

## Statutes of the International Forestry Students' Association

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## Statutes of the International Forestry Students' Association

### A. GENERAL

#### Article 1 Name and seat

(1.1) The association is named "International Forestry Students' Association", IFSA. It has been registered in the associations' register and received the name extension "e.V."

(1.2) The association has its seat in Freiburg/Breisgau (Germany).

#### Article 2 Logo

The Logo of the association contains a globe with a tree, the letters IFSA within and beside this on the left side the full written name of the association "International Forestry Students' Association" as shown in the picture below:



#### Article 3 Vision and Mission

(3.1) IFSA's global vision is for cooperation among students of Forestry and related sciences in order to broaden knowledge and understanding to achieve a sustainable future for our forests, and to provide a voice for youth in international forest policy processes.

(3.2) IFSA's mission is to provide a platform for students of Forestry and related sciences to enrich of their formal education, promote cultural understanding by encouraging collaboration with international partner organisations and to gain practical experiences with a wider and more global perspective. Through its network, IFSA encourages student meetings, enables participation in scientific debates, and supports the involvement of youth in decision making processes and international forest and environment policy.

#### Article 4 Objective

## **Statutes of the International Forestry Students' Association**

The objectives of IFSA are to:

- (a) Enrich the formal education of forestry students, creating a wider, more global perspective through extracurricular activities and the exchange of information and experiences such as the International Forestry Students' Symposium (hereafter referred to as IFSS), seminars and the publication of IFSA News.
- (b) Contribute to a more complete professional preparation for forestry students.
- (c) Promote cultural understanding, co-operation and networking amongst forestry students and the professional forestry sector as well as with other sectors such as Agriculture, Medicine and Law.
- (d) Encourage improvements in higher education in forestry and related sciences internationally to the benefit of all students.

### **Article 5 Registered charity**

**(5.1)** IFSA pursues exclusively and directly purposes of a registered charity in the sense of the chapter "tax-favoured purposes" in the German tax regulations.

**(5.2)** The association works without self-interest, it does not primarily pursue lucrative purposes of its own. IFSA is a non-discriminatory and politically independent association with no religious affiliation.

**(5.3)** IFSA's funds are to be used only for purposes according to these statutes. The members do not receive gifts out of the association's funds. Nobody must be favoured by expenses that are not in accordance with the association's purposes or by disproportionate compensations.

**(5.4)** In case of dissolution or abolition of IFSA or removal of its tax-favoured purposes the association's possessions devolve upon "AFS/Interkulturelle Begegnungen e.V." (Hamburg) exclusively and directly for purposes of registered charity and purposes of international students matters.

### **Article 6 Language; IFSA year and financial year**

**(6.1)** The official language of IFSA is English.

**(6.2)** The IFSA year begins and ends with the closure of the ordinary session of the General Assembly, hereafter referred to as GA.

**(6.3)** The financial year of IFSA is the calendar year beginning January 1<sup>st</sup>.

## **B. MEMBERSHIP**

### **Article 7 Members**

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(7.1) Members of IFSA can be natural persons, legal entities or unions of persons. The Council decides on admission of ordinary and associate members on written request according to the requirements, such as the democratic structure of the applicant. Consulting and honorary members are appointed by the GA.

(7.2) IFSA has five kinds of members:

- (a) Ordinary members;
- (b) Associate members;
- (c) Consulting members;
- (d) Supporting members; and
- (e) Honorary members.

(7.3) Ordinary members of IFSA must be student organisations that operate in accordance with the statutes and values of IFSA, of the university/ies (and/or similar institutions of internationally recognised university level) they are affiliated with, and which have natural persons as members. Council should use their discretion to determine whether the structure of further education, the scientific or technical qualification offered, and the connection to forestry is relevant to the goals and purpose of IFSA.

(7.4) Associate members are natural persons or student organisations representatives that wish to be a member of IFSA without fulfilling all of the conditions to be an ordinary member, but still act in accordance with the statutes and values of IFSA.

(7.5) Consulting members are natural persons who contribute their experience to IFSA. Consulting members are natural persons that need to have contributed to IFSA as officials and shall be appointed at an ordinary GA session. A nomination supported by a majority in GA shall qualify the appointment of an individual. The consultative status of appointed consulting members shall be reviewed every three years.

(7.6) Supporting members are natural persons or organisations that make an annual contribution of a minimum value fixed by the GA in the Decrees of IFSA.

(7.7) Honorary members can be persons or organisations that IFSA wishes to honour, and who/which have accepted being an honorary member of IFSA. They shall be appointed at an ordinary GA session and each year a total of three honorary members can be appointed.

(7.8) Membership ends with:

- (a) Dissolution or death of the member; or
- (b) Cancellation by the member with a written message to Direction or Council in time as fixed in the Decrees of IFSA by the GA; or
- (c) Expulsion by the GA with a three-quarters majority if the member has seriously violated the association's interests. Before putting this decision to the GA the concerned member has to be given an occasion to justify their behaviour, by word or in writing, in front of the Direction. There is no appeal possible after the decision of the GA.

Expulsion can be decided by the Council after a member does not pay the membership fees according to Art. 8.1 for two consecutive years, and following two formal warnings. Expulsion for reason of not having paid membership fees must not be decided until three months have passed since mailing of the second warning without the debts being paid. A decision on expulsion must be announced to the concerned member with reasons mentioned.

## **Article 8          Membership fees, duties and voting rights**

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**(8.1)** Members and registered alumni are required to pay fees. Consulting and honorary members are exempted. The value of the annual membership fees that have to be paid in advance of the year of membership is decided by the GA and fixed in the Decrees.

**(8.2)** Members have to keep the Regional Representatives informed of their contact person(s), contact details and of major changes in their structure on a yearly basis.

**(8.3)** Every ordinary member that has paid its membership fee for the IFSA year to come will receive one voting-certificate for the GA, which its signatories can transfer to a member of any ordinary member thus authorising this person to represent the transferring member and to vote. A representative must not represent more than three votes.

Every other member that has paid its membership fee (if required) for the IFSA year to come will be invited to the GA and can transfer this invitation to a person of any eligible member thus authorising this person to represent the transferring member.

The right to vote in the GA of IFSA can be withdrawn from ordinary members by Direction or GA if they:

- (a) Do not pay the required membership fees; or
- (b) Do not respond to requests for information by Direction, Council or Secretariat of IFSA or their Regional Representatives.

The right to vote may be reinstated at the discretion of the Direction once the ordinary member fulfills the requirements outlined in **(8.2) (a)** and **(b)**.

**(8.4)** In the eventuality that a student organisation is applying for membership, yet its affiliated tertiary institution was previously the host of an expelled LC, the member can agree to pay fees that are delinquent for at least 1 year but not more than 3 years to be reinstated as regular members. Members that have fees delinquent for over three years must begin the formal application process to become an IFSA member.

In the eventuality that a student organisation is applying for membership, yet is already a member of IFSA and has not paid its membership fees, at least four years must have passed since the organisation last paid its membership fees before it can be accepted as an IFSA member again.

## **C. ORGANS AND BODIES**

### **Article 9           Organs, bodies and Liaison Officers**

**(9.1)** IFSA has the following organs:

- (a) GA, including Board of Assembly, hereafter referred to BoA, and
- (b) the Direction.

**(9.2)** IFSA has the following bodies:

- (a) Secretariat;
- (b) Council;
- (c) Commissions;
- (d) Liaison Officers (hereafter referred to as LOs); and
- (e) Regional Representatives (hereafter referred to as RRs).

**(9.3)** Direction, Council, Secretariat, BoA decide on important affairs in their scope of duty by simple majority of the votes of their members. Conferences and the voting of these organs and bodies can be held on request of any of their members in vocal, telephone, electronic or written mode.

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**(9.4)** At the point of time when being elected, the members of Direction and Council have to be members of ordinary members enabled to vote, or must have finished their courses not longer than one year before as members of ordinary members enabled to vote. The members of the BoA and the Commissions can be IFSA members of any kind when being elected.

**(9.5)** With exception of the Treasurer (who is an obligatory member of the Fundraising Commission), no member of the Direction or Council may hold another function in any other organ (with the exception of the GA and BoA) or body of IFSA at the same time, nor can they be representatives of any member.

Direction, BoA, Council, Secretariat, Commissions and LOs give themselves internal regulations and record them continually in a written form. They report their activities to other organs and bodies periodically as fixed in the Decrees.

When necessary, in the case of prolonged absence of a member of the Direction or Council, the duties of the absent member may be completed by the member of either the Direction or Council who is most knowledgeable of the role, (for example, the Vice President may assist in approving membership applications) provided that this transfer of responsibility is agreed on by the majority of the Direction and Council.

## **Article 10      General Assembly**

**(10.1)** The GA is the deliberative organ of IFSA and consists of all members of IFSA. All powers not granted to other organs or bodies by IFSA's Statutes or by law are vested in the GA, which is responsible for:

- (a) Approving the Direction's proposed budget for the following IFSA year, receiving the IFSA Annual Report by Direction and bodies;
- (b) Fixing the value of the annual membership fee;
- (c) Electing and discharging members of Direction, Council, Commissions and, on request of one ordinary member, the Chairperson of the BoA;
- (d) Electing and discharging LOs;
- (e) Approving Commissions and members of Commissions;
- (f) Making decisions on alterations of Statutes or Decrees or the Association
- (g) Deciding on the location of the IFSS; and
- (h) Appointing consulting and honorary members.

**(10.2)** Each Ordinary member that has paid its membership fee is represented by a natural person authorised to be its representative by the signatures of that member's signatories on the voting-certificate. Certificates have to be approved by the Chairperson's the GA before a session of the GA or a meeting of the session has started.

**(10.3)** Each ordinary member that paid its membership fee has one vote in the GA if the voting certificate of its representative has been approved according to Art. 10.2.

## **Article 11      Convocation of the General Assembly**

**(11.1)** The GA shall meet at least once a year. By the Direction's instructions the Secretariat convokes it at least eight weeks before meeting according to the procedure fixed in the Decrees.

Time limit starts with mailing the invitations. The invitation is valid if being directed to the member's address last announced to the Secretariat in writing. The Direction fixes the agenda, which is included in the invitation.

**(11.2)** An extraordinary GA can be convoked at any time by the Direction or on written request



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including purpose and reasons to the Direction by a group of ordinary members constituting no less than 30% of all

ordinary members. It must be convoked in the Association's interests and article 12 and 13 are correspondingly valid in case of an extraordinary GA. All decisions made in an extraordinary GA will require regional balance.

### **Article 12      Decisions of the General Assembly**

**(12.1)** The GA is chaired by the President or in the event of the President's inability by (in order of preference) the Vice-President, the Treasurer or the Executive Secretary. On request they are freed from this task. If such a case occurs, or on request of the GA according to Art.10.1 (c) the GA decides on a Chairperson by election. In case of elections the chairing of the GA can be delegated to a special Commission for the duration of discussions and ballots.

**(12.2)** The Chairperson names an Assistant and the Keeper of the minutes in the BoA when entering his / her task. He / She has all powers necessary to facilitate proceedings, maintain standards of proper conduct and to ensure that correct GA procedures are followed.

**(12.3)** The GA is not public. The GA can admit guests, press or broadcasting media.

**(12.4)** The Chairperson decides on the method of decision making. Decisions are secret on request of one present member entitled to vote. Elections are secret. Decisions by correspondence by the GA are possible as described in the Decrees.

**(12.5)** The GA is competent to take general decisions with a quorum of 25% of the ordinary members enabled to vote. If the quorum is not sufficient, decisions by correspondence are possible as described in the Decrees. The number of authorised votes from the members of one country must not be more than 20% of the total number of authorised votes present. If such a case occurs, the representatives of this country make a pre-selection among their votes in a way that reduces the number of their votes to 20% or less of the authorised votes present.

**(12.6)** The GA decides only on points of the agenda and with simple majority of votes unless regulated differently in these Statutes.

**(12.7)** (a) An alteration of these Statutes needs a quorum of at least 30% of all the ordinary members entitled to vote and a majority of at least three quarters of the valid given votes. The proposal to do so must be included in the agenda of the session. The approval of changes to Statutes shall be done per proposed change.

(b) A decision to dissolve IFSA or to alter its purpose needs a quorum of at least 70% of all the ordinary members and a majority of at least 50% of the authorised votes. The GA must have been convoked especially for one of these purposes.

**(12.8)** If no majority of given votes is achieved by a single candidate in the first ballot of an election, a second ballot will be held among the candidate(s) who reached the equal highest numbers of votes. If the votes are equally divided in an election a second ballot will be held. Should again no majority be reached the matter pass to an open call following the GA except in the cases of President, Vice-President, and Secretary.

**(12.9)** Decisions of the GA have to be recorded in the minutes. The minutes have to be signed by the Chairperson and the Keeper of the minutes. They have to name the place and time of Assembly, the Chairperson, Assistant and Keeper of minutes, numbers of members present and enabled to vote, agenda, decisions and the decision-making process. The minutes are presented to the following GA.

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**Article 13 Proposals for the agenda**

**(13.1)** Members' proposals for the agenda have to reach the Secretariat at least nine weeks before the beginning of the GA. The proposals can be sent to either the Secretary or Council directly. The Secretariat refers them to the Council at once. After the immediate evaluation of their accordance with the Statutes by the Council they are transmitted to the Direction. The GA decides on delayed proposals for the agenda and on those being proposed during the GA, after their accordance with the Statutes was evaluated by the Council.

**Article 14 Direction**

**(14.1)** The Direction consists of the President, the Vice-President, the Treasurer and the Executive Secretary. The Association is legally represented, judicially and extra-judicially, by the Executive Secretary. The Executive Secretary is bound by the Board and may not make decisions, judicially and extra-judicially, without approval of the Board.

**(14.2)** Members of Direction are annually elected individually by the GA. If a member of Direction retires within his/her term of duty the Direction in consultation with Council elects a substitute for the rest of his/her term. This will begin with a call for candidates for the position, which lasts for 15 days. The call must be made available to all IFSA ordinary members.

**(14.3)** The active term of office for members of the Direction shall be for the period of one IFSA year from the time of their election, followed by a changeover period for the remainder of the calendar year. During this changeover period they shall be required to give reasonable assistance to new Direction members. If this changeover does not occur outgoing officials will be considered delinquent in their roles and will not receive a certificate of completion.

**(14.4)** The Direction especially has the following tasks:

- (a) Preparing the GA and setting up the agenda;
- (b) Convoking the GA;
- (c) Co-ordinating the activities of IFSA's organs and bodies except those not explicitly subordinate to the Direction;
- (d) Preparing the budget for every IFSA year, bookkeeping and preparation of IFSA Report; and
- (e) Providing adequate change over to their successors and support until at least the end of the calendar year.

**(14.5)** The Direction needs a quorum of at least three members of Direction for decisions. In case of parity of votes the vote of Council must be consulted and will decide. In the event that two members of the Council are known to be not contactable for a lengthy period (until after the time the decision must be made), or if only two Council members are present and they are unable to reach a decision, the President shall have the casting vote.

Decisions of the Direction have to be recorded in a book of decisions for purposes of proof. The book of decisions has to be kept and signed by the meeting's chairperson. This is the President or, in case of his/her absence, the Vice-President. The records shall name place and time of meeting, names of participants, decisions and results of voting.

**(14.6)** It is not permitted to unite more than one function of Direction in one person.

**(14.7)** At least one of the members of Direction must attend the GA that ends their active term of office and presents the IFSA Annual report. This member of Direction is the Chairperson of the BoA but can be released from this task on request and then only has to chair the election of a new Chairperson by

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the GA.

**(14.8)** If a member of the Direction does not fulfil his/her mission in accordance with the job description as written in the By-laws for a period exceeding one month without previously informing other members of Council and Direction of their situation, the Direction can begin a call for candidates to replace him/her. This call shall last 15 days and the information must be available to all IFSA members. After this period, the new member of the Direction will be elected by the Direction and Council.

**Article 15      Secretariat**

**(15.1)** The Secretariat is the international administrative office and must have access to necessary communication facilities. The Secretariat is run by the Executive Secretary who should be a member of the ordinary member at the Secretariat's location. In the case that a member of this ordinary member cannot take the position of the Executive Secretary, the GA can vote for candidates from other ordinary members to fill this position. In that case the newly elected Executive Secretary should move to the Secretariat's location for the majority of his/her term or enlist assistance from the members of the ordinary member at the Secretariat's location, whose work he/she will supervise and be responsible for.

**(15.2)** The tasks of the Secretariat are:

- (a) Organisation of all official publications,
- (b) Mailing, keeping of archives, updating records and distributing information, and any other special tasks delegated by the GA, the Direction or Council.
- (c) Sharing the tasks of internal and external communication with the Vice-President.

**Article 16      Council**

**(16.1)** The Council consists of three Councillors from different countries. They are elected individually every year by the GA. If there is more than one candidate for Council from one region a pre-selection will be held among them to choose one final candidate from that region.

**(16.2)** The active term of office for the Council shall be for the period of one IFSA year from the time of their election at the GA, unless a councillor is appointed in the middle of the IFSA year, in which case their term will span until the next GA. The Council shall decide on one member who shall participate in a changeover period for the remainder of the calendar year. During this changeover period he/she is required to give reasonable assistance to new Council. If this assistance does not occur the outgoing officials will be considered delinquent and forfeit their certificates of completion.

**(16.3)** There should be a meeting of the Council at least three times per quarter of a year. Decisions of the Council have to be recorded in a book of decisions. Decisions are to be documented in the IFSA Annual Report.

**(16.4)** The Council has the following tasks:

- (a) Judge the suitability of members and applicants for membership and admitting new members;
- (b) Making smaller changes in the Statutes as they pertain to grammatical and spelling errors, formatting, and number mix-ups, without it being approved by the GA;
- (c) Evaluate the appropriateness of proposals for the agenda according to the Statutes;
- (d) Evaluating the IFSA Annual report for the GA;
- (e) Verify of the IFSA accounts and bookkeeping at the end of the calendar year and at the end of the Treasurer's term, including a presenting a signed note to the GA that names irregularities or respectively confirms that none such where found;
- (f) Advising and supervising all organs and bodies of IFSA on its own initiative or on request;
- (g) Mediating in case of internal quarrels; and

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(h) Directing the Vice-President to substitute the President if necessary.

**(16.5)** At least one of the members of Council must attend the GA that ends their term of active duty.

**(16.6)** If a member of the Council retires within their term of duty, the Council elects a substitute for the rest of its term. If a member of the Council does not fulfil his/her mission for a period exceeding two weeks without previously informing other members of Council and Direction, the Direction can begin a call for candidates to replace him/her. This call shall last 15 days and the information must be available to all IFSA members. After this period, the new councillor will be elected by the Direction and Council.

### **Article 17 Commissions**

**(17.1)** Commissions are executive bodies of IFSA established by the GA in any composition and for any tasks. The members of Commissions are approved for one IFSA year by the GA. Additional members may be admitted to a commission during the year subject to application to and approval by the Council and members of the relevant Commission. Heads of Commissions must be nominated and voted in by the GA. Each head of commission is expected to lead his/her commission for one IFSA year, if not decided otherwise by the GA, which includes planning an efficient changeover to the next head and providing support to them until the end of the calendar year. If the Head of Commission does not fulfill their changeover period they may be considered delinquent in their responsibilities and forfeit their completion certificate.

**(17.2)** The Commissions and their tasks are fixed in the Minutes of the GA and, where possible, are decided jointly with the previous head of commission and are valid for a period of one IFSA year if not decided otherwise by the GA from the time of their approval.

**(17.3)** At least one of the members of any Commission ought to attend the GA that ends their term of duty.

**(17.4)** If a head of commission does not fulfil his/her mission, given the demands of the post as determined by the Head of Commission, Councillor in charge, or Direction for a period exceeding one month or wants to retire, the Direction can begin a call for candidates to replace him/her. This call shall last 15 days and the information must be available to all IFSA members. After this period, the new head of commission will be appointed by the Council.

### **Article 18 Liaison Officers**

**(18.1)** The LO is the correspondent between IFSA and a Professional Partner of IFSA. He/She is elected for one IFSA year by the GA (or is appointed by the Council if nobody nominates for the position during the GA and someone is interested during the IFSA year).

**(18.2)** The LOs have the following main tasks:

- (a) Maintain regular contact with both the IFSA President and the partner organisation;
- (b) Work with both parties to find suitable arrangements for collaborative activities;
- (c) Collaborate with commissions or regions on activities relevant to partners that also involve those commissions and/or regions;
- (d) Engage actively with the partner to create value-added opportunities for IFSA members;
- (e) Raise awareness of one organisation to the other; and
- (d) Ensure an efficient change over to the next LO and provide support at least until the end of the calendar year.

**(18.3)** Under no circumstances can the LO make a decision engaging IFSA without the approval of the IFSA President. If an LO makes such a decision they may be subject to dismissal.

**(18.4)** If a LO does not fulfil his/her mission, as decided by Direction and Council, for a period exceeding one

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month or wants to retire, the Direction can begin a call for candidates to replace him/her. This call shall last 15 days and the information must be available to all IFSA members. After this period, the new LO will be appointed by the President and Council.

### **Article 19 Partnership positions**

- (19.1) A partnership position involves IFSA and one of its professional partners in a joint undertaking to fulfil a specific aim. These can be full-time, paid positions that would allow IFSA to better serve its vision and mission as described in Article 3 of the Statutes. The Joint Position established with the International Union of Forest Research Organizations in 2014, is an example of such a partnership position.
- (19.2) The position is neither appointed nor elected at the GA, but rather a selection process is to be set up jointly by the IFSA Direction and Council and the professional partner, allowing them to decide on the position holder.
- (19.3) The Direction and Council, in coordination with the professional partner in question, shall write together Terms of Reference for the partnership position. These shall be presented to the GA following the partnership position's establishment.
- (19.4) The partnership position counts as an Official for their attendance to IFSA meetings, meaning that they shall have their reserved place and do not count as a member of an Ordinary Member.
- (19.5) Information about the position has to be communicated to all members of IFSA.
- (19.6) Should the position holder retire within their term of duty, the Direction will begin an open call for a candidate for the position, which will last for at least one month. This call must be made available to all IFSA members.
- (19.7)
- (a) The partnership position serves both IFSA and IUFRO and is required to support the aims of both organizations fairly.
  - (b) The individual holding the partnership position thus reports to staff at IUFRO as well as with the IFSA Board.
  - (c) As the individual who holds the partnership position is not a regular member they shall not be allowed to vote or lobby for decisions concerning IFSA. They may provide their assessment while remaining objective.
  - (d) If issues should arise with the individual serving as joint position holder the matter will be discussed internally with the President and Vice-President, as well as with IUFRO.

## **D. DISSOLUTION; COMING INTO FORCE**

### **Article 20 Dissolution of the Association**

(20.1) The dissolution of IFSA can only be decided by a GA convoked especially for that purpose with a majority according to Art. 12.7(b). Two members of Direction together are entitled to act as liquidators if the GA does not decide differently. The regulations above are correspondingly valid in the case of the Association being dissolved because of different reasons or the loss of legal capacity or legality.

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**Article 21      Coming into force**

**(21.1)** These Statutes were approved by the participants of the 2nd Plenary Session of the GA on the 5th<sup>th</sup> of July 2017 at the 45th IFSS in South Africa, and come into force with the Statutes being registered by the competent court.

**(21.2)** These Statutes replace the official former Statutes of IFSA, last changed by the GA on the 9th<sup>nd</sup> of August 2016 at the 44th IFSS in Austria.

## **International Forestry Students' Association**

### **Decrees**

These Decrees are to realise, complement and explain the Statutes of IFSA. (Numbering in accordance with the articles of the Statutes.)

#### **A. General**

##### **Article 1            Name and seat**

**(1.2)** Independent from the location of any of IFSA's organs or bodies IFSA's seat can remain at the location of the registration court.

##### **Article 2            Logo**

Any changes in the logo of IFSA must be approved by the GA. The IFSA logo can only be used for official IFSA matters. IFSA members may use the logo of IFSA but have to clearly state the name of the member.

##### **Article 3            Vision and Mission**

**(3.1)** Any amendments to the Vision of IFSA must be approved by the GA.

**(3.2)** Any amendments to the Mission of IFSA must be approved by the GA.

##### **Article 4            Objective**

**(4.1)** A change of objective must be announced to the registering German authorities, which are the local court (Amtsgericht) and the tax-authority.(Finanzamt) at the seat of IFSA.

##### **Article 5            Registered charity**

**(5.1)** To be admitted as an association of registered charity by the competent tax-authority IFSA must have an office at that tax-authority's location. In case the office moves, the competent authorities must be informed beforehand.

##### **Article 6            Language; IFSA year and financial year**

**(6.1)** The English language is to be used for all formal documents and communication such as GA proceedings, website, IFSA News, the Annual Report and Progress Reports.

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### B. Membership

#### Article 7          Members

(7.7) Consulting members are appointed for an initial period of three years. In case the consulting member agrees, this appointment can be renewed if desired.

(7.8) The cancellation of membership by the member's own free will has to be sent to the Direction or the Secretariat at least twelve weeks in advance.

#### Article 8          Membership fees

(8.1) Annual membership fees and contributions of minimum value have to be paid one year in advance. The amount of the fee for each member depends on the country the member is from. Countries are organised into separate categories according to the GDP per capita compiled annually by the CIA World Factbook at the start of the previous IFSA year. The three categories are:

- Low income countries (LICs): Country GDP per capita < World average GDP per capita
- Medium income countries (MICs): World average GDP per capita ≤ Country GDP per capita < EU average GDP per capita
- High income countries (HICs): EU average GDP per capita < Country GDP per capita

The fees are as follows:

- (a) An annual membership fee of 30 Euro for ordinary members from LICs, 60 Euro for ordinary members for MICs and 125 Euro for ordinary members from HICs. All LCs are offered their first year of membership for free. Upon a well-founded request the Direction can reduce this fee for individual members.
- (b) In the case that member of a HIC or MIC is suffering from financial insecurity, a case can be made to direction to lower their fee by one country category for one year. Such a plea must be made at least 16 weeks prior to the GA.
- (c) An annual membership fee of 25 Euro for associate members from LICs, 40 Euro for associate members from MICs and 75 Euro for associate members from HICs. Upon a well-founded request the Direction can reduce this fee for individual members.
- (d) A minimum annual contribution of 30 Euro for supporting members.

### C. Organs, bodies

#### Article 9          Organs, bodies

(9.1) Bodies are not "Organe" (organs) in the sense of § 31 BGB (German Civil Code).

#### (9.2)

- (a) Direction, Secretariat, Commissions, Regional Representatives and LOs have to give a brief report on their activities (including decisions) to the Council on request and at least every three months. If such reports are not submitted within one month of their due date the official in question can be considered delinquent in their responsibilities and either receive a warning letter or a letter of dismissal.
- (b) Secretariat, Council, Commissions and LOs have to give a brief report on their activities to the Direction on request and at least every three months.



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- (c) Direction, Secretariat, Council, Commissions and LOs have to give an annual report on their activities to the GA (for IFSA Annual Report see Statutes & Decrees Art. 14.4d).

### **Article 10 General Assembly**

(10.1) The agenda of a session of the GA must have the following structure:

#### **First plenary session**

1. Opening of the GA and the first plenary session by a member of Direction;
2. Admission or exclusion of guests, press or broadcasting media;
3. Appointment of the BoA;
4. [If necessary election of a new Chairperson for the GA];
5. Announcement of the number of members present and entitled to vote by the Assistant;
6. Agenda of the GA: distribution of items to the plenary sessions;
7. Agenda of the plenary session;
8. Approval of minutes of the last session of GA;
- ... points of agenda (POA's); and
- X. Closure of the plenary session.

#### **Second, third and following plenary sessions**

1. Opening of the plenary session;
2. Announcement of the number of members present and entitled to vote by the Assistant;
3. Agenda of plenary session;
- ... POA's; and
- X. Closure of the plenary session

#### **Last plenary session**

1. Opening of the plenary session;
2. Announcement of the number of members present and entitled to vote by the Assistant;
3. Agenda of the plenary session;
- ... POA's; and
- X. Closure of last plenary session and GA.

POA's are items and topics that have to be dealt with according to the following lists which includes both annually and not annually returning items[in brackets]:

The following points should be included:

- Information from Local Committees,
- [- General Proposals]
- [- Proposals for (re)-establishing Commissions]
- Changes to and approval of budget (Treasurer)

The following points should be included and must be completed in chronological order:

- Reports including:
  - Report of the Executive Secretary
  - Report of Treasurer
  - Presentation of the Council's note on the Annual Report and the Financial Report, including a note on possible irregularities in the Treasurer's report,
  - Report of the Secretariat,
  - Reports of the Commissions,
  - Report of the Council,
  - Report of the President,
  - Report of the Vice President,

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- Report of the RRs,
- Report of the LOs,
- Approval of IFSA Annual Report,
  
- Approval of the financial reports from the last IFSA year,
- Approval of the financial report from the last calendar year
  
- Presentation of candidates for IFSS-organizing committee for the (two) following year(s),
- Election of IFSS-organiser for the two following years,
  
- [Presentation of the IFSA Strategy]
- Follow up of the implementation of the IFSA Strategy
- Proposal of changes in the IFSA Strategy and approval by the GA
- [Presentation of new commission(s) and approval by the GA]
  
- Presentation of candidates for elections,
- Discharge of Direction by GA,
- Discharge of Council by GA,
- Election of members of Direction and Council

### **Article 11 Convocation of the General Assembly**

#### **(11.1)**

- (a) The Direction fixes a provisional agenda for the GA considering the proposals and requests by members that are in accordance with the Statutes and that have arrived in time. The agenda shall contain the schedule, date and place of the sessions.  
The Secretariat must receive the provisional agenda at least eight weeks before the GA.
- (b) The Secretariat mails the invitations for the GA together with necessary documents such as the agenda and voting certificates at least six weeks before the start of the GA.

### **Article 12 Decisions of the General Assembly**

**(12.4)** Decision making by correspondence is possible on request of the Direction in case of insufficient quorum for special decisions according to Statutes Art. 12.7 or from at least 10% of all ordinary members. The proposal to be decided on must be authorised by the signatories of all proposers and arrive at the Secretariat at least sixteen weeks before the GA deciding on it. The process of decision making by correspondence is conducted by the Secretariat according to the following procedure:

- (a) After receiving a proposal in time the Secretariat sends the proposal immediately to the Council for evaluation and to the Direction for information;
- (b) The Council returns the evaluated proposal to the Secretariat within two weeks of being received;
- (c) The Secretariat mails proposals accepted by the Council to the ordinary members together with the recommendations of the proposers and the assessments of the Council (and possibly of the Direction), or in case of rejection by the Council all documents are returned to the proposing members;
- (d) The deadline for the ordinary members' votes to arrive to the Secretariat is within six weeks of mailing the proposals to the members;
- (e) The Secretariat counts the votes that arrived in time and are valid and informs the organs, bodies and members immediately of the result; and
- (f) The decisions come into force at once.

**(12.5)** If the GA is not able to decide due to insufficient attendance of ordinary members the Direction lists the necessary

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decisions and hands them in to the Secretariat within four weeks after the end of the GA. The Secretariat sends these documents to all members entitled to vote not later than six weeks after the GA for a decision by correspondence according to the procedure described in these Decrees in Art. 12.4 d-f.

### **Article 13 Proposals for the agenda**

### **Article 14 Direction**

#### **(14.4)**

- (d) The Vice-President prepares the IFSA Annual report for the GA listing the annual activities of the IFSA year, showing the result of each activity. The Treasurer prepares the financial report for the previous IFSA year and presents it to the GA. The Treasurer will also present the financial report for the last completed calendar year, which is prepared with the assistance of the previous Treasurer. These accounts must be verified and signed by the Council. The reports from the other bodies (Council, Secretariat, Commissions and LOs) are included in the IFSA Annual Report.

### **Article 15 Secretariat**

**(15.2)** The tasks delegated to the Secretariat may consist of:

- (a) Editing and distributing the official publications of IFSA including articles from members, organs and bodies in it;
- (b) Maintaining an archive for addresses, and organisational state of all IFSA members;
- (c) Maintaining an archive for addresses and information concerning forestry faculties and forestry student organisations world-wide;
- (d) Maintaining an archive for IFSA correspondence (including IFSA News);
- (e) Maintaining an archive for the Statutes, Decrees, By-laws and the minutes of the GA and adjusting regulations if decided;
- (f) Conducting correspondential decision making by GA (see Statutes Art. 12.5);
- (g) Co-ordinating the internal mailing among members, organs and bodies.
- (h) Running external mailing from organs and bodies of IFSA to the outside and back, including
- (i) Communication with court and tax-authorities;
- (j) Administering the cash-box, bookkeeping and the payments according to the financial By-laws and instructions by the Treasurer.

### **Article 16 Council**

#### **(16.4)**

- (a) The Council judges members' and applicants' suitability by considering if they:
- i.) Respect Statutes and Decrees of IFSA;
  - ii.) Convey all information concerning IFSA to their members;
  - iii.) Enable their members to participate in IFSA;
  - iv.) Pay the annual membership fee as fixed in the Statutes and Decrees of IFSA; and
  - v.) Assure that their representative at the GA is competent, and authorised with the voting certificate (Art. 10.2).

### **Article 17 Commissions**

### **Article 18 Liaison Officers**

### **Article 19 Partnership positions**

## **D. Dissolution; Coming into force**

### **Article 20 Dissolution of the Association**

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**Article 21        Coming into force**

**(21.1)** These Decrees were approved by the participants of the 2nd Plenary Session of the GA on the 5th<sup>th</sup> of July 2017 at the 45th IFSS in South Africa, and come into force with the Statutes being registered by the competent court.

**(21.2)** These Decrees replace the official former Decrees of IFSA, last changed by the GA on the 9th<sup>nd</sup> of August 2016 at the 44th IFSS in Austria.

## **International Forestry Students' Association**

### **By-laws**

#### **CHAPTER 1: THE SECRETARIAT**

The Secretariat is the international office of IFSA.

All official records, reports, documents, information materials etc. shall be kept at the Secretariat. Relevant records to be kept at the Secretariat should include original invoices of transactions (to be stored for 10 years, or longer if required by law), data on all members with updated addresses, lists of all IFSA publications and publications received by IFSA, all GA proceedings including Annual Reports of Direction and Council, standard IFSA documents such as ordinary membership applications forms, membership requirements and criteria, information overview leaflets, other official reports, court and bank registration documents, statutes and other regulation documents and a list of all things at the Secretariat or elsewhere that belongs to the Association. All official records shall also be stored online with hardware backup copies.

There should be at least fourteen days of overlap period between the outgoing and incoming officials who work at the Secretariat.

#### **CHAPTER 2: REGIONALISATION**

##### **2.1 Establishment of Regions**

To enhance effective mobilisation of members at sub-continental or continental levels, the world shall be classified into Northern and Southern Africa, Northern and Latin America, Northern and Southern Europe and Asia-Pacific regions.

##### **2.2 Definition of Regions**

Northern and Southern Africa: The equator will be the boundary separating Northern and Southern Africa and countries lying on the boundary will decide which regions they prefer to belong to.

Asia-Pacific: All countries on the geographical land of Asia and all countries on the geographical land of Oceania will belong to this region.

Northern and Southern Europe: The 50<sup>th</sup> parallel will be the boundary separating Northern and Southern Europe. Of those countries which the 50<sup>th</sup> parallel runs through, all but France shall belong to Northern Europe with Luxembourg, Moldova and Slovakia also being included in the Northern Europe region. Germany will be split in two along the 50<sup>th</sup> parallel to form Germany North and Germany South, with each part belonging to their respective regions.

Northern America and Latin America: The geographical areas of two continents will form the respective regions, with the exception of Mexico, which will be included in the Latin American region.

##### **2.3 Sub-Regions**

To facilitate easy administration and effective contact among members in a region, sub-regions can be formed by the Regional Working Group meetings at a GA. Divisions and the administrative mechanism for the sub-region will be approved by the GA.

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### **2.4 Regional Representatives**

At the GA, delegates of each region will nominate one or two Regional Representative(s) (hereafter referred to as RR) for their region, who should, where possible, be residing in the region for the majority of the IFSA year subject to approval of the GA. If possible, prior nomination of candidates should be done at the Regional meetings that precede the GA.

The RR is responsible to the Direction and Council.

The RR will perform such duties as the following to promote the aims of the Association in their region:

- Assist the Direction in carrying out activities such as tracer studies in the region;
- Encourage and promote activities such as working camps, seminars, forestry-related projects relevant to the region etc.

The period of office for RRs shall be for the period of one IFSA year, followed by a changeover period until the end of the calendar year. If this changeover period is not conducted the member could be considered delinquent in their role and forfeit their completion certificate.

During this changeover period he/she is required to give reasonable assistance to the new RR.

In case of resignation or failure to complete duties and responsibilities for a period of at least one month of the RR, the Council sends an open call to the ordinary members of the designated region to fill the vacant position; this call shall last for at least 15 days. The representatives of the ordinary members of the designated region will elect the new RR through an online voting tool. If the response rate to this vote is lower than 25%, Council and Direction will decide who the next RR should be from the pool of candidates.

### **2.5 National Committees**

A member or members in a country may form a National Committee (NC) to liaise between the members and the Secretariat.

Each IFSA Ordinary member in a country will have equal representation of students in the NCs. The NC will be supported to perform its tasks by the members unless the GA and/or the Direction decide otherwise. The NC is not an Association or independent from the members and can be dissolved by majority decision of the members. The Secretariat of IFSA may also recommend for the dissolution of the NC especially if there is lack of communication or flow of information to members is impeded.

IFSA members in a country are obliged to submit the names and addresses of its NC members to the Secretariat at the GA or at most a month after the GA.

It is the responsibility of members in a country to decide on location of the NC and other internal matters that will enhance the performance of the committee.

Each NC will have a contact officer for the RR and will seek to maintain regular contact and communication.

## **CHAPTER 3: THE DIRECTION**

### **3.1 Duties of the President**

The President will:

- Be the principal official representative of the Association;
- Initiate, direct and supervise the work of the Direction; Initiate and maintain contacts with external non-student organisations; and
- Initiate and maintain contacts with external student organisations.

### **3.2 Duties of the Vice-President**

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The Vice-President will:

- Perform the duties of the President in his/her absence or when incapacitated by sickness or death. The Vice-President will in this case receive official notice or authorisation from the President; otherwise he/she shall receive authorisation from the Council;
- Co-ordinate the organisation of internal activities; and
- Perform any other duty delegated by the President or the Direction.

### **3.3 Duties of the Treasurer**

The Treasurer will:

- Have a close working relationship with the IFSA Secretariat;
- In consultation with other members of the Direction, initiate activities and contacts for raising funds for the Association;
- Be an obligatory member of the fundraising commission and has to be informed about all activities concerning fundraising within IFSA;
- Supervise the work of the Secretariat in relation to financial matters;
- Prepare for presentation to and approval of the GA an estimated budget for the IFSA year to come and a financial report on the previous year; and
- Prepare a financial report of the previous calendar year to be presented to the GA as well as at the Interim meeting. They are responsible to handle all affairs regarding the tax law and to stay in regular contact with the competent authorities.

### **3.4 Duties of the Executive Secretary**

The Executive Secretary should be located in Freiburg at the IFSA Secretariat for most of his/her active term and at least for 14 days of overlap period after the IFSS, and will:

- Take care of the duties of Secretariat as defined in Article 15.3;
- Be the principal internal administrative officer at IFSA International Secretariat;
- Organise all of the Association's publications unless otherwise stated;
- Receive all internal reports and bring them for the attention of the Direction;
- Assist in internal and external communication in collaboration with the Vice-President;
- Ensure all receipts and invoices of transaction records are copied and appropriately stored;
- Regularly back-up all electronic data saved at the Secretariat, at least once a month;
- Supervise the work of the IFSA-IUFRO joint position as stated on the signed agreement;
- Perform any other duty, to the extent that is necessary, delegated by the Direction.

Some of the tasks above may be delegated to other persons but it is the duty of the Executive Secretary to assure their completion.

### **3.5 Resignation**

Any member of Direction wishing to resign shall do so by written letter with stated reason to the Council through the Secretariat, at least eight weeks before the intended date of resignation.

The Council will immediately request the Direction to submit an update of financial statement from the Bank and a record of the Association's properties for its consideration. The Council will authorise the Direction to terminate the signatory status and access to the Association's properties of the resigning officer. The Council will also authorise for the return of all the Association's properties stamps, books etc. to the Secretariat and the items returned shall be documented.

The Direction will give a report to the Council indicating its satisfaction of the conditions of resignation before the

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Council shall officially write to accept the resignation on behalf of the GA.

### **3.6 Termination of Office**

Any member of the Direction will have his/her office terminated when upon proven evidence the member in the judgement of Council has seriously violated the interest especially the purpose of the Association has misappropriated and/or embezzled the Association's funds. In this case, he/she will be made to refund the amount misappropriated or embezzled and can be liable to prosecution.

### **3.7 Vacancies**

In case of vacancy in the Direction, the other members in consultation with the Council will appoint another member to occupy the vacant position.

In case of complications, the Council will use its discretion to find a temporary solution until the next GA.

### **3.8 Delegation of Tasks**

The Direction or a member will have the right to delegate a task under its/ his / her responsibility but will be held responsible for the accomplishment of that task.

## **CHAPTER 4: FINANCES**

### **4.1 Bank Account**

- a) Type of Account: The Association will have
  - (a) a current account with a reputable bank in the Federal Republic of Germany; and
  - (b) a PayPal account.
- b) The association's bank accounts will have the name "IFSA e.V."
- c) The administration of the accounts are managed through an online portal of the respective bank service by the Treasurer.
- d) Members of the Direction will be signatories to the accounts and two of them at a time are competent to make cash withdrawal with general agreement by the majority of the Direction. All other business such as transactions or standing orders can be handled by the Treasurer or, in case that the treasurer is not available, a substitute elected by the Board (must be member of the Direction) only.
- e) Money contributed to the IFSA Development Fund shall also be held in the IFSA e.V. General bank account, with funds being kept separate through bookkeeping.
- f) At least one member of the Council will audit the financial accounting every quarter of the year, at the same time as the progress reports are made.

The Treasurer should therefore produce a short report which gives information about the liquidity of IFSA during the rest of the year.
- g) The GA or Board will decide and approve the allocation of funds from the accounts.
- h) All expenses made on behalf of IFSA must have prior written approval for a specified amount from the Treasurer in consultation with the Direction.
- i) Money contributed to the running of any Commission shall be held in the IFSA e.V General bank account, with funds being kept separate through bookkeeping.

### **4.2 Annual Budget**



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- a) The treasurer has to prepare the following budgets:
- i) Estimated budget for the IFSA year to come (in this case beginning and ending with the opening of the IFSS), which should contain all administrative costs and funds that are necessary to run the association.
  - ii) Estimated budget for the calendar year to come including all activities and sectors of IFSA worldwide. This budget is meant to serve as a basis for fundraising activities. It is not binding for the sectors and organising teams of events concerned, but shall give a realistic estimation of the global financial turnover of the association.
- b) The Annual Budget for the bank accounts should meet the requirements of the German Tax Law, and can include the following items:

### **Expenditures:**

- i) General administration
- II) IFSS Fund
- III) Interim Fund
- iv) Fund for Regional Meetings
- v) Fund for other meetings and activities
- ii) Development Fund
- iii) Officials Fund
- iv) Contingency fund

### **Income:**

- i) Ordinary membership fees
  - ii) Supporting member membership fees (if so stating what fund the money goes to)
  - iii) Donations and sponsorships (if so stating what fund the money goes to)
  - iv) Other income (with the source to be stated in the financial report)
- c) The budget for the global finances will contain the same items and additionally all planned activities, commissions and meetings. It shall report all money spent for IFSA purposes no matter the funding source it comes from.

## **4.3 Expenses**

Expenses on official business covering travelling cost and in some cases accommodation can be reimbursed upon submission of an official declaration form and copy of valid receipts to the Treasurer and approval of the Direction that the Association is able to refund. Furthermore, the original receipts must be sent by post to the Secretariat.

Unless a specific official business has been catered for in the Annual budget and the needed funds are available, any other business should be paid for using personal fundraising.

The Direction can only spend money on an official business that is not planned in the Annual budget when the Council agrees with the need to do so and in the case that the Association's financial situation will not be seriously affected.

In the event that a substantial amount of funds are received by the Association, the Direction and Council can decide on the allocation of funds to a member of the Direction to work at the Secretariat, with the amount paid being equivalent to standard student accommodation costs for the area, not for personal profit.

## **4.4 Development Fund**

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- a) The Development Fund exists to assist the participation of members from LICs in IFSA activities and to attend and organise IFSA events.
- b) Money for the Development Fund can be gathered by the Direction during fundraising activities such as an annual tombola or auction that takes place during IFSS, as well as by sponsorship grants and donations.
- c) The availability and details of the grant should be promoted to all IFSA members by the IFSA Council. This should be done well in advance (i.e. four months) of major events such as the IFSS.
- d) The use of the development fund is decided by the Council, with successful applicants chosen based on a letter of motivation, the importance or relevance (and development potential) of the activity, the economic status of the applicant's home country and the membership level of the applicant.
- e) Council may decide to open several development fund applications per year. They must be advertised in the same manner each time and decisions taken following the same guidelines.

### **4.5 Officials Fund**

- a) The Officials Fund exists to assist the participation Officials in IFSA.
- b) Money for the Officials Fund can be gathered through sponsorships, grants and donations. Sponsors can be named on IFSA's website on the respective sub-page.
- c) The availability and details of the Officials Fund should be promoted to all IFSA Officials by the IFSA Council. This should be done well in advance (i.e. two months) of major events such as the IFSS.
- d) The use of the Officials Fund is decided by a 3 person selection committee consisting of the Council. Any councilor who is an applicant to the fund is removed from the selection committee and exchanged with a member of the Direction who has not applied for the fund. Applicants are to be chosen based on a letter of motivation and the importance or relevance (and development potential) of the activity. Each applicant can be refunded a maximum of 50% of the proposed expenses in order to support as many Officials as possible.

## **CHAPTER 5: GENERAL ASSEMBLY SESSIONS**

### **5.1 Composition**

It will be composed of representatives of ordinary members, members of the Direction and Council, internal and external observers and special participants. The total number of IFSA members shall be stated at the beginning of the GA sessions and in reference to the present IFSA members including a clear indication of those enable to vote.

- a) Representatives of ordinary members shall be invited to participate unless otherwise not permitted by a provision in the statute or By-laws.
- b) Internal observers will comprise honorary, consulting, associate and supporting members. Internal observers' participation will be subject to availability of space and resources.
- c) External observers are persons or organisations outside the Association specially invited or who upon some agreement, are supposed to participate in the GA.
- d) Special participants will be non-ordinary IFSA members whose participation is perceived by the Direction as crucial to the deliberations of the GA. Special participants will be invited by

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the Direction or directed by the Direction to be invited to the GA.

- e) The GA is not public but can admit press and other guests as it deems necessary.

### **5.2 Agenda**

It will follow the pattern as provided in the Decrees.

### **5.3 Special GA Bodies**

There will be two special bodies in any GA, namely the BoA and Election Committee, hereafter referred to EC.

The BoA comprises a Chairperson, Chairperson's assistant, and Keeper of the minutes.

An EC consisting of three members from different countries will be appointed by the GA to oversee the election of members of elected IFSA officials according to the rules in these by-laws.

### **5.4 Election and appointment of officials**

#### **5.4.1 Conduction of the Elections**

The election will be conducted by the EC, formed at the first session of the GA.

#### **5.4.2 Election Procedure**

The EC will follow the time schedule for the election as stated in the agenda of the GA.

Nomination of candidates for the various offices in the Direction, Council, Heads of Commissions, and LOs shall be made by self-nomination or by peer nomination.

The EC will at the end of the deadline for nomination submit the list to the GA. The EC will screen the nominees to accordingly determine their eligibility.

A list of eligible candidates shall be submitted to GA for vetting. During vetting, the candidates will be given the floor to make statement and participants may examine candidates on their motivation, experience and qualification for the office they wish to hold. Statements must not last more than 4 minutes.

At least a day (24 hours) will elapse between vetting and voting.

A vetting can be followed by a voting within 24 hours when candidates for the Direction or Council positions are unsuccessful and wish to be considered for another elected position.

Voting will begin with candidates for Direction (in order of President, Vice-President, Treasurer and Executive Secretary) followed by candidates for Council.

The elected candidates for Council are the three persons with the majority of votes in the first election. There will be different voting for each office in the Direction and a simple majority is needed for the election. A candidate who loses election in an office in the Direction and Council will be eligible to stand for another elective office in subsequent elections.

The elected members of Council will appoint the Head of Council.

#### **5.4.3 Appointment Procedure**

In case it is not mentioned that an official position is chosen through election, it will be appointed by the GA. The appointment is conducted the same way as other decisions during the GA.

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### **5.5 Eligibility of officials**

A person eligible for any official position must be a member of an Ordinary member at the time of the GA or at least during the past year and not have any track record of financial embezzlement or convicted of criminal act.

### **5.6 Report of Proceedings of a GA**

- a) The final report of proceedings of a GA will be prepared by the newly elected Direction and will contain:
  - i) The Agenda
  - ii) Record of dates and places of the sessions
  - iii) List of members present and voting (as an Appendix)
  - iv) Annual report of the Direction and Council including financial report
  - v) Other relevant reports, deliberations and decisions.
- b) The Annual report of the Direction will endeavour to capture the activities of the Association at regional and international levels (exchange programme, projects etc.), membership status, internal and external relations, financial status, recommendations for the future, for example.
- c) The report of the Council will endeavour to capture the activities of Council in the year especially relating to internal conflicts, financial auditing of IFSA accounts, performance of Direction and Secretariat, recommendations for the future, for example.
- d) This report shall be made available to all members of IFSA not later than eight weeks after closing of the GA.

## **CHAPTER 6: IFSA OFFICIALS**

### **6.1 List of IFSA officials**

Those occupying the following positions are considered as IFSA Officials:

President  
Vice President  
Treasurer  
Executive Secretary  
Councillors  
Liaison Officers  
Heads of Commissions  
Heads of Sub-commissions  
Regional Representative

### **6.2 Contractual agreement for official positions**

- a) At the beginning of each IFSA year, new officials are required to sign a contractual agreement with IFSA.
- b) This contractual agreement shall contain:
  - a. A description of the responsibilities of the position in question
  - b. The following paragraph:

“I, (first name, name, country), certify I understand the responsibilities of my elected position within IFSA and shall engage myself to fulfil this position during the year 20xx-

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20xx. I understand as an elected official of IFSA I am answerable for my actions to the German Court. If I am unable to fulfil my position I accept to be replaced during the year, through consultation with the Direction and Council. To testify my contribution to IFSA, a certificate of appreciation and proof of work will be delivered at the end of my term."

- c. The signature of the official and the one of the President newly elected for all officials. For the President the other signature shall be the one of the newly elected Council.

### **6.3 Delegation of an official position for the statutory meetings**

If a Head of Commission (or sub commission) is unable to attend a statutory meeting he/she should name a commissioner as his/her replacement. The person named will be considered as an official for this particular meeting.

## **CHAPTER 7: STATUTORY MEETINGS**

### **7.1 International Forestry Students' Symposium (IFSS)**

- a) Purpose: The IFSS is the annual symposium of IFSA to provide a platform for interaction and exchange of knowledge in forestry and related issues among forestry students from all over the world. It additionally serves as a platform for the official bodies of IFSA to meet and plan their activities for the year ahead
- b) As far as possible, the IFSS and the GA will be concurrently organised to save financial and other resources.
- c) The IFSS will be organised by one or more ordinary member(s) elected by the GA and who has/have accepted the responsibility to host the programme for a particular year.
- d) The Organising Committee (hereafter referred to as OC) must accept that the symposium is being organised in trust of IFSA and that the Direction may decide on sensitive matters such as sponsorship and invitation.
- e) The final programme shall be submitted to the Secretariat before the symposium begins.
- f) The OC will submit a progress report including constraints to the Secretariat every four months or more regularly on request by the Direction. The Direction shall endeavour to assist in addressing special constraints.
- g) Any ordinary member(s) wishing to host an IFSS must make a proposal to GA at least two years in advance.
  - i) Such a member will be required to make a presentation to the next GA including proposed programme and budget, participation fee and number of participants expected.
  - ii) The GA, upon satisfaction, shall then decide accordingly.
  - iii) The Direction and Council reserve the right to monitor the continued feasibility of an ordinary member hosting IFSS and can if necessary retract the hosting of IFSS if there are concerns. The Direction should provide evidence for such a decision and present it to IFSA members in writing.
- h) The OC will submit a report on the symposium and a copy of the proceedings to the Secretariat at most three months after the closure of the IFSS.
- i) Two members per LC, excluding IFSA officials, are invited to participate in the IFSS. According to the number of places available, the OC can authorise more than two members per LC in agreement with the IFSA Council.

### **7.2 Interim Meeting**

- a) The Interim meeting is the midterm meeting of IFSA officials during which they explain the difficulties met during the first part of their terms, try to find solutions to them and plan the work to the next GA. Discussions about general IFSA topics can also be facilitated.
- b) A comprehensive and detailed report of the Interim meeting including all topics discussed and all decisions

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made shall be written and made available to ordinary and associate members. A brief summary should be published on IFSA Website.

- c) Non-official members of IFSA can attend the Interim meeting in agreement with the IFSA Direction.

### **7.3 IFSA Board Meeting**

- a) The IFSA Board Meeting is the meeting of the Direction and Council before the GA. The aims are to prepare the annual report of IFSA and the GA of the Association. Other important themes may be discussed.
- b) Decisions taken during the IFSA Board Meeting should be recorded in the minutes of the event and made available ordinary and associate members. A brief summary should be published on IFSA Website.

### **7.4 Regional Meetings**

- a) Each official IFSA region is encouraged to organise an annual Regional Meeting. In such a case, at least one member from each LC of the Region must be invited. Each Regional Meeting shall be organised in collaboration with the RR of the Region and must be advertised on the IFSA website. The aim of such an event is to strengthen the link between students from the same geographic area and to promote the development of new projects at a regional scale. An IFSA workshop can be organised during the event to improve the work of IFSA in the Region and follow its development each year.
- b) An official report of each regional meeting should be written which specifies the agenda, names of attendants and the outcomes of discussions. This report should be submitted to the IFSA Direction and Council. A brief summary should be published on IFSA Website.
- c) Each year, the location of the next meeting should be decided democratically by the meeting participants. If this does not occur, the location can be decided at a later time by discussion between ordinary members, RRs and Council
- d) The Regional Meeting may also be an opportunity for the region to decide on the RR for the next IFSA year, subject to appointment at the following GA.

## **CHAPTER 8: PUBLICATIONS**

### **8.1 Official IFSA Publications**

The official IFSA publications will be the IFSA News, Information overview, Minutes of the GA and any other document a GA will decide to publish in a suitable format.

### **8.2 The IFSA News**

The GA appoints an Editor or an Editorial board to oversee the preparation of the articles and materials to be published in the IFSA News. The Editor of IFSA News can be referred as the Head of IFSA News Commission.

The principal aim of the IFSA News will be to report and inform members about the activities of the Association, offer students the opportunity to express their views on forestry related issues and to provide relevant information on forestry to readers.

Advertisements may be published, upon the approval of the Direction, to raise funds or sponsorships for the publication, to acknowledge the supporters of IFSA activities or as a result of any special agreement between IFSA and other organisations.

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The readership of the IFSA News will include forestry student groups, training institutions, organisations and persons in forestry related organisations.

### **8.3 Information Overview**

The Secretariat will see to the publication of the Information Overview in English, and if funds are available, in any other languages relevant to the development of IFSA.

The Overview will be a simple leaflet generally providing statements on aims, activities, membership, supporters and future projects.

It will be a first hand information and promotion material, and shall be distributed in large quantities to members for such purposes.

The Overview should be updated as and when necessary.

## **CHAPTER 9: PROJECTS AND OTHER ACTIVITIES**

A project is any task commissioned by external funding sources and/or any activity external to regular IFSA activities involving IFSA members.

The Association will only undertake projects and other activities which are consistent with its aims.

The Direction, in collaboration with other parties, will write down guidelines for an activity or a proposal for the GA's approval. In case the activity/proposal cannot wait for a GA session, the Council will adopt the rules including contracts etc.

For any project funded by external sources, the receipt and allocation of funds must be approved by the Direction and Council.

Such projects or activities will be reported to the GA as well as reporting to the Direction at agreed intervals.

If such projects occur for more than two years running, the following GA must consider a formal partnership or Memorandum of Understanding with the partners associated in the joint project.

In cases where a representative of IFSA is needed for a special project, the representative must be an ordinary or honorary member. The decision to have an individual represent IFSA for a special project must be approved by the GA; if this cannot wait, the Board will have executive authority.

## **CHAPTER 10: ADOPTION, READING AND AMENDMENTS TO THE BY- LAWS**

### **10.1 Adoption**

These By-Laws were approved by the participants of the 2nd Plenary Session of the GA on the 5th<sup>th</sup> of July 2017 at the 45th IFSS in South Africa, and they replace the By-laws of IFSA, last changed by the GA on the 9th<sup>nd</sup> of August 2016 at the 44th IFSS in Austria.

### **10.2 Reading**

The By-laws will be read together with the Statutes of the Association and it is subject to the provisions of the Statutes.

### **10.3 Amendments**

Any provision in these By-laws including the Appendices can be amended by a majority vote of an ordinary quorum of any GA session.