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INTERNAL REGULATIONS OF IAPSS
(Adopted at the GA in Amsterdam 2006)

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I. Introduction

The Internal Regulations are adopted by the General Assembly (GA) of the International Association for Political Science Students (IAPSS):

- i. to clarify the IAPSS Statute by providing a framework for exact interpretation;
- ii. to clarify obligations and rights of members;
- iii. to provide guidance to the IAPSS bodies.

The Internal Regulations must not conflict with the IAPSS statute and where any ambiguity arises in the interpretation of the Internal Regulations, guidance provided by the Statutes shall prevail.

II. Vision, Values, Mission and the Five Pillars

Vision

IAPSS, as the globally leading association for political science students, aims to achieve cooperation through an international communication network. It generates and promotes opportunities for active engagement of political science students through activities on the local, regional and international levels.

Values

Political independence

We value political independence as we believe the association should not speak or act in a single voice on political issues. Declaring itself as non-political does not mean that IAPSS neglects the importance of democratic principles and the values of fundamental human rights.

Professionalism

We value professionalism as we believe that every member should be committed to and act responsibly within the IAPSS community, which implies loyalty, belief in viability of the organisation and unrestrained, unselfish efforts in working towards realisation of IAPSS' commonly recognized goals

Respecting diversity

We value diversity as we believe tolerance is of crucial importance for successful communication, cooperation and exchange on the wide international scale.

Knowledge

We value knowledge as we believe it is a precondition for critical thinking and a sound basis for justified and active involvement. IAPSS honours and strives to promote intercultural and cross-academic exchange of theoretical and professional knowledge.

Transparency

IAPSS values the principle of transparency, since we believe that the organisation is internally strengthened by open dialogue between its respected members.

Mission

To expand and diversify its existing network with the aim to enhance communication, cooperation and implementation of activities on wider international scale so to create conditions for active engagement of political science students.

IAPSS' Five Pillars

1. Network

Expanding an international network for political science students and stimulating further the exchange of information and knowledge through organisation and coordination of common projects and events.

2. Intercultural Exchange

IAPSS promotes and stimulates interconnectedness through worldwide exchange of political science students, and it offers a basis for cross-cultural cooperation and learning.

3. Academic Development

IAPSS encourages research, academic debate and cross-academic initiatives through its various projects, thus stimulating academic development of political science students.

4. Professional Career

IAPSS strives to alleviate the process of integration of political science students into the highly demanding professional world through an elaborate network between students, universities and potential business partners, with the aim to bring to the mutually beneficial cooperation.

5. Active Citizenship

IAPSS stimulates the value of active citizenship through projects created and implemented with the purpose of encouraging political science students and those interested in political science issues to actively take part in the civil society.

III. Provisions of the Internal Regulations

A. Articles Referring to the IAPSS Statute

Article 1

(Article 3 Logo)

The Association Logo is the blue square, inside of which there are five small circles connected with the white rim. These circles are connected into the shape of pentagon, with the equal distance between them.

Article 2

(Article 5 Public Transparency of the Activity)

Means of communication used to inform the internal members on the activity of the Association are: the IAPSS official website, the internal e-groups, the newsletter, etc. whereas the external public is informed via the IAPSS official website, press conferences, press releases, e-groups, etc.

Article 3

(Article 8.8 The General Assembly)

1. Procedural matters, if not specified otherwise in the Statute or in the Rules of Procedure, require a simple majority to be passed. Simple majority means that the motion is passed if it receives the support of more than half of delegates with voting right and who are present at the GA. Abstentions on procedural matters are not in order. Procedural matters are, for example, a motion to vote clause by clause, a motion for caucus, etc. If a motion receives equal number of votes, it is overruled.
2. Substantial matters, if not specified otherwise in the Statute or in the Rules of Procedure, require a qualified majority to be passed. Qualified majority means that motion is passed if it receives support of at least 3/5 (60%) of delegates with voting rights and who are present at the GA. Substantial matters are, for example, resolutions.

Article 4

(Article 8.9 The General Assembly)

The GA may decide at any point to vote by a secret ballot.

Article 5

(Article 8.11 The General Assembly)

1. The minutes of the GA are to be signed by all IAPSS members present and with voting right.

2. The minutes have to be made public on the official IAPSS website and sent to the members through the internal e-groups at the latest one (1) month after the GA. The members have the right to reply to the minutes within one month. If there is no reply within that period, the minutes automatically become official. If, on the other hand, a reply is released within the specified period, the minutes are discussed at the next GA and made official upon voting.

Article 6

(Article 9.3 Competences of the General Assembly)

1. The following reports are to be presented before the GA on annual basis: Final Annual Report of the past Executive Committee (ExCom), Preliminary Annual Report of the ExCom in office, Final Report of the previous Supervisory Committee (SupCom) on the work of the previous IAPSS bodies, Preliminary Report of the SupCom in office on the work of the IAPSS bodies in office, Final Report of the previous Disciplinary Commission (DisCom), Preliminary Report of the DisCom in office, Final Editorial Board (EB) Report of the previous Editorial Board, Preliminary Editorial Board Report of the Editorial Board in office.
2. The Financial Report is part of the Final and Preliminary Annual Report.
3. The report of the SupCom on its activities is part of the Supervisory Report.

Article 7

(Article 9.4 Competences of the General Assembly.)

1. Should it occur that prior or during the mandate a Member of the ExCom, SupCom, DisCom or Editorial Board (EB) resigns or is discharged from the function, it is under authority of the ExCom to open a call for a substitute candidate, whereas the GA has the power to elect the substitute Member. In accordance with the article 11.12 of the IAPSS Statute, substitute Member for the ExCom can be elected only when less than half of the existing ExCom resign or are discharged from their functions.
2. The mandate of the substitute Member comes into force immediately after the elections and is terminated at the end of the mandate previously assigned to the Member who resigned or was discharged from his/ her function.
3. A substitute Member can be elected if the majority of votes of the present members with voting right are obtained. If two or more candidates do not receive qualified majority, a ballot is called between those candidates with the highest number of votes.
4. An open call for substitute Member should be released at the latest one month prior to the opening session of the GA.
5. Substitute Member of the ExCom elected as Chairperson, Secretary General or Treasurer, needs to be resident of the city where the head office is located for the whole duration of the mandate. Substitute Members elected for other positions within the ExCom are given a strong recommendation to follow the above stated obligation.

Article 8

(Article 9.6 Competences of the General Assembly)

The Financial Plan for the previous as well as for the current mandate is adopted by the GA. The Financial Plan of the current mandate is also referred to as Budget.

Article 9

(Article 11.9 and 11.10 The Executive Committee)

Since the majority of votes of present members is necessary for reaching a quorum and in decision making processes, it needs to be provided that the vote is valid not only when given in person but also by other means.

Article 10

(Article 12.7 Competences of the Executive Committee)

The ExCom convenes the GA of the Association by issuing a call to the members containing the agenda and documentation necessary for the activities of the GA at the latest one month prior to the GA opening session.

The ExCom conducts the GA by:

- a) Putting at disposal of the IAPSS members the necessary informative materials regarding the activities of the GA and documents that are to be discussed or voted upon by the GA.
- b) Stimulating debate on the issues related to the IAPSS GA.
- c) Assuring that the proposed staff of the GA (Chairperson of the GA, the Vice-Chairperson of the GA, the Secretary General of the GA, the minutes-takers, etc.) will meet the requirements of their tasks. Realisation of these requirements is to be done together with the SupCom of the Association through regular communication. The ExCom should be actively involved in proposing the GA staff members, either by stimulating the public debate or by proposing eligible candidates.
- d) When it concerns the Chairperson of the GA, the ExCom and SupCom are to jointly issue an invitation to a person (from inside or outside of IAPSS) who will take this position.

Article 11

(Article 12.8 Competences of the Executive Committee)

1. Strategic and Operational Plans are organizational management tools used by IAPSS for planning its activities. Strategic plan is made by the ExCom and the IAPSS community for a period of 4 (four) years and is subsequently adopted by the GA. The organizational chart is included in the Strategic Plan. The Operational Plan, that is made, adopted and implemented by the ExCom for the period of one (1) year, elaborates on specific objectives of the Strategic Plan.

2. It is strongly recommended that the newly elected ExCom prepares for its mandate by reading monitoring reports provided by the ExCom currently in office. On the basis of knowledge obtained thus, the newly elected ExCom will be enabled to make initial preparations for the Operational Plan of their mandate, whereas the ExCom currently in office will assist the newly elected ExCom in development of their Operational Plan.

Article 12

(Article 19.1 The Competences of the Supervisory Committee)

The SupCom shall work in accordance with the SupCom policy, a document which specifies responsibility of and relation between the ExCom and the SupCom. This policy contains guidelines for communication, reporting and supervision, with the purpose to enable both bodies to fulfil their respective tasks in accordance with the IAPSS Statute.

Article 13

(Article 19.6 The Competences of the Supervisory Commission)

The SupCom of the previous year of the SupCom in office shall read the Preliminary, respectively Final Annual Report of the ExCom it had supervised and recommend acceptance or non-acceptance to the GA

Article 14

(Article 20.2 The Disciplinary Commission)

The DisCom needs to be composed of members of different nationalities.

Article 15

(Article 20.5 The Disciplinary Commission)

The DisCom shall develop the Disciplinary Regulations and present them before the GA for the adoption.

Article 16

(Article 21.2.c The Competences of the Disciplinary Commission)

The DisCom is authorised to propose to the GA the exclusion of a member, if and when all other disciplinary measures are exhausted. Decision is subsequently taken by a qualified majority vote. The member in question does not have the right to take part in the decision-making process on that particular issue.

Article 17

(Article 23.4 Membership and Article 24.2.e Rights and Duties of the members)

Those candidates who have filled in the application form but did not pay the Annual fee are members of IAPSS enjoying all the rights provided by the IAPSS Statute, with the exception of the right to vote at the GA.

Article 18

(Article 24.1.d Rights and Duties of the members)

1. The report should contain information on the association's activities completed during that year, while it should also describe activities that are to be pursued in the coming year, i.e. from October of that year until October of the following year.
2. The following categories of IAPSS members are excluded from the provisions of the Article 25.1.d. of the IAPSS Statute: Associated Members, Alumni Members and Honorary Members. The above mentioned groups and individuals are not obliged to prepare an Annual Report.

Article 19

(Article 24.2.b and Article 24.2.c Rights and Duties of the members)

The phrase "with all restrictions taken into account" refers to the specific provision in that field regulated by the IAPSS Statute.

Article 20

(Article 29.2 Candidatures and Elections)

1. The Chairperson, the Secretary General and the Treasurer are elected by separate voting sessions. In case none of the candidates obtains qualified majority, a ballot is called between those candidates with the highest number of votes. The Chairperson, the Secretary General and the Treasurer are the first to be elected.
2. The GA elects the Vice-Chairpersons means of a joint list of candidates voted upon by a secret ballot. All members with a voting right can vote for up to three (3) candidates. Those candidates with the highest number of votes are elected accordingly. If, due to the equal number of received votes (a tie), the Vice-Chairpersons cannot be elected, a new vote is to be called among those candidates who received the equal number of votes.
3. The GA elects the ExCom members by means of a joint list of candidates voted upon by secret ballot. All members with a voting right can vote for up to four (4) candidates. Those candidates with the highest number of votes are elected accordingly. If, due to the equal number of received votes (a tie), the ExCom members cannot be elected, a new vote is to be called among those candidates who received the equal number of votes.
4. The GA elects the SupCom members by means of a joint list of candidates voted upon by secret ballot. All members with a voting right can vote for up to three (3) candidates. Those candidates with the highest number of votes are elected

accordingly. If, due to the equal number of received votes (a tie), the SupCom members cannot be elected, a new vote is to be called among those candidates who received the equal number of votes.

5. The GA elects the DisCom members by means of a joint list of candidates voted upon by secret ballot. All members with a voting right can vote for up to three (3) candidates. Those candidates with the highest number of votes are elected accordingly. If, due to the equal number of received votes (a tie), the DisCom members cannot be elected, a new vote is to be called among those candidates who received the equal number of votes.

6. The GA elects the EB members by means of a joint list of candidates voted upon by secret ballot. All members with a voting right can vote for up to four (4) candidates. Those candidates with the highest number of votes are elected accordingly. If, due to the equal number of received votes (a tie), the EB members cannot be elected, a new vote is to be called among those candidates who received the equal number of votes.

B. Other Articles

Article 21

(IAPSS departments)

1. The administrative work of the Association will be divided through departments. If necessary, the departmental structure of the Association can be amended or modified by the ExCom.
2. The Human Resources Department shall use job plans and job descriptions as tools for the management of the IAPSS Human Resources.

Article 22

(IAPSS policies)

The ExCom shall adopt policies in order to regulate activities of IAPSS in different fields, to establish procedures and standards for the Association.

Article 23

(Contact Persons)

Each represented association within IAPSS shall appoint a contact person. This contact person is liaison between the elected bodies of IAPSS and the represented association. The competences and tasks of the contact person are regulated by the job description and the job plan.

Article 24

(Regional Centres)

1. The Association may establish Regional Centres in order improve and expedite implementation of goals comprised in the statute and in its strategic and operational plans.
2. The Regional Centre can be formal, from a legal perspective (office or branch), informal.
3. The Regional Centre shall report to the ExCom on monthly basis.
4. The Regional Centre shall be regulated through the IAPSS Policy on Regional Development.

Article 25

(Competences of the Editorial Board)

1. To collect the material and stimulate the Association members to improve with their contribution the quality of the Journal.

2. To review, critically value and fairly select the material relevant for the political science, respecting the given guidelines.
3. To prepare the material for at least one (more recommended) issue of the Journal that is to be printed, and for at least two that are to be issued in the online version.
4. To include a report of its work within the Preliminary and Final Annual Reports of the ExCom.

Article 26

(Appointment of the Executive)

1. Should it occur that prior or during the mandate a Member of the ExCom, SupCom, DisCom or EB resigns or is discharged from the function, it is under authority of the ExCom to open a call for a candidate who will be appointed for a position of executive of the above specified bodies. The executive is appointed by the ExCom, provided it has the consent of the SupCom.
2. The executive appointed for positions of Secretary General, or Treasurer of the ExCom, need to be residents of the city where the head office is located for the whole duration of the mandate. Executives appointed for other positions within the ExCom are given a strong recommendation to follow the above stated obligation. Any changes that may ensue due to the unforeseen circumstances are to be taken into consideration and should allow for resorting to other solutions.

Article 27

Each body within the Association may establish own Internal Regulations, in which they are to minutely describe the conduct of their activities. The bodies Internal Regulations should not contradict the IAPSS Statute, the Internal Regulations of IAPSS or other binding acts adopted by the GA or the ExCom.

IV. Amendments to the Internal Regulations

Amendments or additions to Internal Regulations may be proposed by all IAPSS members and shall be voted upon by the GA. Qualified majority is required for their adoption.