

Statutes of the European Network of Ombuds in Higher Education (ENOHE)

Approved by the General Assembly 28 April 2026

§ 1 Name, Registered Office, and Scope of Activity

- (1) The name of the association is “European Network of Ombuds in Higher Education.” The association is based in Vienna, Austria. The exact address is Rosengasse 2-6, A-1010 Vienna. The association is subject to the provisions of the Austrian Associations Act 2002 (Vereinsgesetz 2002 – VerG) as amended. The Admin Office is simultaneously the registered office of the association.
- (2) As required by Austrian Associations Act, the statutes must be written in German. Therefore, only the German version of the statutes is legally binding. Likewise, all applications and communications to the Austrian authorities must be in German. For all disputes arising from these statutes, the competent court in Vienna has exclusive jurisdiction.
- (3) The official language of the association is English.

§ 2 Purpose of the Association

- (1) The association promotes independent Ombuds work and the exchange of knowledge and experience at higher education institutions throughout Europe and beyond.
- (2) To achieve this purpose, the association undertakes the following activities:
 - a. Organizing conferences, workshops, and training sessions
 - b. Disseminating information, materials, and research findings
 - c. Fostering exchange and collaboration among members
 - d. Supporting institutional, local, regional, national, European, and international Ombuds offices in the higher education sector, and their networks.

§ 3 Types of Membership

The following types of membership exist:

- (1) Voting Members: Natural persons in good standing with respect to their membership status and who have paid their membership fees on time (see Election Regulations § 6).
- (2) Institutional Members: Ombuds offices or institutions employing more than one staff member may apply for institutional membership. One natural person must be named as the voting member. Institutional members other than the nominated voting member are not eligible to vote.
(see Election Regulations § 6).
- (3) Honorary Members: Individuals appointed by the General Assembly in recognition of special services. No fees are required for this membership. Honorary members have no voting rights, unless they join as voting members and pay respective membership fees.

§ 4. Admission and Termination of Membership

- (1) Individuals wishing to become members must submit a written application. The Board decides on admission. If admission is refused, an appeal can be lodged within four weeks. The next General Assembly then makes a final decision. A membership fee, determined by the Board, is payable for membership.

(2) Institutions wishing to become members must contact the Treasurer.

(3) Membership ends through:

- a. Voluntary resignation (notification to the Board; effective at the end of the month in which notified).
- b. Lapse of membership or expulsion for non-payment of the membership fee after at least two reminders. If payment is not received after two reminders, the member is informed in writing that they are no longer a member.
- c. Expulsion for gross violation of the interests of the association (Board decision, with an opportunity for the member to comment beforehand. An appeal can be lodged within four weeks. The next General Assembly then makes a final decision. Until then the expulsion by the Board is binding.)
- d. Death (for natural persons) or dissolution of the organization.
- e. Revocation of honorary membership by the General Assembly.

§ 5 Rights and Duties of Members

(1) All members may participate in events (on payment of the appropriate fee, if there is one) and receive regular information about the association's activities.

(2) All members have the right to attend the General Assembly; motions may only be submitted by voting members. Specific deadlines and procedures for elections and voting rights are set out in § 8 of these statutes and in the current Election Regulations.

(3) Members undertake to:

- a. Support the goals of the association
- b. Pay membership fees on time
- c. Abide by the association's statutes.

§ 6 Bodies of the Association

(1) The General Assembly, (2) The Board, (3) The Admin Office as a non-elected Board member, (4) The Auditors

(1) General Assembly

- a. The General Assembly is the highest body of the association.
- b. It is held at least once a year.
- c. All members are invited at least three weeks in advance in writing or by email.
- d. The invitation includes the agenda.
- e. An extraordinary General Assembly is convened:
 - i. If deemed necessary by the Board, or
 - ii. If at least one tenth of voting members requests this in writing.
- f. Responsibilities of the General Assembly:
 - i. Election and discharge of the Board and Auditors
 - ii. Adoption of amendments to the statutes and dissolution of the association
 - iii. Approval of the annual report and the annual accounts
 - iv. Ruling on appeals against expulsion or rejection of membership applications
 - v. Appointment and revocation of honorary memberships need a two-thirds

majority of voting members present

- vi. Approval of membership fees
- vii. Decisions on motions of the Board and voting members.
- g. The General Assembly has a quorum regardless of the number of members present, provided it has been duly convened.
- h. Resolutions are passed by a simple majority, unless otherwise provided in the statutes. Each voting member has one vote.
- i. In the event of a tie, the President has the casting vote.
- j. Minutes must be taken of the General Assembly.

(2) The Board

- a. The Board consists of eight elected persons:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Secretary
 - v. Four additional board members.
- b. If membership increases, additional board members may be appointed during an election process. In total, at least 8 but no more than 10% of voting members may serve on the board.
- c. The Admin Office is a non-elected Board member with voting rights.
- d. The Board is elected by the General Assembly for a term of three years; elected Board members may stand for re-election at the end of their term of office.
- e. Responsibilities of the Board:
 - i. Management of the day-to-day business of the association and legal representation of the association in accordance with the respective functions of the Board members.

The President manages the day-to-day business of the association and represents the association. In the event of the President's absence, the President is represented by the Vice-President.

Written documents of the association require for their validity the signatures of the President, the Vice-President and, in financial matters, the Treasurer. Legal transactions between Board members and the association require the approval of another Board member.
 - ii. Implementing resolutions passed by the General Assembly
 - iii. Administration of finances
 - iv. Admission and expulsion of members
 - v. Preparation of General Assembly.
- f. The Board has a quorum regardless of the number of Board members present, provided all Board members have been duly invited.
- g. The Board adopts resolutions by simple majority. All members of the Board have equal voting rights. In the event of a tie, the President has the casting vote.

(3) Auditors

- a. Two Auditors are elected by the General Assembly for two years. They may not simultaneously serve on the Board.

- b. Responsibilities:
 - i. Reviewing the accounts and finances at least once per year
 - ii. Reporting in writing to the General Assembly.
- (4) Arbitration Panel
- a. To resolve disputes arising from the association relationship, an internal conciliation body (Arbitration Panel) is established. This body decides on all disputes between the association and its members as well as between members, insofar as these disputes arise from the association relationship. It is a “conciliation body” within the meaning of the Austrian Associations Act 2002 and not an arbitration tribunal within the meaning of §§ 577 ff of the Austrian Code of Civil Procedure.
 - b. The Arbitration Panel consists of three voting members of the association. Each party to the dispute nominates one member as arbitrator within two weeks of the initiation of the conciliation proceedings; the two nominated arbitrators select a third member as chair of the Arbitration Panel.
 - c. If no agreement on the composition of the Arbitration Panel is reached within four weeks of the initiation of the conciliation proceedings, the chair of the panel shall be appointed by drawing lots from among the voting members.
 - d. After hearing both sides, the Arbitration Panel issues a written decision within three months; this decision is final within the association. Both parties to the dispute must be granted the right to be heard.

§ 7 Governance Structure and committees

(1) All roles, responsibilities, and procedures for the Board, other bodies of the association and, where applicable, any established committees or task groups are set out in separate documents prepared by the Board and made available to all members.

(2) The provisions contained in such documents may not contradict the statutes and in particular may not establish any provisions deviating from these statutes regarding the management of the association’s business or the external representation of the association.

§ 8 Deadlines

- (1) Notice of the General Assembly must be given at least three weeks in advance by email.
- (2) Deadlines for elections and related procedures are governed in the election regulations.
- (3) The fiscal year of the association begins on 1 January and ends on 31 December of each year. The reports for the auditors are also prepared for this period.
- (4) The membership year of the association begins on 1 April and ends on 31 March of the following year.
- (5) The governance year of the association begins on 1 September and ends on 31 August of the following year.

§ 9 Finances

- (1) The financial resources consist of:
 - a. Membership fees
 - b. Grants, donations, and endowments
 - c. Income from events and publications.
- (2) The fiscal year is the calendar year.

§ 10 Minutes

- (1) Minutes are recorded for all meetings of the Board and General Assembly.
- (2) Minutes of Board Meetings must be confidential and be retained by the Board for at least five years.

§ 11 Amendments to the Statutes

Amendments to these statutes may only be adopted by the General Assembly with a two-thirds majority of voting members present.

§ 12 Voluntary Dissolution of the Association

- (1) Voluntary dissolution can only be decided by a specially convened General Assembly, with a two-thirds majority of voting members present.
- (2) If, after settling all liabilities, assets remain, these shall go to non-profit organizations with similar educational aims, to be selected by the General Assembly.

§ 13 Final Provisions

For all matters not covered in these statutes, the Austrian Associations Act 2002 applies.