a specific topic with a specific timely limited term, to produce a specific result. They are bringing together the expertise of ASAF members with the flexibility of the forum to include additional stakeholders.
- 16.2** Terms and conditions of such Working Groups are approved by the Board before setting up as a functional body of ASAF.
- 16.3** Further details on setting up, duration, support, accountability, etc. can be found in the Rules of Procedure.

17. OFFICIAL DOCUMENTS & DISSOLUTION

17.1 ASAF Statutes

The Statutes should focus on the most relevant and important topics, be formulated in a way that they can last longer and it will be difficult to change

them. The Statutes should give stability to the Forum without hindering ASAF too much.

- 17.1.1** The first Statutes will be proposed by the Interim Board (a 2/3 majority should apply) and adopted by all ASAF members in an online vote.
- 17.1.2** Changes of the Statutes in the future will have to follow a restrictive process:
- 17.1.2.1** 2/3 of the Board proposes changes through e-mail or a publication on ASAF Community Portal, and ordinary members vote online for their validation. Any change must be agreed by a 2/3 majority of the casted votes of the ordinary members (after a Meeting of Members with an explanation and discussion about the changes);
- 17.1.2.2** At least 50 members propose changes. These changes are accepted only if 2/3 of the casted votes of the ordinary members vote for them in an online vote (after a Meeting of Members with an explanation and discussion about the changes).

17.2 ASAF Rules of Procedure

The Rules of Procedure are complementing the statutes. They are providing details about voting processes, the ASAF structures in detail, decision making processes, setting up of task forces, working groups and so on. The Rules of Procedure are ruling topics of relevance for the whole ASAF Community, which should not be dealt with by the single entities (subsidiarity).

- 17.2.1** The first Rules of Procedure will be proposed by the Interim Board (a 2/3 majority should apply) and adopted by all ASAF members in an online vote.
- 17.2.2** Changes of the Rules of Procedure in the future will have to follow a less heavy process:
- 17.2.2.1** A simple majority of the Board proposes changes, and a simple majority of the members vote for them in an online vote (after a Meeting of Members with an explanation and discussion about the changes);
- 17.2.2.2** 50 members propose changes and a simple majority of the ordinary members vote for them in an online vote (after a Meeting of Members with an explanation and discussion about the changes).

17.3 ASAF Internal Regulations

If empowered by the Statutes or the Rules of Procedure, or in cases which are neither regulated by those official documents, each sub-body of ASAF (i.e. Task Forces, Board, programme committee, Working Groups, etc.) can give itself Internal Regulations to organize and manage its work.

The first Internal Regulations will be developed and adopted by the sub-body itself with a single majority, forwarded to the Board and published in the Community Portal for more transparency.

Changes of the Internal Regulations in the future will have to follow a light process (still allowing some guidance to avoid ineffectiveness) like:

- a. A 2/3 majority of the relevant body can change the internal regulations. If only parts of the relevant body take part in the vote a 2/3 majority of the casted votes is sufficient if the request for change was communicated well in advance (normally one week). Option for online vote or proxies should be possible.
- b. Changes have to be communicated to the Board, published in ASAF's Community Portal and communicated to all members concerned.

17.4 Dissolution

The Meeting of Members, called to decide on the dissolution of the Forum, shall be convened specifically for this purpose under the conditions provided for in the **Articles 10.1.2** and **10.4.8** of the present Statutes.

A quorum will exist if at least two thirds of all full Members are present or represented by proxy. Any resolution for dissolution must be carried by at least 75% of the total number of valid votes.

17.5 Hierarchy of documents

In the case of conflicts:

- The Rules of Procedure overrule the Internal Regulations.
- The Statutes overrule the Internal Regulations and the Rules of Procedure.

18. MISCELLANEOUS

18.1 Membership or Volunteering with ASAF does not imply or represent any endorsement by ASAF towards any Member or Volunteer or of any activity undertaken by such person.

18.2 The use of ASAF's name or logo(s) should be in compliance with ASAF's aims, mission statement and vision.

18.3 In case any provision of this Statutes is held to be invalid or illegal or unenforceable by a court of competent jurisdiction, the invalidity, illegality or unenforceability of any such provisions of this Statute shall not affect the validity of the rest of the provisions of this statute, which shall remain binding in all respects.

18.4 No person shall have any claim on ASAF's assets.

19. ENTRY INTO FORCE

The Statutes enter into force and serve as a legal binding document published online after approval by ASAF members.