

EJTA INTERNAL HOUSE RULES & REGULATIONS (October 2026)

The EJTA Internal Rules are regulations as mentioned in [the Statutes / Articles of Association](#), Article 17.

STANDING ORDERS

Article 17.

1. Any matters for which further rules are required can be regulated by standing orders. Standing orders may not contain provisions that are in conflict with the law or the articles of association.
2. The standing orders must be adopted and amended by the general meeting.

Standing orders can be adopted and amended without a notarial deed.

1 Purpose and Scope

These Internal Rules govern the internal functioning, conduct, and responsibilities of members, Board members, and external partners and partnerships of EJTA.

They apply to all activities, meetings, and communications undertaken in the name of the EJTA and are applicable for all EJTA members.

2 Membership

2.1 Membership: Criteria & Procedure

All legal info about EJTA membership is to be found in the EJTA Statutes: Article 4.

The eligibility criteria and admission procedure and documents are to be found on [the open EJTA website](#).

2.2 Membership: Fees

EJTA membership is institutional and the journalism education institute pays a yearly fee of €1,000.

This fee can be indexed.

For this fee two staff members of the journalism school can join the live events for free.

Other advantages of EJTA membership on EJTA website: [‘Five good reasons to join the EJTA network’](#) + ask the Director about the document ‘Advantages of EJTA membership’.

2.3 Membership: Obligations

Members must uphold academic integrity, respect the Association’s values, and comply with EJTA’s Statutes and these Internal Rules.

3 Meetings

3.1 Meetings: Annual General Meeting

The Annual General Meeting (AGM) is EJTA’s highest decision-making body.

Once a year on an October Thursday the EJTA membership unites to talk and vote about associational affairs and to participate in a symposium on a current journalism teaching theme.

[See the full list of AGMs and Teachers' Trainings since 1990.](#)

All legal info about voting rules, minutes and transparency are to be found in the EJTA Statutes, Article 14. An AGM is followed by a symposium, organised by the hosting EJTA member, with a specific, current topic. Each EJTA live event is hosted by one of its members, with organisational support from the Director and Board.

3.2 Meetings: Teachers' Training

Every year in May members are invited to focus on each others' best practices and teaching tips and tricks related to important topics in journalism education.

Each EJTA live event is hosted by one of its members, with organisational support from the Director and Board.

[See the full list of AGMs and Teachers' Trainings since 1990.](#)

3.3 Meetings: EJTalks

EJTalks are online meetings on Fridays from 12.00–13.00 CET, open for all EJTA members.

During the isolated corona times, when everybody was in need to see familiar faces and to talk to friends from their network, EJTA started with this new social activity to bridge the current physical distance between EJTA members.

At regular intervals, we organise these online brunch meetings about themes that are core issues in journalism teaching and with good practices to learn from each other.

EJTalks are created to be both informal chats and informative meetings.

EJTA aims at three online meetings a year in which there's time for input, reactions and questions from the public.

EJTalks are not recorded to make sure they are a safe place to have discussions.

[See the full list of previous EJTalks.](#)

3.4 Meetings: Focus Groups and Task Groups

EJTA **Focus Groups** are meeting places for EJTA members who want to brainstorm, discuss and share ideas and expertise about a current journalism education theme.

A focus group might lead to practical takeaways (publication platform, guidelines, teaching models for students, panels at conferences, ...) but does not necessarily result in a project.

EJTA Focus Groups meet during so-called 'pre-meetings': the Wednesday afternoon before every live event (EJTA AGM in October / EJTA Teachers' Training in May).

Every participant at the EJTA live event is very welcome to join the pre-meetings of their choice with the question to register for these meetings in the event's registration form.

Focus Groups are dynamic: they are organically created for a limited period of time at the request of members or at the proposal of the Board. The Board may also assign some specific tasks to a focus group.

Apart from focus groups EJTA might also involve **Task Groups**, linked to EJTA's strategy with a clear assignment from the EJTA Board and with the responsibility / task to fulfil this assignment and achieve an output before a set deadline. Task groups are coordinated by an EJTA Board member.

Info about organisation and timing from the Director.

4 Governance

4.1 Governance: Strategy

[The EJTA Introduction](#) on the website states: “The most important aim of the Association is to stimulate European co-operation in journalism education and mid-career (=LLL) training between non-profit training centres, and to develop a professional approach towards journalism training. The Association is always eager to stimulate the exchange of opinions and experience, and to promote debate and research.”

In order to keep up to our mission, we want to update our priorities every five years and after preparation by the Board, the EJTA strategy for the following five years will be discussed and finalised by the membership at the AGM.

Afterwards the strategic plan will be published on the EJTA website.

4.2 Governance: Tartu Declaration

The Tartu Declaration is EJTA’s competencies framework for students of journalism. This analysis of what journalism students should be taught serves as an international standard for journalism education and accreditation and has been used as a benchmark by other organisations around the world, including UNESCO. It has been created by EJTA experts and is recognised by all EJTA members (in the application questionnaire).

The framework received its name when it was adopted by EJTA during the AGM 2006 in Tartu. It was revised in 2013 and 2020 and will be adapted to new teaching needs due to media and journalism developments in 2027.

The framework you find on the website [EJTA framework for competencies: Tartu Declaration](#) in 2026 is thus work in progress.

4.3 Governance: Board

The Board oversees strategic direction, finances, and compliance. Board members must declare conflicts of interest.

All legal info about the EJTA Board is to be found in the EJTA Statutes, Article 7.

Board Membership: Profile, Tasks & Mandates

- An EJTA Board member should be a journalism educator employed by an EJTA member school, with preferably organisational and managerial experience.
- An EJTA Board member should be aware that the role involves a range of ongoing tasks and responsibilities that require a **meaningful time commitment**. Candidates are encouraged to prepare for this accordingly and to ensure they have the support of their institution. If you want to have more details: ask the EJTA strategic agenda from the Director.
- An EJTA Board member is **present at six Board meetings** a year (three live and three online) and important EJTA live and online events (AGM, Teachers’ Training, EJTalks, Voices Festival, ...)
- The EJTA Board’s tasks are mainly **strategic**, together with **supporting** the EJTA Director and Office manager in the daily management of the association (inexhaustive list of support: communication & social media strategy, LLL section, new members, follow-up EJTA projects and focus groups, research, revision Tartu Declaration, external relations, student mobility, financial management, strategic planning, ...)

- The specific tasks and responsibilities of the new Board members will be discussed by the Board in the first Board meeting after the elections.
- The Association benefits most from a **geographical** spread and **educational** diversity in the Board.
- The Board can decide on a first, extra election round when more than one candidate from a country applies.
- Also **gender and age** diversity works positively in the Board. This is not a stringent condition, though.
- The EJTA Statutes, Article 7 states all official info about Board membership. Article 7.2 mentions “Board members are appointed for a maximum **term** of two years, (...)” and “Board members will be eligible for reappointment twice for a period of two years.”
This means an acceptable term in office ranges between two and six years.

Special tasks	First responsible	First contact person in the Board
Practical organisation		
Running the secretariat	OFFICE MANAGER	PRESIDENT
Finances	DIRECTOR	PRESIDENT/MEMBER
Informing members	DIRECTOR	PRESIDENT
External relations	DIRECTOR	PRESIDENT
External project-participation	DIRECTOR	PRESIDENT
Membership		
AGM/symposiums	DIRECTOR	PRESIDENT
Digital & social media strategy	DIRECTOR	MEMBER
Lifelong learning section	DIRECTOR	MEMBER
New members	DIRECTOR	MEMBER
EJTA projects		
EUfactcheck	DIRECTOR	MEMBER
External projects	DIRECTOR	MEMBER(S)
Focus groups	DIRECTOR	MEMBER(S)
Students		
FEJS	DIRECTOR	MEMBER
Student mobility	DIRECTOR	MEMBER

Board Elections: Election Procedure

- Elections of new Board members can only be done during AGMs: see the EJTA Statutes.
- The candidates are officially introduced to the EJTA membership in the agenda of the upcoming EJTA AGM and if possible, also in the Newsletter preceding the AGM.
- The candidates are preferably present at the AGM in person.
- In case of more than one candidate from one country, we organise a first round of elections at the AGM. The candidate who comes out first (from this first round) is included in the general Board member elections.
- More details about the specific election procedure will be published in the agenda + appendices of the AGM.

Board Elections: Voting Procedure

- All members in good standing can vote.
- Only one person per EJTA institution has the right to vote: if more staff of one institution are present, they decide beforehand who will be voting.
- The person with the right to vote will be registered beforehand, and this person receives the voting ballots.
- Members that are not present in person, are encouraged to delegate their votes and preference of candidate(s) by email to the Director, at least two weeks before the AGM, using the 'mandate form'.
- We only accept voting by email to director@ejta.eu if all conditions are fulfilled (cf. conditions in the mandate form).
- At the AGM the voting process and procedure is once more clarified by the Director.
- The different candidates are presented (on slides).
- The Director mentions the mandates received by email.
- The Office manager announces the official number of members in good standing.
- The actual voting will be done individually, by secret ballot.
- The Director and Office manager (and one observer) collect and count the votes.
- The applicant(s) with most votes will become the new Board member(s).
- The result of the voting is mentioned to the EJTA membership, together with the number of votes of the elected candidates.
- Members who want to know the exact numbers of votes of the other candidate(s), can send an email to the Director.
- The results of the voting are registered and archived by the EJTA Office.

4.4 Governance: Director and Office Manager

Director: Tasks & Mandates

According to the EJTA Statutes, Article 10:

1. The association may appoint a director (directeur).
2. The management board will lay down the duties and powers of the director in separate standing orders.
3. The director is appointed and removed by the management board.
4. The director has power of attorney to represent the association.

The list of tasks underneath comes from 'Management structure (Division of tasks and responsibilities between Board - Director – Office)' presented to the EJTA membership at the AGM 2021 and amended & evaluated during the Board meeting in March 2023. The evaluation and feedback between the Board and the Director will take place every three years.

Tasks of Director in relation to the BOARD
Organise periodical meetings with the President
Organise and coordinate the content of Board meetings (agenda, preparation documents, lead and time the meetings, ...), with input from the Board members
Prepare annual report (including financial report)
Coordinate year-planning for EJTA
Work together with the Board in acquiring external funding, supporting members and do the follow-up.

Support the Board members when needed or asked
Coordinate the long-distance planning of EJTA management
Tasks of Director in relation to the OFFICE
Work together and give direction (in coordination with the President and the Board)
Deal with legal issues (Statutes, Chamber of Commerce, Bank issues, Contracts)
Have regular contacts/consultations/deliberations
Help solving problems/answering questions from members and beyond (in coordination with the President and the Board)
Prepare the yearly budget/financial plans (in coordination with the President and the Board member with financial mandate)
Check financial overviews made by the Office
Check the Office's reporting of payment of the yearly fees, reminders and if needed: send final notices (together with the President)
Help updating the website
Sign and follow-up on staff contracts, together with the President
Tasks of Director in relation to the MEMBERS
Keep in touch with members through email or in person
Accept and delegate (to Board) invitations for visits, speeches, guest lectures
Do interviews with students/staff from members
Recruit new members, participate in admission procedure
Be a representative for EJTA in projects or project proposals of members
Communication: provide content for Newsletter and emails / select and edit messages for EJTA website and LinkedIn / ...
Tasks of Director concerning AGM, TEACHERS' TRAINING, EJTALKS & SEMINARS
AGM: Make the agenda (together with the Office manager and the President)
AGM: Prepare the documents (together with the Board)
AGM: Overview and give directions to the organising member; including finances, programme, website and logistics
Teachers' Training: Cooperate with the organising member on the theme and content of the programme (together with the President and the Board)
Teachers' Training: Cooperate with the organising member on finances, website, paper selection and logistics
Focus Groups: direct and follow up (together with the Board)
EJTALKs: Coordinate content, planning and communication (together with the Board and the Office manager)
Seminars: find opportunities and coordinate
Tasks of Director concerning EXTERNAL RELATIONS
Manage relations with current strategic partners & funders and explore new ones
Keep in touch with external partners
Write applications and final reports for funding partners

Visit relevant conferences (in cooperation with the Board)
Direct and follow up on EJTA activities and participations in meetings etc. of strategic partners and partner associations
Do interviews with interested media and delegate to respective Board members
GENERAL TASKS THAT DO NOT BELONG TO ANY OF THE ABOVE
EJTA publications: seek opportunities and follow up on production

Office Management: Tasks

See information about [the Office](#) on the EJTA website.

Tasks of Office manager
Work closely with and provide administrative support to the Director (in coordination with the President and the Board)
Prepare the minutes of Board and AGM meetings
AGMs, TTs, and other conferences: Book accommodation for the Director, the President and the Board members
AGMs, TTs, and other conferences: Assist the local organisers with practical arrangements if needed
Prepare and send out membership fee invoices to the members
Make and keep up to date payment tracking of the yearly membership fees (if needed, send payment reminders)
Prepare financial overview and audit for each year
Take care of archiving
Assist in preparing Newsletters as needed and distribute them to the members
Manage online communication with members (website, LinkedIn, ...)
Contact and invite members when needed
Take care of daily organisation (answer emails and help solving problems of the members and beyond, keep the website updated, pay invoices and reimbursement claims, follow finances, keep membership information up to date in systems, ...)

5 Organisation Events

5.1 Organisation Events: Guidelines EJTA Annual General Meeting (AGM) & Symposium (*Version: December 2025*)

1. The EJTA AGM & Symposium is organised yearly for representatives of member institutes, preferably in the middle of October. The AGM on Thursday, the Symposium on Friday. On Wednesday afternoon the EJTA Focus groups meet during the pre-meetings and there is time for a networking moment EJTA Connects.
Venue and organisation: one of the EJTA members. Preparation: in cooperation with EJTA.

2. The EJTA AGM & Symposium has four main goals:
 - a) Inform about and discuss associational matters (AGM);
 - b) Inform about and discuss developments in professional journalism (Training);
 - c) Exchange practical ideas for teaching (Pre-meetings, EJTA Connects);
 - d) Offer room for networking (all days).
3. The AGM on Thursday has its own agenda and timeframe, organised by the EJTA Board.
4. The EJTA AGM & Symposium is not like other conferences on journalism; its focus is entirely on teaching. The key question is "HOW?". This training is the responsibility of the organising EJTA member.
5. At the Symposium on Friday, sessions should last no longer than 75 minutes and contain no more than three presentations of 15 minutes each. There should be plenty of room left for questions and discussion. Coffee/tea breaks preferably last 30 minutes, lunch breaks preferably 60-90 minutes.
6. Sessions should have variation in form, and be interactive, for instance by including small workshops, interviews with experts, panel discussions and audience discussions. Sessions of the Symposium can focus on the media situation or journalism topics of the organiser's country.
7. In case of presentations: no more than three bullets on a slide, preferably with only one or two words per bullet. The use of visual information is explicitly recommended.
8. Participants will have to register on the event's website which is created by the organising EJTA member. Two staff per EJTA institute can participate without paying a symposium fee. If more than two staff from one EJTA institute participate, they might pay €250 extra per person (exception: sponsoring members).
9. The EJTA budget is €4,000. This budget has to cover the cost of coffee/tea and lunches.
10. A welcome reception on Wednesday and a social activity for networking on Thursday before dinner are highly appreciated. Welcome reception, social activity and dinner might be sponsored by a third party (after approval of the EJTA Board). If sponsoring isn't possible, participants will be asked a contribution (of max. €50).

11. The preferred time schedule for the AGM & Symposium is:

DAY 1: Wednesday		DAY 2: Thursday		DAY 3: Friday	
		10.00-11.15	AGM <i>1 room for 60-80 p.</i>	10.00-11.15	Session 1 including Keynote(s) <i>1 room for 60-80 p.</i>
		11.15-11.45	Coffee/tea <i>for 60 p.</i>	11.15-11.45	Coffee/tea <i>for 60 p.</i>
		11.45-13.00	AGM <i>1 room for 60-80 p.</i>	11.45-13.00	Session 2 <i>3 rooms for 12-20 p.</i>
		13.00-14.00	Lunch <i>for 60 p.</i>	13.00-14.00	Lunch <i>for 60 p.</i>
13.30-15.00	Pre-meetings <i>3 rooms for 12-20 p.</i>	14.00-16.00	AGM <i>1 room for 60-80 p.</i>	14.00-15.15	Session 3 <i>3 rooms for 12-20 p.</i>
15.00-15.45	Coffee/tea <i>for 30-60 p.</i>	16.00-18.00	Social Activity <i>for 60 p.</i>	15.15	Closure <i>1 room for 60-80 p.</i>
15.45-17.15	Pre-meetings <i>3 rooms for 12-20 p.</i>				
17.15-18.00	EJTA Connects <i>1 big room for 60 p.</i>				
18.00	Reception <i>for 30-60 p.</i>	19.00	Dinner <i>for 60 p.</i>		

EJTA AGM & Symposium: Practical Organisation

Budget

- The total EJTA budget is €4,000. The organising EJTA member is supposed to:
 - ask financial help from their management;
 - find extra sponsoring if needed, with approval of the EJTA Board;
 - ask participants to cover (part of) the social activity and dinner fee (financial handling to be done by organising school).
- The amount of €4,000 can be paid in advance or afterwards, after agreement with the EJTA Director.
EJTA needs a claim form and the invoices clearly referring to the event.

Rooms & Venue

- EJTA live events mostly gather between 60 and 80 participants, depending on the country, topic & date. This is very hard to predict.
- Apart from the schedule underneath, EJTA requires one small meeting room + lunch (on EJTA's expense) for the Board meeting (7 people) on Tuesday (all day) or on Tuesday afternoon and Wednesday morning.
- A chill-out or get-together room (EJTA lounge) where participants can have a coffee, work or have some small talk together, is a nice-to-have.

Communication, Website & Registration

- Main point of contact for communication, planning and decisions related to the event: EJTA Director / logistic assistance: EJTA Office manager.
- To prepare this event together, there will be frequent online meetings between the EJTA Director and the organisational team.
- The AGM + Symposium will be presented by the organising school at the preceding EJTA live event (end of May: for the next AGM / end of October: for the next Teachers' Training).
- It's recommendable that the event's website is also ready immediately after the preceding event.
- Together with the website, EJTA hopes to receive a banner and an announcement (= short, motivating text, following the website format for events) to put on the EJTA website and in the Newsletter.
- On the event's website the organising school gathers information on the venue, the Journalism school, the programme, deadlines (for registration and call for proposals if input from EJTA schools is asked), accommodation, Erasmus+ contact and preferably some tourist information. Examples from previous editions will be available.
- Important: the registration document should clearly mention privacy rules and ask for choices for meetings, sessions and activities. Only EJTA member schools' staff can participate.
- It would be great if registered participants receive an automatic confirmation of registration.

EJTA AGM & Symposium: General Dos & Don'ts (Not Exhaustive)

- Find a good team to work together with: colleagues but also students.
- Create awareness in your school and within your school management.
- Start at least one year in advance with the preparations (some schools start more than 18 months in advance).
- Allow enough time in the event programme for networking.
- Don't put deadlines too strict: EJTA members are very often journalists and they love the danger of risking and trespassing deadlines.
- We recommend to organise the event as sustainable as possible. F.i. this means cooperating with social organisations for food left-overs, using environmental-friendly cups & plates & cutlery, trying to find ecological goodies, ...
- Be assured that the EJTA Director (and Office manager) can and will help at all times and wants to be involved and engaged with the preparations.
- Do take the freedom and grab the chance to give the EJTA event the specific flavour or taste of your country/city.
- The EJTA membership is rather a kind of 'family' than a formal association, so an informal and easy-going atmosphere and approach during the breaks and networking moments gives you the best chances for a successful event and satisfied members.

5.2 Organisation Events: Guidelines EJTA Teachers' Training (TT) (Version: December 2025)

1. The EJTA Teachers' Training is organised yearly for teachers of member institutions, preferably in the middle of May. Venue and organisation: one of the EJTA members. Preparation: in cooperation with EJTA.

2. The EJTA Teachers' Training has three main goals:
 - a) Deliver food for thought;
 - b) Exchange practical ideas for teaching;
 - c) Offer room for networking.
3. The EJTA Teachers' Training is not like other conferences on journalism; its focus is entirely on teaching and on exchanging best practices in teaching. The key question is "HOW TO TEACH?".
4. The EJTA Teachers' Training lasts two days (Thursday and Friday) and mostly there are several pre-meetings on Wednesday afternoon.
5. Participants will have to register on the TT's website which is created by the organising EJTA member. Two staff per EJTA institute can participate without paying a symposium fee. If more than two staff from one EJTA institute participate, they might pay €250 per person extra (exception: sponsoring members).
6. Sessions for the TT are mainly proposed by EJTA members (after a call on the TT website). They should have variation in form and be interactive, by including small workshops, interviews with experts, panel discussions and audience discussions.
7. In case of presentations: no more than three bullets on a slide, preferably with only a few words per bullet. The use of audiovisual material is explicitly recommended.
8. Preferably sessions should last no longer than 75 minutes and contain no more than 3 presentations of 15 minutes each. There should be plenty of room left for questions and discussion. Coffee/tea breaks preferably last 30 minutes, lunch breaks preferably 60-90 minutes.
9. The EJTA budget is €4,000. This budget has to cover the cost of coffee/tea and lunches during the two days' training.
10. A welcome reception on Wednesday and a social activity for networking on Thursday before dinner are highly appreciated. Reception, social activity and dinner might be sponsored by a third party (after approval of the EJTA Board). If sponsoring isn't possible, participants will be asked a contribution (of max. €50).

11. The preferred time schedule for the Teachers' Training is:

DAY 1: Wednesday		DAY 2: Thursday		DAY 3: Friday	
		10.00-11.15	Keynote(s)	10.00-11.15	Session 3
		11.15-11.45	Coffee/tea	11.15-11.45	Coffee/tea
		11.45-13.00	Session 1	11.45-13.00	Session 4
		13.00-14.00	Lunch	13.00-14.00	Lunch
13.30-15.00	Pre-meetings	14.00-15.15	Session 2	14.00-15.15	Session 5 / Closure
15.00-15.45	Coffee/tea	16.00-18.00	Social Activity		
15.45-17.15	Pre-meetings				
17.15-18.00	EJTA Connects				
18.00	Reception				
		19.00	Dinner		

EJTA Teachers' Training: Practical Organisation

Budget

- The total EJTA budget is €4,000. The organising EJTA member is supposed to:
 - ask financial help from their management;
 - find extra sponsoring if needed, with approval of the EJTA Board;
 - ask participants to cover (part of) the social activity and dinner fee (financial handling to be done by organising school).
- The amount of €4,000 can be paid in advance or afterwards, after agreement with the EJTA Director.
EJTA needs a claim form and the invoices clearly referring to the event.

Rooms & Venue

- EJTA live events mostly gather between 60 and 80 participants, depending on the country, topic & date. This is very hard to predict.
- Apart from the schedule underneath, EJTA requires one small meeting room + lunch (on EJTA's expense) for the Board meeting (7 people) on Tuesday (all day) or on Tuesday afternoon and Wednesday morning.
- A chill-out or get-together room (EJTA lounge) where participants can have a coffee, work or have some small talk together, is a nice-to-have.

Communication, Website & Registration

- Main point of contact for communication, planning and decisions related to the event: EJTA Director / logistic assistance: EJTA Office manager.
- To prepare this event together, there will be frequent online meetings between the EJTA Director and the organisational team.
- The Teachers' Training will be presented by the organising school at the preceding EJTA live event.
- It's recommendable that the event's website is also ready immediately after the preceding event.
- Together with the website, EJTA hopes to receive a banner and an announcement (= short, motivating text, following the website format for events) to put on the EJTA website and in the Newsletter.
- On the event's website the organising school gathers information on the venue, the Journalism school, the programme, deadlines (for registration and call for proposals), accommodation, Erasmus+ contact and preferably some tourist information. Examples from previous editions will be available.
- Important: the registration document should clearly mention privacy rules and ask for choices for meetings, sessions and activities. Only EJTA member schools' staff can participate.
- It would be great if registered participants receive an automatic confirmation of registration.

EJTA Teachers' Training: General Dos & Don'ts (Not Exhaustive)

- Find a good team to work together with: colleagues but also students.
- Create awareness in your school and within your school management.
- Start at least one year in advance with the preparations (some schools start more than 18 months in advance).
- Allow enough time in the event programme for networking.
- Don't put deadlines too strict: EJTA members are very often journalists and they love the danger of risking and trespassing deadlines.
- We recommend to organise the event as sustainable as possible. F.i. this means cooperating with social organisations for food left-overs, using environmental-friendly cups & plates & cutlery, trying to find ecological goodies, ...
- Be assured that the EJTA Director (and Office manager) can and will help at all times and wants to be involved and engaged with the preparations.
- Do take the freedom and grab the chance to give the EJTA event the specific flavour or taste of your country/city.
- The EJTA membership is rather a kind of 'family' than a formal association, so an informal and easy-going atmosphere and approach during the breaks and networking moments gives you the best chances for a successful event and satisfied members.

5.3 Organisation Events: Script for Live Events

Members that want to organise an EJTA event, can ask the EJTA Office manager or Director about the 'Script for Live Events'.

6 Professional and Ethical Standards

EJTA and its members follow [the ethical rules of the International Federation of Journalists](#).

7 Data Protection and Privacy

Photographs will be taken during EJTA live events. The organisers may use these images without obtaining separate written consent from the people appearing in them. This will be clearly mentioned in the registration form.

The contact details of participants of live events may be gathered, only for internal use.

8 Internal Communication

8.1 Internal Communication: EJTA Newsletters

Six times a year, EJTA sends a Newsletter to its members and partners.

[See the Newsletter Archive since 2013.](#)

8.2 Internal Communication: EJTA Closed LinkedIn Group

In between meetings, newsletters, and EJTalks, the 80+ EJTA members keep in touch in a [closed LinkedIn Group](#).

If a member wants to publish something in this closed LinkedIn group, they can contact the Office manager and Director for a publication format.

8.3 Internal Communication: EJTA Website

Publications on the website are under supervision of the EJTA Board, Director and Office manager. If members want to publish something (event, conference, research, ...) on the website, they can contact the Office manager and Director for a publication format.

9 Conduct and Community Expectations

9.1 Conduct and Community Expectations: Code of Conduct

Members shall treat one another with respect, refrain from harassment, and foster an inclusive professional environment.

9.2 Conduct and Community Expectations: Event Behaviour

Participants in live events, workshops, and online events must adhere to these rules and follow instructions from event organizers.

9.3 Conduct and Community Expectations: Reporting Violations

Complaints may be submitted confidentially to the Board, which will initiate a fair and timely review process.

10 External Relations

10.1 External Relations: General

- **Public statements:** Only authorized representatives may issue statements on behalf of EJTA.
- **Partnerships:** Collaborations with institutions, NGOs, or media organisations require Board approval.
- **Advocacy:** Advocacy activities must support journalism education, academic freedom, and democratic values.

10.2 External Relations: Participation in Projects

EJTA Support to European Projects Applications by Members: Context

From the EJTA mission statement: 'The most important aim of the Association is to stimulate European co-operation in journalism education and lifelong learning between non-profit training centres, and to develop a professional approach towards journalism training.'

EJTA realizes European projects are very important for its members and for the association's visibility and strategic importance.

But:

- It's nearly impossible to apply for structural organisational funding with European institutions, it always needs to be connected with a project.
- The project's coordinators / consortium participants always have to cover a substantial part of the costs themselves (mostly 20%).

EJTA takes the following position towards members that come with project proposals: 'EJTA will certainly support you with dissemination and communication and can function as an external observer or advisor, but not as a partner for the organising consortium.'

Check List

- EJTA member contacts EJTA Director and/or Board with the question to support a European project application.
- EJTA asks / needs an answer to the following questions:
 1. What is the call's origin / source / context?
(Erasmus+ projects, Horizon, Creative Europe, Council of Europe projects, ...)
 2. Who are the partners in this project / project consortium?
(At least ONE EJTA school and preferably ALL EJTA schools.)
 3. What exactly does EJTA need to do? What is EJTA's role?
 - a. facilitator?
 - b. disseminator?
 - c. external evaluator, observer or advisor?
 - d. other?
 4. Does the EJTA school want a support letter?
If so: the EJTA member should provide a format.
 5. Is the deadline for this application / support letter feasible?
(At least TWO weeks after the question.)
- After the EJTA Director/Board receives a clear answer to these questions, a Letter of Support / Memorandum of Understanding will be signed by EJTA.

- When the project application is successful, the EJTA Director and Board are informed.
- Communication / dissemination about the project is possible via:
 - the EJTA website;
 - the EJTA closed LinkedIn group;
 - live EJTA connect moments during the yearly AGM.
- If EJTA decided to agree with a role as external evaluator or needs to be present at certain stages of the project, the EJTA Director / Board receives the accurate planning for this as soon as possible.

11 Financial Rules

- **Membership fees:** The General Assembly sets annual membership fees. Payment is due on 15 March of every calendar year.
- **Budget transparency:** The Board shall present an annual financial report to the membership at the AGM, including income, expenditures, and reserves.
- **Sponsorship and funding:** External funding must align with EJTA's values and may not compromise academic independence. A financial committee is set up to create and follow up a financial strategy. This strategy is also presented yearly to the membership.