

Rules of Procedure

International Forestry Students' Association

Approved at the 32nd GA (Online 2021)

These Rules of Procedure (RoPs) clarify the internal regularities of IFSA. They are 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 RoPs according to the procedure set in the Statutes. The RoPs comes into force through publication on the IFSA website.

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1 IFSA members

As stated in the IFSA Statute § 4, IFSA has four kinds of membership:

- Ordinary members (Local Committees);
- Associate members (Individual person);
- Consulting members (Individual person);
- Honorary members (Individual person).

For convenience, two more types of members are introduced:

- LC members: Individuals who are part of an IFSA Local Committee and thus part of IFSA;
- Active IFSA members: LC members and Associate members.

Stated below are the requirements for each kind of IFSA membership.

1.1 Ordinary members

Ordinary members of IFSA must be student organizations that:

- Operate in accordance with the Statutes and values of IFSA;
- Operate in accordance with the Statutes and values of their respective university;
- Operate in accordance with the Statutes and values of similar institutions of internationally recognized university level they are affiliated with;
- Have natural persons as members.

1.2 Associate members

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.

Associate members of IFSA must:

- Be natural persons or organizations that wish to be a member of IFSA, identify themselves with IFSA's goals and objectives and do not fulfill the prerequisites to be Ordinary members;
- Operate in accordance with the Statutes and values of their respective university;
- Operate in accordance with the Statutes and values of similar institutions of internationally recognized university level they are affiliated with

The membership of an Associate member will expire after **1 year** if not renewed.

1.3 Consulting members

Consulting members are natural persons who must be appointed at an ordinary GA session for one of the following reasons:

1. They contribute their experience to IFSA;
2. They have contributed to IFSA as an Official.

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.

1.4 Honorary members

Honorary members are natural persons or organizations that IFSA wishes to honor and they must 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.

1.5 LC Members

LC members are:

- Natural persons that are members of one or multiple Local Committees of IFSA;
- Operate in accordance with the Statutes and values of their respective university;
- Operate in accordance with the Statutes and values of similar institutions of internationally recognized university level they are affiliated with;

1.6 Active members

Active members of IFSA are:

- Natural persons
- LC members or Associate members
- Tertiary education students (all levels incl. PhD) or recent graduates (not more than 1 year after graduation)

1.7 Membership fee

1.7.1 Income levels

Annual membership fees have to be paid for the IFSA year to come. The fee for each member depends upon the country the member is from. Countries are organized 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.

1.7.2 Ordinary members

The annual membership fees for ordinary members are as follows:

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

1.7.3 Associate members

The annual membership fees for associate members are as follows:

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

1.7.4 Exceptions

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. Such a plea must be made at least 4 weeks prior to the GA.

1.8 Duties

IFSA members have the following duties:

- 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.
- In the event that a student organization is applying for membership, yet its affiliated tertiary institution was previously the host of an LC whose membership was cancelled, got expelled or was delinquent in fees, 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 event 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.

1.9 Voting right

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 the Board or Regional Representatives.

The right to vote may be reinstated at the discretion of the Direction once the ordinary member fulfills the requirements.

1.10 Expulsion of a member

Members are subjected to expulsion based on any of the following reasons:

1. Delinquency on paying their membership fees for 3 years;
2. Misconduct towards any member of the organization;
3. Abusive use of the organization's name.

The expulsion of a member shall have the due process determined by the Board.

2 IFSA Regions

The world is classified into Northern Africa, Southern Africa, Northern America, Latin America, Northern Europe, Southern Europe and Asia Pacific.

2.1 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.
4. Northern America and Latin America: Northern America comprises Canada and the United States, the rest of the Americas belong to the Latin America region.
5. Members will be consulted on their preference to join a certain region, but the final decision is made by Council.

2.2 Definition of Big Regions

Furthermore, regions can be grouped into big regions which consist of the following IFSA regions:

- Europe (Northern Europe + Southern Europe)
- Africa (Northern Africa + Southern Africa)
- America (Northern America + Latin America)
- Asia Pacific (Asia Pacific)

These big regions are of importance when it comes to Officials elections (see article 5.5).

3 IFSA Structure

3.1 Overview

- Board
 - Direction
 - President
 - Vice President
 - Treasurer
 - Executive Secretary
 - Council
 - External Councilor
 - Internal Councilor
 - Membership Councilor
- External Department
 - International Processes Commission (IPC)
 - Partners Commission (PAC)
- Internal Department
 - Capacity Development Commission (CDC)
 - Communication Commission (CC)
 - Web Sub-Commission
 - Design Sub-Commission
 - Social Media Sub-Commission
 - Publications Sub-Commission
- Membership Department
 - Regional Representatives (*2 for each region*)

3.2 Definitions

3.2.1 Department

Departments are structures consisting of Commissions or Regional Representatives and they are overseen by the appropriate Councilor.

3.2.2 Commission

Commissions are executive bodies of IFSA established by the GA in any composition and for any tasks. They consist of Sub-Commissions, Commissioners and a Head of Commission who is responsible for the operation and internal coordination of the Commission.

3.2.3 Sub-Commission

As a part of a Commission, Sub-Commissions focus on more specific tasks than the entire Commission. A Sub-Commission is operated by one or two Heads of Sub-Commissions and in addition to that can consist of several Commissioners.

3.2.4 Commissioner

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.

3.2.5 Task forces

Task forces are executive bodies made for a specific task which can include Officials from different Departments and even non-Official IFSA members. The creation of task forces is subject to the approval of a Board member.

3.2.6 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
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.

3.3 Board

3.3.1 Direction

3.3.1.1 President

The President must:

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 organizations.

3.3.1.2 Vice President

The Vice President must:

1. Perform the duties of the President in their absence or when incapacitated. 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 organization of internal activities;
3. Perform any other duties delegated by the President or the Direction;

3.3.1.3 Treasurer

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

The Treasurer must:

1. In consultation with other members of the Direction, initiate activities and contacts for raising funds for the Association;
2. 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;
3. 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 for handling all affairs regarding the tax law and for staying in regular contact with the competent authorities.
4. Communicate with registration court and tax authorities;
5. Ensure all receipts and invoices of transaction records are copied and appropriately stored.

3.3.1.4 Executive Secretary

The Executive Secretary must:

1. Assist and share tasks of internal and external communication in collaboration with the Vice President and the responsible member of council.
2. Mail, keep archives, update records and distribute information and other special tasks delegated and approved by the GA, the Direction or Council;
3. Confirm with the Treasurer that all financial transactions and any reimbursements are carried out in accordance with the decision of the Direction or Council and the terms stated in IFSA statutes.

3.3.2 Council

3.3.2.1 External Councilor

The External Councilor assists in coordinating IFSA's external partnerships and processes with the President, and oversees the International Processes Commission and Partners Commission.

3.3.2.2 Internal Councilor

The Internal Councilor focuses on overseeing the Communication and the Capacity Development Commissions, while ensuring there is as much communication and coordination among the Council members as possible. The Internal Councilor is

responsible for ensuring that operations in the organization are executed in accordance with the Rules of Procedures and Statutes

3.3.2.3 Membership Councilor

The Membership Councilor focuses on coordinating regional action and overseeing the Regional Representatives. The important task of the Membership Councilor is to represent the interests and needs of the Regions balances in the decisions taken by the Council.

3.4 External Department

The external department deals with external partnerships and processes, ensuring fruitful collaboration through joint activities, events and delegations. The external department also acts as a link between the International Processes Commission (IPC) and the Partnership Commission (PAC).

3.4.1 International Processes Commission (IPC)

The International Processes Commission is in charge of external processes. It is managed by the Head of IPC who is responsible for the coordination and preparation of IFSA's contribution and delegations to forest related political processes and United Nations (UN) functions. The commission is also a forum for the discussion and exchange of opinions on forest policy and conduit for forestry students to increase engagement with national policies. It consists of Sub-Commissions that support a dedicated process or a UN Agency.

3.4.2 Partners Commission (PAC)

The Partners Commission is in charge of coordinating and communicating with external partners. It is managed by the Head of the Partners Commission who is responsible for overseeing the Sub-Commissions, ensuring regular contact with the partner organizations and IFSA's involvement in partner events and delegations.

3.4.3 Duties of External Department Officials

As Officials in External Department work with partners, they have the following duties and responsibilities:

1. Represent IFSA and act as a focal point to the assigned partner organization;
2. Maintain regular contact with the IFSA President, the External Councilor 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.

7. Under no circumstances can a HoSC make a decision engaging IFSA without the approval of the IFSA President. If a HoSC makes such a decision they may be subject to dismissal.

3.5 Internal Department

The Internal Department comprises the Communication Commission and the Capacity Development Commission and it is responsible for operations within the organization. This Department is managed by the Internal Councilor.

3.5.1 Communication Commission (CC)

The Communication Commission is in charge of coordinating IFSA's communication channels. The Head of the Communication Commission coordinates the Communication Commission which seeks to communicate all of IFSA's activities and opportunities to give the best experience for users through design, social media, and the website.

3.5.2 Capacity Development Commission (CDC)

Capacity Development Commission, managed by the Head of CDC, seeks opportunities to develop skills of IFSA Officials and members by organizing training sessions and sharing other skill development opportunities, ideally alongside IFSA delegations and IFSA partner events. The Capacity Development Commission creates new learning content and opportunities for IFSA members through its Sub-Commissions.

3.6 Membership Department

The Membership Department acts as a link between the Regional Representatives as well as different regions. This department is managed by the Membership Councilor.

3.6.1 Regional Representatives

The Regional Representatives (hereafter referred to as RR) are an official position in IFSA who have a broad overview of their region since they should be in the closest contact with the Local Committees from the region, being the communication link between the IFSA Officials and the regional members, and help to deal with any issues there might arise within the region.

RR should reside in their respective region for the majority of the IFSA year. If possible, prior nomination of RR candidates should be done at the Regional Meetings that precede the GA.

Below you can see a list with some of the RRs' responsibilities and for what you can contact them.

3.6.1.1 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 membership candidates during application process;
4. Update member details throughout the year;
5. Coordinate engagement with regional partners and the rest of the IFSA regions.

4 Official position

4.1 Eligibility

At the moment of running for an official position, the applicant should fulfil all the criteria for being an active member. Moreover, the applicant must not have any track record of financial embezzlement or been convicted of a criminal act.

4.2 Elections of Officials

4.2.1 Elections at the General Assembly

All official position holders are elected by the GA or the regions, or chosen by the Board.

An open call for the official positions should be published at least 15 days before the day of the elections at the GA.

4.2.2 Filling vacancies

In case of any vacancy (eg. resignation or no candidate for a position at the GA) the Board shall make an open call to fill the vacancy.

The open call should last at least 15 days. The Board will select the successful candidate within 10 days of the deadline of the open call. In case there are no suitable candidates, the open call will be extended into a rolling open call, with the Board selecting the first suitable candidate that applies.

4.3 Application

The applicants are required to submit:

- A motivation video;
- A motivation letter with a one year plan for the position.

4.4 Term

The active term of Officials lasts from the time of election or appointment, until the next GA which is usually around one year.

4.5 Removal of officials

If an official does not fulfill their mission, the Board can remove them from their position.

The removal is possible only 15 days after sending a warning letter that states the reasons for the action.

4.6 Resignation

An official can send a resignation letter to the Board, who will grant the resignation automatically.

4.7 Changeover

All official positions are required to have a 4 month changeover period after the end of their term. During the changeover period, previous officials should be available to the new position holder to ensure a proper transition.

5 Decision making

5.1 Board

5.1.1 Competencies

The Board has the following competencies:

- Selecting candidates for filling vacant positions;
- Making smaller changes in the RoP as they pertain to grammatical and spelling errors, formatting, and number mix-ups, without approval by the GA;
- Deciding on IFSA partnerships and approving Memorandums of Understanding;
- Taking care of administering the organization.

The IFSA Board takes all the decisions related to the association that are not an exclusive prerogative of the GA or that cannot be postponed.

Decisions are to be documented in the IFSA Annual Report with the exception of decisions Council views as sensitive.

5.1.2 Voting procedure

The Board needs a quorum of at least four members for decisions. In the event that a decision cannot be reached in that way, the President shall have the casting vote.

5.1.3 Report of proceedings

Decisions of the Board 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 Board views as sensitive. The same reporting procedures apply to Direction and Council decisions as well.

5.2 Direction

5.2.1 Competencies

In addition to the general Board competencies, the IFSA Direction has the following exclusive competencies:

1. Evaluate the appropriateness of proposals for the agenda according to the Statutes;
2. Approve IFSA expenses concerning the organization which refers to all day to day decisions.

5.2.2 Voting procedure

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.

5.3 Council

The Council has the following tasks:

1. Judging the suitability of members and applicants for membership and admitting new members;
2. Verifying 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;
3. Advising and supervising Departments.

5.4 General Assembly

5.4.1 Introduction

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.

5.4.2 Structure of GA

5.4.2.1 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:

1. Representatives of Ordinary Members;
2. Members of the Direction and Council.

The GA can admit the following guests if applicable:

1. Internal and external observers;
2. Press or broadcasting media;
3. Special participants.

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

5.4.2.2 Special GA Bodies

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

1. the Board of Assembly (BoA);
2. the Election Committee (EC).

5.4.2.3 Board of Assembly

1. The BoA is composed of 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.

5.4.2.4 Election Committee

An EC consisting of three members from different countries, if possible different regions, will be appointed by the GA to oversee all voting done during the GA according to these RoP. The EC will follow the time schedule for the election as stated in the agenda of the GA.

5.4.3 Agenda

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

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

I. 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 the minutes of the last session of GA.

II. 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.

III. 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 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 organizer for the IFSS in two years time;
3. Presentation of the IFSA Strategy, if applicable;
4. Follow up of the implementation of the IFSA Strategy;
5. Proposal of changes in the IFSA Strategy and approval by the GA;
6. Presentation of new commission(s) and approval by the GA];
7. Presentation of candidates for elections;
8. Discharge of Direction by GA;
9. Discharge of all other officials by GA;
10. Election of members of Direction and Council.

5.5 Election and Appointment of Officials

1. At the General Assembly the Officials for the Board and Heads of Commissions are elected in one election, therefore a total of 11 positions. One candidate is allowed to run for a total of two positions, one in the Board and one for a Head of Commission. If the candidate gets elected for both positions, they get to pick which position they want;

2. Commissions are dissolved and recreated yearly in the GA and they are valid for one IFSA year only.

5.5.1 Restrictions

1. The Board members should be from at least 2 different “big regions” stated in Section 2.2 to ensure regional representation but not limit willing applicants too much;
2. It is not permitted for any individual to hold a position within Direction for more than two consecutive IFSA years.

5.5.2 Voting Procedure

The voting in IFSA follows a score voting system. This allows to have candidates running for multiple positions in the same election and to enforce the constraint in region composition in the board.

1. Board members are elected all at once with a score voting procedure where voters will score each candidate on a scale from 0 (zero) to 10 (ten), where 10 is the highest score;
2. For each position where there is only one candidate, the options on the ballot are either to abstain altogether or vote:
 - a. For the candidate themselves with a rating from 0 to 10
 - b. No (open call) with a rating from 0 to 10
3. At the GA the Direction must be elected, hence if there is only one candidate there is an option “no”. For all other positions there is always an open call option;
4. For each position where there are more than one candidate, the options on the ballot are either to abstain altogether or vote for each candidate with a rating from 0 to 10;
5. It is possible to give the same score to multiple candidates;
6. When voting closes, candidates are ranked by their average score for each position. The candidate with the highest score gets elected. An exception should be made in order to follow the regional diversity constraint in the Board.
 - a. The overall Board score should be maximized within regional limits. So, if all seven highest scoring candidates are from the same region, the candidate from a different region with the smallest score difference to the first candidate for the same position will be elected instead.
7. To be elected, a candidate must have an average score of at least 4.

5.5.3 Election Procedure

1. 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;
2. Nomination of candidates for the various offices in the Direction, Council and Heads of Commissions shall be made by self-nomination or by peer nomination. All nominations must be seconded;
3. 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;
4. At least 24 hours must elapse between vetting and voting.

5.6 Report of proceedings

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 endeavor to capture the activities of the Association at regional and international levels (exchange program, projects etc.), internal and external relations, financial status, recommendations for the future, etc;
3. This report shall be made available to all members of IFSA no later than eight weeks after the closing of the GA.

6 Statutory meeting

6.1 IFSS

The International Forestry Students' Symposium (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.

The main purpose of the IFSS is to host the IFSA General Assembly, thus GA plenary sessions should be given priority over other activities.

6.1.1 OC duties

1. As far as possible, the IFSS and the GA will be concurrently organized to save financial and other resources;
2. The IFSS will be organized by one or more ordinary member(s) elected by the GA and who has/have accepted the responsibility to host the program for a particular year;
3. The Organizing Committee (hereafter referred to as OC) must accept that the symposium is being organized in trust of IFSA and that the Direction may decide on sensitive matters such as sponsorship and invitation;
4. A preliminary program shall be submitted to the Board 12 weeks before the symposium begins to ensure sufficient GA time;
5. 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;
6. 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 endeavor to assist in addressing any challenges;
7. 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 program and budget, participation fee and number of participants expected. The GA, upon satisfaction, shall then decide accordingly;
8. The OC will submit a report on the symposium and a copy of the proceedings to the Board at most three months after the closure of the IFSS.
9. Two members per LC, excluding IFSA Officials, are invited to participate in the IFSS. According to the number of places available, the OC can authorize more than two members per LC in agreement with the IFSA Council;

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

6.2 Regional Meetings

Regional Meetings are annual events organized by each official IFSA region. 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.

1. Each Regional Meeting shall be organized in collaboration with the RR of the Region and must be advertised through IFSA;
2. Each official IFSA region is encouraged to organize an annual Regional Meeting. In such a case, at least one member from each LC of the Region must be invited;
3. An IFSA workshop should be organized during the event to improve the work of IFSA in the Region and follow its development each year;
4. An official report of each Regional Meeting must be written which specifies the invitation, the agenda, the outcomes of discussions and a signed list of participants. This report must be submitted to the IFSA Direction and Council. A brief summary should be published via IFSA channels;
5. 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;
6. 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.

6.3 Interim

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 their upcoming work for the rest of the IFSA year. 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 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, workshops and governance 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 Commission meetings

1. In the event that there are enough funds, all the Heads of Sub-Commissions under a Commission (with the respective Head of Commission) shall be expected to meet physically at least once in an IFSA year to discuss work plans and strategies. Such a meeting shall be scheduled at a time of the year where at least 50% of the Commission members are present. Members who are unable to attend physically shall be expected to report remotely through a call;
2. The Head of the Commission shall be expected to lead the Commission meeting with the help of the overseeing Councilor. In the event that a Head of Commission is unable to attend the meeting, the person will be requested to delegate a member of the Commission to chair the meeting with the help of the overseeing Councilor;
3. The Commission meetings shall be open to Commissioners upon a request to the Board through the Head of Commission and upon availability of financial resources to facilitate such a Commissioner.

7 Finances

7.1 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.

7.2 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; and
- 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); and
 - IV. Other income (source to be stated in financial report).

7.3 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, not for personal profit.

7.4 Development Fund

1. The Development Fund exists to assist the participation of members from LICs, MICs and HICs in IFSA activities and to attend/organize IFSA events. Nevertheless, precedence shall be given to members from LICs with members from MICs and HICs being considered at the discretion of Council.
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 status 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.
6. The use of the Development 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.

7.5 Officials Funds

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.

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.