

# Charter Career Services Network Switzerland

## Legal form and legal domicile

*Art. 1* The Career Services Network Switzerland is an association under private law, independent and with an ideal goal, within the meaning of Art. 60 ff. ZGB.

The association is located in Zürich and is established for an unlimited period.

ETH Zürich  
Career Center  
Universitätstrasse 19  
CH-8092 Zürich

## Purpose

*Art. 2* The association does not pursue any economic goal and does not aim to make a profit. The members carry out their activity on a voluntary basis.

The association offers several services for their members respectively for employees of university career centers.

- **Interaction:** The association offers possibilities, where the members can share their experiences and views in order to learn from and with each other.
- **Professionalization:** The association offers possibilities in order to professionalize the career support to students.
- **Position:** The association actively positions itself towards corporate networks.
- **Offer:** The association supports career centers in their offers submitted/presented by members.

## Organization

*Art. 3* The association bodies are:

- General Assembly (mandatory)
- Executive Board (mandatory)
- Auditors (mandatory)
- Advisory Board
- Work groups (ex. LNoC, etc.)

## Resources

*Art 4* The financial resources of the association consist of the yearly membership fees and possible revenues of common projects as well as possible donations from third parties.

The membership fee is subject to vote at each general assembly.

The financial year begins on 1 January and ends on 31 December. Liable for the association's commitments, is solely the wealth of the association; the personal liability of the members is excluded.

## Members

*Art. 5* Only individuals can become members of the association when they work in a career services function or in the career center itself.

The individuals must be employed by a university or university of applied sciences in Switzerland (member of Swissuniversities).

*Art. 6* The association consists of individual members.

Any member can be elected during the General Assembly to be a member of the Executive Board.

*Art. 7* Applications for membership must be sent to the executive board. The executive board decides on the admission of new members. The executive board informs the General Assembly about the members.

*Art. 8* Membership is terminated through:

- a) Withdrawal. The membership fee is due and payable for the current year.
- b) Expulsion for important reasons. The General Assembly decides on the expulsion. If the membership fee is not paid for two years, it will automatically lead to expulsion.
- c) Leaving the university or job change within the university. The General Assembly decides on a possible continuation of the membership.

## General Assembly

*Art. 9* The General Assembly is the main body of the association and is open to all members. Each member has one voting right.

*Art. 10* The General Assembly is specifically responsible for the following tasks:

- The approval and modification of the statutes;
- Discharging of the Executive Board;
- Election of the Executive Board and the auditors;
- Decision on the strategic orientation and the management of the association's activities;
- Approval of reports, annual accounts and budgetary decisions;
- Decision on ratification of the Executive Board and the auditors;
- Decisions on a membership fee for the current and the next accounting year;
- Opinion on projects;
- Expulsion of members.

*Art. 11* The General Assembly can decide to establish working groups on particular topics. The working groups consist of members and other persons relevant to the particular topic.

*Art. 12* The Executive Board convenes the General Assembly at least 20 calendar days in advance. If required, the Executive Board can call for an additional General Assembly.

Members can request agenda items up to 10 days before the event. The Executive Board decides on the agenda. An agenda item can be rejected with an explanation by the Executive Board.

*Art. 13* The Chairman or other member of the Executive Board takes the chair at the General Meeting.

- Art. 14* Decisions within the general assembly shall require the approval of a simple majority of all members, a simple majority of all universities and the simple majority of all universities of applied sciences present at the meeting. To include new members or expulse existing members of the association a two-thirds majority of the members present is required.
- Art. 15* The members vote by a show of hands, unless at least five members request voting by secret ballot.
- Art. 16* The General Assembly shall meet at least once a year. The Executive Board calls the meeting.
- Art. 17* The agenda of the statutory general assembly covers the at least following points:
- the reports of the Executive Board as well as a review of the association's activities;
  - the discussion or decision of the future development of the association;
  - the reports of the Auditors;
  - the election of the Executive Board and the Auditors;
  - miscellaneous items.
- Art. 18* Proposals submitted (by letter or mail) not less than 10 days prior to the General Assembly have to be on the agenda.
- Art. 19* Extraordinary meetings shall be convened as required either of the Executive Board or of a fifth part of the General Assembly.

### **Executive Board**

- Art. 20* The Executive Board is responsible for the implementation and execution of the decisions of the General Assembly. It manages the association and takes all measures to ensure the purposes of the association. The Executive Board decides on all issues, which are not reserved for the General Assembly.
- Art. 21* The Executive Board consists of five members who are elected by the General Assembly. Re-election is possible. The Executive Board constitutes itself. It meets as often as business matters require.

The composition of the Executive Board takes account of the diversity of the members by considering language regions and different types of universities.

One institution can only be represented by one person in the Executive Board.

- Art. 22* The joint signatures of two persons of the Executive Board bind the association.
- The Executive Board has a right to spend up to CHF 1000.- per task and up to CHF 3000.- totally per year. Exceeding the amount needs an approval from the members.

- Art. 23* Functions of the Executive Board are:
- taking all measures to ensure the purposes of the association
  - convening of statutory and extraordinary meetings
  - controlling compliance statutes, drawing up regulations,
  - managing the assets of the association

### **Auditors**

*Art. 24* The Auditors verify the Association's accounting and reports to the General Assembly. It is composed of two auditors, elected by the General Assembly.

### **Advisory Board**


*Art. 25* The association can set up an Advisory Board for support if needed.

### **Dissolution**

*Art. 26* The dissolution of the association can only be decided in a General Assembly with two-thirds majority of all valid votes. In case the association has assets, it will be transferred to an association with similar aims. Members of the association are excluded from pay-out. If the association counts less than five members it will be dissolved.

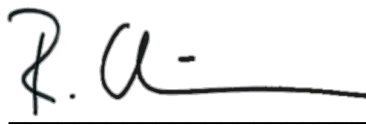
The present statutes were adopted at the extraordinary General Assembly on 09 December 2022 and replace the statutes from 11 December 2020.

In the name of the association



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Marcel Hirsiger  
President of the Executive Board



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Roger Gfrörer  
Member of the Executive Board