**Statutes1**

**International Forestry Students’ Association**

**§ 1 Name, seat and year**

1. The association is named “International Forestry Students’ Association”, “IFSA”.
2. The association has its seat in Freiburg/Breisgau (Germany), where it is registered under German law and received the extension “e.V.”.
3. The fiscal year of the association corresponds  to the calendar year.
4. The “IFSA year” or “IFSA term” begins and ends with the closure of the ordinary session of the General Assembly.

**§ 2 Purpose**

The purpose of IFSA is to

* 1. Enrich the formal education of forestry and related sciences students, developing global perspectives through extracurricular activities and the exchange of information and experiences, such as the International Forestry Students’ Symposium (hereafter referred to as IFSS), seminars and publications.
  2. Contribute to a more complete professional preparation for forestry and related sciences students.
  3. Promote cultural understanding, cooperation and networking amongst forestry and related sciences students, the professional forestry sector and with other sectors.
  4. Encourage improvements in higher education in forestry and related sciences, as well as related sciences internationally to the benefit of all students.

**§ 3 Non-profit status**

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.
2. IFSA 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.
3. IFSA’s funds are to be used only for purposes according to these statutes. 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.
4. In case of dissolution or abolition of IFSA or removal of its tax-favoured purposes, IFSA’s possessions devolve upon “AFS/Interkulturelle Begegnungen e.V.” (Hamburg) exclusively and directly for purposes of registered charity and purposes of international students matters.

**§ 4 Membership**

1. IFSA has four kinds of members:
   1. Ordinary members,
   2. Associate members and
   3. Consulting members
   4. Honorary members.
2. Members of IFSA can be natural persons, legal entities or unions of persons.
3. The Council decides on admission of ordinary and associate members upon application. Consulting and honorary members are appointed by the GA.
4. Membership ends with:
   1. Dissolution or death of the member.,
   2. Cancellation by the member with a written message to the Board, or
   3. 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, in person or in writing. There is no appeal possible after the decision of the GA.
   4. Expulsion by the Board when a member does not pay the membership fees. The decision on expulsion must be announced to the concerned member.
5. Ordinary and associate members are required to pay annual membership fees, which must be paid in advance of the IFSA year. The membership fees are fixed in the Rules of Procedure. Consulting and honorary members are exempted.

**§ 5 Organs**

1. IFSA has the following organs:
   1. The General Assembly and
   2. the Board.
2. The General Assembly can decide to form other bodies.

**§ 6 General Assembly (GA)**

1. The GA shall meet at least once a year. On behalf of the Board, the Chief Secretary convokes the GA at least four weeks before meeting, by emailing the invitations to the last known members email addresses.
2. The invitation has to include a convocation letter stating date and place of the GA, as well as the provisional GA agenda. Agenda proposals arriving at the Board after the invitation has been sent are not accepted.
3. An extraordinary GA can be convoked at any time by the Direction or on written request including purpose and reasons to the Direction by a group of ordinary members constituting no less than 30% of all ordinary members.
4. The GA has the following duties:
   1. Appointing a chairperson and keeper of the minutes,
   2. Approving the Direction’s proposed budget for the following IFSA year, receiving the IFSA Annual Report by the Board and officials,
   3. Fixing the value of the annual membership fee,
   4. Electing and discharging members of the Board,
   5. Electing, appointing and discharging officials,
   6. Making decisions on alterations of the statutes,
   7. Deciding on the location of the IFSS,
   8. Appointing consulting and honorary members and
   9. Deciding on the dissolution of IFSA.
5. Only ordinary members who paid the membership fee have the right to vote. Ordinary members not present at the GA may transfer their right to vote to a member present, by written message to the Board until the GA has been opened. No member can have more than three votes (max = own + two transferred).
6. The GA is competent to take general decisions with a quorum of 25% of the ordinary members enabled to vote. Alterations on the statutes need 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.
7. The chairperson of the GA decides on the method of decision making. Decisions are secret on request of one present member entitled to vote. Elections are secret.
8. Decisions of the GA have to be recorded in the minutes. The minutes have to be signed by the chairperson of the GA and the keeper of the minutes. Facsimile is sufficient. They have to name the place, date and time of the GA, the chairperson of the GA, the keeper of minutes, numbers of members present and enabled to vote, the agenda, the decision-making process and the decision results. The minutes are published on the IFSA website.

**§ 7 Board**

1. At the point of time when being elected, the members of the Board 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. Members of the Board are annually elected by the GA and remain in office until the successive Board is elected.
2. The Board, also called the “IFSA7”, consists of
   1. President,
   2. Vice-President,
   3. Chief Financial Officer,
   4. Chief (Executive) Secretary, and
   5. three Councillors.
3. The President, Vice-President, Chief Financial Officer and Chief Secretary make up the IFSA Direction.
4. The three Councillors make up the IFSA Council.
5. IFSA is legally represented, both judicially and extrajudicially, always by two members of the Direction together. For the submission of changes in the Board positions and statutes at the register of associations, one Direction member may represent IFSA alone.
6. The tasks of the Board are fixed in the Rules of Procedure.

**§ 8 Officials and commissions**

1. In the strategic work of IFSA, the Board is helped by a set of officials and commissions.
2. IFSA has the following officials:
   1. Liaison Officers (LOs),
   2. Regional Representatives (RRs) and
   3. Heads of Commissions (HoCs).
3. The tasks of the officials and commissions are fixed in the Rules of Procedure.

**§ 9 Secretariat**

1. The Secretariat is lead by the Chief Secretary.
2. The Secretariat supports the Board and the GA in the implementation of the statutory duties.

**§ 10 Rules of Procedure**

1. IFSA has Rules of Procedure (RoP), which are formalized by the GA and come into force through publishment on the IFSA website or via the IFSAworld emailing list.
2. The RoP are not part of the statutes.

**§ 11 Dissolution of IFSA**

The dissolution of IFSA can only be decided by a GA convoked especially for that purpose. The decision to dissolve IFSA needs a quorum of at least 70% of all the ordinary members enabled to vote and a simple majority of no fewer than 50% plus one authorized votes. Two members of the 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 dissolution due to  alternate reasons or the loss of legal capacity or legality.

**§ 12 Coming to force**

1. These Statutes were newly established by the Xnd Plenary Session of the GA on the Xth of August  2018 at the 46th IFSS in Mexico  and come into force the same day.
2. The statutes thereafter become legally valid upon registration by the competent court.

**International Forestry Students’ Association**

**Rules of Procedure**

**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. (Just digital copy)

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 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.

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.

Newly established members will be consulted on their preference to join a certain region, but the final decision is made by council.

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.

**CHAPTER 3: Membership**

**3.1** **Members**

a) Ordinary members of IFSA must be student organizations that operate inaccordance with the statutes and values of IFSA, of the university/ies (and/or similar institutions of internationally recognized 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 purpose of IFSA.

b)Associate members are natural persons or student organizationrepresentatives 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.

The Council decideson admission of ordinary and associate members on written request according to the requirements, such as the democratic structure of the applicant.

**c)** 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. Consulting members are appointed for an initial period of three years. This appointment can be renewed if desired.

**d)** Supporting members are natural persons or organizations that make an annual contribution of aminimum value fixed by the GA in the Decrees of IFSA. (?)

**e)** Honorary members can be persons or organizations that IFSA wishes to honour, and who/which haveaccepted 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. (?)

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

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

3.2.1 Annual membership fees or contributions of minimum value have to be paid one year in advance. 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 annual membership fees for **ordinary members** are as follows:

1. LICs, 30 Euros
2. MICs, 60 Euros
3. HICs, 125 Euros

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

1. LICs, 25 Euros
2. MICs, 40 Euros
3. HICs, 75 Euros

A minimum annual contribution of 30 Euros for **supporting members**.

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 16 weeks prior to the GA.

3.2.2 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.

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

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

1. 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 (3.2.3) (a) and (b).

3.2.4 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.

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.

**CHAPTER 4: IFSA OFFICIALS**

**List of IFSA officials**

Those occupying the following positions are considered as IFSA Officials:

Board

Regional Representatives

Liaison Officer

Heads of Commissions

Heads of Sub-commissions

**4.1 Board:**

Direction, Council, Secretariat, BoA decide on important affairs in their scope ofduty 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.

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.

**3.1 THE DIRECTION**

If a member of Direction retireswithin 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 fromthe 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:

1. Preparing the GA and setting up the agenda;
2. Convoking the GA;
3. Coordinating the activities of IFSA’s organs and bodies except those not explicitly subordinate to the Direction;
4. Preparing the budget for every IFSA year, bookkeeping  and  preparation  of  IFSA

Report; and

1. 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 parityof 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 andpresents 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 the GA.

**(14.8)** If a member of the Direction does not fulfill his/her mission in accordance with the job description aswritten 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.

**3.1.1    Duties of the President**

The President will:

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

**3.1.2  Duties of the Vice-President**

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 authorisationauthorization from the President; otherwise he/she shall receive authorisationauthorization from the Council;
* Co-ordinate the organisationorganization of internal activities; and
* Perform any other duty delegated by the President or the Direction.

**3.1.3 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.

**3.1.4 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. 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.**

, Tasks: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;
* OrganiseOrganize  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.
* Organization of all official publications,
* Mailing, keeping of archives, updating records and distributing information, and any other special tasks delegated by the GA, the Direction or Council.
* Sharing the tasks of internal and external communication with the Vice-President.

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

1. **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 authoriseauthorize the Direction to terminate the signatory status and access to the Association’s properties of the resigning officer. The Council will also authoriseauthorize 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 Council shall officially write to accept the resignation on behalf of the GA.

1. **Termination of Office**

Any member of the Direction will have his/her office terminated when upon proven evidence the member in the judgementjudgment 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.

1. **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.

1. **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.

**3.2 COUNCIL**

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 oftheir 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 theCouncil 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:

1. Judge the suitability of members and applicants for membership and admitting new members;
2. 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;
3. Evaluate the appropriateness of proposals for the agenda according to the Statutes;
4. Evaluating the IFSA Annual report for the GA;
5. 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;
6. Advising and supervising all organs and bodies of IFSA on its own initiative or on request;
7. Mediating in case of internal quarrels; and
8. 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 ofits 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.

1. **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.

**Article 17** **Commissions**

**(17.1)** Commissions are executive bodies of IFSA established by the GA in any composition and for anytasks. 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 ofone 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 fulfill 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 wantsto 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:

1. Maintain regular contact with both the IFSA President and the partner organization;
2. Work with both parties to find suitable arrangements for collaborative activities;
3. Collaborate with commissions or regions on activities relevant to partners that also involve those commissions and/or regions;
4. Engage actively with the partner to create value-added opportunities for IFSA members;
5. Raise awareness of one organization to the other; and
6. 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 fulfill his/her mission, as decided by Direction and Council, 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 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 fulfill 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)**

1. **The partnership position serves both IFSA and IUFRO and is required to support the aims of both organizations fairly.**
2. **The individual holding the partnership position thus reports to staff at IUFRO as well as with the IFSA Board.**
3. **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.**
4. **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**
5. **Contractual agreement for official positions** 
   1. At the beginning of each IFSA year, new officials are required to sign a contractual agreement with

IFSA.

* 1. This contractual agreement shall contain:
     1. A description of the responsibilities of the position in question
     2. The following paragraph:

“I, (first name, name, country), certify I understand the responsibilities of my elected position within IFSA and shall engage myself to fulfilfulfill this position during the year 20xx-20xx. I understand as an elected official of IFSA I am answerable for my actions to the German Court. If I am unable to fulfilfulfill 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."

* 1. 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.

1. **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.

1. **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.

**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.

1. The association’s bank accounts will have the name “IFSA e.V.”.
2. The administration of the accounts are managed through an online portal of the respective bank service by the Treasurer.
3. 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 cases that the Treasurer is not available, a substitute from the Direction is elected by the Board.
4. 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.
5. 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.

1. The GA or Board will decide and approve the allocation of funds from the accounts.
2. All expenses made on behalf of IFSA must have prior written approval for a specified amount from the Treasurer in consultation with the Direction.
3. 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.

**5.2 Annual Budget**

1. The treasurer has to prepare the following budgets:
   1. 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.
   2. 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 organizing teams of events concerned, but shall give a realistic estimation of the global financial turnover of the association.
2. The Annual Budget for the bank accounts should meet the requirements of the German Tax Law, and can include the following items**:**

**Expenditures:**

1. General administration

II) IFSS Fund

III) Interim Fund

iv) Fund for Regional Meetings

v) Fund for other meetings and activities

1. Development Fund
2. Officials Fund
3. Contingency fund

**Income:**

* 1. Ordinary membership fees
  2. Associate membership fees
  3. Supporting member membership fees (if so stating what fund the money goes to)
  4. Donations and sponsorships (if so stating what fund the money goes to)
  5. Other income (with the source to be stated in the financial report)

1. 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.

***5.3 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. (?)

**5.4 Development Fund**

1. The Development Fund exists to assist the participation of members from LICs in IFSA activities and to attend and 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  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.

**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. Sponsors can be named on IFSA’s website on the respective sub-page.
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. two months) of major events such as the IFSS.
4. 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.

**CHAPTER 6: STATUTORY MEETINGS**

**6.1 GENERAL ASSEMBLY SESSIONS**

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 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**

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 able to vote shall be stated at the beginning of the GA sessions.

1. Representatives of ordinary members shall be invited to participate unless otherwise not permitted by a provision in the statute or RoP.

**6.2** **Decisions of the General Assembly**

**a) 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. It can consist of any IFSA member.

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 RoP.

The GAis chaired by the President or in the event of the President’s inability by a member of direction. On request they are freed from this task. If such a case occurs, or on request of the GA. In case of elections the chairing of the GA can be delegated to a special Commission for the duration of discussions and ballots.

The Chairperson names an Assistant and the Keeper of the minutes in the BoAwhen 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.

The GA is not public. The GA can admit guests, observers, press or broadcasting media.

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.

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

The proposal to change statutes must be included in the agenda of the GA.

If no majority of given votes is achieved by a single candidate in the first ballot of an election, a second ballot will be heldamong the candidate(s) who reached the equal highest numbers of votes. If the votes are equally divided in an election a third 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.

**6.3** **Proposals for the agenda**

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.

**6.3.1 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;

...  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,
  + 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
* Presentations from IFSS-organizing committee candidates for the two years following
* 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

**6.4 Election and appointment of officials**

**6.4.1 Conduction of the Elections**

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

**6.4.2 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 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.

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.

**6.4.3 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.

**6.5 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:
   1. The Agenda
   2. Record of dates and places of the sessions
   3. List of members present and voting (as an Appendix)
   4. Annual report of the Direction and Council including financial report
   5. 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.), membership status, internal and external relations, financial status, recommendations for the future, for example.
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, performance of Direction and Secretariat, recommendations for the future, for example.
4. This report shall be made available to all members of IFSA not later than eight weeks after closing of the GA.

**6.6 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.
   1. 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.
   2. The GA, upon satisfaction, shall then decide accordingly.
   3. 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.
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 (one) member(s) 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 (one) member(s) per LC in agreement with the IFSA Council.

https://docs.google.com/drawings/d/sETiRmYD4UYTJOxxcc1xeyw/image?w=7&h=3&rev=1&ac=1

**6.7 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.

**6.8 IFSA Board Meeting**

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

**6.9 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 can 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 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 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 discussion between ordinary members, RRs 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.

**7.2 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 organisationsorganizations.

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

**7.3 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 8: 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 9: ADOPTION, READING AND AMENDMENTS TO THE RULES OF PROCEDURE**

1. **Adoption**

These Rule of Procedure (RP) were approved by the participants of the 2nd Plenary Session of the GA on thexth of August 2018 at the 46th IFSS in Mexico, and they replace the By-laws and Decrees of IFSA, last changed by the GA on the 5thnd of July 2017 at the 45th IFSS in South Africa.

1. **Reading**

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

1. **Amendments**

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