



INTERNAL REGULATION OF THE ASSOCIATION ESN BOCCONI

GENERAL PROVISIONS

The present Internal Regulation is to be intended as a completion and integration of the Statute approved by the Association ESN Bocconi on June 8th, 2014.

As envisaged by the Statute itself in various of its articles the Internal Regulation is subordinated to the Statute itself and has a function of procedural and practical guide in the daily operations of the Association ESN Bocconi.

The norms that regulate the validity, duration and the possible modifications of the Internal Regulation are summarised in articles 21, 23 and 24 of the Statute and in articles 60, 61 and 62 of the present Internal Regulation.

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DIARY OF REVISIONS

The Association ESN Bocconi (C.F. 97548240155) approves for the first time its own Internal Regulation on the basis of the proposal by the temporary WG Bersi - Minetti - Saielli on May 12th, 2017 with 16 favourable votes out of 17 Members present during Assembly.

On December 13th, 2017, the Assembly approves the modification of the Internal Regulation as proposed by Marina Benedet, Mauro Gjekaj and Edoardo Romanò.

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MEMBERS OF THE ASSOCIATION

- **Classification of the Members**

- i. Referring to the Title III of the Statute, the members of the Association are divided into two categories:
 - a) Guest Member;
 - b) Ordinary Member (or simply Member).
- ii. All the members are registered in the Members Book, respectively in the sections "Ordinary Members" and "Guest Members".
- iii. The Members Book keeps track of the Ordinary Members and of the current Guest Members and, in the "Historical" section, of the ex-Ordinary Members.

§1 – Guest Member

- **Application to Guest Member**

- i. Those who can acquire the status of Guest Member are all the students that participate to a programme of international mobility, at a university or post-university level, of the duration between 1 and 48 months at Università Commerciale Luigi Bocconi.
- ii. It is necessary to make an official request (oral or written) to the Association (or to one of its Ordinary Members), together with the necessary documentation that demonstrates the effective participation to the programme (ex. university badge) and perform the payment of the Association fee corresponding to the ESN fee, mentioned in article 6.
- iii. The duration of the status of Guest Member is of 12 months starting from the date of payment of the ESN fee.
- iv. At the end of the 12 months, the Guest Member can renew his/her status if the criteria described in articles 2.1 and 2.2 of the present Regulation are satisfied.
- v. In derogation from article 2.1 of the present Regulation, the Board of Directors can grant the temporary status of Guest Member to people that do not satisfy the requirements described. The Assembly must ratify the decision during the following Assembly meeting.

- **Rights of the Guest Members:**

- i. As such, the Guest Members have the right to:
 - a) be registered in the Guest Members Book;
 - b) be informed about the activities of the Association;
 - c) participate to the activities promoted by the Association.

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- **Duties of the Guest Members:**

- i. As such, the Guest Members must:
 - a) observe the norms of the Statute, the Internal Regulation and the public deliberations adopted by the Organs of the Association;
 - b) abstain from any harmful behaviour with respect to the aims of the Association and the Association itself.

- **Loss of status of Guest Member**

- i. The status of Guest Member is revoked in the following cases:
 - a) at the end of the period of duration corresponding to the qualification of Guest Member (12 months from the payment of the ESN fee);
 - b) for exclusion due to violations of the norms of the Association. The exclusion is equal to the exclusion of the Ordinary Members and regulated by articles 4.3, 4.4 and 4.5 of the Statute in force.

- **Association fee**

- i. In accordance with article 3.2 of the Statute and articles 2.2 and 10 indent b) of the present Internal Regulation, every new Guest Member must pay the Association fee (ESN fee) in order to be registered in the respective section of the Members Book and obtain the qualification in question.
- ii. The Guest Members can renew their own status by the established deadline through the payment of the Association fee (ESN fee) as regulated by articles 2.2 and 2.4 of the present Regulation.
- iii. The Guest Members that satisfy the requirements described in article 2.1 of the present Regulation, can make the payment of the Association fee (ESN fee) during one of the designated offices (Title V) or directly to an Ordinary Member delegated by the Board of Directors.
- iv. The entity of the Association fee (ESN fee) is determined by the Board of Directors.

§2-ORDINARY MEMBER

- **Application to Ordinary Member**

- i. In accordance with article 3 of the Statute in force, those who can acquire the status of Ordinary Member are:
 - a) those who send a request to the Board of Directors and are accepted by it, following the norms defined by article 8 of the present Regulation;
 - b) those who make the payment of the Association fee according to the norms defined by article 13 of the present Regulation.

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- **Procedure of admission of the Ordinary Members**

- i. All the individuals that satisfy the criteria defined by article 3.5 of the Statute can make a request in order to obtain the status of Member of the Association.
- ii. The subjects interested in participating to the activities of the Association must present a written request specifying:
 - a) Name;
 - b) Surname;
 - c) Date of birth;
 - d) Course of study undertaken;
 - e) Any international experiences.
- iii. The Board of Directors must define the procedure for presenting the request and provide the appropriate tools in order to present it to anyone who may be interested. In case this was not done, it would be sufficient to send an email to the address of the section (milano_bocconi@esn.it), revealing one's own intentions.
- iv. The Aspiring Members are introduced to the activities of the Association by the Vice-president, or by another Member delegated by the latter or by the Board of Directors.
- v. The Board of Directors must open applications to Ordinary Member for the Aspiring Members. The opening of applications must occur at least once per semester.
- vi. The Aspiring Members, informed about the opening of the applications, can present a request of activation according to the forms established by the Board of Directors.
- vii. Within 45 days from the opening of the applications, the Aspiring candidate Member has the right to receive an official answer that can take three forms:
 - a) Admission as Ordinary Member;
 - b) Non-admission;
 - c) Extension of the status of Aspiring Member.
- viii. According to the characteristics and requirements owned by the Aspiring Member, the process of admission provides that:
 - a) the students enrolled in a degree course at Università Commerciale Luigi Bocconi of Milan or ex-students of the same university who have done an Erasmus experience or an equivalent experience abroad of the duration of at least three months, need the favourable vote of the majority of the Board of Directors. The latter expresses its own opinion in autonomy, after having heard the opinion of the Vice-president and the Members who have followed the candidate during his/her phase of approach towards the Association;
 - b) the Aspiring Members who do not present the characteristics mentioned in the previous point, in accordance with article 3.5 indent b) of the Statute, need instead the favourable vote of 2/3 of the Members having the right to vote present during the Ordinary session of the Assembly. The voting procedure takes place in a secret way.
- ix. For the cases under article 8.8 indent a) of the present Regulation, the decision of the

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Board of Directors must be ratified by the Assembly, at the first available occasion. Every Ordinary Member can request that the Assembly vote to modify the decision of the Board of Directors, proposing one of the alternative options provided by article 8.7. The Assembly deliberates through majority of the 2/3 of the present members. If no Member proposes to modify the decision of the Board of Directors, the decision is ratified.

- x. The inclusion in the Agenda of one or more voting procedures provided by article 8.8 indent b) and/or of the ratification of the Assembly mentioned in article 8.9 must be done within the limits provided by article 19.6, being a vote on individuals.
- xi. In every moment the Board of Directors, after having heard the opinion of the Assembly, can decide to revoke the status of Aspiring Member. In cases of necessity and urgency, the decision of the Board of Directors can be taken in autonomy, but it must be ratified at the first available Assembly. Every Member can also request that the Assembly express itself on the revocation of the status of Aspiring Member. The Assembly expresses itself through majority of the 2/3 of the present members.

- **Rights of the Ordinary Members**

- i. The rights of the Ordinary Members are defined by article 5.1 of the current Statute.
- ii. Every Ordinary Member has the right to request an Assembly vote on every decision proposed and/or concluded by the Board of Directors. The vote takes place according to the procedures prescribed by the current Statute and the present Regulation.
- iii. The Secretary ensures that the Member is included in the various channels of communication utilised by ESN Bocconi and eventually by ESN Italia: Mailing List and any other platform used.
- iv. The Ordinary Members have the right to consult the Members Book.

- **Right to vote**

- i. The Member acquires the right to active and passive voting starting from the day following that of the Assembly in which he/she acquires the status of Ordinary Member.
- ii. The Member loses his/her own right to active and passive voting during the Assembly in which he/she records the fifth consecutive absence to an Ordinary Assembly or the second consecutive absence to an Extraordinary Assembly. The concerned Member does not lose, however, his/her status of Member if in compliance with the payment of the Association fee.
- iii. The Member who has lost the right to active and passive voting regains it during the General Assembly in which he/she records the second consecutive presence.
- iv. The Secretary has the duty to keep track of the attendance of the Members during the various Assemblies in order to allow for the monitoring of the right to vote of the Members.
- v. If the Secretary (or a member of the Board of Directors) does not keep track of the

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attendance of the Members during the General Assemblies, the Members will not lose the right to vote. In this case the Secretary can be subject to a disciplinary appeal (Title IX).

- **Duties of the Ordinary Members**

- i. The duties of the Ordinary Members are defined by article 5.2 of the current Statute.
- ii. As such, the Ordinary Members must:
 - a) observe the norms of the Statute, the Internal Regulation and the deliberations adopted by the Organs of the Association;
 - b) abstain from any harmful behaviour with respect to the aims of the Association and the Association itself.
 - c) treat correctly, respecting the privacy, sensitive data concerning the Association ESN Bocconi, other Members and Guest Members. Behaviours contrary to the present norm can be subject to a disciplinary appeal (Title IX).

- **Loss of status of Ordinary Member**

- i. The criteria for the loss of status of Ordinary Member are defined by article 4 of the current Statute.
- ii. The loss of the status of Ordinary Member with the procedures defined by article 4 of the Statute are extended also to the Aspiring Members defined by article 8.5.
- iii. The Secretary excludes the Member who has lost his/her status from the various channels of communication utilised by ESN Bocconi and eventually by ESN Italia: Mailing List and any other platforms used.

- **Association fee**

- i. In accordance with article 3.2 of the Statute and articles 2.2 and 10 indent b) of the current Internal Regulation, every new Ordinary Member must pay the Association fee in order to be registered in the respective Members Book and obtain the status in object.
- ii. The Ordinary Members can renew their own status through the payment of the Association fee in accordance with article 3.4 of the current Statute.
- iii. The status of Ordinary Member is lost and expires with the start of the Academic Year. Therefore, the Ordinary Members must make the payment of the Association fee in the month of September.
- iv. The Board of Directors can exempt from the payment of the Association fee the Ordinary Members that have made the payment of the Association fee after the 1st of May of the same year. In the case in which more than one Member finds himself/herself in this situation, the choice made by the Board of Directors is valid for all the Members in question.
- v. The Treasurer is required to send at least 2 communications to the Ordinary Members with respect to the renewal of the Association fee through the Mailing List at least 15

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- days apart one from the other. Starting from the second communication 7 days must be guaranteed in order to pay the fee. In case of non-communication of renewal, the Treasurer can be subject to a disciplinary appeal (Title IX).
- vi. The Ordinary Members can make the payment in the following ways:
 - a) with cash during an office;
 - b) by transfer to the bank account of the section.
 - vii. The entity of the Association fee is determined by the Board of Directors.
 - viii. In order to proceed with the payment of the Association fee it is necessary not to have outstanding debts towards the Association. It is possible to settle any past debt together with the payment of the fee, but not to make the payment of the fee before having settled one's own debt.
 - ix. The failure to settle the past debts and the resulting failure to make the payment of the Association fee within the time limits and with the procedures described by article 13 of the present Internal Regulation, implies the loss of status of Member according to articles 4.1 and 4.6 of the current Statute.

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MANAGEMENT OF THE OFFICE

- **Definition of the office**

- i. The “office” consists in the main direct contact point with all the Members of the Association.
- ii. Through the office system information is disclosed, individuals interested in becoming Members are met, registrations for the events are collected and activities are organised.

- **Management of the office**

- i. In accordance with article 12.4 of the Statute, the Vice-president takes care of the management and of the rotation of the office, arranging its scheduling and its efficiency.
- ii. For every office, the Vice-president has the duty to identify among the Ordinary Members an “Office Manager” that has the following functions:
 - a) provide information to the Members;
 - b) manage the procedures of registrations to the events;
 - c) control and register the cash movements;
 - d) oversee the regularity of the conduct of the present Members.
- iii. The Vice-president has in addition the duty to identify a sufficient number of Ordinary Members and Aspiring Members that are capable of assisting the Office Manager in his work.
- iv. The Vice-president is responsible for the scheduling and for the booking of the dates and of the spaces in which the office will take place through the official channels of the University.
- v. The Vice-president has the duty to create an appropriate reporting tool for the registrations and the transactions that can be utilised in order to keep track of the activities that are carried out during the office. The tool utilised must report the following minimum information:
 - a) name of the Office Manager;
 - b) “Petty Cash” and “Final Cash”;
 - c) movements of cash performed (with purpose of the payment) and final payments, as well as the basic personal details of the Members associated with them.

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REPORTING SYSTEM

- **Newsletter**

- i. The newsletter has the aim to inform and communicate to all the Ordinary Members and Guest Members:
 - a) future events organised by the Association or supported by it;
 - b) trips and travels;
 - c) location and schedule of the offices;
 - d) activation of new discounts and opportunities linked to the possession of the ESNcard;
 - e) various information.
- ii. The Secretary is responsible for the creation and the distribution of the newsletter.
- iii. The Secretary can make use of the help of a team of Members for the development of the content to be distributed.
- iv. The newsletter is sent through the e-mail address of the section (milano_bocconi@esn.it) to the e-mail addresses communicated by the Ordinary Members and Guest Members at the time of adhesion to the Association.
- v. The newsletter is distributed on a monthly basis during the periods of activity of the Association. The Secretary, after having heard the Board of Directors, can adopt a more frequent basis.

- **Minutes of the General Assembly**

- i. In accordance with articles 8.4 and 15.3 of the Statute, the Secretary writes the minutes at the end of each Assembly.
- ii. The minutes, written on official letterhead, must contain:
 - a) The list of the present Members (specifying if with or without the right to vote);
 - b) The list of the delegated powers from the Members not physically present;
 - c) The Agenda;
 - d) A brief summary of the issues discussed;
 - e) A summary of the deliberations taken;
 - f) The signature of the Board of Directors, with respect to the validity of the content of the minutes.
- iii. The Secretary must write and distribute the minutes within 20 days from the Assembly itself.
- iv. The Ordinary Members have 7 days of time in order to request changes of the minutes.
- v. The minutes is approved at the following General Assembly.

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FINAL PROVISIONS

- **Modifications of the Internal Regulation**
 - i. In accordance with article 21 of the Statute, the Ordinary Assembly of the Members can modify the Internal Regulation with the approval of the simple majority of the Members.
 - ii. Any modification must draw inspiration from the principles of the Statute and will have unlimited validity, with the exception of the norms related to the dissolution of the Association.

- **Final general norms**
 - i. The present Internal Regulation will officially enter into force on the 1st of August of 2017.
 - ii. For matters not covered by the present Internal Regulation and by the Statute of reference, the norms established by the Civil Code and by the current legislations related to associations are applied.
 - iii. All the controversies that may arise regarding the validity, the interpretation or the execution of the present Regulation, will be defined by the College of Guarantors.

- **Arbitration clause**
 - i. Any controversy that has as subjects the Members and as object the relationships created in the associative domain is under the jurisdiction of the Tribunal of Milan and the applicable law is the Italian one.

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