



ASSOCIATION OF TRAINEES OF THE COMMISSION OF THE EUROPEAN UNION

Statutes

(These Statutes govern the Association of trainees of the Commission of the European Union. They were adopted by the General Assembly and/or the Trainees' Committee on 25 January 1993 and amended or revised by the same body or by the Liaison Committee on 3 February 1993, 8 March 1995, 6 October 1995, 31 January 1996, 7 March 1997, 10 March 1999, 20 January 2003, 15 September 2008, 25 August 2017, 31 October 2017 and 28 February 2019)

PREAMBLE

Mindful of the Rules governing the official traineeship scheme of the European Commission (hereafter “the Rules”),

Considering, in particular, article 1.1.1 of the Rules [1],

An Association of trainees of the Commission of the European Union (hereafter “the Association”) is hereby established.

The Association is an informal one (i.e. “association de fait” under Belgian law). The rules governing this Association as laid down in these Statutes are for internal use only.

TITLE I: AIMS AND CONDITIONS FOR MEMBERSHIP OF THE ASSOCIATION

Article 1: Aim of the Association

The association shall have the following aims:

1. To contribute to the achievement of the goals of the official traineeship scheme of the Commission of the European Union as laid down in the rules;
2. To help trainees maximise their traineeship experience;
3. To assist trainees in maximising their potential contribution to the work of the Commission Services;
4. To liaise with and represent trainees towards the Traineeships Office of the European Commission;
5. To promote a greater understanding among trainees and to help create a spirit of cooperation among them; and
6. To safeguard and improve the overall image of the trainees.

Article 2: Conditions for acceptance into the Association

All Blue Book trainees are members of the Association and can take part in the General Assembly. To enjoy full membership benefits, a Blue Book trainee can choose to purchase a T-card. This will give that person the right to run for the Trainees' Committee, vote at the Elections, coordinate a Subcommittee and have access to partner discounts. Any other trainees, usually atypical trainees and alumni trainees, including White Card holders, can also take part in the activities of the Association, however, they are not entitled to membership of the Association.

A list of the members of the Association will be kept in the office of the Trainees' Committee. The membership of the Association is terminated automatically at the end of the traineeship contract.

TITLE II: STRUCTURE OF THE ASSOCIATION

Article 3: Composition of the Association

The Association shall be comprised of the following:

1. General Assembly;
2. Trainees' Committee;
3. Auditors;
4. Porte-paroles;
5. Subcommittee coordinators;
6. Liaison Committee.

Article 4: The General Assembly

1. A General Assembly is a meeting of the members of the Association. Every member of the Association has the right to participate, however, only Blue Book trainees in possession of a T-card have the right to vote and to stand for election at the General Assembly of the Association.
2. The Liaison Committee will, as soon as possible and no later than one week following the start of the traineeship, convene and chair the first General Assembly. The main purpose of the first General Assembly is to present the Association and its functioning and the positions to be elected in. The publication of a formal Agenda is not required before this General Assembly.
3. i) The Trainees' Committee shall convene an extraordinary Assembly, if a written petition signed by at least 1/10 of the members of the Association so demands. The extraordinary Assembly must be convened within seven (7) working days after the presentation of the petition.
ii) Its agenda shall be drawn up by the Trainees' Committee and must include any motion submitted and signed by at least 1/20 of the members of the Association. The Trainees' Committee shall ensure that all members of the Association are aware of the full agenda of the extraordinary General Assembly at least two (2) working days before the date on which the Assembly is set to take place. The information channels used by the Trainees' Committee to disseminate the agenda should, at least, cover e-mailing and publishing on the Association website and Facebook page and/or group.
iii) The Trainees' Committee shall decide which of its members shall chair the General Assembly.
4. All decisions of the General Assembly shall be taken by a simple majority of the members present.
5. The Chair of the General Assembly is held by a member of the Trainees' Committee or the Liaison Committee. The Trainees' Committee or Liaison Committee decides who will hold the Chair of each General Assembly.
6. The last General Assembly is held during the last two (2) weeks of the traineeship (i.e. February and July) as a part of the Farewell Conference, provided that the latter takes place during the aforementioned period. The General Assembly is otherwise convened independently from the Farewell Conference. During this General Assembly, the Trainees' Committee, the Auditors and each subcommittee have an equal opportunity to present a summary of the actions undertaken during the traineeship period, given the prior approval of the Traineeships Office.

Article 5: The Trainees' Committee

1. The Trainees' Committee shall comprise five (5) members elected during the first month of the traineeship session.
2. The Trainees' Committee members shall be elected according to the procedures in Annex I, attached hereto, and which forms an integral part of these Statutes.
3. The Trainees' Committee shall be composed of:
 - o A President;
 - o A Treasurer;
 - o A Social Events Coordinator;

- A Communications Coordinator; and
 - A Conference and Careers Coordinator.
4. Each member shall represent the entire Association. All members of the Trainees' Committee are equal in terms of votes in the Trainees' Committee.
 5. Each candidate for the Trainees' Committee has to indicate their choice of coordinating position prior to the election. The candidate can only apply for a maximum of two coordinating positions and will only be elected for one.
 6. The President supervises the meetings of the Trainees' Committee, including by drafting the agenda, chairing the meetings and drafting minutes. He/She also supervises the distribution of tasks and ensures that each member of the Trainees' Committee performs his/her tasks; distributes incoming emails; and presides over General Assemblies. Furthermore, he/she is the spokesperson of the Association and is accountable for all of its activities.
 7. The Treasurer is responsible for the finances of the Association. He/She shall have a veto power on all financial matters. He/She shall also liaise with and be accountable to the Auditors. At the end of the term, the Treasurer shall present to the Auditors a statement of all transactions carried out by the Trainees' Committee. He/she with the assistance of the Auditors shall serve as a financial consultant to the subcommittees so as to enable them to draw up reasonable budget requests.
 8. The Trainees' Committee shall meet weekly. Each member of the Trainees' Committee has the right to vote at such meetings. The Auditors shall have the right to be notified of, attend and speak, but not to vote at the meetings of the Trainees' Committee. The presence of at least three (3) members of the Trainees' Committee in a meeting shall constitute a quorum. All decisions taken by the Trainees' Committee shall require a simple majority of the members present.
 9. The Trainees' Committee shall hold office hours at least two (2) days a week in order to enable trainees to come to the Trainees' Committee office. The exact days and time of these office hours will be decided upon and disseminated as soon and as widely as possible by the new Trainees' Committee, and in any case no later than one (1) week following its first meeting. All members of the Trainees' Committee shall attend such office hours based on internal agreement. The President shall ensure that all members of the Trainees' Committee perform their duties in a spirit of equality and teamwork.
 10. The Trainees' Committee may encourage the creation of subcommittees when appropriate to further the objectives of the Association. Some subcommittees are permanent and must be renewed by each new Trainees' Committee while others are temporary (see article 8).
 11. The Trainees' Committee shall be responsible for all financial transactions made in the name of the Association, provided that the Trainees' Committee has authorised the transactions.
 12. The Trainees' Committee shall publish all news in a weekly Newsletter and ensure that all relevant information regarding the Association, including details of events organised by the Trainees' Committee or any subcommittee, is regularly updated on the Association's communication channels.
 13. Except for the application of article 5 paragraph 14, the mandate of the members of the Trainees' Committee shall expire upon termination of their training period.
 14. (i) Any member of the Trainees' Committee can request a vote of no confidence against any other member of the Committee on the following grounds:
 - (1) incapacity to perform the duties of the post;
 - (2) persistent unwillingness to perform the core duties of the post; or
 - (3) serious misconduct.

The vote of no confidence is endorsed if at least three (3) members of the Committee vote in favour. Once a vote of no confidence has been passed, the opinion of the Traineeships Office shall be sought and duly taken into account. The member in question is immediately and automatically removed from his/her office and suspended from the Trainees' Committee until the outcome of the following extraordinary General Assembly.

(ii) An Extraordinary General Assembly shall be convened within seven (7) working days following the removal of a member of the Trainees' Committee. Before taking a vote on whether to suspend, remove or retain the impeached member of the Trainees' Committee, the Assembly shall hear all parties. If the General Assembly endorses the decision of the

Trainees' Committee, that member is replaced by the next person in the original list of elected candidates.

Article 6: Auditors

1. The Auditors shall comprise three (3) members who shall be elected alongside the Trainees' Committee. If there are no candidates for the Auditors, the Liaison Committee shall select the Auditors from the members of the Association, given priority to the candidates that did not get elected. Each member shall have the authority to represent the entire Court.
2. The Auditors audit the books from the previous Liaison Committee to the next Liaison Committee.
3. The Auditors shall review all financial transactions made by the Trainees' Committee and the Liaison Committee.
4. The Auditors produce at least 3 (three) audit reports: a final report on the activities of the Liaison Committee, a midterm report on the activities of the Trainees' Committee, and a final report on the activities of the Trainees' Committee, which should be presented before the handover to the new Liaison Committee organised by the Traineeship Office. Each audit report shall have annexed all of the Treasurer's documentation throughout the audited period. The Auditors are required to certify that the Treasurer's documentation presents a true and fair view of the Association's accounts (see art.4, para.5). The Auditors initiate, attend and document inventory counts taking place at the end of the Liaison Committee's term, as part of the midterm report, and at the end of the Trainees' Committee term.
5. The Auditors may audit the books of the subcommittees, selecting the subcommittees to be audited based on professional judgment.
6. The Auditors furthermore assist the Trainees' Committee in deciding the budget allocations to be granted to the subcommittees.
7. The Auditors verify that all loans of the Social Fund (Annex III) are repaid to the Association by the end of the traineeship.

Article 7: Porte-paroles

1. Porte-paroles are trainees that, depending on the DG or Service, shall be informally elected by the trainees in their respective DG or Service within the first ten (10) days of the traineeship.
2. Porte-paroles shall represent the trainees in their respective DGs and Services. They shall cooperate with the Trainees' Committee in the performance of their duties. They shall, in particular, circulate all relevant information from the Trainees' Committee to the trainees in their DG or Service. They may also be asked by the Trainees' Committee to assist in the distribution of tickets for social events.
3. Porte-paroles may organise social events with the trainees in their respective DGs and Services.

Article 8: Subcommittees and Subcommittee Coordinators

1. The Association shall be composed of two types of subcommittees: permanent subcommittees and specific subcommittees. Both shall be formed by a General Assembly convened and chaired by the Liaison Committee, given that the new Trainees' Committee has not been elected yet. During this General Assembly, or as soon as possible thereafter, each subcommittee shall designate a coordinator who shall be in close contact with the President of the new Trainees' Committee. The coordinator of the subcommittee in question shall, in particular, ensure that the President is kept informed of his/her subcommittee activities.
2. Permanent subcommittees are part of the fabric of the Association. They include the Solidarity subcommittee, the Euroball subcommittee, the Careers subcommittee, the Languages Subcommittee and the the Think Young Think Europe subcommittee.
 - (i) The Solidarity subcommittee has the mandate to raise awareness of humanitarian issues and to encourage and enable all trainees of the EU institutions to get involved in benevolent humanitarian activities.
 - (ii) The Euroball subcommittee has the mandate to organise the ball of the trainees of the European Commission, known as "Euroball". It does so in close collaboration with the

Trainees' Committee, through the Social Events Coordinator. The Euroball shall take place during the period of the respective traineeship session.

(iii) The main mandate of the Careers subcommittee is to organise the “Job Fair”, in close cooperation with the Traineeships Office and the Trainees' Committee, especially the Conference and Careers Coordinator. The “Job Fair” shall take place during the second half of the traineeship. It shall provide trainees with the opportunity to meet a wide range of potential employers.

(iv) The Languages subcommittee has the aim of arranging various structured activities related to language learning. Among the wide array of resources the Languages subcommittee may use, it shall organise the tandem couples and the peer teaching groups, connecting those trainees who wish to perform as teachers with those willing to learn the language at a certain level. The Languages subcommittee shall also supervise the good functioning of the learning structures during the traineeship period.

(v) The “Think Young Think Europe” (#TYTE) subcommittee aims at bringing young adults together in order to share their needs and desires for the European society of today and tomorrow. The #TYTE subcommittee shall carry on the discussions in its main events following the methodology of participatory leadership.

3. When appropriate, the Trainees' Committee may authorise trainees to constitute subcommittees to pursue specific goals (i.e. sports, theatre, etc.). The prior approval of the Trainees' Committee is required. The Trainees' Committee shall publish a list of all subcommittees, together with their functions and composition.
4. All members of the Trainees' Committee and all the Auditors are ex officio members of all subcommittees. There shall be one member of the Trainees' Committee appointed as a liaison person between each subcommittee and the Trainees' Committee. The Trainees' Committee is accountable for the activities of all subcommittees.
5. All subcommittees are subject to the Statutes of the Association and may be audited by the Auditors. They also fall under the scope of protection of the Trainees' Committee and are covered by the Association's insurance scheme. However, the Trainees' Committee declines any liability for subcommittee activities that have not received prior approval.
6. The Trainees' Committee may, in exceptional circumstances and in order to protect the general interest of all trainees, retract the subcommittee status.

Article 9: Liaison Committee

1. The Traineeships Office may allow up to four (4) trainees to stay on at the end of the October traineeship period for one month (March) and up to three (3) trainees at the end of the March traineeship period for three months (August, September, October). The members of the Liaison Committee will be granted a new contract by the Traineeships Office for the required period. Candidates are selected by the Traineeships Office, following the conditions and procedures set by the Traineeships Office. The Liaison Committee shall be representative of the Association as a whole in terms of gender, nationality and linguistic ability, and there shall be a balance of the necessary qualifications among the new members for the respective responsibilities of the Liaison Committee.
2. The role of the Liaison Committee is to ensure continuity in the Association. They shall be, in particular, tasked with welcoming new trainees, organising activities until the election of the new Trainees' Committee, organising the elections of the new Trainees' Committee and Auditors and assisting the new Trainees' Committee during its first weeks.
3. The Liaison Committee is responsible for all bills and financial transactions made under its authority. The Liaison Committee shall present a written report of all its activities and financial transactions to the new Trainees' Committee at the first meeting of the latter. At the end of the Liaison Committee's term of office, the Treasurer of the Liaison Committee shall prepare a financial report on the state of the accounts, which shall be audited by the new Auditors. The new Auditors are required to certify that the Treasurer's report presents a true and fair view of the Association's accounts.
4. The Liaison Committee shall receive a handover from and shall be thoroughly instructed in coordination tasks and financial management by the outgoing Trainees' Committee. In turn, the Liaison Committee shall pass on this information and knowledge to the incoming Trainees' Committee.

TITLE III: GENERAL AND FINANCIAL CONDITIONS AND ACTION CARDS

Article 10: The finances of the Association

1. The Association is self-financed and does not receive any funds from the European Commission. It finances its activities through membership fees (i.e. the T-cards sale) and proceeds from social and other events. The Liaison Committee and the Trainees' Committee shall be responsible for the collection of T-card fees. Such T-cards shall provide various discounts or special offers in cultural and linguistic institutions, bars, shops, etc., as well as at parties and trips organised by the Trainees' Committee.
2. The Liaison Committee and the Trainees' Committee are responsible and accountable to the Auditors and the General Assembly for the collection of proceeds from social and other events.

Article 11: The Accounts of the Association

1. The Association shall have a common Fund deposited in two bank accounts and titled the "Comité des Stagiaires Green Account" and "Comité des Stagiaires ING Orange Savings Account", hereafter referred to as the "Trainees' Committee Accounts".
2. The signatories for the Trainees' Committee Accounts shall always be the President and the Treasurer of the Trainees' Committee, or two members of the Liaison Committee. The Head of the Traineeships Office shall confirm the names of the President and the Treasurer, either orally to the Trainees' or Liaison Committee or in writing to the bank where the Trainees' Committee Accounts are held before the incoming Committee takes office. At least two signatures are required for any withdrawal from the Trainees' Committee Accounts and no credit cards or cheque books may be issued on the Trainees' Committee Accounts or any other Association account.

Article 12: The White Card

1. Upon departure, all members of past Liaison Committees, Trainees' Committees and Auditors will have the right to possess a White Card issued by the Traineeships Office. This card entitles the bearer to enter activities organised by the Trainees' or Liaison Committee for the same price as T-card holders, for up to 3 years after the end of his/her traineeship.
2. The abovementioned entitlement is a privilege that may be rescinded at any time at the discretion of the incumbent Committee. The bearer of a White Card may also be called upon by the incumbent Committee for advice or reasonable assistance with or without remuneration at any of the Association's function or activity. This call for assistance is dependent upon the presence of the honorary member in Brussels and his/her acceptance of the privileges mentioned above.

TITLE IV: ADOPTION, AMENDMENT AND REVISION OF THE STATUTES

Article 13: Consultations

Following the elections and as soon as possible, the President shall study the Statutes of the Association with the assistance of the Liaison Committee. He/She shall, before the traineeship period ends, recommend the new Liaison' Committee to either adopt the previous Statutes as such, to amend specific provisions or to review the entire Statutes.

Article 14: Adoption of the Statutes

1. If the Liaison' Committee decides to continue the previous Statutes as such, it shall vote. The previous Statutes are deemed adopted if simple majority of the Liaison Committee votes in favour.
2. If the Liaison Committee decides to amend specific provisions of the previous Statutes, then a simple majority of the Liaison Committee is necessary. A draft of the new amended Statutes shall be submitted by one of the members of the Liaison Committee to the Traineeships Office for its opinion before the vote.
3. Should the newly elected Trainees' Committee want to amend the previous Statutes, they may do so by following a similar procedure:

- i) The previous Statutes are deemed adopted if a simple majority of the Trainees' Committee votes in favour.
 - ii) If the Trainees' Committee decides to amend specific provisions of the previous Statutes, then a simple majority of the Trainees' Committee is necessary. A draft of the new amended Statutes shall be submitted by the President to the Traineeships Office for its opinion before the vote.
4. If the Trainees' Committee decides to revise the entire Statutes, then a simple majority of a General Assembly is required. A draft of the new amended Statutes shall be submitted by President to the Traineeships Office for its opinion before the vote.

ANNEX I: THE TRAINEES' COMMITTEE

Article 1: Right to Stand

1. The Trainees' Committee shall comprise five (5) members. There will be three (3) Auditors.
2. Each new Blue Book trainee shall have the right to stand as a candidate in the elections for the Trainees' Committee, provided that he/she is in possession of a T-card.

Article 2: Election Procedure

1. Candidates shall submit their applications in writing via e-mail to the Liaison Committee. The Liaison Committee shall, as soon as possible, thereafter organise a session to inform the candidates of the election procedure as well as the general and specific duties required from the Trainees' Committee members and Auditors.
2. The Liaison Committee shall also ensure that the candidates fill out a short questionnaire assessing: (1) their motivations; (2) expertise or competence; (3) teamwork skills; and (4) English language proficiency. This questionnaire, together with a short personal description and picture shall be published by the Liaison Committee on the Association's website as soon as possible. It is advisable that at least one member of the Trainees' or Liaison Committee speaks French at a proficient level.
3. Names of candidates shall appear in alphabetical order and grouped according to the position they are running for. No more information other than the name of the candidate shall appear on the voting platform.
4. The election of the Trainees' Committee and the Auditors must take place as soon as possible.
5. During the electoral General Assembly, candidates shall have 2-4 minutes each (the exact amount of time permitted is left to the discretion of the Liaison Committee) in order to present themselves. Equal amount of time for presentation shall be given to all candidates. The order of presentation shall be alphabetical.
6. The election shall be decided by a simple majority. The five (5) members of the Trainees' Committee and the three (3) Auditors with the greatest number of votes will be elected. Each member of the Association is entitled to a maximum of five votes (5) for the Trainees' Committee, one (1) per voted position, and three (3) votes in the case of the Court of Auditors. If after the elections there are positions that have not been filled, the Liaison Committee can choose to offer such positions to the candidates who were not elected for their preferred position(s).

Article 3: Election Results

1. The number of votes cast for each candidate shall remain the exclusive knowledge of the Liaison Committee and shall not be disclosed at the presentation of the new Trainees' Committee or at any stage. The Traineeships Office shall keep this information; it shall be used in the event of the need to fill a subsequent vacancy on the Trainees' Committee or if there are any allegations of impropriety.
2. The names of the newly elected Trainees' Committee and Auditors shall be published on the Association's website, and via email within 24 hours of the election.

Article 4: Resignation and dismissal of a member of the Trainees' Committee

1. A member of the Trainees' Committee may resign. Early termination of or suspension from the traineeship leads to the resignation from the Trainees' Committee.
2. The Head of the Traineeships Office, after hearing the member in question, has the right to dismiss any member of the Trainees' Committee or any Auditor, effective immediately, if that member is unwilling, incompetent or unable to fulfil his/her duties.
3. Any vacancies arising from a resignation shall be filled by the remaining candidate(s) in the initial elections in the order of votes obtained on that occasion. In the event there are no remaining candidates left, no further elections for (a) new candidate(s) shall be organised if the Trainees' Committee still consists of a minimum of three people.

4. In the event that two (2) or more candidates achieve the same number of votes in an election for either the Trainees' Committee or the Auditors, a decision shall be taken by the Liaison Committee on the same day of the elections.

Article 5: Incompatibility of functions

1. The position of porte-parole is incompatible with any other function within either the Trainees' Committee or the Auditors, except the case the trainee in question is the only trainee in his/her respective DG.
2. The position of subcommittee coordinator is incompatible with any other function within either the Trainees' Committee or the Auditors.

ANNEX II: THE GENERAL ASSEMBLY

Article 1: Censuring the performance of the Trainees' Committee or the Auditors

1. In accordance with art.5, para.14, 1/10 of the Association's members may convene an extraordinary General Assembly and propose a vote of no confidence in order to censure the Trainees' Committee or the Auditors, either individually or as a whole.
2. This extraordinary General Assembly shall be chaired by the President or any other member of the Trainees' Committee. If all members of the Trainees' Committee refuse to chair the Assembly, the members of the Association present at the Assembly shall elect a chairperson by simple majority.
3. Two-thirds (2/3) of the members present - who shall number no less than one-sixth (1/6) of the total members of the Association - are required to pass a vote of no confidence for a member of the Trainees' Committee or Auditor. Once a vote of no confidence has been passed, the impeached subject is immediately and automatically removed from office and is not allowed to stand for re-election.

Article 2: The role of the interim Committee

1. Should the extraordinary General Assembly pass a vote of no confidence for the entire Trainees' Committee, it shall immediately elect an interim Committee of three (3) members which shall hold new elections during the same General Assembly. The three (3) members of the interim Committee shall chair the rest of the extraordinary General Assembly, shall act as tellers in the election of the new Trainees' Committee and shall not be eligible to stand for election.
2. Should the entire Auditors and the entire Trainees' Committee be removed at the same General Assembly, the interim Committee shall hold elections for the Auditors before those of the Trainees' Committee.
3. If elections are convened by an interim Committee, the rules laid down in Articles 1 and 2 of Annex I shall apply.
4. If the General Assembly passes a vote of no confidence for (an) individual member(s) of the Trainees' Committee, the member(s) dismissed is/are replaced by the first non-elected person(s) following the impeached member in the rank of the original vote-counting list of elected candidates.

ANNEX III: THE SOCIAL FUND

Article 1: Conditions

1. The Social Fund is financial support provided by the Association to its members. The Treasurer is responsible for managing the Social Fund and is accountable to the Trainees' Committee.
2. He/she ("the Manager" hereafter) shall be charged with keeping an independent record of all payments made.
3. The maximum amount for a Social Fund loan corresponds to the amount of a monthly allowance as paid by the European Commission to Blue Book trainees.

Article 2: Procedure to request a loan

1. The procedure for the benefit of the Social Fund is as follows:
 - (i) Any member of the Association may forward a written request to the Treasurer stating the reasons for and the sum of the loan requested;
 - (ii) If the Manager considers that the loan should be granted, he/she presents it to the Trainees' Committee;
 - (iii) The Trainees' Committee adopts or vetoes the Manager's proposal;
1. Full repayment of the loan must be made before the end of the month in which the loan was given, or 28 days from the date of the loan, whichever is the longer period. At the time of repayment, a receipt with the signature of both the Manager and the borrower and the date will be delivered to the Treasurer of the Trainees' Committee.
2. The total amount allocated to the Social Fund shall not exceed 20% of the total funds available to the Association on the first day of the traineeship session.
3. During the last month of the traineeship, Social Fund loans shall not be issued.
4. Within the last two (2) weeks before the end of the traineeship, the Manager shall prepare a final report on the state of the Social Fund. This report shall be attached to and presented together with the Treasurer's final report to the Auditors.
5. It is mandatory that none of the details regarding the beneficiary, reason or amount of any social loan are disclosed with third parties.

28 February 2019

[1] Commission Decision of 2.03.2005 - C(2005)458)