

# **International Forestry Students' Association**

## **Rules of Procedure**

**Version from \_\_\_\_\_ 2018 last amendments made \_\_\_\_\_**

These Rules of Procedure (RoP) clarify the internal regularities of IFSA. It is not part of IFSA's Statutes, they are read together with the Statutes and are subject to the provisions of the Statutes.

The GA decides upon the RoP according to the procedure set in the Statutes. The RoP come into force through publication on the IFSA website.

### **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 the Direction and Council, standard IFSA documents such as ordinary membership application forms, membership requirements and criteria, information overview leaflets, other official reports, court and bank registration documents, statutes and other regulatory 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 digital backup copies.

The tasks delegated to the Secretariat may consist of:

1. Editing and distributing the official publications of IFSA including articles from members, organs and bodies in it;
2. Maintaining an archive for IFSA correspondence (including IFSA News);
3. Maintaining an archive for the Statutes, Rules of Procedure and the minutes of the GA and adjusting regulations if decided;
4. Conducting correspondential decision making by GA;
5. Co-ordinating the internal mailing among members, organs and bodies;
6. Running external mailing from organs and bodies of IFSA to the outside and back, including communication with court and tax-authorities;
7. Administering bookkeeping and the payments according to the financial RoP and instructions by the Treasurer.

### **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 Africa, Southern Africa, Northern America, Latin America, Northern Europe, Southern Europe and Asia-Pacific regions.

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

1. 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.
2. Asia-Pacific: All countries on the geographical land of Asia and all countries on the geographical land of Oceania will belong to this region.

3. Northern and Southern Europe: The 50th parallel will be the boundary separating Northern and Southern Europe. Of those countries which the 50th 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 50th parallel to form Germany North and Germany South, with each part belonging to their respective regions.
4. 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 America region.
5. Newly established members will be consulted on their preference to join a certain region, but the final decision is made by Council.

## **CHAPTER 3: Membership**

### **3.1 Members**

1. Ordinary members of IFSA must be:
  - a) Student organisations that operate in accordance with the Statutes and values of IFSA;
  - b) Operate in accordance with the Statutes and values of their respective university;
  - c) Operate in accordance with the Statutes and values of similar institutions of internationally recognized university level they are affiliated with;
  - d) Have natural persons as members.

Council uses 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 purpose of IFSA.

2. Associate members are natural persons or organizations 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. Final decision on admission of Associate members is at the discretion of the Council.
3. Consulting members are:
  - a) Natural persons who contribute their experience to IFSA;
  - b) Have contributed to IFSA as an official;
  - c) Shall be appointed at an ordinary GA session.

A nomination supported by the majority in GA shall qualify the appointment of an individual. Consulting members are appointed for an initial period of three years. This appointment can be renewed if desired.

4. Honorary members are:
  - a) Natural persons or organizations that IFSA wishes to honour;
  - b) Shall be appointed at an ordinary GA session.

No more than three honorary members can be appointed per year. After appointment, honorary members are contacted and managed by the IFSA Supporter and Alumni Network.

Voluntary cancellation of membership has to be sent to Council by the member. The Council has 12 weeks time to process the membership cancellation.

### **3.2 Membership fees, duties and voting rights**

#### **3.2.1 Membership Fees**

Annual membership fees ~~or contributions of minimum value~~ have to be paid one year in advance. The fee for each member depends upon 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 annual membership fees for **ordinary members** are as follows:

- a) LICs, 30 Euros,
- b) MICs, 60 Euros,
- c) HICs, 125 Euros.

The annual membership fees for **associate members** are as follows:

- a) LICs, 25 Euros,
- b) MICs, 40 Euros,
- c) HICs, 75 Euros.

All LCs are offered their first IFSA year of membership for free. Upon a well-founded request the Direction can reduce this fee for ordinary and associate members. If a 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 4 weeks prior to the GA.

Members that have been delinquent on paying their membership fees for 3 years can be expelled by the board.

### 3.2.2 Duties

1. Members must keep their respective Regional Representatives informed of their contact person(s), contact details and of major changes in their structure on a six month basis.
2. In the eventuality that a student organization 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.
3. In the eventuality that a student organization 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 organization last paid its membership fees before it can be accepted as an IFSA member again.

### 3.2.3 Voting Rights

The right to vote in the GA of IFSA can be withdrawn from ordinary members by Direction or GA if they do not:

- a) Pay the membership fee,
- b) Respond to requests for information by Board, 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.

## **CHAPTER 4: IFSA World Positions**

**The following roles illustrate possible IFSA World positions:** See separate document “Job Descriptions”

### **4.1 General Procedures**

#### **4.1.1 Eligibility**

A person eligible for any official position must be a member of an Ordinary member at the time of the GA or must have finished their course(s) no longer than one year prior and been recognized as a member of an ordinary member at the time, unless stated differently in the positions’ specific description in the RoP job description. The person must not have any track record of financial embezzlement or been convicted of a criminal act.

#### **4.1.2 Election**

All official position holders are elected by the GA, if not stated differently in the positions’ specific description in the RoP. If positions become vacant between GA’s the Board must make the vacant position public to all members in an open call. Open calls last a minimum of 15 days. The Board will decide on the successful candidate.

#### **4.1.3 Term**

The active term of office shall last until the next GA from the time of election or appointment, 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 Officials. If this changeover does not occur outgoing officials will be considered delinquent in their roles.

If an official does not fulfill their mission for a period exceeding one month or wants to retire, the Council can begin an open call for candidates to replace them. This call shall last 15 days and the information must be available to all IFSA members. After this period, the Official will be appointed by the Board unless stated differently in the positions’ specific description in the RoP.

### **4.2 Board**

#### **4.2.1 General Procedures for the Board**

1. Direction, Council and, Board, decide on important affairs in their scope of duty by simple majority of the votes of their members. Meetings and the voting of these organs and bodies can be held on request of any of their members.
2. No member of the Board may hold any other official position (with the exception of the GA) of IFSA at the same time, nor can they be representatives of any member without consent of the Board.
3. When necessary, in the case of prolonged absence of a Board member, the duties of the absent member may be completed by the Board member who is most knowledgeable of the role upon Board vote.

#### **4.2.2 Dismissal of Board Member**

A member of Board will be dismissed in the following cases:

## 1. Resignation

- a) Any member of the Board can only resign by providing a written letter with stated reason(s) to the Council at least eight weeks before the intended date of resignation.
- b) 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 authorize the Direction to terminate the signatory status and access to the Association's properties of the resigning officer. The Council will also authorize for the return of all the Association's properties stamps, books etc. to the Secretariat and the items returned shall be documented.
- c) The Direction will give a report to the Council indicating its satisfaction of the conditions of resignation before the Council shall officially write to accept the resignation on behalf of the GA.
- d)

## 2. Termination of Office

- a) Any member of the Board will be dismissed when they/their does not fulfill his/her mission in accordance with the job description as written in the Appendix for a period exceeding one month without previously informing other members of the Board of their situation.
- b) Any member of the Board will have their office terminated when upon proven evidence the member in the judgment of Council has seriously violated the interest, especially the purpose of IFSA, or 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.

The Direction can fill the vacancy upon publishing an open call to all IFSA members for a minimum period of 15 days. After this period, the new member of the Direction will be elected by the Board. In case of complications, the Council will use its discretion to find a temporary solution until the next GA.

## 4.3 Direction

1. It is not permitted for any individual to hold a position within Direction for more than two consecutive IFSA years.
2. It is not permitted to unite more than one function of Direction in one person.
3. At least one of the members of Direction, preferably the President, must attend the GA that ends their active term of office and present the IFSA Annual report. This member of Direction is the Chairperson of the Board of Assembly but can be released from this task on request and then only has to chair the election of a new Chairperson by the GA.
4. The Direction or a member will have the right to delegate a task under their responsibility but will be held responsible for the accomplishment of that task.

### 4.3.1 Duties

#### 4.3.1.1 Duties of the President

The President will:

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

#### 4.3.1.2 Duties of the Vice-President

The Vice-President will:

1. Perform the duties of the President in their absence or when incapacitated by sickness or death. The Vice-President will in this case receive official notice or authorization from the President; otherwise they shall receive authorization from the Council;
2. Coordinate the organisation of internal activities;
3. Perform any other duty delegated by the President or the Direction;
4. Write the interim report.

#### **4.3.1.3 Duties of the Treasurer**

The Treasurer will:

1. Have a close working relationship with the IFSA Secretariat;
2. In consultation with other members of the Direction, initiate activities and contacts for raising funds for the Association;
3. Supervise the work of the Secretariat in relation to financial matters;
4. 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 IFSA year;
5. 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.

#### **4.3.1.4 Duties of the Executive Secretary**

The Executive Secretary:

- a) must be able to communicate with the German authorities (have sufficient command of the German language);
- b) should be located in Freiburg at the IFSA Secretariat for most of their active term and at least for 14 days of overlap period after the IFSS.

The Executive Secretary will:

1. Be the principal internal administrative officer at IFSA International Secretariat;
2. Communicate with registration court and tax-authorities;
3. Assisting and sharing tasks of internal and external communication in collaboration with the Vice-President;
4. Ensure all receipts and invoices of transaction records are copied and appropriately stored;
5. Regularly backup all electronic data saved at the Secretariat, at least once per month;
6. Perform any other duty, to the extent that is necessary, delegated by the Direction.
7. Mailing, keeping of archives, updating records and distributing information, and other special tasks delegated and approved by the GA, the Direction or Council;

#### **4.3.2 Decision making**

The Direction needs a quorum of at least three members of Direction for decisions. If the quorum is not reached, the vote of Council, representing 1 vote, will decide. In the event that the Council cannot 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. Decisions are to be documented in the IFSA Annual Report with the exception of decisions Direction views as sensitive.

#### **4.4 Council**

1. The Council consists of three Councillors from different regions. They are elected 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.

2. There should be a meeting of the Council at least three times per quarter of the year. Decisions of the Council must be recorded in a book of decisions. Decisions are to be documented in the IFSA Annual Report with the exception of decisions Council views as sensitive.
3. At least one of the members of Council must attend the GA that ends their term of active duty.

#### **4.4.1 Duties of the Council**

The Council has the following tasks:

1. Judge the suitability of members and applicants for membership and admitting new members;
2. Making smaller changes in the RoP as they pertain to grammatical and spelling errors, formatting, and number mix-ups, without approval by the GA;
3. Evaluate the appropriateness of proposals for the agenda according to the Statutes;
4. Evaluating the IFSA Annual report for the GA;
5. Verify the IFSA accounts and bookkeeping at the end of the calendar year and at the end of the Treasurer's term, including presenting a signed note to the GA that names irregularities or respectively confirms that none were found;
6. Advising and supervising all organs and bodies of IFSA on its own initiative or on request;
7. Mediating in case of internal quarrels;
8. Directing the Vice-President to substitute the President if necessary.

#### **4.5 Other Officials**

##### **4.5.1 Regional Representatives**

1. Regional Representatives (hereafter referred to as RR) are the information links between the IFSA7 and the LCs in their region and in-between members.
2. At the GA, delegates of each region will nominate one or two Regional Representatives for their region, subject to approval of the GA. Candidates should reside in the region for the majority of the IFSA year. If possible, prior nomination of candidates should be done at the Regional Meetings that precede the GA.
3. The RR is responsible for communication with the Board.

##### **4.5.1.4 Duties of Regional Representatives**

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

1. Encourage and promote activities such as seminars, forestry-related projects relevant to the region etc.;
2. Write reports on regional meetings in cooperation with the OC;
3. Assist possible membership candidates during application process;
4. Update member details throughout the year.
5. Co-ordinate engagement with regional partners.
6. Assist possible LC candidates during the application process

##### **4.5.1.5 Dismissal of a Regional Representative**

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 a minimum of 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 will decide who the next RR should be from the pool of candidates.

#### **4.5.2 Liaison Officers**

The Liaison Officer (hereby referred to as LO) is the correspondent between IFSA and a professional partner of IFSA.

##### **4.5.2.2 Duties of Liaison Officers**

The LOs have the following main tasks:

1. Represent IFSA and act as a focal point to the assigned partner organisation;
2. Maintain regular contact with both the IFSA President and the partner organization;
3. Work with both parties to find suitable arrangements for collaborative activities and encourage to capture those in Memorandum of Understanding;
4. Collaborate with commissions or regions on activities relevant to partners that also involve those commissions and/or regions;
5. Engage actively with the partner to create value-added opportunities for IFSA members;
6. Raise awareness of one organization to the other.

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.

#### **4.5.3 Commissions**

1. Commissions are executive bodies of IFSA established by the GA in any composition and for any tasks. Heads of Commissions and Sub-Commissions (hereby referred to as HoC and HoSC respectively) must be nominated and appointed by the GA.
2. To be eligible for this position, a candidate must be a member of an ordinary, associate or consulting member.
3. Members of a commission are referred to as commissioners and are not classed as IFSA World Officials. Commissioners help HoC/HoSC fulfil their task and duties. Commissioners can be appointed by the GA or admitted to a commission during the year subject to application and acceptance by the relevant HoC. Names of incoming commissioners will be shared with the Council by the HoC upon acceptance.
4. 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.
5. Commissions are valid for a period of one IFSA year if not decided otherwise by the GA from the time of their approval.

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

If a Head of Commission (or sub commission) is unable to attend a statutory meeting they should name a commissioner as their replacement. The person named will be considered as an official for exclusively this particular meeting. Final decisions on accepting the commissioner as a replacement will be at the discretion of the Council.

#### **4.5.4 Partnership Positions**



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
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 Board and the professional partner, allowing them to decide on the position holder.
3. The Board, in coordination with the professional partner in question, shall write together the Terms of Reference for the partnership position. These shall be presented to the GA following the partnership position's establishment.
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.
5. Information about the position has to be communicated to all members of IFSA.

## **CHAPTER 5: FINANCES**

### **5.1 Bank Account**

1. 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.
2. The association's bank accounts will have the name "IFSA e.V.".
3. The administration of the accounts are managed through an online portal of the respective bank service by the Treasurer.
4. Members of the Direction are 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. In case(s) that the Treasurer is not available, a substitute from the Direction is elected by the Board.
5. Money contributed to the IFSA Development Fund shall be held in the IFSA e.V. general bank account, with funds being kept separate through bookkeeping.
6. 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.
7. At least one member of the Council will audit the financial accounting
8. The GA or Board will decide and approve the allocation of funds from the accounts.
9. All expenses made on behalf of IFSA must have prior written approval for a specified amount from the Treasurer in consultation with the Direction.

### **5.2 Annual Budget**

1. The treasurer must prepare the following budgets:

- a) 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.
  - b) Estimated budget for the calendar year to come.
2. The Annual Budget for the bank accounts should meet the requirements of the German Tax Law, and if applicable include the following items:
- a) **Expenditures:**
    - i) General administration,
    - ii) IFSS Fund,
    - iii) Interim Fund,
    - iv) Fund for Regional Meetings,
    - v) Fund for other meetings and activities,
    - vi) Development Fund,
    - vii) Officials Fund,
    - viii) Contingency fund.
  - b) **Income:**
    - i) Ordinary membership fees,
    - ii) Associate membership fees,
    - iii) Donations and grants (if so stating what fund the money goes to),
    - iv) Other income (source to be stated in financial report).

### **5.3 Expenses**

1. Expenses on official business covering travelling costs 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.
2. Unless 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.
3. The Direction can only spend money on 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.
4. 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.

### **5.4 Development Fund**

1. The Development Fund exists to assist the participation of members from LICs in IFSA activities and to attend/organize IFSA events.
2. 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 and other meetings, as well as by sponsorship grants and donations.

3. 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.
4. 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 statuses of the applicant. In case of an LC applying for money for a project, the LCs budget should be reviewed.
5. Council may decide to open several development fund applications per year. They must be advertised in the same manner each time and decisions made following the same guidelines.

## **5.5 Officials Fund**

1. The Officials Fund exists to assist the participation of Officials in IFSA.
2. Money for the Officials Fund can be gathered through sponsorships, grants and donations.
3. 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. four months) of major events such as the IFSS.
4. The use of the Officials Fund is decided by a three 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.

## **CHAPTER 6: STATUTORY MEETINGS**

### **6.1 General Assembly Session**

The GA is the deliberative organ of IFSA, consisting of all IFSA membership types. All powers not granted to other organs or bodies by IFSA's Statutes or RoP are vested in the GA.

Each Ordinary member that has paid its membership fee is represented by a natural person authorized to be its representative.

#### **6.1.1 Composition**

The GA is not public and will be composed of the following members unless otherwise not permitted by a provision in statutes or RoP:

- a) Representatives of Ordinary Members,
- b) Members of the Direction and Council.

The GA can admit the following guests if applicable:

- a) Internal and external observers,
- b) Press or broadcasting media,
- c) Special participants.

The total number of IFSA members able to vote and quorum percentage must be stated at the beginning of every GA session.

### **6.1.2 Special GA Bodies**

There will be two special bodies in any GA, namely:

- a) the Board of Assembly and
- b) the Election Committee

(Hereafter referred to BoA and EC respectively).

#### **6.1.2.1 Board of Assembly**

1. The BoA is comprised by a Chairperson, Chairperson's assistant, and Keeper of the minutes.
2. The GA should be chaired by a member of Direction, preferably the President. Upon request of the designated Direction member or the GA another member of an Ordinary Member can be the chairperson.
3. The Chairperson names an Assistant and the Keeper of the minutes in the BoA when entering their task. They have all powers necessary to facilitate proceedings, maintain standards of proper conduct and to ensure that correct GA procedures are followed.
4. In case of elections the roles of GA Chairperson, Chairperson's assistant, or Keeper of the minutes can be delegated to an individual(s) for the duration of discussions and ballots.

#### **6.1.2.2 Election Committee**

An EC consisting of three members from different countries will be appointed by the GA to oversee all voting done during the GA according to these RoP.

### **6.1.3 Proposals for the agenda**

The proposal to change Statutes must be included in the agenda of the GA. Members' proposals for the agenda have to reach the Secretariat at least 8 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.

#### **6.1.3.1 Agenda**

The Direction fixes the agenda

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;
4. Proposal for Statute Changes

... 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 and approval of budget (Treasurer)

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

1. Reports including:
  - Reports of Direction,
  - Report of all other officials,
  - 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,
  - Approval of IFSA Annual Report.
2. Approval of the financial report from the last calendar year and IFSA year;
3. Presentations from IFSS-organizing committee candidates for the two years following;
4. Election of IFSS-organiser for the IFSS in two years time;
5. Presentation of the IFSA Strategy, if applicable;
6. Follow up of the implementation of the IFSA Strategy;
7. Proposal of changes in the IFSA Strategy and approval by the GA;
8. [Presentation of new commission(s) and approval by the GA];
9. Presentation of candidates for elections;
10. Discharge of Direction by GA;
11. Discharge of all other officials by GA;
12. Election of members of Direction and Council.

## **6.1.4 Decision making and Election and appointment of officials**

### **6.1.4.1 Decision making**

The GA decides only on points of the agenda and with simple majority of votes unless regulated differently in these RoP.

### **6.1.4.2 Election Procedure**

1. 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 after the second ballot, an additional round of vetting between the two highest ranking candidates will take place followed by a third ballot. Should again no majority be reached the matter will pass to an open call following the GA except in the cases of President, Vice-President, and Secretary.
2. The number of authorized votes from the members of one country must not be more than 20% of the total number of authorized 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 authorized votes present.
3. The EC will follow the time schedule for the election as stated in the agenda of the GA.
4. Nomination of candidates for the various offices in the Direction, Council, Heads of Commissions and Sub-Commissions, and LOs shall be made by self-nomination or by peer nomination. All nominations must be seconded.
5. A list of eligible candidates shall be submitted to GA for vetting. During vetting, the candidates will be given the floor to make statements 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.
6. At least 24 hours must elapse between vetting and voting.
7. Voting will begin with candidates for Direction (in order of President, Vice-President, Treasurer and Executive Secretary) followed by candidates for Council.
8. The elected candidates for Council are the three persons with the majority of votes in the first election.
9. There will be different voting for each office in the Direction and a simple majority is needed for the election.
10. 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, in which case vetting can be followed by voting within 24 hours.
11. The elected members of Council will appoint the Head of Council.

### **6.1.4.3 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.

## **6.1.5 Report of Proceedings of a GA**

1. The final report of proceedings of a GA will be prepared by the newly elected Direction and will contain:
  - a) The Agenda,
  - b) Record of dates and places of the sessions,
  - c) List of members present and voting (as an Appendix),
  - d) Annual report of the Direction and Council including financial report,
  - e) Other relevant reports, deliberations and decisions.
2. The Annual report of the Direction will endeavour to capture the activities of the Association at regional and international levels (exchange programme, projects etc.), internal and external relations, financial status, recommendations for the future, etc.
3. 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, membership status, performance of Direction and Secretariat, recommendations for the future, etc.
4. This report shall be made available to all members of IFSA no later than eight weeks after closing of the GA.

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

1. 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.
2. As far as possible, the IFSS and the GA will be concurrently organised to save financial and other resources.
3. 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.
4. 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.
5. A preliminary programme shall be submitted to the Secretariat 12 weeks before the symposium begins to ensure sufficient GA time.
6. The Direction has the power to discharge the elected OC if the proper organization of the event cannot be guaranteed due to safety, financial reasons, or improper behavior. In order to do so, there must be substantial proof provided, and the decision must be made no more than 6 months after the GA election took place.
7. The OC will submit a progress report including challenges to the Vice President every four months or more regularly on request by the Direction. The Direction shall endeavour to assist in addressing any challenges.
8. Any ordinary member(s) wishing to host an IFSS must make a proposal to GA at least two years in advance. 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. The GA, upon satisfaction, shall then decide accordingly.

9. 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.
10. 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.
11. Additionally, in collaborative communication with the IFSA Supporter and Alumni Network and the OC a possibility for Alumni to participate should be found.

### **6.3 Interim Meeting**

1. 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.
2. A comprehensive and detailed report of the Interim meeting including all topics discussed and all decisions made shall be written and made available to ordinary and associate members.
3. Non-official members of IFSA can attend the Interim meeting in agreement with the IFSA Direction.

### **6.4 IFSA Board Meeting**

1. The IFSA Board Meetings are the meetings of the Direction and Council and upon invitation other relevant IFSA members. The aims are to prepare the annual report of IFSA and the GA of the Association. Other important themes (strategy, tasks, personnel, etc.) may be discussed.
2. Decisions taken during the IFSA Board Meeting must be recorded in the minutes. A brief summary should be made available to all members.

### **6.5 Regional Meetings**

1. 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 through IFSA. 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 should be organised during the event to improve the work of IFSA in the Region and follow its development each year.
2. An official report of each Regional Meeting must be written which specifies invitation, the agenda, the outcomes of discussions and signed list of participants. This report must be submitted to the IFSA Direction and Council. A brief summary should be published via IFSA channels.
3. 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 open call and discussion between ordinary members of that region, RRs of that region and Council.
4. The Regional Meeting may also be an opportunity for the region to decide on the potential RR for the next IFSA year, subject to appointment at the following GA.



## **CHAPTER 7: PUBLICATIONS**

### **7.1 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.

#### **7.1.2 IFSA Tree News**

1. The GA may appoint an Editor in the form of Head of Publications Sub-Commission or an Editorial board to oversee the preparation of the articles and materials to be published in the IFSA Tree News.
2. The principal aim of the IFSA Tree News is to report and inform members about the activities of the Association, offer students opportunities to express their views on forest related issues and to provide relevant information on forestry to readers.
3. 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.

## **CHAPTER 8: PROJECTS AND OTHER ACTIVITIES**

1. A project is any task commissioned by external funding sources and/or any activity external to regular IFSA activities involving IFSA members.
2. The Association will only undertake projects and other activities which are consistent with its aims.
3. 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.
4. For any project funded by external sources, the receipt and allocation of funds must be approved by the Direction and Council.
5. Such projects or activities will be reported to the GA as well as reporting to the Direction at agreed intervals.
6. 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.
7. In cases where a representative of IFSA is needed for a special project, the representative must be an ordinary, consulting 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.