GSF STEERING COMMITTEE 2024/2025 - RULES OF PROCEDURE

1. Definitions

ABSOLUTE MAJORITY	An absolute majority is reached if 50% of votes cast plus one vote are in favour.
SIMPLE MAJORITY	A simple majority is achieved if there are more votes in favour than against.
2/3 MAJORITY	A 2/3 majority is reached if 2/3 of the votes cast are in favour.
TRANSITION PERIOD	The period between the elections and the start of a mandate.
STEERING COMMITTEE or SC	Refers to 7 nominated/elected steering committee members
SECRETARIAT	Refers to GSF employed staff, working in the GSF offices
AOB	Short for Any Other Business
QUORUM	Quorum is set at a simple majority of the total SC members present at a SC meeting or participating in an online vote.

2. Scope of the rules of procedure

a. These rules include procedures of decision-making, for meetings and everyday work.

b. No part of these procedures can go against GSFs Statutes or Standing orders In case of conflict the statutes and standing orders are to be considered supreme.

3. Competences and responsibilities of the Steering Committee

3.1 Competences and responsibilities of the Steering Committee

a. The SC is the operational decision-making body within the organisation and is responsible for day-to-day coordination and management of the organisation and steering of its operations.

b. The SC is responsible for monitoring and coordinating the work of the Secretariat and the Working Groups.

c. The SC together with the Secretariat is responsible for the overall financial well-being of the organisation.

d. Among other competencies, the SC:
1. Coordinates the administration and management of GSF;
2. Coordinates the reporting of Working Groups;
3. Is responsible for external representation and advocating for GSFs policy;
4. Develops GSFs positions and working on policy content;
5. Defines the political strategy of GSF;
6. Takes policy-related decisions within the remit of the standing policy of GSF;
7. Selects and appoints GSF members, Working Group members as well as members of the Secretariat;
8. Establishes, and if necessary implements, a procedure for setting up working groups for specific policy areas;
9. Ensures that all GSF institutions and bodies are informed about the decisions of the SC of relevance to the work of those bodies; and serve as the contact point for them;
10. Develops GSF long-term project involvement strategy and, together with the Secretariat, contributes to the process of specific project planning.
11. Draws up a portfolio of competencies for all GSF bodies and elected representatives being in line with the GSF work plan and strategic framework;
12. Keeps all members, candidate members and associates regularly informed of the activities of the organisation through active community management and communication;
13. Takes political responsibility over the financial implications of its own work. The SC should be constantly informed about the financial situation of GSF, including debts, financial reporting of projects or proceedings with payment plans.

3.2 SC Task division

a. The task division is decided upon by the Steering Committee at the start of the mandate. The Task Division should be evaluated and discussed by the SC within the first six months of the mandate. Once decided, that task division for the respective mandate is added as an annex to the Rules of Procedures.

b. The task division will be reviewed after every half year to ensure that all assigned members to the policy field still feel comfortable working therein.

3.3 Rights and duties of Steering Committee Members

3.3.1 Steering Committee members rights

a. The members of the Steering Committee are given 200 euros per month as financial support to cover their non-reimbursed expenses of volunteering for GSF. This money should be transferred to each SC member twice a year. However, this is not a salary, but a contribution to the SC's often considerable communication expenses. The individual members are responsible for reporting the payments to their national tax authorities, if necessary.

b. SC members can claim reimbursement for reasonable travel expenses, including the travel to the airport and local travel expenses. Usually, air travel and accommodation will be prepaid for internal events, but these expenses are reimbursed if the SC member paid them. GSF will also reimburse visa costs (including additional costs like transport to accommodation if needed for obtaining a visa), as necessary.

c. SC members can request reimbursement for a reasonably priced (maximum €8 for breakfast, €15 - for lunch, €20 - for dinner) meal if there is no food provided at the external event they are attending on behalf of GSF or if the travel time to the event is longer than six hours (travel time here also includes local transport).

d. For internal events, the SC will set the limit according to the prices of the place the meeting is taking place and this will be communicated together with the rest of the practicalities prior to the internal event.

e. SC members should receive adequate support, to the extent possible, to carry out their work in the best and most professional way.

f. All SC members can receive mobile data credit if required (in case of special Roaming tariffs apply) to help offset communication costs in the case of having at least one GSF event within a month.

g. The SC members are requested to accept the principle of collegiality. Conflicts and issues raised in the SC are not to be shared with externals outside of the SC team. In order to enable solution of internal conflicts which may harm the atmosphere within the team, an external mediator can be chosen to help with resolving a dispute.

3.3.2 Steering Committee members duties

a. Read and know GSF's basic rules, policy and regulations.
b. Understand the basics of the international initiatives where GSF is involved.
c. SC members should be able to spend at least 10-20 hours per week on GSF work, including online work and travelling.
d. SC members should fulfil their tasks on due time and as agreed in the task division, as well as any other timeframe that the SC might agree upon.
e. SC members are expected to participate in all necessary handover activities and ensure the proper handover of their work from one team to another.
f. SC members are expected to check their emails at least once a day, unless they have previously communicated their unavailability to the rest of the team. Any external communication should be answered within 24 hours since its reception, at least acknowledging its reception. Any internal emails within GSF must be answered in 72 hours. Any vote sent via email will be communicated on at least one different communication platform.
g. SC members are expected to check and if necessary respond to the Telegram chat at least once a day, unless they have previously communicated their unavailability to the rest of the team.
h. Requests for reimbursement must be made within 30 days after the event, and the original receipts and/or proof of payments should be attached and numbered. The boarding passes for the air/train travel must also be attached to the reimbursement form. If there are additional procedures concerning reimbursement, an SC member is obliged to inform the Secretariat via email.
i. The SC members shall hold all internal communication and information confidential. Any disclosure of confidential information can lead to legal actions or disciplinary sanctions by the SC.

3.4   Accountability procedures of the Steering Committee

a. SC members should report about their individual work and the progress of the project they might be in charge of, report at least in every GSF meeting. When SC members are unable to attend any SC meeting a written report needs to be delivered in line with oral reporting required from other SC members at relevant SC meetings.
b. Due to the distance nature of the work of the SC members, constant communication is expected from them as well as the sharing of the drafts/documents they work on the shared google drive.
c. In case a SC Member is not respecting the rules of the Organisation or in case his/her/their behaviour showed to be in strong contradiction with the values of the GSF,

both the Steering Committee and the home organisation can open internal disciplinary actions and even start a procedure of removal of the SC Member.

d. Travel booking in cooperation with the secretariat should be done no later than 3 weeks before the event itself (but as soon as possible), unless the event information was communicated with shorter notice.

4. SC meetings

a. SC meetings can only be live, either face-to-face or online using communication that enables discussion in real-time. No proxy of a SC member vote onto another SC member vote is possible. The SC can vote on separate items and decisions using e-mails or online voting systems. Any vote held over email should be recorded in the minutes of the next SC meeting. Only votes cast that are open to all SC members are valid.

b. SC meetings are called by the Secretariat or Steering Committee. Every SC member can ask the Secretariat to call an SC meeting in writing. The Secretariat must then do so within five (5) days of receiving the request. The SC should meet at least once every five weeks.

4.1 Attendance at SC meetings

a. The SC meetings are to be open to GSF SC members and secretariat. In case an SC member cannot attend the meeting, they have to notify the rest of the SC and secretariat as soon as possible.

b. The Steering Committee may invite anyone else to the meeting to act as an observer or to talk about a specific point or points on the Agenda.

c. Steering Committee Members have the right to ask for discussions and votes to be held only among Steering Committee members (closed meeting). A 2/3 majority is requested to reject the proposal of closed meeting. With the absence of the Secretariat, the SC must elect a temporary ballot counter. Ballot results are officially revealed to the Secretariat once it's back in the room, and the same results must be unanimously confirmed by present SC members.

d. In case a Steering Committee member fails to attend three ordinary Steering Committee Meetings in a row, the Steering Committee with simple majority can decide to issue a written warning to the concerned member and the member organisation that nominated the member.

4.2 Call of SC meetings and agenda

a. Ordinary SC meetings shall be called upon by e-mail at least 7 days before the meeting.

b. Extraordinary SC meetings can be called upon in the case an important issue needs to be addressed urgently (it can't wait 7 days). In this case the call will be sent by e-mail to the SC members, no later than 48 hours before the meeting itself.

c. The SC member responsible for chairing will set the agenda, which needs to be sent to the SC and Secretariat with the call.

d. Fixed points of all ordinary SC meetings will be the following: 1st) Adoption of the agenda; 2nd) Approval of the minutes of the last SC meeting(s); 3rd) Reporting

  i. The point 3) Reporting will consist of the following: a) individual reports of SC members and secretariat (brief, just highlighting the most relevant events, new information's and the upcoming activities); b) project reports (brief and highlighting the progress done and any possible delay); and c) secretariat update Record of decisions agreed/voted upon over email since the last ordinary SC meeting

  ii. Last Point AOB, Points under AOB can only be informative and no voting can take place on those points, unless all members of the SC agree unanimously to have an extraordinary voting.

e. Any SC or secretariat member is able to propose points of the agenda until the adoption of the agenda. The proposed points need to be approved by the SC when adopting the agenda.

4.3 SC meeting documents

a. Documents for the meeting need to be sent by e-mail to the SC and secretariat together with the agenda of the meeting. All documents must be available for commenting and suggesting changes on Google Drive, before the SC meeting starts.

b. Exceptionally, the documents can be sent later. In this case, the SC must approve the addition of those documents to the agenda with a simple majority.

4.4 Chairing of the SC meeting

a. The SC meetings are prepared and chaired by steering committee members by way of rotation.

b. The person chairing the meeting shall declare each meeting open and closed, shall direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote and announce decisions. The person chairing the meeting shall rule on points of order and shall have in particular the power to propose adjournment or closure of the debate or adjournment or suspension of the meeting. In case of dispute, the Steering Committee will interpret the Rules of Procedures.

c. The SC members and secretariat can propose procedural motions on the conduct of the meeting that are to be voted upon immediately. Procedural motions are adopted by a simple majority. 3g3

4.5 Decision making

a. Every member in the Steering Committee has one vote during SC meetings. The SC seeks to find consensus on all decisions taken. If no consensus is being reached, the SC is taking a vote. When voting, unless stated otherwise, decisions are taken by a simple majority vote.

b. Secret ballot is used whenever at least two members of the SC request it. The person chairing the meeting decides on the procedure of the secret ballot voting, prepares the ballots and counts the votes. When counting the ballots, at least one other SC member needs to be present. In case the SC meeting takes place online, a digital voting provider will be used to conduct the vote.

4.6 Online voting

a. Any member of the SC can call for an online voting when needed, using email. The voting must be open for at least 48 hours.

b. In extraordinary cases which might need an official vote of the SC and there is no possibility to wait for a normal 48 hours voting-time, the voting time might be a minimum of 24 hours.

> a. Under specific circumstances, when fully justified, once the voting has reached (50%+1) votes in favour/against, decision is taken.

c. Any decision agreed online will be recorded in the minutes of the next ordinary SC meeting.

d. The voting is deemed not valid in cases where an absolute majority (50%+1) of the SC did not cast the vote before the vote closure.

e. The voting can take place over email (open ballot) or using an online voting system (secret ballot). The mail calling for a vote must clearly state the procedure for voting, the decision that is to be taken and the deadlines for replies.

4.7 Reporting and Minutes of SC meetings

a. The SC will keep minutes of all its meetings. The minutes should clearly point out the decisions that have been taken and the main points of the discussion. Minutes are to be taken and disseminated by the Steering Committee and Secretariat. Minutes can be adopted over email. They should be made available no later than 7 days before the meeting they should be voted upon.

b. The SC members and Secretariat report on their work by submitting their written reports latest two days before the SC meeting through adding them to the reporting document in the Steering Committee Meeting section of the drive folder. The individual reports can be subject to questions in the reporting section of the Steering Committee Meeting.

c. When any staff member but the ED, external person, alumni or organisation has represented GSF at an external event, they have to present a written report to the SC, within 14 days of the meeting having taken place.

5 Attendance of SC members on external events

a. Participation and representation of GSF at external events that are not covered by the Task Division, is decided by SC.

b. When a SC or staff member has represented GSF in any continuously working body or project meeting, by presenting GSFs vision, policy or position they have to prepare an outcome-focused minuting document and upload it in the relevant section of the GSF Drive.

6 Secretariat procedures
a. All staff issues are matters of the Executive Director

b. GSF Staff are accountable to the Executive Director, who is accountable towards the SC. They are not politically responsible for the conduct of GSF, and implement the policies and procedures passed by the Steering Committee in accordance with their appointment.

6.1 Staff selection

a. The Executive Director and the Steering Committee are responsible for the staff selection procedure, such as issuing a call, and, if needed, conducting the interviews with the candidates. The documents that selected candidates provided must be made available to the SC.

b. The Executive Director chooses the most appropriate candidate(s) and recommends them to the Steering Committee. The ED & SC selects the staff by an absolute majority.

7. Working Group procedures

a. A Working Group/Subcommittee can be established by the SC. The SC can issue a call for members, in which it outlines the mandate, objectives, structure and the working methods of the working group. The SC selects the members of a Working Group with a simple majority. The SC can also select Working Group/Standing Committee members without an open call, agreeing on a list by 2/3 majority and directly asking for availability to the invited members.

b. The Working Groups are coordinated by the SC. The SC selects at least one of the SC members to be the person responsible for the coordination of the WG. Other SC members can be part of the WG if they require.

c. The WGs are accountable to the SC. The coordinator of the WG is responsible for ensuring progress reports to the SC.

d. Working groups should be composed respecting regional and gender diversity. Members of the WG shall be composed of representatives from membership organisations and stakeholders. The precondition for acceptance as a member and stakeholder of the WG is that the relevant member or stakeholder disposes a particular professional expertise in general or on specific issues, which contribute to the knowledge and political capacity, held by the members of the WG. Stakeholders are external experts proposed by membership organisations or the Steering Committee to represent them in a WG. The precondition for this shall be that, in view of the stakeholder's professional and political

expertise, the stakeholder is willing and able to make a valid contribution to the work of the WG.

e. Meetings of the WG are convened by the Coordinator, either on the Coordinator's own initiative, or at the request of a simple majority of members and stakeholders.

f. Meetings will be conducted in the English language. If necessary, the Coordinator of the WG may determine that the specific issue or regional focus of the WG should be conducted in another language. To this end, the Coordinator is required to consult the SC for approval.

8. Projects procedures

a. Project applications are to be created together by the Secretariat and the members of the Steering Committee, taking into account specific expertise of individual SC members.
b. Final versions of the project applications are to be communicated to the SC.
c. Projects are carried out by the Secretariat and the Steering Committee, in accordance with the individual expertise of the SC members.

9. Adopting and amending the procedures

a. The rules of procedure and amendments need to be adopted by the SC with an absolute majority. Amendments to these rules of procedures will only be in force after the SC meeting where they were adopted

Cluster Operationalization

Human Rights, Democracy and Solidarity

Lead: Aisha
Support Petr

- Continuing the work of previous mandate including: website on scholarships for students at risk collaboration with UNHCR on all the opportunities for refugee students
- Human rights solidarity statements, going beyond reactionary statements following the headlines and supporting students fighting for rights/democracy under the radar
- UNHCR student pledge - 5 regional trainings, developing a position paper ahead of December
- Campaign development timeline to be discussed in the following weeks
- Work with UNHCR to fund additional trainings
- Segregation of secondary schools in Europe, Petr to develop a goal driven campaign to end the segregation of schools
- Word of an international organisations holds a lot of weight on local/national issues - develop 2 types of statement, one public and one directly to the letter
- Fred - continue working with SAIH on activists under attack, documentation and partnership with ActionAid, partnership with the right to education initiative
- Financing of education and tax justice

Education for All

Lead: Amadou
Support: Bradley

- Write a position paper on the current status of education for all, policy recommendation note - accessibility, quality, affordability
- Always money for war, none for education
- Digitisation, partners for advocacy
- Scholarships - campaigning for governments to provide them
- Post graduate working group continuation
- International mobility campaigns
- A big event before the end of the mandate

- Strong link with the Human Rights Cluster
- Petr: strengthen the link between teacher unions and student unions and wider workers unions

Equality and Inclusion

Lead: Grace
Support: Amanda

- Send an introduction to the portfolio of work to the regional, national and then local unions
- Campaign focus - creating communication platforms for individual students to engage in the cluster e.g. whatsapp
- Creating portfolio of student activists from different regions who are doing incredible work on equality and inclusion to inspire
- Holding monthly/every 2 months an online space to discuss key themes within equality , Amanda holding one in Spanish/Portuguese
- Creating a resource on how to end sexual violence on your campus/school with testimonies and case studies
- Creating a campaign to mobilise membership on an ongoing basis
- Host in-person conference/side events to the congress on equality
- Stakeholders and partnerships to help funding
- Aisha: Explore within the UNHCR campaign, advocating for young female refugees for education

Environmental Justice

Lead: Katrina
Support: Petr & Amanda
- Keep focus on education not youth work, expertise on students
- Partnerships are key - SOS international and non European organisations
- Bring back the relevance of the climate crisis, developing a unified approach to climate issues and environmental justice
- Green transition and how it links to
- Sustainability links to other clusters
- Cooperation with international university organisations
- Survey and handbook to be finished

- COP28, space for climate training ahead pre-summit - do we even want to go to it in the Emirates for in-person delegation
- COP29 in Brazil? In collaboration with the NUS Brazil
- Students of the Amazon region (link with Bianca)
- Equity and inclusion link, climate refugees and indigenous students and knowledge

Work plan DHRS cluster 23/24

Aisha, Petr, Frederikke

Next steps:

- Make project description
    - All the things you wanna do - how does it connect and overlap?
    - Make like a concept note - what do you wanna do and how does it connect with the three dimensions
        - What funding can you find? What partners?
        - How to mobilise the membership? Bring us closer to them, them closer to each other?
        - What kind of advocacy? Campaign? Access to spaces?
    - Add anything else you wanna work with, if something feels out of place, you're in doubt of etc
- *Write Fred when your done and we'll set up a meeting to discuss next steps*
- *Fred will call in for monthly meetings to follow-up: First monday a month*
- ***Starting from August***

To consider: *does it make sense to make a Working Group to bring in our membership?*

Webside:
- Collaboration with UNHCR
- Update when comms team are done (July)
- *Fred, discuss at the meeting when we have something*

Funding	
Membership	
Advocacy	

UNHCR / TRSN / Student pledge:
- 5 regional trainings
- Develop curriculum
- Setup partnerships
- Search for funding
- Campaign
    - Mobilising
    - Developing content and direction
- *Aisha supported by Fred*

Funding	

Membership	
Advocacy	

Statements:
- Guidelines here
  - Develop campaigns around statements
  - How can it push for specific action?
  - Opportunities for solidarity action? Activism?
- Make mail address with newsletters for overview (Fred)
- *Petr:*
  - Will take lead in drafting statements
  - Fred will support

Funding	
Membership	
Advocacy	

Battling the segregation in the Balkan region
- What can we provide as an international platform
- Campaigning
- ESU
- *Petr*

Funding	
Membership	
Advocacy	

Activism under Attack:
- Documentation + campaigning
- *Fred*

Funding	
Membership	
Advocacy	

MOVE partnership with ActionAid:
-   Regional trainings
-   Connect regional leadership
-   *Fred*

Funding	
Membership	
Advocacy	

Right to Education
-   Develop the right based approach to education
-   *Fred*

Funding	
Membership	
Advocacy	

Other clusters to take
-   Financing of Education / Tax Justice campaign
    -   Pending Policy Paper