

By-laws of the ETS Group

§1 Planning and Coordination of the ETS Conference

The ETS Conference is planned and coordinated by the ETS Executive Group in co-ordination with the hosting country.

The hosting movement is expected to take the financial risk of the conference and will be responsible for any deficit incurred.

Should there be a surplus, it would be equally divided between the hosting movement and the ETS Group.

Invitation Letter and Official Documents (Ten Sing Idea, Constitution of ETS group, By-laws of ETS Group) should be sent out by the Executive Group at least 15 weeks before the Conference.

Deadline for registration and amendment suggestions should be at least 10 weeks before the Conference.

The working documents should be sent out to registered participants at least 5 weeks before the Conference.

The conference fee will be agreed between the hosting movement and the ETS Executive.

§2 Participation fee for the ETS Conference

Countries that are entitled to receive the discounted price will be allowed two discounted places at the conference. Extra delegates will have to pay the full price.

§3 Voting at the ETS Conference

During the conference voting will generally be made by a show of hands unless a secret ballot is requested by a delegation.

Voting will always be by simple majority. The exceptions are stated in the Constitution of the ETS Group (§ 8.1).

The ETS Executive Group shall be elected by a secret ballot.

§4 Cancellation Fee for the ETS Conference

If you cancel your registration after the deadline stated in the registration form, you have to pay 75% of your participation fee.

Exceptions (if not covered by insurance):

1. Proof of declined visa request by the hosting embassy. This must be dated at least 2 weeks prior to the conference.
2. If there is a medical illness that prevents a delegate travelling or if someone from the immediate family is ill. Proof may be requested.
3. If adverse weather conditions prevent a delegate from travelling.

4. If the travel company goes on strike or goes bankrupt and you are unable to make alternative arrangements.

§5 Job Description of the ETS Executive Group

The ETS Executive Group

- 1) meets at least twice a year
- 2) they don't have to be delegates, but they can
- 3) they have to be from a country with voting rights
- 4) The Executive members have one vote each at the Executive meeting
- 5) Responsibilities:
 - a) preparing and organising the ETS Conference
 - b) making the follow-up on tasks decided by the ETS Conference
 - c) having the right to make decisions together in urgent cases during the year
 - d) reporting to the ETS Conference on what they've been working on
 - e) preparing the financial report and the budget for discussion at the ETS Conference
 - f) preparing discussions on the objectives of the ETS Group
 - g) sharing information regularly to all the delegates in between the meetings
- 6) The Executive Group has to seek financial support for the whole Executive Group and Chairperson

§6 Job Description of the ETS Chairperson

The ETS Chairperson

- 1) is a member of ETS Executive Group and has same rights in the Executive Group as other Executive members
- 2) is the contact person between the ETS and the YE and reports to the ETS Executives and the ETS Conference about the YE affairs and vice versa
- 3) is responsible for the agenda of the ETS Executive meeting and the ETS Conference
- 4) is responsible for inviting the delegates and the guests to the ETS Executive meeting and to the ETS Conference
- 5) is responsible for leading the ETS Executive meeting and the ETS Conference
- 6) controls that the tasks decided at the ETS Conference and at the ETS Executive meeting are fulfilled
- 7) is not allowed to make decisions on her/his own, but together with the ETS Executives
- 8) should participate in following meetings - YE General Assembly, ETS Conference, ETS Executive Group meetings, European Programme Co-ordinators meeting or she/he can delegate this task to another member of the ETS Executive
- 9) is not a member of a voting delegation or another national representative
- 10) has a deciding vote in the event of split decision in the ETS Executive Group

The By-laws of the ETS Group were approved by the ETS Conference 2015.