

Rules of procedure proposed changes subject to voting during IFSA's 29th GA in Mexico 2018

Change Number 1	
International Forestry Students' Association	
Rules of Procedure	
[...]	CHAPTER 2: REGIONALISATION
[...]	
2.2	Definition of Regions
[...]	
2.	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 Germany , 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.
[...]	
Change number 2	
CHAPTER 4: IFSA World Positions	
[...]	
4.2	Board
4.2.1	General Procedures for 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 an IFSA official the Board member who is most knowledgeable of the role upon Board vote.
Change number 3	
4.3	Direction
1.	It is not permitted for any individual to hold a position within Direction for more than two consecutive IFSA years.
Change number 4	
4.3	Direction
[...]	
2.	It is not permitted to unite more than one function of Direction in one person.
2.	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.
3.	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.

Change number 5

4.3.1.3 Duties of the Treasurer

The Treasurer must be able to communicate with the German authorities (have sufficient command of the German language).

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.
- 6. Communicate with registration court and tax-authorities;**
- 7. Ensure all receipts and invoices of transaction records are copied and appropriately stored;**

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

Change number 6

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.~~

Change number 7

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;~~
[...]

Change number 8

[...]

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.

Change number 9

CHAPTER 5: FINANCES

[...]

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 **an individual to work at the Secretariat.** ~~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.~~

Change number 10

CHAPTER 6: STATUTORY MEETINGS

[...]

6.1.4.2 Election Procedure

[...]

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. **All other candidates running for the same office, will get the chance to do another vetting at this time if they wish to do so.**
11. The elected members of Council will appoint the Head of Council.

Change number 11

International Forestry Students' Symposium (IFSS)

[...]

10. ~~Two~~ **One** 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~~ **one** members per LC in agreement with the IFSA Council.

[...]

Change number 12

6.2 International Forestry Students' Symposium (IFSS)

[...]

11. Additionally, in collaborative communication with the IFSA Supporter and Alumni Network and the OC a possibility for Alumni to participate should be found.
12. **The main purpose of the IFSS is to host the IFSA General Assembly, GA plenary sessions should be given priority over other activities.**

Suggested new text in written in bold green

~~Text suggested to be deleted is written in crossed red~~