



EDYDN

European Democracy Youth Network

CHARTER

PREAMBLE:

1. The Charter is the general and **the highest internal governance document** that regulates the rights, obligations, composition, and processes within and among individual EDYN bodies and the EDYN members.
2. Each member of EDYN is obliged to comply with the Charter and to follow it during his/her membership.
3. EDYN is a non-profit organization that expects its members to build and support greater civic and political leadership of young people in Europe.
4. EDYN members are bound by EDYN values as stipulated in the Berlin Declaration. The Berlin Declaration enshrines the following principles and values: inclusion, anti-extremism, transparency, accountability, constructive political engagement, solidarity, respect, ethical behavior, meritocracy and environmental consciousness.
5. EDYN members are committed to upholding fundamental rights and freedoms, to refrain from hate speech in all forms, to collaborate across the ideological and political spectrum to tackle the problems that unite our societies, to develop the knowledge, character and skills that can be applied for the betterment of the society.
6. EDYN requires all its members to protect personal data in accordance with the GDPR Regulation. Pursuant to the GDPR Regulation, EDYN has developed an internal document focused on the protection of personal data. Every member is obligated to make him/herself familiar with the EDYN's internal GDPR documentation and follow the regulations stipulated in the EDYN GDPR Handbook which is accessible online at www.edyn.eu/GDPR .

Leadership Council

Leadership Council Composition

The Leadership Council (LC) will be composed of fifteen members: one President (not associated with any Country Chapter), eleven Country Chapter representatives, and three representatives from different countries who don't represent any particular Country Chapter, but non-USAID presence countries in general (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Montenegro, Poland, Romania, Slovakia, Slovenia). Of the eleven Country Chapter representatives, there will be one from each of the eleven USAID-presence countries (Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Georgia, Kosovo, North Macedonia, Moldova, Serbia, Ukraine).

Responsibilities & Expectations

The Leadership Council serves as the representative and decision-making body of the European Democracy Youth Network (EDYN) with authority over the EDYN Charter together with the EDYN HQ and is supported by committees. The Leadership Council issues a set of rules and procedures for the members to follow (Code of Conduct), approved by the EDYN HQ, written in a separate document and attached to the EDYN Charter in March 2023.

The Leadership Council Member is responsible for the delegation and administration of Country Chapter responsibilities and activities. All Leadership Council Members need to be Ambassadors when running for LC election and remain Ambassadors during their term by default. They share equal responsibility and authority with fellow Ambassadors within their Country Chapter.

The non-USAID presence country Leadership Council Members are responsible for the delegation and administration of non-USAID country-specific and regional strategic plans.

The primary functions of the LC include:

- **Representation:** The LC represents the network externally and shares the positive aspects of the network. The LC members also nurture internal communication with their own Country Chapter members and liaise between the Country Chapter(s) and EDYN HQ and LC on a regular basis.
- **National Democratic Institute (NDI) & EDYN Headquarters (EDYN HQ):** The LC informs and coordinates with NDI and EDYN HQ on planning and execution of activities, recruitment efforts, and communications related to EDYN.
- **Annual Conference:** The LC requests and gathers feedback from EDYN members to

inform the Conference agenda; conducts outreach to potential speakers, members, and other participants; supports planning and implementation; and takes on significant roles during the Conference itself. The Leadership Council can delegate these tasks to committees, as necessary.

- **Member Recruitment:** The LC plays a leadership role in expanding EDYN's membership in the designated geographic scope. Together with the ambassadors from their Country Chapters, the LC supports the recruitment calls and coordinates with the EDYN HQ when developing internal procedures for recruitment (the Recruitment Guide) and the Code of Conduct.
- **Member Development:** The LC requests and gathers input on relevant topics from EDYN members to inform activities intended for member development; conducts outreach to potential trainers, mentors, and other participants; supports planning and implementation; and takes on significant roles during these activities themselves. The Leadership Council can delegate these tasks to committees, as necessary.
- **Communication:** The LC engages and solicits feedback from in-country EDYN membership, and partners; shares input from those individuals during LC meetings and at other times as needed; and serves as a liaison between EDYN membership and the EDYN HQ/ NDI.
- **Networking & Promotion:** The LC encourages cross-membership networking; increases awareness of EDYN members and activities among professionally relevant audiences.
- **Sustainability:** The LC supports the long-term development of financial and organizational resources.
- **Ethics:** The LC holds responsibility for the process of evaluating ethics violations against member commitments and values and considers corrective measures based on the Code of Conduct.

Additional LC responsibilities may include:

- Supporting future LC elections and future candidates through sharing experiences and encouraging EDYN members to run and vote in the elections.
- Serving as advisers to future LC members and onboarding them.
- Adopting updates and revisions to the EDYN charter, by a two-thirds majority vote.

Individual Leadership Council Member Commitment

In order to remain a LC in good standing, each individual LC member is expected to:

- serve as a visible, positive supporter of the organization's development efforts;
- generate leads on potential supporters (Corporate, Government, Foundation, or

Individual) and help approach them in an appropriate way agreed with EDYN HQ/NDI;

- To have monthly meetings with members from the Chapter s/he represents;
- Attending the annual LC kick-off meeting and the annual Conference;
- Participate and substantially contribute to monthly LC meetings, whether in-person or virtually;
- Regularly communicate with NDI/HQ regarding EDYN-related work;
- Discuss and engage with peers about EDYN activities to build the network's brand.

Terms of Service & Transition Procedures

The term of the Leadership Council member and the President (defined below) of the Leadership Council expires after a 12-month period. Terms begin immediately after the Leadership Council elections (approximately from December through November of the following year).

The President can run for re-election twice (i.e. it is possible to have a total of 3 consecutive one-year terms). The LC members can run for re-election until turning 33 years old. A former President may not run for Vice President (defined below) but is not restricted from other roles on the Leadership Council following their term as President.

To resign from the LC, an individual must present a written explanation for their resignation to all LC members and to the EDYN Executive Director no later than one month in advance of their intended resignation date.

To remove an individual from the LC, a current LC member must present a written justifiable cause that is consented to by no less than two-thirds of all LC members. Justifiable causes for removal of an LC member include breach of LC rules or commitments, failure to fulfill LC-related duties, financial fraud, inability to maintain active and professional communication with other LC members or NDI/HQ, violation of EDYN's principles and values, and criminal activity. The LC member against whom a case is presented will receive an invitation to participate in the LC hearing and will have the opportunity to defend himself/herself prior to the vote.

If a member of the LC does not appear at three consecutive meetings and does not justify his or her absence no later than 48 hours before the meeting, he or she may be expelled from the LC at the request of the President by voting and obtaining a simple majority of votes. If such a case happens, s/he will be replaced by a new member.

In the event of resignations or removals, the LC shall suspend official business until the total number of LC members is restored through the Abbreviated Nomination and Election procedure. If the LC is unable to restore the full number of LC members in 2 months, it shall resume its operations even with fewer members, however, it should remain cognizant of the need to fill in the vacant positions as soon as it is possible. The President, Vice President(s), Secretary General, and other positions

shall only be filled by one individual at a time.

LC Positions

Positions within the LC are appointed by the President in a written form. LC Positions must be filled by Leadership Council members. The LC members serve as the Vice Chair of EDYN Committees with exception of the Election Committee where an LC member assumes the position of the Chair. The LC members have the authority to designate their deputy or replacement in the individual Committees. They are primarily responsible for holding their respective Committee members accountable to workflow, roles and responsibilities, and schedule.

President

- The President shall preside over all meetings of the LC, set meeting priorities, and help ensure LC decisions and resolutions are carried out.
- The President shall regularly coordinate with NDI and EDYN HQ about the activities of the overall network and is responsible for communicating activities back to the LC.
- The President has signing authority on matters agreed to by the LC, NDI and EDYN HQ.
- The President shall serve as an ambassador for the European Democracy Youth Network in advocating the mission of EDYN to internal and external stakeholders.
- Is the main representative of the LC and the EDYN Members.
- Appoints LC members for positions in the LC.
- Assumes managerial responsibilities and rights within LC activities commissioned and funded by EDYN.
- Has the right to address the EDYN BoT twice in the election term:
 - First at the LC Retreat
 - Second at the Annual Conference
- The President must apply to the Election Committee to complete the vacated function and select a potential candidate.
- The President is working together with the EDYN HQ, NDI and LC to help ensure the directives, policies, and resolutions are carried out and that organization's activities are compliant and in furtherance of its mission. This also includes:
 - a. Developing and maintaining beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders
 - b. Supporting effective external communications about the organization and its mission, priorities, importance, programs, and activities
 - c. Championing the organization and advocating its mission to internal and external stakeholders
 - d. Keeping the organization's leadership informed of significant developments and changes in the internal and external environment
 - e. Leading the organization's planning processes at the LC level
 - f. Liaising with EDYN HQ and NDI to ensure reporting, legal compliance (including all required filings) and sound risk management practices

Vice Presidents

EDYN has two Vice Presidents. The President will assign specific responsibilities to each Vice President. Except for the responsibilities assigned by the President, they shall support the President in organizing the operation of the LC. In the President's absence, the Vice Presidents may preside over meetings of the LC. The Vice Presidents may carry out other duties as delegated by the President.

They are nominated by the President but need to be approved by a simple majority of votes in the LC.

Responsibilities in addition to general LC responsibilities:

- Developing and maintaining beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders
- Ensuring effective external and internal communications about the organization and its mission, priorities, importance, programs, and activities
- Keeping the organization's leadership informed of significant developments and changes in the internal and external environment
- Leading the organization's planning processes at the LC level
- Liaising with EDYN HQ and NDI to ensure reporting, legal compliance (including all required filings) and sound risk management practices

Secretary General

The Secretary General shall record all activities, discussions, and minutes of LC meetings, assist in compiling and distributing internal LC communications and assist in other such duties as may be determined by the President or LC.

Responsibilities in addition to general LC responsibilities:

- Liaising with the President and Vice-presidents to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes (unless there is a minutes secretary)
- Circulating approved minutes
- Checking that agreed actions are carried out.

Replacements

In the event a LC member position is vacated before the next scheduled LC elections, the LC member next in the chain of authority shall be requested to temporarily fill the vacancy until the next scheduled LC elections. The chain of authority is as follows:

- President
- Vice Presidents
- Secretary General
- Chair of the Elections Committee
- LC Members participating in EDYN Committees as Vice-Chairs

- Non-Officer LC Member

If no current LC member is willing or able to fulfill the temporary assignment, the LC shall immediately implement the Abbreviated Nomination & Election procedure outlined below. All Vice Chair positions will be vacated at the conclusion of the term.

EDYN Committees

The LC shall have three standing committees, the Communications Committee, the Partnerships Committee, and the Elections Committee. Each committee shall consist of the committee chairs and any number of additional members each. Any EDYN Member or Ambassador is eligible to participate in no more than two committees. A committee nominee should agree with the nomination, or submit the application to become committee participant. Committee chairs shall present committee member nominations to the LC. A committee nominee shall be confirmed with the consent of a simple majority of LC members. The LC members serve as the Vice Chair of EDYN Committees with exception of the Election Committee where s/he assumes the position of the Chair. All EDYN committees are chaired by EDYN HQ staff responsible for the respective area except for the Election Committee which is chaired by the LC member.

- Committee participants have a non-paid volunteer role and are selected by the Committee Chair.
- Committee participants can have an active role in executing tasks related to the Committee's organization and activity. The committee chair is responsible for assigning such tasks.
- Committees can run their own activities outside of the strategic activities managed by EDYN staff but require Chair's approval.

The positions of the LC members in the EDYN Committees are proposed by the EDYN President and are approved by a simple majority vote with exception of the Election Committee Chair which requires a two-thirds qualified majority vote. The positions shall be filled in the beginning of the LC term as soon as possible, no later than 2 months after the election results.

Communications Committee – The primary purpose of this committee is to ensure alignment, and coordination, and to share knowledge and inspiration across all EDYN bodies involved in communication. It is chaired by the EDYN HQ Communications Officer.

- This committee consists of two types of members – Country Chapter Comms Officers and General Members. Country Chapter Comms Officers are chosen by the Country Chapter leadership and their membership in the committee starts automatically (i.e. ex officio). General Members apply through an open call organized by the Communications Officer. Their membership is voluntary. The committee should serve as a platform for active members who want to engage in Network's communication efforts internationally, provide and implement ideas and work on a yearly communications plan.

Partnerships Committee – The Partnerships Committee takes the lead in coordinating with LC, NDI/HQ on all issues related to partnerships and fundraising across the network. The Committee also serves as a platform to exchange good practices, develop the organization’s knowledge and to coordinate and implement outreach and fundraising campaigns. Each member of the committee is responsible for collecting information on in-country partnerships to create a database. All partners or donors entering in a formal relationship with EDYN and its Country Chapters need to be approved by EDYN HQ. The EDYN HQ liaisons with NDI and its field offices to assess potential partners and their reputations. The HQ may reach out to the Partnership Committee for advice on sensitive matters that may affect the reputation of the network. The Partnership Committee decides by simple majority. The committee is chaired by the EDYN HQ Partnership and Outreach Manager.

Elections Committee – Chaired by the Secretary General. The Elections Committee takes the lead in coordinating with other LC and EDYN members to execute the nomination and election process for LC positions. The Committee is chaired by an elected LC member at the beginning of the LC mandate, the election process is described above. The Elections Committee is responsible for:

- Setting rules for the campaign period and setting the bounds for what candidates cannot do when campaigning for an internal election.
- Coordinating and implementing electronic balloting for LC and Presidential elections.
- Tabulating the vote counts.
- Informing Ambassadors of campaign rules, timelines, and balloting and tabulation processes.
- Drafting the rules for an Abbreviated Nomination process and informing the members about it
- Appointing the new LC members and the President based on the Election results. All LC members, including the President, shall receive written confirmation of their mandate signed by the Chair of the Election Committee and the EDYN Executive Director no later than 2 weeks after the voting has ended.

Abbreviated Nomination:

At the request of the President, the Elections Committee may appoint new LC members by a simple majority of votes, only to fill a position unexpectedly released during the term of office.

EDYN HQ

EDYN Headquarters is located in Bratislava, Slovakia and provides management, coordination, strategic guidance and fundraising support to the network.

- Represents the organization externally with a focus on partnerships and fundraising
- Drives strategic institutional development of EDYN (including setting high-

level rules for network governance, recruiting, impact measurement and activities, as well as proposes changes to the Charter)

- Organizes EDYN International activities and selects participants together with a task force comprised of 2 LC members
- Manages regranting to EDYN members and EDYN Country Chapters
- Assures alignment with EDYN vision, mission and values by:
 - Demotion of EDYN Ambassadors in cases of violation of EDYN values or commitments
 - Managing EDYN brand and communication and granting licenses for EDYN trademarks to Country Chapters
- Administers recruitment, membership and EDYN online platforms, officially confirms mandates for EDYN membership, ambassadors, and LC members based on applicable selection or election process
- Administers donor relationships, reporting, bookkeeping, and money transfers and safeguards institutional memory

Country Chapter

Country Chapter Composition

A country chapter is constituted by 7 and more members from a single country that produce a strategic plan that is approved by NDI, LC and HQ. These members may include Ambassadors. Non-USAID presence countries can opt to produce regional strategic plans instead of country-specific plans.

A country chapter is a local representation of EDYN that brings together EDYN ambassadors and members in order to empower young people to become active in public life and develop different initiatives tackling the most challenging and pressing societal problems by identifying solutions from across the political as well as an ideological spectrum that EDYN represents. EDYN country chapters can be located in 23 countries.

One Ambassador in each USAID-presence Country Chapter is elected as a Leadership Council Member, according to the rules for Leadership Council elections. A country chapter the member of which is a President can have another representative in LC. Non-USAID presence countries are represented by one or more Leadership Council members.

A Country Chapter prepares a strategic plan that has to be approved by NDI, LC and HQ. Country Chapters can opt to prepare regional strategic plans instead of country-specific ones.

A Country Chapter should work and organize activities in order to raise awareness about EDYN within the country.

A country chapter has a right to register and become a legal entity after fulfilling all internal compliance and governance criteria and institutional maturity confirmed in writing by the EDYN Executive Director.

The governance of the Country Chapter legal entity needs to be aligned with the spirit in which the EDYN network is organized as enshrined in this Charter.

Ambassadors

Role

Ambassador represents the organization nationally, both internally and externally. Ambassador assures alignment with EDYN's vision, mission, and values by governing the country chapter; proposing to appoint or dismiss local members; and internal communication.

Rights

Ambassadors have the privilege to participate in most EDYN events and activities, to contribute to their country chapter's strategic plan, and to participate in committees. Ambassadors are given preference for attendance at the annual Conference, contingent on available resources.

Twice a year, the Ambassadors have the right to announce an additional off-cycle call for applications of new members if they decide unanimously that admission of new members is necessary for the better functionality of the local Country Chapter.

Responsibilities and Expectations

Ambassadors, including the Leadership Council Members, are responsible for the management of their respective Country Chapters and share equal authority and responsibility within them. They are responsible for drafting and regularly updating their Country Chapter's strategic plan with input from their Country Chapter members, annual and semi-annual reports, and for organizing their chapter meetings. Ambassadors are responsible for the management and delegation of tasks within the Country Chapter in accordance with the strategic plan. Ambassadors are responsible for maintaining a record of attendance at their respective country chapter's events. Ambassadors are responsible for coordinating with HQ and NDI staff on their Country Chapter's activities.

Ambassadors are eligible to vote for EDYN Leadership Council members and the President. Only an ambassador can become an LC member.

Division of responsibilities

Each Ambassador is responsible for specific duties in the Country Chapter. Depending on the internal organization, ambassadors after their election should take responsibility for communication and PR, reporting, project management, partnerships, coordination with HQ and NDI, coordination of events, recruitment of members, alumni engagement, etc.

For Country Chapters with one ambassador, the LC representative or the country ambassador can propose a member to be in charge of any specific responsibilities.

Ambassador Criteria

Ambassadors must be between the age of 18 and 32 (inclusive), possess strong written and verbal English language skills, strong leadership skills, good communication, and public speaking skills, be citizens and current residents of an EDYN membership country (specified above). Ambassadors must be actively - politically or civically - engaged in their community, shall demonstrate a record of political and/or civic leadership, and support the values of EDYN as defined in the 2019 Berlin Declaration.

Ambassador election process:

Application to become an Ambassador

A candidate that seeks to become an Ambassador shall present a letter of recommendation regarding political/civic leadership and achievements together with a CV and a signed statement of readiness to perform the role of an Ambassador to the sitting Ambassadors in his/her respective Country Chapter and to the HQ. In case there are no sitting Ambassadors at the moment of the application, the candidate shall present the documents to the HQ only. An Ambassador candidate shall be ready to devote adequate time to the activities of the Country Chapter.

Election of an Ambassador

The Ambassador Elections are held annually in the period between May and June. Each Country Chapter (as defined below) can elect a number of Ambassadors based on the number of members in the particular Country Chapter. Supported by the LC and the sitting Ambassadors of individual Country Chapters, the HQ launches an internal call for applications to be distributed among all members. Members can apply to run for Ambassadors by May 31 of each year. The HQ liaisons with NDI and its respective field offices to learn about their potential vetoes against any of the applicants. The election platform listing all eligible Ambassador candidates is prepared by the HQ and introduced to all EDYN members. The sitting Ambassadors of each Country Chapter shall decide by simple majority by May 1 of the respective year whether the Country Chapter introduces any particular quota on how Ambassadors are elected in addition to the majority vote. If quotas are introduced, it needs to be discussed and approved by the NDI/HQ and the LC prior to the election of Ambassadors. All Country Chapter members have the right to vote for Ambassador candidates from their respective Country Chapter by June 30. The HQ officially confirms successful candidates as Ambassadors within two weeks after the elections in a written form. Representatives of the Election Committee participate in the election process and specify the rules and timeline of the election process further.

Number of Ambassadors

The Country Chapter can elect 1 (one) Ambassador per seven Country Chapter members.

For Country Chapters with more than 49 members, the limit of ambassadors per

country is 7 (seven).

The Country Chapters affected by specific circumstances like war, repressions, humanitarian catastrophes, or events with a similar magnitude of impact on the ability/freedom to operate can negotiate an individual number of Ambassadors with NDI/HQ and LC.

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Veto and Demotion

NDI and the HQ can influence the EDYN member and ambassador composition as follows:

- NDI field offices or the HQ can individually veto a member candidate in the recruitment process
- NDI/HQ can unanimously veto an Ambassador candidate in the Ambassador Elections
- NDI/HQ can unanimously demote a sitting Ambassador at any time during his/her mandate. If the Ambassador is an LC member, s/he loses the LC mandate immediately.

The veto right and/or demotion is activated only under specific circumstances when NDI/HQ are aware of severe violation of EDYN's principles, values or commitments, criminal activity, or candidates affiliation with an extremist movement, party or other entity. In case of an Ambassador demotion, the decision is communicated in a letter signed by the ED.

Resignation

Any EDYN member elected or appointed to hold a position at EDYN can resign from a position or can withdraw from EDYN at any given time by a written statement to EDYN President and EDYN Executive Director indicating his/her reasons. If a member dies his/her membership shall automatically terminate on the date of the member's death.

Expulsion of ambassadors and the members

An Ambassador can be demoted by a unanimous NDI/HQ appeal at any time during his/her mandate. If the Ambassador is an LC member, s/he loses the LC mandate immediately. The demotion appeal is activated only under specific circumstances when NDI/HQ are aware of severe violation of EDYN's principles, values or commitments, criminal activity, or candidates affiliation with an extremist movement, party or other entity. In case of an Ambassador demotion, the decision is communicated in a letter signed by the ED.

Demotion of an ambassador is possible also by unanimity of other ambassadors or $\frac{2}{3}$ majority vote by members of the country chapter - for inactivity, for not participating in activities, or for a severe breach of EDYN's membership commitment and values.

A member can be expelled by a $\frac{2}{3}$ vote of all LC members and only for a severe breach of EDYN's membership commitment and values, not for inactivity. Has to be proposed for expulsion by at least one ambassador of the respective country. In countries with not enough members to constitute a Country Chapter with its own Ambassadors, the HQ assumes the role of the Country Chapter Ambassadors. The expulsion is communicated in a letter signed by the ED.

Members

Rights

Members have the right to participate in EDYN events and activities, subject to available capacities and resources. Should an event have limited capacity, the members can be selected based on criteria that are known upfront. The HQ selects participants for international events and Country Chapters select participants for local events organized by the particular Country Chapter.

Members are expected to contribute to their Country Chapter's strategic plan and can participate in EDYN committees. They can access the Membership Engagement Fund to receive small grants to fund projects created with and led by a team of their peers from other countries. They can also receive financial support for their activities that are part of the Country Chapter strategic plan. The strategic plans shall represent the shared goals of the Country Chapter. EDYN members can benefit from a broad range of mentors and advisors who can help with the implementation of the activities.

Members acquire passive and active voting rights after six months of EDYN membership.

Member Criteria

Existing members must be between the age of 18 and 32 (inclusive) and be citizens or current residents (temporary or permanent) of an EDYN country (Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kosovo, Latvia, Lithuania, North Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, Ukraine). The age limit is extended for LC members elected at 32 till the end of their mandate in accordance with the Charter.

Members must be actively politically or civically engaged in their community, they must live up to their membership commitments and support the values of EDYN as defined in the 2019 Berlin Declaration and on www.edyn.eu

Member status: active, non-active, and freeze

Every year, before the ambassador elections, the HQ will send EDYN Code of Conduct (CoC) to all members to sign electronically for them to renew their commitment to the values and regulations of the network.

If a member signs the CoC within a given deadline, the member is considered an **active member** and continues enjoying their full rights.

If the member does not sign the CoC within a deadline, the HQ notifies the ambassador/s of the given Country Chapter (CC) about it. The ambassador/s should undertake at least three efforts to contact the member (one of them via email) to learn about any reasons that might be preventing the member from signing the CoC.

If there is no active ambassador in a particular Country Chapter, the procedure is followed and overseen by EDYN HQ, in coordination with NDI.

If after the contact the member signs the CoC, he/she is considered *active*.

If after the contact the member does not sign the CoC and expresses their willingness to leave the network, then his/her membership in EDYN is considered suspended. To become an EDYN member, the individual will have to apply again for the membership during an open call.

If the member does not answer to ambassadors, the member is considered to be **non-active** and loses the right to vote, run for leadership positions, as well as to apply for international opportunities, training, educational programs, events, etc. in EDYN. The member is notified about their status by the HQ and about the procedure on how to reverse the membership status to *active*.

To reinstate his/her *active* status, the *non-active* member has to write a letter of intent and reiterate the commitment to the values of the Berlin Declaration. Such a letter/email should be sent to the HQ and ambassadors of their Country Chapter (if the country chapter has active ambassador/s).

The member should also sign CoC (electronically or a printed copy) as well as proactively engage in Country Chapter activities. The level of engagement in the CC will be measured by ambassadors of that CC. If there is no active ambassador in a particular Country Chapter, the procedure is followed and overseen by EDYN HQ, in coordination with NDI.

If after a calendar year – until the next signing of the Code of Conduct the non-active member does not make a request to reinstate his/her active status and once again does not sign CoC (This time Ambassadors should reach the member only once a time – through email) the membership will be suspended. To become an EDYN member, the individual will have to apply again.

Members have the right to **freeze** their membership status if they have an important time-consuming engagement that prevents them from being active members for an extended period of time. To apply for this status, a member has to notify and explain the situation to his/her country ambassador/s. When approved, the

ambassador/s notifies the HQ. The freeze membership status can be gained for one year – a member can reapply for an extension through the same procedure as necessary, but no more than three consecutive times.

Responsibilities and Activities

Strategic Plan

A Country Chapter's strategic plan must include clear and accomplishable objectives and proposed activities to support those objectives. The strategic plan must also include target recruitment levels for the 12-month term. Strategic plans are regularly updated in consultation with NDI regional offices and EDYN HQ.

Semi-Annual Meeting

Country Chapters will conduct two meetings with all members in the Country Chapter on a semi-annual basis: one in the Spring, and one in Autumn. The meeting must be held in a politically neutral location (i.e. not in a party office). Where possible, representatives of NDI/USAID/HQ should be invited to attend.

Agenda for the semi-annual meetings must include:

- A presentation of the EDYN network's vision, commitment and values as stipulated in the Berlin Declaration when new members are present.
- A discussion or debate on issues of interest to the country chapter members.
- A session to introduce or amend the country chapter's strategic plan with input from members of the Country Chapter.

Semi-Annual Reports

A semi-annual report detailing updates in the Country Chapter must be produced twice per year and submitted to the Leadership Council on May 30th and November 30th respectively. One ambassador from the country chapter has to be responsible for semi-annual reports.

The report must include:

- A list of activities successfully implemented, categorized by the objectives they serve, including the date, number of participants, list of partners involved and their role, a narrative description of the event and photographic documentation. Particular reporting forms and requests are subject to change by the HQ.
- Recruitment updates including the number of new chapter members and target level of recruitment for the coming six months.
- List of promotion activity including social media analytics and a description of meetings conducted with partners and potential partners.
- A description of work in progress including planning being conducted for activities, recruitment and promotion.

The Leadership Council is responsible for circulating the Country Chapter semi-

annual reports and making them accessible to HQ/NDI and all members and committees.

Recruitment

Membership Eligibility Criteria

Existing members must be between the age of 18 and 32 (inclusive) and be citizens or current residents (temporary or permanent) of an EDYN country (Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kosovo, Latvia, Lithuania, North Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia Slovenia, Ukraine).

Members must be actively politically or civically engaged in their community, they must live up to their membership commitments and support the values of EDYN as defined in the 2019 Berlin Declaration and on www.edyn.eu. The criteria may be specified in the Recruitment Guide issued by the HQ after consultations with the LC.

Membership Application

The membership application will be provided in the local vernacular and/or on the EDYN webpage.

The particular questions shall be defined in the Recruitment Guide that is prepared by the EDYN HQ, consulted with the LC/NDI and circulated among all ambassadors prior to any network-wide recruitment round. All Country Chapters must request the information indicated in the latest version of the Recruitment Guide. In addition to the questions indicated in the Recruitment Guide, they can also request additional information they want to use in the selection process if the majority of the Country Chapter Ambassadors agrees on such additional questions.

Network wide calls for applications are organized by the HQ in cooperation with all Country Chapters once a year in the Fall. Individual Country Chapters may run two additional local calls for applications, however they need to coordinate with the HQ and gather information from applicants as indicated in the latest version of the Recruitment Guide. Country Chapters can translate the application form in the local language. Applications can be gathered strictly through EDYN platforms (i.e. EDYN Google Suite) due to applicable GDPR provisions. It will inquire the information from prospective applicants which are indicated in the Recruitment Guide.

Membership Application Review

Vetting of prospective members will be conducted by the Ambassador(s) of their respective country chapters. Ambassadors will evaluate prospective member's applications and investigate their social media activity and online presence. All eligible applications are sent to the local NDI offices for review to veto or endorse individual candidates.

New Member Approval

Ambassadors of each Country Chapter will vote on prospective member candidates

to their respective Country Chapters by a simple majority. In countries with inactive or less than 2 Ambassadors, EDYN HQ assumes ambassadors' role and will decide on the prospective member candidates. NDI and EDYN HQ retain the right to veto new member approval in the interest of maintaining agreed recruitment quotas and goals.

Eligibility, Nomination, Appointment & Election Procedures

Timeline

EDYN LC and President Elections take place every year in the month(s) of November and/or December. The Election Committee sets the timeline of the elections indicating exact days for the Nomination Period, Campaign Period and the Voting Period by the end of October of the respective year.

Presidency

Presidential Eligibility

Presidential candidates must be between the ages of 18 and 32 (inclusive), possess strong written and verbal English language skills, and be citizens AND current residents (temporary or permanent) of an EDYN membership country (specified above). Presidential Candidates must be actively politically or civically engaged in their community, also as journalists, demonstrate a record of political and/or civic leadership, and support the values of EDYN as defined in the 2019 Berlin Declaration. The current Ambassadors are eligible to run for Presidency.

Nomination

During the first week of the election cycle called Nomination Period, existing Ambassadors may nominate other Ambassadors for the position of President by submitting an online statement of nomination indicating the name of the nominee to the existing Leadership Council, the Election Committee and the EDYN HQ. NDI/HQ retain veto power over nominees during the Nomination Period (Week 1). At the end of Week 1, the Election Committee will liaison with the HQ to distribute the list of nominees to existing Ambassadors.

In order for the nomination to be transparent and valid, each Ambassador who wishes to nominate a candidate must fill out an online form in order to allow him or her to run for the position of the EDYN President. After the nomination is submitted, the HQ requests each nominee to accept or reject the nomination within a specified timeframe. The online form as well as all Election related documents and platforms are distributed to all existing Ambassadors and by EDYN HQ.

Campaigning

After being informed of their eligibility by the existing Election Committee, nominees shall have a two-week Campaign Period to win support among EDYN Ambassadors. Additional rules for the Campaign Period are stipulated by the Election Committee. NDI/HQ can veto the nomination of a candidate at any point in the election process;

candidates will be informed by NDI/HQ if they are not qualified.

Election and Voting Procedure

Ambassadors elect the EDYN President by a simple majority vote. Voting will be conducted electronically. Votes will be tabulated by the Election Committee with formal oversight from NDI and HQ. In the case of a tie, within a week of the initial vote, existing Ambassadors will conduct a run-off vote between the tied candidates.

Leadership Council

Leadership Council Eligibility

Candidates must be between the ages of 18 and 32 (inclusive), possess strong written and verbal English language skills, and be citizens AND current residents (temporary or permanent) of an EDYN membership country (specified above). Candidates must be actively politically or civically engaged in their community, demonstrate a record of political and/or civic leadership, and support the values of EDYN as defined in the 2019 Berlin Declaration.

Only actual Ambassadors can be eligible to become members of the Leadership Council.

Nomination

Nominees send an email of intention to run for the LC seat to the ambassadors of their Country Chapters as well as EDYN HQ.

Non-USAID countries have the right to nominate a candidate per country through the internal voting process (simple majority), which will take place before the Election.

Nominees should agree with the nomination by a written statement.

NDI/HQ retain veto power over nominees during the Nomination Period (Week 1).

Campaigning

Nominees shall have a two-week period to campaign for support among EDYN Ambassadors. Additional rules for the Campaign Period are stipulated by the Election Committee.

Election and Voting Procedure

Following the Campaign Period, Country Chapters (members and ambassadors) elect their LC representatives by a simple majority vote to choose an LC representative from their CC.

In the case of countries without a USAID presence, all members will vote to choose three LC representatives from the pool of all non-USAID candidates. Each member casts up to three votes to express his/her preference among the contested candidates.



In the case of a tie, within a week of the initial vote, a run-off vote between the tied candidates will be conducted.

Voting will be conducted electronically, with separate ballots for the election of Leadership Council Members and the President. Votes will be tabulated by the Election Committee with formal oversight from NDI/HQ.

Special Circumstances

If the elected president was simultaneously elected to the Leadership Council as a representative of his/her Country Chapter, the runner-up candidate of the country in question will become the country and/or region representative by default. If there is no more than one nominee for the given country chapter, NDI/HQ reserves the right to appoint an eligible candidate from the member body of the country in question.

Abbreviated Nomination & Election Procedure

In the event of the removal or withdrawal of an elected position, the Elections Committee can enact abbreviated election procedures in order to fill the vacancy. Abbreviated elections procedures are left to the discretion of the Elections Committee, to be determined in consultation with NDI/HQ. NDI/HQ retain the authority to cease abbreviated elections processes if they determine that they circumvent fair practices.

Transition to Alumni Status

Upon the conclusion of a member's active engagement with EDYN by reason of reaching the age of thirty-three (33), said member shall be designated as an Alumnus/Alumna of the Network.

The Network acknowledges the valuable experience of its Alumni and encourages their continued association with EDYN. It is the intent of the Network to maintain a lifelong connection with Alumni. When possible, Alumni shall be invited to attend an annual conference organized by EDYN, wherein they may engage with current members and contribute to the ongoing dialogue on democratic practices. EDYN shall, where feasible, extend invitations to Alumni for engagement in conferences, seminars, workshops, and other relevant activities.

The Network promotes a culture of mentorship and knowledge transfer. Alumni are thus encouraged to serve in an informal capacity as mentors to present members of EDYN, providing guidance, sharing expertise, and offering insights gained during and subsequent to their tenure with the Network.

Amendments

NDI/HQ retain veto power over any changes to the charter. Changes to the charter are drafted and proposed by EDYN HQ after consultations with the standing LC.



Amendments to this charter or any documents referenced herein shall be approved with the consent of two-thirds of sitting LC members.