



15.06.2018

**CONVOCAATION**  
**of the 29<sup>th</sup> Ordinary General Assembly**  
**of the International Forestry Students' Association e.V.**

Dear members of the International Forestry Student's Association,

In accordance with the statutes of IFSA, we have the pleasure to invite you to attend the 29<sup>th</sup> Ordinary General Assembly of our association.

The 29<sup>th</sup> Ordinary General Assembly will take place from August 6<sup>th</sup> 2018 until August 21<sup>st</sup> 2018 during the International Forestry Student's Symposium (IFSS) in Mexico:

1 <sup>st</sup> Plenary Session	06.08.2018	Chapigno
2 <sup>nd</sup> Plenary Session	07.08.2018	Chapigno
3 <sup>rd</sup> Plenary Session	11.08.2018	Chignahuapan
4 <sup>th</sup> Plenary Session	13.08.2018	Coatepec
5 <sup>th</sup> Plenary Session	17.08.2018	Oaxaca

The General Assembly (GA) is one of the most important events of the IFSA, as here you as IFSA's members can raise your voice and change the association's statutes as well as become officially elected IFSA Officials. Several important decisions, voting and discussions lie ahead of us!

More information on what you have to watch out for regarding the GA are provided on the next few pages of this document. **Please read them carefully** in order not to forget anything important, especially if you are going to attend the GA.

**As this convocation is only send to the LCs contact, please ensure the information is passed on to the individual(s) representing your LC at the GA.**

Thank you and best greetings,

Your IFSA Board

**Note:** First, we want to explain you the importance of updating your contact information in our database, as otherwise e.g. the invoice would not reach you and finally you might not be eligible to vote at the GA. You can update your contact information at [ifsa.net/update-contact-information](http://ifsa.net/update-contact-information)

### **GA agenda**

After this information section, you can find the tentative agenda for the GA.

### **Membership fees**

We would like to remind you that only members who have paid their membership fees for the year to come (2018/2019) are eligible to vote in the GA. An invoice has been sent out to your LC. However, you will have the possibility to pay the fees in cash (**only EUROS are being accepted**) during the IFSS.

If you have any question about the membership fees, feel free to contact Kristjan Täll, our Treasurer at [treasurer@ifsa.net](mailto:treasurer@ifsa.net)

### **Transfer of voting right**

If your Local Committee is not able to send any representatives to the GA, it is **possible to transfer your Local Committee's voting right** to another LC whom you trust to represent your opinion. In case you wish to do so, your LC President should contact the Secretariat at [secretariat@ifsa.net](mailto:secretariat@ifsa.net) and state, which Local Committee he/she represents and which Local Committee he/she would like to transfer the voting right to. This Local Committee of course needs to be present at the GA. Watch out that every present Local Committee *must not represent more than three votes* in total (IFSA statutes article 8.3).

The deadline for transferring your Local Committee's voting right is Sunday, August 5<sup>th</sup> 2017 at 23:59 UTC-5.

### **Voting cards**

For the voting during the GA you will get an official GA voting card for the representatives of your Local Committee. The cards will be provided at the GA. In case you transferred your voting right to an other Local Committee, the respective representatives will get your voting card additionally.

### **New statutes**

During the GA, we will vote on new statutes as called for during the 28th GA in South Africa. Further we will vote on new Rules of Procedure (RoP) that include what is currently stated in the decrees, by-laws. To shape this, the Statutes Review Working Group has been taking input throughout the 2017-2018 year.

A draft of the new statues and RoP to be voted on during the GA will be send to you shortly.

For everybody who is not familiar with our current statutes it might be helpful to read them before the IFSS. The current statutes will be send together with this document. A German version of the

statutes and decrees (Satzung und Dekreten) is available on request from the Secretariat; the by-laws are available in English only, as they are not being translated for the German association court and English is the official working language of IFSA.

### **LC Annual Survey 2017-2018**

IFSA will launch an annual mandatory survey to better learn how to serve our membership and understand the work we do around the world. This survey will capture the projects your LC conducts, your advice on the direction of the organization, and the list of your graduating alumni among many other things. Please look out for this survey - to be emailed in the next month - and collect this important information in advance.

### **Appointment of Consulting and Honorary Members**

During the GA, we will vote on the appointment of Consulting and Honorary Members.

*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. (IFSA statutes article 7.5)*

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

If attending the GA, please think about if, whom and why you would like to appoint potential Consulting and Honorary Members. At the respective agenda point, you can then raise your voice and the GA will vote on your proposal.

### **Minutes of the 28<sup>th</sup> General Assembly**

If attending the upcoming 29<sup>th</sup> GA, it might be very helpful for you to have read the minutes of the previous 28<sup>th</sup> GA held in South Africa during the IFSS 2017.

Having read them is crucial for understanding the agenda and processes during the GA. As such, please read the minutes before the start of the IFSS or before the start of the 1<sup>st</sup> Plenary Session of the 29<sup>th</sup> GA the latest. Thank you. The minutes will be send together with this document. A German version of the minutes is available on request from the Secretariat.

We look forward to welcoming you at the 29<sup>th</sup> General Assembly and the International Forestry Students' Symposium 2018 in Mexico!



## **Agenda of the 29<sup>th</sup> General Assembly of the International Forestry Students' Association e.V.**

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Workshops are not considered part of the GA. They aid the decision making process and give room for additional information on procedures. They take place between plenary sessions and are mentioned here for orientation.

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### **1st Plenary Session**

- 1) Opening of 29th General Assembly (GA)
- 2) Admission or exclusion of guests, press or broadcasting media
- 3) Appointment of the Board of Assembly (BoA)
  - a) Appointment of the Chairperson
  - b) Appointment of the Chairperson's assistant
  - c) Appointment of Keepers of the Minutes
- 4) Appointment of Election Committee (EC)
- 5) Announcement of the number of members present and entitled to vote
- 6) Explanation of different decision making procedures
- 7) Explanation and Approval of the Agenda of the 29th GA
- 8) Explanation of the Agenda of the 29<sup>th</sup> GA and 1st Plenary Session
- 9) Approval of the minutes of the 28th GA held in South Africa
- 10) Reports for the year 2017-2018 and quick presentation of the positions
  - a) Presentation of report from Executive Secretary
  - b) Presentation of financial report from Treasurer
  - c) Presentation of the Council's note of the annual report and the financial report
  - d) Presentation of report from Council
    - i) Adoption of new members approved by Council 2017-2018
    - ii) Information on expelled members in 2017-2018
  - e) Presentations of President
  - f) Presentation of Vice-President
  - g) Roundtable presentations from IFSA Officials (See Annex I 3-5)
- 11) Approval of IFSA Annual Report 2017-2018
- 12) Approval of the financial report from the last IFSA year 2017-2018
- 13) Approval of the financial report from the last (2017) Calendar year
- 14) Presentation of the budget for the IFSA year 2018-2019
- 15) Explanation of procedures for adoption/amendments of new Statute and Rules of Procedure
- 16) First Call for candidature for IFSS 2020 and explanation of the procedure
- 17) First Call for candidature for Interim 2018-2019 host and explanation of the procedure
- 18) Explanation of procedures for official positions and commissions
- 19) First Call for candidature of IFSA Officials (See Annex I)
- 20) Closure of 1st Plenary Session

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#### **STATUTES WORKSHOPS**

- Explaining New Statutes and RoP
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### **2nd Plenary Session**

- 1) Opening of the 2nd Plenary Session
- 2) Announcement of the number of votes present and entitled to vote
- 3) Explanation and approval of the agenda of the 2nd Plenary Session
- 4) Approval of budget of the IFSA year 2018-2019
- 5) Presentation of the 2018-2021 IFSA Strategy
- 6) Approval of 2018-2021 IFSA Strategy by GA
- 7) Presentation by the Organizing Committee of the IFSS 2019 in Estonia
- 8) Changes in statutes, and Rules of Procedures
  - a) Adoption of new Statutes
    - i) Explanation of procedure
    - ii) Presentation and adoption of new statutes
  - b) Adoption of new Rules of Procedure
    - i) Explanation of procedure
    - ii) Presentation and adoption of new rules of procedure
  - c) Changes to rules of procedures
- 9) Proposal of changes in the 2018-2021 IFSA Strategy and approval by the GA
- 10) Introduction on the appointment of Honorary and Consulting members
- 11) Second Call for candidature for IFSS 2020
- 12) Second Call for candidature of IFSA Officials
- 13) Closure of 2nd Plenary Session

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#### **REGIONAL WORKSHOPS**

- Vetting of Regional Representative Candidates
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### **3rd Plenary Session**

- 1) Opening of 3rd Plenary Session
- 2) Announcement of the number of votes present and entitled to vote
- 3) Explanation and approval of the agenda of the 3rd Plenary Session
- 4) Third and last call for candidature for IFSA officials
- 5) Presentation of the candidatures for host country of the IFSS 2020
- 6) Vetting of Direction candidates
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Executive Secretary
- 7) Vetting of Council candidates
- 8) Vetting of candidates for Liaison Officer
- 9) Explanation of the Commissions Workshop Procedures
- 10) Presentation of the Master Folder
- 11) Closure of 3rd Plenary Session

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### **COMMISSION WORKSHOPS**

- Establishment/Continuation or Dissolution of Commissions/Sub-Commissions
  - Fixing the Tasks and Duties of Each Commission/Sub-Commission
  - Vetting of Commission/Sub-Commission Head Candidates
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### **4th Plenary Session**

- 1) Opening of 4th Plenary Session
- 2) Announcement of the number of votes present and entitled to vote
- 3) Explanation and approval of the agenda of the 4th Plenary Session
- 4) Election of the host country of IFSS 2020
- 5) Discharge of Direction
- 6) Discharge of Council
- 7) Discharge of other officials
- 8) Election of Direction
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Executive Secretary
- 9) Election of Council
- 10) Election of Liaison Officers
- 11) Appointment of Regional Representatives
- 12) Decision on continuation and establishment of (new) Commissions
- 13) Appointment of Heads of Commissions
- 14) Appointment of Consulting Members
- 15) Appointment of Honorary Members
- 16) Miscellaneous
- 17) Closure of 4th Plenary Session

### **5th Plenary Session**

- 1) Opening of 5th Plenary Session
- 2) Announcement of the number of votes present and entitled to vote
- 3) Explanation and approval of the agenda of the 5th Plenary Session
- 4) Statement by incoming Regional Representatives
  - a) Northern America
  - b) Latin America
  - c) Northern Europe
  - d) Southern Europe
  - e) Northern Africa
  - f) Southern Africa
  - g) Asia-Pacific
- 5) Statement by incoming Heads of Commissions
  - a) Fundraising
  - b) Communications
  - c) Professional Development
  - d) International Processes

- e) Forestry Education
  - f) Other if valid
  - 6) Statement by incoming Liaison Officers
  - 7) Statement by incoming Council
  - 8) Statement by incoming Direction
  - 9) Closing of the 5th Plenary Session and of the 29th General Assembly
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**Annex 1:** List of IFSA Official Positions for 2017-2018

- 1) Direction
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Executive Secretary
- 2) Council
  - a) Head of Council
  - b) Membership Councilor
  - c) Statutes Councilor
- 3) Commissions
  - a) Head of Forestry Education Commission
  - b) Head of Fundraising Commission
    - i) Head of Fundraising support Sub-Commission
  - c) Head of Communications Commission
    - i) Head of Design Sub-Commission
    - ii) Head of Publication Sub-Commission
    - iii) Head of Social Media Sub-Commission
    - iv) Head of Web Sub-Commission
  - d) Head of International Processes Commission
    - i) Head of UNFCCC Sub-Commission
    - ii) Head of UNFF Sub-Commission
    - iii) Head of CBD Sub-Commission
    - iv) Head of Forest Europe Sub-Commission
  - e) Head of Professional Development Commission
  - f) Head of Cultural Competencies Sub-Commission
- 4) Regional Representatives
  - a) Northern Africa
  - b) Southern Africa
  - c) Northern America
  - d) Latin America
  - e) Asia-Pacific
  - f) Northern Europe
  - g) Southern Europe
- 5) Liaison Officers
  - a) Alumni
  - b) CFA
  - c) CIFOR
  - d) EFI
  - e) IFISO
  - f) ITTO
  - g) IUFRO
  - h) YIL