

RULES OF PROCEDURE for EURASHE Communities of Practice

As adopted by the EURASHE Board on 10 November 2022

Article 1 - Name and Horizontal Themes

These rules of procedure govern the functioning of the Communities of Practice (referred in this document as 'Communities'), as established by the EURASHE bylaws. Each Community may also have different names, if proposed by its Core Group (See Article 4), and approved by the EURASHE Board.

Irrespective of the subject matter, all Communities should consider the following horizontal themes: Specific contribution of professionally orientated higher education; Local and regional impact; Service to civil society; Gender equality.

Article 2 – Scope and Purpose

The scope and purpose of the EURASHE Communities are:

- Exchange of good practice;
- Communication with policy makers (with approval of the EURASHE Secretariat);
- New project development (N.B: members of the Community do not have an automatic right to join specific project applications);
- General policy recommendations (but not position papers on specific policies and initiatives, which are developed by Task Forces and in all cases adopted by the EURASHE Board);

Article 3 – General Membership

Anyone can join a Community through a request via the EURASHE Secretariat. The EURASHE Board has the right to reject applications.

All members of the Communities have the right to access online information and networking platforms, participate in online meetings, and declare membership.

In extraordinary circumstances, the EURASHE Board may decide to exclude a member from the Community if that member clearly and directly harms the association or its reputation.

For GDPR reasons, your contact will be shared with other members of the Community of Practice, unless you tell us not to.

Article 4 – Core Group

A Core Group (henceforth referred to as 'the Group') within the Community is responsible for developing content and projects in more depth and preparing online meetings of the wider Community. The following rules shall apply to the functioning of the Group:

- (1) The Group must have two co-leaders. One co-leader must be a EURASHE Board member and the other must represent a EURASHE member. The first co-leaders are nominated by the Board. Any changes to co-leaders are proposed by the Group and

approved by the Board. Co-leaders are appointed for a period of two years, which can be renewed by the Board following a recommendation by the Group.

- (2) Anyone from within the Community may apply to join the Group, based on an application via the EURASHE Secretariat. Acceptance is decided by the Group.
- (3) The maximum number of members within a Group is 20. There cannot be more than five members from one single country, or two from one single institution. At least half the Group must represent EURASHE members. If the maximum number of members is reached, a waiting list of applications will be kept by the Secretariat.
- (4) Membership of the Group is for two years. This can be renewed by the rest of the group, but consideration must be given to pending applications.
- (5) The Group shall meet at least twice and a maximum of four times per year.
- (6) At least one meeting and a maximum of two per year should be held physically (or in hybrid format) at a location within the EHEA, chosen by its members.
- (7) A member of the Group failing to participate in two consecutive meetings without a reason accepted by the co-leaders, is excluded but may reapply to join if there is no waiting list. The EURASHE Secretariat shall manage a register of attendance.
- (8) Participation in physical meetings of the Group is funded by EURASHE, in accordance with the EURASHE procedures currently in force, and conditional on availability of funds. However, the first participation in a core group is self-funded.
- (9) Non-members of EURASHE are not reimbursed travel and accommodation.
- (10) Formal decisions should be avoided but in the case of disagreement, these decisions shall be taken by simple majority of members present at a meeting, with the Board member acting as co-leader casting the deciding vote when there is a tie.
- (11) The EURASHE Secretariat does not take part in decision making but organises and facilitates meetings in coordination with the co-leaders.

Article 5 – Publication of results and Intellect Property

Publication of written documents developed within the Community of Practice are subject to approval by the EURASHE Board.

Any Intellectual Property created within the Communities is owned by EURASHE.

Article 6 – Changes to the Rules of Procedure and Review Process

The Board may change the rules of procedure at any moment and shall subsequently inform members of the Community. The Board will review the rules of procedures on an annual basis, as well as their added value.