



EMREX User Group Statutes

1. The EMREX User Group

Name

The name of the network is EMREX User Group, hereinafter referred to as EUG.

Role

EUG is an independent, international network which unites various actors interested in enhancing student data portability. As such, the network will act as a global platform for connecting expertise, sharing knowledge and enhancing collaboration to expand EMREX footprint and help unlock the full potential of student data and open up data flows globally.

EUG is a non-profit organisation.

Mission

The purpose of the network with its electronic data exchange solution is to empower individuals to control and exchange their own electronic student data throughout lifespan across borders for various purposes.

Objectives

- maintain the EMREX network including architecture and specifications,
- support the uptake of EMREX in new countries and with new services,
- plan and support dissemination activities around EMREX,
- maintain the EMREX Policy Agreement to be signed by all full members,
- contribute to relevant standardization work, especially around ELMO.

Duration

The network is established for an indefinite duration.

2. Network

The network is an association of organisations, institutions and other networks, who want to support the purpose and the activities of the network. The supreme body of the network is the Annual Assembly. The Executive Committee is the network management and executive body.

3. Membership

The network shall have two types of membership:

- full members,
- associate members.



EUG members can only be representatives of institutions or organisations, the network does not accept individual persons.

Full members refer to institutions or organizations responsible for one or more EMREX National Contact Points (NCPs). Full members deliver the student data for the EMREX network and constitute the backbone of EUG. Full members only have voting rights.

Each full member shall advise Executive Committee in writing of the name of the person appointed to represent it in the EUG and may change such appointment at any time.

Associate members refer to parties interested in EMREX, either through having an SMP or considering building an NCP or SMP, or supporting the EMREX mission. Associate members can participate in the activities, but do not have voting rights.

Each associate member shall advise Executive Committee in writing of the name of the person appointed to represent it in the EUG and may change such appointment at any time.

No member shall use its connections with the network to further the interest of its own or any other organisation except as provided in the statutes. The network shall not be responsible for the utterances or acts of any individual member.

Accepting new members

Candidates for full membership must submit a written application to the Executive Committee accompanied with a recommendation letter from at least one EUG full member. A candidate must fulfil the requirements laid down in the EMREX Policy Agreement.

If no existing full member objects in a poll (no answer equals approval) to the inclusion of the new member, a candidate can be allowed to join the EUG. Membership is then confirmed in the following Annual Assembly.

If unanimity is not reached, a candidate can be accepted in a voting procedure in the Annual Assembly.

Candidates for associate membership must submit a written application to the Executive Committee. The application is accepted when approved by the majority of the Executive Committee. Membership is then confirmed in the following Annual Assembly.



Leaving the User Group

A member can leave the User Group by informing the Executive Committee in writing.

The Executive Committee can, after suitable warning, restrict participation rights of a full member in breach of these statutes or severely harming the network. The following Annual Assembly can then by majority vote decide to revoke the membership of said member.

Membership Fee

There is no membership fee. Every member covers their own costs.

EUG may establish financial entities for specifically defined purposes in order to support the objectives and activities of the network. Such decision shall be made by the Executive Committee and presented to the Annual Assembly for final approval.

4. Organization

The Annual Assembly

The Annual Assembly is EUG's sovereign authority. It discusses and directs the general policy of the EUG according to the objectives listed in the first article.

The Annual Assembly has the power to do the following:

- a) approve the reports of activities,
- b) approve the new members or revoke existing one,
- c) modify and approve the statutes of the organization,
- d) dissolve the organization.

Voting

Each country has only one vote at the Annual Assembly despite the number of full members. Full members must appoint one country representative who is eligible to vote at the Annual Assembly either among full members or associate members of their country.

The Annual Assembly elects the Executive Committee and the Chair of the Annual Assembly and the Executive Committee.

The Annual Assembly shall be convened at least once a year by the Executive Committee. The Executive convenes the Annual Assembly by means of a written notification to the full members and associate members in due time. Members can propose topics for the agenda one month in advance of the meeting.

All decisions taken by the Annual Assembly require a 2/3 majority of the votes (present and proxy). Proxy votes are permitted; however, no attending voting member may act for more than three absent voting members, and written authorization is required from the voting members represented.



On the request of half the full members plus one, the Chair shall convene an extraordinary meeting of the Annual Assembly, with a limited agenda.

The Executive Committee

The Executive Committee is elected by the Annual Assembly and consists of the Chair, Vice Chair and three to six further members. The Executive Committee appoints at its first meeting after election a secretary from within its members.

All full and associate members are eligible to stand for election to the Executive Committee. Committee members are elected for a two year term and shall be eligible for re-election. If a committee member quits, the home organization of the leaving member can appoint a new member in his place for the remaining term of office.

The Executive Committee is responsible for the following tasks:

- preparation of a yearly action plan, which could include webinars, newsletters, conferences etc.,
- ensuring appropriate activities necessary to reach the objectives listed in the article 1,
- convening the Annual Assembly.

Policy Group

The Executive Committee can invite suitable persons to form a separate Policy Group. The purpose and tasks of the Policy Group are the following:

- bring needed policy expertise and contacts to policy makers to strengthen the role of EMREX,
- advise the Executive Committee on policy issues,
- actively support the EMREX network in relevant policy groups.

When deemed suitable, the Executive Committee can also form special task forces for specific issues.