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INTERNAL REGULATIONS OF IAPSS

(Voted upon at IAPSS General Assembly in Moscow 2005)

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I. Introduction

The Internal Regulations are adopted by the General Assembly 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. Provisions of the Internal Regulations

Article 1

(Referring to the IAPSS Statute, Article 3. Logo)

The Logo of the Association consists of a blue square as background; inside the square there is a circle with white edge that connects five smaller circles that are painted in white. The white small circles have got the same distance between each other and are formed in pentagonal shape.

Article 2

(Referring to the IAPSS Statute, Article 5. Public Transparency in the Activity)

The means of communication used to inform the internal public, the IAPSS members, on the activity of the Association are: the IAPSS website, the internal e- groups, the newsletter which is published every two month etc.

The means of communication used to inform the external public are press conferences, press releases, e- groups etc.

Article 3

(Referring to the IAPSS Statute, 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 pass. Simple majority means that the motion passes if it receives the support of more than half of the delegates with voting right and present in 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. Ties fail.
2. Substantial matters, if not specified otherwise in the Statute or in the Rules of Procedure, require a qualified majority to pass. Qualified majority means that the motion passes it has support of at least 3/5 (60%) of members with voting rights and present in the GA. Substantial matters are for example resolutions.

Article 4

(Referring to the IAPSS Statute, Article 8.9 The General Assembly)

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

Article 5

(Referring to the IAPSS Statute, Article 8.11 The General Assembly)

1. The minutes of the General Assembly are to be signed by all IAPSS members present and with voting right.
2. The minutes have to be made public on the IAPSS the website and sent to the members through the internal e-groups at latest after one (1) month after the General Assembly. The members have the right to reply to the minutes in one month. If no reply is made by the members in that period the minutes become automatically official. If a reply is made in the period of one month, the minutes are discussed at the next General Assembly and upon voting made official.

Article 6

(Referring to the IAPSS Statute, Article 9.3 Competences of the General Assembly)

1. Each year, in front of the General Assembly the following reports will be presented: Final Annual Report of the past Executive Committee, Preliminary Annual Report of the Executive Committee in office, Final Report of the previous Supervisory Committee on the work of the previous IAPSS bodies, Preliminary Report of the Supervisory Committee in office on the work of the IAPSS bodies in office, Final Report of the previous Disciplinary Commission, Preliminary Report of the Disciplinary Commission in office, Final Editorial Board 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 Supervisory Committee on its activity is part of the Supervisory Report.

Article 7

(Referring to the IAPSS Statute, Article 9.6 Competences of the General Assembly)

The General Assembly adopts the Financial Plan for the current mandate. The Financial Plan is also referred to as Budget.

Article 8

(Referring to the IAPSS Statute, Article 12.7 Competences of the Executive Committee)

The Executive Committee convenes the General Assembly of the Association by issuing a call to the members containing the agenda and the needed documentation for the activities of the General Assembly at least one month prior to the opening session.

The Executive Committee conducts the General Assembly by:

- a. putting at the disposal of the IAPSS members the necessary materials regulating the activity of the General Assembly and the documents that are to be discussed or voted upon by the General Assembly.
- b. stimulating debate on all issues connected to the IAPSS General Assembly.
- c. assuring that the proposed staff of the General Assembly (Chairperson and the Vice Chairperson of the General Assembly, the Secretary General of the General Assembly, the minutes-takers etc.) are likely to meet the requirements of their tasks. This is to be realized together with the Supervisory Committee of the Association through regular communication. The Executive Committee should get actively involved in proposing the GA staff members, either by stimulating the public debate or proposing eligible candidates.
- d. In the case of the Chairperson of the GA, the ExCom and SupCom are to jointly invite a personality (from inside or outside of IAPSS) to hold this position.

Article 9

(Referring to the IAPSS Statute, Article 12.8 Competences of the Executive Committee)

The Strategic and Operational Plans are the organizational management tools used by IAPSS to plan its activity. The Strategic plan is developed by the Executive Committee and the IAPSS community for a period of 4 (four) years and is adopted by the General Assembly. Mission, vision, values and the organizational chart are part of the Strategic Plan. The Operational Plan is developed for the period of one (1) year. It details specific objectives of the Strategic Plan. It is developed, adopted and implemented by the Executive Committee.

Article 10

The administrative work of the Association will be conducted through departments. The departmental structure of the Association can be amended by the Executive Committee, if necessary.

Article 11

The Human Resources Department shall use job plans and job descriptions as tools for the management of the IAPSS Human Resources.

Article 12

The Executive Committee shall adopt policies in order to regulate the activity of IAPSS on different fields, to establish procedures and standards for the Association.

Article 13

(Referring to the IAPSS Statute, Article 19.6 The Competences of the Supervisory Committee)

The Supervisory Committee shall read the Preliminary, respectively Final Annual Report of the Executive Committee it had supervised and recommend acceptance or non-acceptance to the General Assembly.

Article 14

(Referring to the IAPSS Statute, Article 20.2 The Disciplinary Commission)

The members of the Disciplinary Commission have to be of different nationalities.

Article 15

(Referring to the IAPSS Statute, Article 20.5 The Disciplinary Commission)

The Disciplinary Commission shall develop the Disciplinary Regulations and present them in front of the General Assembly for adoption.

Article 16

Each body of the Association can establish its own Internal Regulations to specify in detail the conduct of activity. The bodies Internal Regulations may not contradict the IAPSS Statute, the Internal Regulations of IAPSS or other binding acts adopted by the General Assembly or the Executive Committee.

Article 17

(Referring to the IAPSS Statute, Article 21.2.c The Competences of the Disciplinary Commission)

The Disciplinary Commission has the right to propose to the General Assembly the exclusion of a member, after all other disciplinary measures have been exhausted. The decision is taken by a qualified majority vote. The member in question does not have the right to take part in the process of decision-making on that particular issue.

Article 18

(Referring to the IAPSS Statute, Article 22.3 The Editorial Board)

The members of the Editorial Board are elected by the General Assembly by a joint list of candidates within a secret ballot. All members with a voting right can vote for up to four (4) candidates. The members of the Editorial Board are elected according to the number of votes.

Article 19

(Referring to the IAPSS Statute, Article 24.4 Membership and Article 25.2.e Rights and Duties of the members)

Those candidates that have filled in the application form but did not pay the Annual fee are members of IAPSS, having all the rights provided by the IAPSS Statute but the right to vote at the General Assembly.

Article 20

Each represented association in IAPSS shall appoint a contact person. The contact person is the liaison between the elected bodies of IAPSS and the represented association. As IAPSS human resources, the competences and tasks of the contact person are regulated by the job description and the job plan.

Article 21

- 1.The Association may establish Regional Centers in order to implement the goals comprised in the statute and in its strategic and operational plans.
- 2.The Regional Center can be formal from a juridical perspective (office or branch) or it can be informal.
- 3.The Regional Centers shall report to the ExCom on monthly basis.

4.The Regional Centers shall be further regulated through the IAPSS Policy on Regional Development.

Article 22

(Referring to the IAPSS Statute, Article 25.1.d Rights and Duties of the members)

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 do not have the duty to prepare an Annual Report.

Article 23

(Referring to the IAPSS Statute, Article 25.2.b and Article 25.2.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 24

(Referring to the IAPSS Statute, Article 30.2 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 the two candidates that have received the most votes. The Chairperson, the Secretary General and the Treasurer are the first to be elected.
2. The Vice-Chairpersons are elected by the General Assembly by a joint list of candidates within a secret ballot. All members with a voting right can vote for up to three (3) candidates. The Vice-Chairpersons are elected according to the number of votes. In case the first three cannot be determined because of ties a new vote is called upon among the candidates with equal number of votes.
3. The candidates for the Members of the Executive Committee are elected by a joint list of candidates within a secret ballot. All members with a voting right can vote for up to four (4) candidates. The Members are elected according to the number of votes received. In case the first four cannot be determined because of ties a new vote is called upon among the candidates with equal number of votes.
4. The members of the Supervisory Committee are elected by the General Assembly by a joint list of candidates within a secret ballot. All members with a voting right can vote for up to three (3) candidates. The members of the Supervisory Committee are elected according to the number of votes. In case the first three cannot be determined because of ties a new vote is called upon among the candidates with equal number of votes.
5. The members of the Disciplinary Commission are elected by the General Assembly by a joint list of candidates within a secret ballot. All members with a voting right can vote for up to three (3) candidates. The members of the Disciplinary Commission are elected according to the number of votes. In case the first three cannot be determined because of ties a new vote is called upon among the candidates with equal number of votes.

III. Amendments to the Internal Regulations

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