
**Internal Regulations and Policies
of the International Association for Political
Science Students (IAPSS)**

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Regulation 1: Structure

1. General Provisions

§ 1 These regulations govern the internal structure and procedures of the International Association for Political Science Students. (hereinafter IAPSS)

§ 2 This document is based on Article 13 (1) of the Statutes.

§ 3 These regulations aim at

- a. Setting the structure of IAPSS;
- b. Establishing the IAPSS Global Board and Regional Boards;
- c. Defining the status of the Academic Affiliates of IAPSS;
- d. Defining the remit of the Executive Committee (hereinafter ExCom);
- e. Defining the remit of the Supervisory Committee (hereinafter SupCom);
- f. Establishing a Grant Application Committee (hereinafter IAPSS GAC);
- g. Establishing a Project Evaluation Committee (hereinafter IAPSS PAC);
- h. Establishing an Event Evaluation Committee (hereinafter IAPSS EEC);
- i. Establishing a Delegation Application Committee (hereinafter IAPSS DAC);
- j. Establishing a Diversity and Equality Committee (hereinafter IAPSS DEC);
- k. Establishing a Human Resources Committee (hereinafter IAPSS HRC);
- l. Defining rules for internal voting;
- m. Defining the regional structure of IAPSS;
- n. Defining rules for Honorary Members;
- o. Defining rules for financial administration.

§ 4 The entirety of the IAPSS Statutes and all the rules and regulations agreed by the General Assembly is referred to as “legal framework”.

§ 5 All positions referred to in this document refer to IAPSS Global, if not specified differently. IAPSS Global is comprised of members holding positions to administrate, contribute, and develop the global affairs of the association in contrast to the association’s regional affairs.

2. The structure of IAPSS

§ 6 Section II of these regulations is applicable to all further sections and to the legal framework except the IAPSS Statutes. Any contradictory rule is not applicable if breaching the provisions of Section II of these regulations.

§ 7 IAPSS is divided into IAPSS Global, which bears the legal personality of IAPSS, and six regional chapters. The structure is outlined in Section XII of these regulations.

§ 8 The work of IAPSS Global is conducted in the Organisational Board and among the Academic Affiliates. Its major decision making body is the Executive Committee (ExCom) and its monitoring body the Supervisory Committee (SupCom). Six regional boards as stated in Section XII of these regulations complete the IAPSS structure. All boards are independent from each other in their work unless stated otherwise in the legal framework of IAPSS. All boards are accountable to the General Assembly, and the independent Supervisory Committee. For each Board, Rules of Procedure can be adapted by the General Assembly.

§ 9 The IAPSS Global Board contains following bodies represented in the ExCom:

- a. International Cooperation Department;
- b. Regional Affairs Department;
- c. Secretariat;
- d. Financial Administration Department;
- e. Academic Department;
- f. Programs Department;
- g. Public Relations Department.

§ 10 The IAPSS Global Board additionally forms the following Committees consisting of its members:

- a. The Grant Application Committee;
- b. The Project Evaluation Committee;
- c. The Event Evaluation Committee;
- d. The Delegation Application Committee;
- e. The Diversity and Equality Committee;
- f. The Human Resources Committee.

§ 11 The IAPSS Academic Affiliates are IAPSS individual members comprising:

- a. Deputy Editors-in-Chief, Senior Editors, Editors, Junior Editors and Editorial Assistants of IAPSS publications, comprising the IAPSS journals *Politikon: The IAPSS Journal of Political Science*, *Encuentro Latinoamericano (ADV)* and the academic blog *A Different View*;
- b. Members of the Authorial Board of *A Different View*;
- c. Chairs, Vice Chairs and Members of the Student Research Committees (hereinafter SRC Members);
- d. Members of the Academic Think Tank / Academic Committee Members. (hereinafter ATT/ACOM Members);
- e. Other IAPSS members in positions qualifying for Academic Affiliates as decided upon by

the ExCom. A positive vote of the Head of the Academic Department is required for establishing a position qualifying for Academic Affiliate.

§ 12 The IAPSS SupCom is an independent body within IAPSS the Global Board further governed by Section IV of this regulation. Members of the SupCom are entitled to all rights as the members of the Organisational Board.

§ 13 Heads of each Department, Editors-in-Chief of the IAPSS publications, Regional Chairs, ATT/ACOM Chairs, and SRC Chairs can appoint Coordinators, Editors, Editorial Assistants, SRC Members, and ATT/ACOM Members. This goes accordingly with section XI of these regulations. The mandate of each Board member begins with signing the Volunteering Agreement at the beginning of the Association Year (1 June) or during the mandate and ends with the end of the Association Year (31 May). Editors in Chief are appointed for two mandates.

3. The IAPSS Executive Committee

§ 14 The ExCom consists of seven members:

- a. The IAPSS President;
- b. The IAPSS Secretary-General;
- c. The IAPSS Treasurer;
- d. The IAPSS Vice President for Regional Affairs;
- e. The IAPSS Vice President for Academic Affairs;
- f. The IAPSS Vice President for Programs;
- g. The IAPSS Vice President for Public Relations.

§ 15 Each ExCom member is responsible for their assigned tasks by the legal documents of the association. If not specified through any legal document, the ExCom decides on the distribution of further competences together. Each ExCom member coordinates a number of coordinators coming together in Departments.

§ 16 Any ExCom member may under no circumstances occupy more than one position within the ExCom. Membership in the ExCom and SupCom at the same time is prohibited. This particularly prohibits the accumulation of votes.

§ 17 Any ExCom member may at any time hand over their voting rights to their Deputy, who is a member of the respective Department, in case of absence or other reasonable causes. The Deputy, available for this responsibility and voting transfer are:

- a. The Director of International Cooperation for the President;
- b. The Secretary of the Regions for the Vice President for Regional Affairs;
- c. The Director for Membership Affairs for the Secretary-General;
- d. The Deputy Treasurer for the Treasurer;

- e. The Deputy Head for Academic Affairs for the Head for Academic Affairs;
- f. The Deputy Head for Programs for the Vice President for Programs;
- g. The Deputy Head for Public Relations for the Vice President for Public Relations.

§ 18 In case the ExCom member is not available at the meeting and the holder of the position has not transferred their voting rights to their Deputy, the Deputy cannot represent the respective ExCom Member through vote. The Deputy is responsible to represent the views of the respective department in the absence of the ExCom member.

§ 19 The ExCom is jointly responsible for the coordination and execution of all the assigned tasks.

§ 20 The Vice President takes over the daily administrative tasks of the President in case of absence and takes their position in case that the IAPSS President is no longer the holder of the position.

§ 21 In case of termination of ExCom membership (for any other member than the President), the person named under § 17 may replace the vacant position as ExCom member, while the SupCom needs to approve this step. If the Deputy is not embracing the position as Head of the Department, a General Assembly must be held within six weeks to find a replacement for the position.

Art. 22 The General Assembly at the end of the association year discharges the ExCom of the previous year.

§ 23 A discharge as stated under § 22 can only happen when the General Assembly has adopted the:

- a. Annual Report;
- b. Financial Statement.

§ 24 In case the General Assembly rejects or does not proceed with a vote on the final report and/or the financial statement at the under § 23 stated General Assembly, the ExCom is obliged to see to their affairs and call for a new General Assembly as soon as reasonably possible.

4. The IAPSS Supervisory Committee

§ 25 The SupCom consists of three members.

§ 26 Each SupCom member is responsible for the assigned tasks by the legal framework of IAPSS. Further responsibilities to monitor, assess, or mediate can be added by the ExCom for the duration of the respective mandate.

§ 27 Any SupCom member may under no circumstances occupy more than one position within the SupCom. Membership in the SupCom and ExCom at the same time is prohibited. This particularly prohibits the accumulation of votes.

§ 28 The General Assembly at the end of the association year discharges the SupCom of the previous year.

§ 29 The under § 28 stated discharge can only happen, when the General Assembly has adopted the:

a. Final Supervisory Report.

§ 30 In case the General Assembly rejects or does not proceed with a vote on the final supervisory report at the General Assembly as stated under § 28, the SupCom is obliged to see to present the report at the next General Assembly as soon as reasonably possible.

5. The IAPSS Grant Application Committee

§ 31 The IAPSS Grant Application Committee is established by this regulation.

§ 32 It is in charge of assessing grant applications, proposed by IAPSS members or offered to IAPSS.

§ 33 The work of the IAPSS GAC is further defined by the legal framework.

6. The IAPSS Project Evaluation Committee

§ 34 The IAPSS Project Evaluation Committee is established by this regulation.

§ 35 It is in charge of assessing project applications, proposed by members of IAPSS or by non-members when the intention of becoming a member is expressed.

§ 36 The work of the IAPSS PAC is further defined by regulations.

7. The IAPSS Event Evaluation Committee

§ 37 The IAPSS Event Evaluation Committee is established by this regulation.

§ 38 It is in charge of assessing event proposals, suggested by members of IAPSS or by non-members when the intention of becoming a member is expressed.

§ 39 The work of the IAPSS EEC is further defined by the legal framework.

8. The IAPSS Delegation Application Committee

§ 40 The IAPSS Delegation Application Committee is established by this regulation.

§ 41 It is in charge of preparing applications and organizing delegations to external events.

§ 42 The work of the IAPSS DAC is further defined by the legal framework.

9. The IAPSS Diversity and Equality Committee

§ 43 The IAPSS Diversity and Equality Committee is established by this regulation.

§ 44 The IAPSS DEC

a. is charged with the responsibility to guard and enforce standards of inclusion and effective diversity within the boards of IAPSS mainly represented through a Code of Conduct;

b. analyzes the situation of diversity and safeguard matters of equality within IAPSS as an association on a structural and individual level and to that end submitting biannual reports to the Organisational Board including recommendations for improvement in April and December.

§ 45 The IAPSS DEC consists of the following three members:

- a. One member of the ExCom elected by the ExCom;
- b. One member of the SupCom elected by the SupCom;
- c. One Coordinator of the Organisational Board elected by all members of the respective board.

§ 46 Decision making in the IAPSS DEC is based on two-thirds majority.

10. The IAPSS Human Resources Committee

§ 47 The IAPSS Human Resources Committee is established by this regulation.

§ 48 The IAPSS HRC is charged with the responsibility of finding and approaching suitable candidates for open positions within all IAPSS boards except the Academic Board and acts as a focalpoint to improve human resources to further attract excellent volunteers for positions within the IAPSS Organisational Board in order to ensure continued work of the board. It can only recommend to individuals to apply for suitable positions but not make public statements about the suitability of candidates to prevent conflict of interest and/or refrain from other influencing actions after the call for applications is closed. The HRC contributes to the standardization of the above mentioned processes and tasks. It is responsible for sending its activity report to the Organisational Board in April and December of each year.

§ 49 The IAPSS HRC consists of the following three members:

- a. One member from the ExCom elected by the ExCom;
- b. One member from the SupCom elected by the SupCom;
- c. One coordinator within the Secretariat responsible for Human Resources. .

§ 50 Decision making in the IAPSS HRC is based on two-thirds majority.

11. Internal Voting

§ 51 According to § 10 of these regulations, Deputy Heads of Departments, Coordinators, and Academic Affiliates can be appointed.

- a. The Executive Committee appoints Coordinators by a majority of all its current members. The candidates are usually proposed by the Heads of Departments in which the position is located.
- b. Editors-in-Chief are appointed for a two-year mandate, other Coordinators are appointed for a one-year mandate, both with a possibility of extension upon mutual agreement and satisfaction at the beginning of the next mandate.
- c. Deputy Editors-in-Chief of IAPSS Publications, Senior Editors, Editors, Junior Editors of IAPSS Journals, Authors of A Different View and Members of the ATT/ACOM are appointed by a consensus of the Head of the Academic Department and the Coordinator of the branch of the Academic Department in which the position is located.
- d. Editorial Assistants are appointed by a consensus of the Head of the Academic Department and the Editors-in-Chief of the IAPSS Journals.
- e. SRC Chairs, Vice Chairs and Members are appointed according to the valid version of the Guidelines for IAPSS SRCs.
- f. Other Academic Affiliates are appointed by the Head of the Academic Department for positions established by the ExCom.
- g. Deputy Editors-in-Chief of IAPSS Publications, Senior Editors, Editors, Junior Editors of IAPSS Journals, Authors of A Different View are appointed for a two-year mandate with a possibility of extension upon mutual agreement and satisfaction at the beginning of the next mandate.
- h. ATT/ACOM Members are appointed for a term designated by a consensus of the Head of the Academic Department and the ATT/ACOM Coordinator.
- i. Other Academic Affiliates are appointed for a term determined by the Head of the

Academic Department.

j. In case a consensus about an appointment cannot be reached, the Head of the Academic Department or the Coordinator may propose the ExCom to discuss the appointment at its next meeting.

§ 53 In exceptional cases where the position does not fall under one of the in this regulation stated structural bodies, the ExCom can appoint Coordinators by majority vote.

§ 54 Any new position within the Organisational Board must be announced in a written form to the ExCom without unreasonable delay. Three members of the ExCom can jointly stop the creation of a position or appointment of a new person to a board when they show reasonable doubt. A vote on the respective position will then be held in the ExCom within one week after the objection. The Decision of the ExCom is final and without appeal.

12. IAPSS Regional Structure

§ 56 IAPSS has six regional chapters with their own regional boards as stated in § 7 and § 8 of these regulations. The regional chapters are:

- a. IAPSS Africa;
- b. IAPSS Asia;
- c. IAPSS Europe;
- d. IAPSS Latin America;
- e. IAPSS Oceania;
- f. IAPSS USA & Canada.

§ 57 The work within these regional chapters as well as the connection to IAPSS Global and the other bodies of IAPSS is governed by specific regulations.

13. Honorary Members

§ 58 Based on the IAPSS Statutes members can be awarded with an honorary member status by the General Assembly.

§ 59 The procedure and qualifications for granting honorary member status may be governed by specific regulations.

14. Financial Administration

§ 60 The financial administration of IAPSS is organised by the Treasurer.

§ 61 Provisions regarding financial administration are governed by Financial Regulations.

§ 62 Specific regulations regarding reimbursement, donors and grant governance and compliance, project financing, and event financing can be introduced.

15. Final Provisions

§ 63 The provisions of these regulations must be read in accordance with the Statutes of IAPSS.

§ 64 Provisions of these regulations may not be abused.

§ 65 These regulations come into effect with 1 June 2019.

Regulation 2: Finances

1. General Provisions

§ 1 This regulation governs financial regulations, its structure, authorities, and processes within the International Association for Political Science Students (hereinafter “IAPSS”).

§ 2 Based on Article 13 (1) of the Statutes, the General Assembly may adopt regulations at any point. Based on Article 3 (7), the General Assembly shall adopt regulations concerning donors of IAPSS. Section XIV of the Internal Regulations mandates IAPSS to regulate its financial affairs.

2. Budget

§ 3 The Treasurer of the Executive Committee (hereinafter “ExCom”) shall set a budget for IAPSS for each financial year in which the expected income and expenses will be presented.

§ 4 The financial year shall run as stipulated in the Statutes of IAPSS.

§ 5 The Treasurer shall at any time strive to make a balanced budget.

§ 6 The budget has to be voted upon by the General Assembly (hereinafter “GA”) before the beginning of the concerned financial year.

§ 7 The core financial areas of the Association are the organizational and technical framework of the Association, its membership structure and the portfolio of the Association as approved by the GA.

§ 8 Amendments to the budget can be proposed by the Executive Committee, the Supervisory Committee (hereinafter “SupCom”), and all members of the Association in the same way as regular amendments as stipulated in the Rules of Procedure of the Association.

§ 9 The budget can be amended by the Executive Committee. The Treasurer must vote positive to any budget changes. If the position as Treasurer is not occupied, all other legal representatives must approve the budget change with a positive vote.

§ 10 In case of higher general incomes, the income will be transferred to the saving accounts of the Association unless it is approved by the ExCom for a specific purpose.

3. Rights and Responsibilities of the Supervisory Committee

§ 11 The SupCom may check any incomes and expenses that are realized by the Treasurer or its authorized representatives. The SupCom shall be able to at any time inspect and monitor

the financial administration, with this including access to the bank account and transaction history.

§ 12 The SupCom is obliged to check the financial administration ahead the first GA following the end of a financial year and present the results no later than 14 days before the respective GA. Its report shall include a recommendation on acceptance of the report of the Treasurer on the financial administration of the Association.

§ 13 The Treasurer will inform the SupCom if it makes unexpected expenses or receives unexpected incomes of over 500 EUR.

4. Reports of the Treasurer on the Financial Administration of IAPSS

§ 14 On behalf of the ExCom, the Treasurer is responsible for filing a report on the financial administration of the Association to the SupCom and to all members no later than one (1) month ahead each first GA within a new financial year.

§ 15 The report on the financial administration of the Association provided by the Treasurer needs to contain a balance of assets and liabilities made during the respective period of reporting.

§ 16 The GA votes upon the acceptance of the report of the Treasurer on the financial administration of the Association. The SupCom will examine whether the balance sheet and the financial report submitted to the GA match with the version that they have received from the Treasurer.

§ 17 The Treasurer is responsible for finalizing the financial administration for the duration of their mandate, even if fulfilling these responsibilities runs beyond the length of the mandate. In such case, the Treasurer in the next mandate will ensure the access to the necessary administrative systems and documentation for their predecessor. The Treasurer can be held liable for not fulfilling this obligation at the GA which votes upon the adoption of the report on the financial administration for the respective financial year.

§ 18 In case of refusal of the Treasurer's report, the latter is required to provide a new report according to the demands of the GA no later than 14 days after the respective GA which has to be voted upon by a new GA without unreasonable delay.

5. Reimbursement

§ 19 Travel, and accommodation, and other operational expenses made by the ExCom, the SupCom, any assigned volunteers and other bodies of the Association can be reimbursed. Reimbursement must either be stipulated in the specific events or project budget or being voted upon in the ExCom. A vote on reimbursement is only valid with a positive vote by the Treasurer.

§ 20 Any expenses made for any event or project conducted with IAPSS may also be reimbursed. The reimbursement of event or project expenses may just be granted if it falls under the respective budget of the event or project. Any other expenses are subject to approval by the Treasurer as stated in this section of the Financial Regulations.

§ 21 Without a copy of the respective invoice or prove of payment, there cannot be any reimbursement.

§ 22 Invoices or proofs of payment have to be filed within a month after the transaction with the Treasurer to be eligible for reimbursement.

§ 23 Approved expenses shall be reimbursed within 14 days after the request.

§ 24 In case the purpose for reimbursement has not been realized by the concerned individual, the latter has to refund the total amount.

§ 25 Partnership agreements on specific projects may include additional ways of reimbursements. Those must be specified in project plans or MoU's. Any differing reimbursement agreements must be agreed upon by a positive vote by the IAPSS Treasurer. If the position of the Treasurer is not occupied, a positive vote by all other legal representatives may suffice.

6. Budget for Events and Projects

§ 26 For events and projects that IAPSS is conducting by the work of volunteers or other assigned persons a specific budget needs to be set up that is governing the expenses of the event or project. This budget shall be developed by the person in charge of implementing the event or project or their deputy.

§ 27 The budget must be voted upon in the ExCom with a positive vote of the IAPSS Treasurer. If the position of Treasurer is not occupied, all other legal representatives must approve the budget change with a positive vote.

§ 28 After the implementation of an event or project a report must be handed in to the ExCom as well as the SupCom. This must happen within 1 month after the event or project has been finished. Unless this report has been submitted, reimbursement of the costs of the event may not being paid.

§ 29 Any additional expenses that may occur during the event or project or changes to the budget are subject to approval by the Treasurer. If the position of Treasurer is not occupied, a positive vote by one other legal representative may suffice.

§ 30 The specific requirements for projects and events conducted with IAPSS are outlined in specific event and projects regulations.

7. Budget for Grants

§ 31 The Association can apply for grants offered by external institutions in accordance with the rules provided by the Statutes. Specific grant regulations may be adopted by the General Assembly.

§ 32 For grants that IAPSS is applying a specific budget needs to be set up that is governing how the grant is used within the organisation. This budget shall be developed by the person in charge of applying for the grant.

§ 33 The budget must be voted upon in the ExCom with a positive vote of the IAPSS Treasurer. If the position of Treasurer is not occupied, all other legal representatives must approve the budget change with a positive vote.

8. Incurring Liabilities

§ 34 Only the Treasurer, the President and the Secretary-General of the Association are authorized to enter financial obligations in the name of the Association.

9. Final Remarks

§ 35 The IAPSS Financial Regulations can only be changed by the GA. In cases where the Financial Regulations do not provide, the IAPSS ExCom will make a decision and deliver a reasonable justification or offer a solution and bring this issue forward at the next General Assembly to vote on improvements.

Regulation 3: Board Rules of Procedure

Preamble

- i. Realizing its responsibility towards effective functioning, deliberation and decision making, the Executive Committee (hereinafter: ExCom) of the International Association for Political Science Students (hereinafter: IAPSS or Association) decides to adopt these Rules of Procedure.
- ii. The ExCom is the main responsible body for the overall management and decision making in the organization in between the IAPSS General Assemblies.
- iii. The ExCom is accountable to the members of the Association through the IAPSS General Assembly and to the IAPSS Supervisory Committee (hereinafter: SupCom) to the extent stipulated by its Statutes, Internal Regulations, Financial Regulations and Rules of Procedure for the General Assembly.
- iv. The ExCom and the IAPSS Board, composed of the ExCom members and Coordinators, deliberate and decide in accordance with principles of democracy, respect towards the legal framework of the Association, and transparency and accountability towards the other bodies of the Association.

1. Online ExCom meetings

§ 1 Schedule and convening of the meetings

- a. The ExCom meetings are convened and led by the President of IAPSS, in case of their absence, the Vice President for Regional Affairs (if not decided differently by the ExCom at the beginning of the mandate). If both positions are vacant, the most senior ExCom member according to the length of the mandates and if there is equality in terms of seniority, the oldest ExCom member is obliged to convene a meeting in which an interim President is normally to be appointed according to the procedure stipulated in the Internal Regulations.
- b. The general periodicity of the meetings shall be agreed upon at the first meeting of the ExCom that shall be convened by the elected President within the first ten days after the new mandate starts and with a clear indication of the technical aspects of the realization of the meeting. The agreement shall ensure the possibility of all ExCom members to in principle participate at the meetings.
- c. Each meeting shall be announced by the President at least four days before the date of the respective meeting via the medium(s) that all ExCom members agree to in the beginning of the mandate. If the announcement is not made by the President, the Vice President for Regional Affairs shall make that announcement no more than three days before the date of the respective meeting.

- d. Each ExCom member has the right to put forward agenda points until two days before the respective meeting. The proposal for an agenda point should include an explanation of what shall be discussed and/or decided upon during this agenda point.
- e. Each ExCom member is obliged to send updates for his/her portfolio at least two days before the ExCom meeting. The updates shall be written in a format that can be directly included into the minutes and shall generally not be repeated during the oral discussions except if there have been new developments after the updates had been sent.
- f. The President shall finalize the draft agenda and make it available to ExCom members at least one day before the respective meeting.

§ 2 Participation at the meetings

- a. ExCom members shall participate in the meeting. Absence shall be announced and justified to the convener of the meeting at the earliest possible time. Except clearly justified reasons.
- b. For a quorate ExCom meeting, the majority of all ExCom members shall be present.
- c. The first point of each meeting shall contain a decision on the agenda of the meeting. If at the beginning of the meeting, the meeting is not quorate, the present ExCom members shall proceed on the discussion with the agenda points that do not need decisions. Any decisions shall be adjourned until the meeting is quorate or to a later meeting or an email voting.

§ 3 Discussion at the meetings

- a. The discussion at the meetings shall be goal-oriented, focused on a specific outcome either towards a decision or a clear picture to be obtained about an issue.
- b. The convener of the meeting acts as the moderator of the discussion and gives permission to the members to speak in the order they indicate their interest.
- c. ExCom members are responsible for having suitable and functioning technical equipment for the online meetings. The disadvantages in communication posed by technical problems of one or more ExCom members do not justify the postponement of the whole discussion and cannot be considered to unjustifiably limit the right to communicate positions.

§ 4 Voting at the meetings

- a. Each ExCom member shall have exactly one vote. Voting on behalf of another ExCom members is not permitted.
- b. For a proposal to pass, the majority of all ExCom members shall vote in favor.
- c. Voting shall only be announced by the ExCom member acting as convener of the meeting.
- d. Proposals to be voted upon can generally include all important decisions on behalf of the Association, in particular appointment of Board members, suspension of Board membership, the location and time frame of the main IAPSS events, the Annual Theme of the Association, Calls for Applications/Abstracts/Papers and their extensions, financial matters as stipulated in the Financial Regulations, convening and draft agenda for the GA on behalf of the ExCom. The ExCom shall strive to use committees and departments as resources of expertise to decentralize work- and decision making processes.

- e. An individual or collective explanation of the vote may be included in the minutes upon request of one or more ExCom members.
- f. The deputy of an ExCom member's department can vote on their behalf if said ExCom member so wishes.

§ 5 Participation of other groups at meetings

- a. The Board shall be notified at least five days before an ExCom meeting that such a meeting will take place.
- b. The Board jointly has the right to participate at the ExCom meeting unless the ExCom decides to make a point on the agenda confidential. SupCom members cannot be excluded from ExCom meetings for reasons of confidentiality.
- c. Regional Chairs, Project Executives, and regional team members can join the ExCom meeting unless decided differently by the ExCom.

§ 6 Minutes and monthly updates from the President to the Board

- a. The Secretary General takes the minutes, with the exception of justified reasons. In the absence of the Secretary General, the Secretary General will choose a proxy for this matter.
- b. Up to two days after the ExCom meeting the minute-taker sends a link to the ExCom to an online document with the draft minutes for comments and suggestions. ExCom members shall have editing access to this document.
- c. Up to two days after the link had been sent, the ExCom members have time to make edits (only for their own interventions) and suggestions.
- d. Up to two days after the deadline for comments and suggestions, the minute-taker finalizes the minutes based on the edits, prepares a pdf and uploads it to the IAPSS GDrive folder with the standardized title from where it is accessible to the whole Board and the SupCom.
- e. The President may extend each deadline for the finalization and distribution of the minutes only in exceptional and justified circumstances upon request of the minute-taker or another ExCom member(s).
- f. The President shall send a written update to the Board and the SupCom summarizing the developments and decisions.

2. Online discussions and voting during the ExCom meetings

§ 7 Initiating online discussions

- a. Each ExCom member may initiate an online discussion. The discussion shall contain clear points to be discussed in the form of questions or proposals, and a clear period of minimum two days for accepting contributions to the discussions. In justified cases, exceptions to this period may then be granted by the convener of the discussion. The initiator shall within reasonable time after the discussion closes summarize the outcomes of the discussion.

§ 8 Online voting

- a. Each ExCom member may initiate an online vote. The voting shall unfold on a clear motion with a clear timeline marked by the beginning and end time of the voting. Votes are only valid if made available to all ExCom members by the voting ExCom members.
- b. The required majority for a proposal to pass is the same as the majority required for voting during online meetings.
- c. An individual or collective explanation of the vote may be included in the minutes of the ExCom meeting immediately after the respective online voting, upon request of one or more ExCom members.
- d. Outcomes of online votes must be included in meeting minutes as consent agenda items.

3. ExCom in-person meetings

§ 9 Schedule and convening of the ExCom in-person meetings

- a. The purpose of the ExCom in-person meetings is to ensure effective teamwork between the ExCom members and to realize in-depth outcome-oriented discussions on the strategic planning of the activities of the Association.
- b. An ExCom in-person meeting can only be initiated by the President maximum once during one mandate. In cases of extraordinary need and if it is financially sustainable, additional in-person meetings may be initiated by the President during the same mandate.
- c. The dates, location (city and venue of the meetings) and reimbursement rules require a positive vote of the ExCom for the in-person meeting to be realized. The dates shall be voted upon latest one month before the beginning of the in-person meeting.
- d. The possibility of online presence at the ExCom in-person meeting depends on the technical and logistical circumstances of the particular meeting place and is determined individually for each in-person meeting together with the announcement of the agenda.
- e. Reimbursements for the ExCom in-person meeting shall be made in accordance with the Financial Regulations, taking into account the financial situation of the Association.

§ 10 Special procedures for the ExCom in-person meetings

- a. The drafting of the agenda for the in-person meeting shall be a participatory process involving all ExCom members. The drafting is coordinated by the President and shall be finalized latest five days before the in-person meeting.
- b. In case the Secretary General is not available for whole or part of the in-person meeting to take the minutes, several ExCom members may share this responsibility in a fair manner. All deadlines stipulated for the minutes from regular online ExCom meetings are multiplied by three for the minutes from the in-person meeting.
- c. In order to be eligible for reimbursements, the ExCom members must participate at least at 90 per cent of the overall duration of the program of the in-person meeting, with the calculation being based on the approved agenda. Upon exceptional circumstances, this requirement can be lifted if the ExCom member provides a special contribution to the ExCom in-person meeting in writing or in another suitable format.

d. Other aspects of the in-person meeting are governed by the respective provisions applicable for online meetings.

4. Board meetings and departmental meetings

§ 11 Schedule and convening of the Board meetings

a. The purpose of the Board meeting is to provide an informed picture about the status quo of the Association to the Board, to strengthen the ties between ExCom members, Coordinators and the SupCom representatives and to discuss the strategic issues related to the Association. It is not expected to take binding decisions at the Board meeting. If there is voting, the votes of the Coordinators and of the SupCom are advisory.

b. A Board meeting can take place maximum two times per mandate, normally before, during or after an IAPSS conference located at a continent where the majority of Board members reside. It may only be initiated by the President and its realization, date and reimbursement limits (considering the financial situation of the Association) need to be approved by the ExCom. The dates shall be voted upon latest three months in advance and subsequently announced to the Board.

c. The possibility of online presence at the Board meeting depends on the technical and logistical circumstances of the particular meeting place and is determined individually for each Board meeting together with the announcement of the agenda.

d. Reimbursements for the Board meeting shall be made in accordance with the Financial Regulations, taking into account the financial situation of the Association. Upon exceptional circumstances, reimbursements can be granted to a non-Board member replacing a Coordinator in their absence from the Board meeting.

e. To each Board meeting, the representatives of the SupCom are also invited. From the SupCom, reimbursements up to the limit placed for one Coordinator can be granted.

§ 12 Special procedures for the Board meetings

a. The drafting of the agenda for the Board meetings shall be a participatory process involving all ExCom members and Coordinators as well as the SupCom representatives. The drafting is coordinated by the President and shall be finalized latest five days before the Board meeting.

b. In case the Secretary General is not available for whole or part of the Board meeting to take the minutes, several Board members may share this responsibility in a fair manner. All deadlines stipulated for the minutes from regular online ExCom meetings are multiplied by three for the minutes from the Board meeting.

c. In order to be eligible for reimbursements, the Board members must participate at least at 90 per cent of the overall duration of the program of the Board meeting, with the calculation being based on the draft agenda. Upon exceptional circumstances, this requirement can be lifted if the Board member provides a special contribution to the Board meeting in writing or in another suitable format.

d. Other aspects of the Board meetings are governed by the respective provisions applicable for online meetings.

§ 13 Departmental meetings

- a. Before or after each Board meeting, departmental meetings shall generally take place.
- b. Departmental meetings shall take place regularly during the mandate in an online form as well. Each department may agree on the periodicity of these meetings, which shall generally not be lower than once per four weeks.
- c. The organization of the departmental meetings is the responsibility of the ExCom members in the positions of Heads of Departments.
- d. The ExCom shall be updated about the results of the departmental meetings in the updates of ExCom members before the regular online meetings.
- e. Departmental meetings are to a reasonable extent governed by the respective provisions applicable for online ExCom meetings.

5. Final provisions

§ 14 Liability

Failure to observe these Rules of Procedure may constitute grounds for causing harm to the Association.

§ 15 Interpretation

Where these Rules of Procedure do not provide, the ExCom decides.

Regulation 4: General Assembly Rules of Procedure

1. General Provisions

§ 1. These Rules of Procedure are meant for governing the General Assembly of the International Association for Political Science Students, hereafter ‘the Association’.

§ 2. These Rules of Procedure aim to let the General Assembly proceed in accordance with the principle of sound administration.

2. General Assembly

§ 3. Voting at each General Assembly is to be held online, through a secure online discussion and voting platform, for which the Executive Committee is responsible. The General Assembly is held simultaneously in-person, voting begins after the in-person discussion is finished. Casting a vote during the in-person GA through a ballot must always be granted upon request.

§ 4. Each Association year there will be at least one General Assembly, held at the World Congress of the Association no later than April.

§ 5. Written resolutions, proposals and discussion papers should be sent at least seven (7) days prior to the General Assembly to the Executive Committee and published by the Executive Committee to all members at least five (5) days prior to the General Assembly. Proposals by the Executive Committee should be published at least seven (7) days prior to the General Assembly.

§ 6. Each General Assembly shall be conducted in accordance with Robert’s Rules of Order, Newly Revised.

3. Board of the General Assembly

§ 7. The board of the General Assembly presides over the General Assembly and it bears the responsibility to let the General Assembly proceed in an orderly fashion in accordance with the principle of sound administration.

§ 8. The board of the General Assembly consists at least of one (1) Executive Committee member, preferably the Secretary-General.

§ 9. The remit of the board of the General Assembly consists of:

- a. Presiding over the General Assembly;
- b. Providing to take the minutes of the General Assembly;
- c. Providing to archive all documents of the General Assembly;

§ 10. The members of the board of the General Assembly appoint a chairperson among themselves. The chairperson presides over the General Assembly.

§ 11. The board of the General Assembly mutually decides on the competences of the remit of every member of the board of the General Assembly.

§ 12. The board of the General Assembly may at any time confer one or more of its tasks and obligations as mentioned in article 3, paragraph 3 to other members of the Association. Those who thus exercise these tasks and obligations, act under the responsibility of the board of the General Assembly.

§ 13. The term of the board of the General Assembly lasts from the start of the General Assembly until the end of the same General Assembly.

4. Code of Conduct

§ 14. The rules, procedures, and safeguards of the IAPSS Code of Conduct are intact at any point of the General Assembly.

5. Article of the General Assembly

§ 15. The Executive Committee proposes an agenda and sends the agenda along with all concerning documents and the call for the General Assembly at least thirty (30) days prior to the General Assembly.

§ 16. All members and bodies of the Association may propose items to put on the agenda to the Executive Committee until no later than one week before the day of the beginning of the discussions in the General Assembly. Should the Executive Committee decide not to place a proposed item on the agenda, it shall forthwith inform the member of its decision

§ 17. The vote on the adoption of the agenda shall usually takes place at the beginning of the General Assembly. An afore-defined window of time will be permitted to allow the decision on the agenda.

§ 18. It requires a simple majority for the proposed agenda to be adopted.

§ 19. If the in-person discussion at the General Assembly results in any announcements, these shall be communicated through the online platform at the earliest time possible.

§ 20. The results of the online voting at each General Assembly are announced by the board of the General Assembly to all members within 48 hours from the closing of the voting period.

§ 21. Each member has access to the online discussion and voting platform through her personal login credentials and password. In case there is an in-person discussion as part of the General Assembly, the Board of the General Assembly is responsible for ensuring that only members of the Association are present.

6. Discussion

§ 22. The discussion at the General Assembly unfolds at the in-person General Assembly venue with options to join through the secure online platform. For each agenda point, there is a separate discussion channel opened. Authors of the comments are identified through their name or username in the online system.

§ 23. Each online discussion platform at the General Assembly shall contain a separate section allowing to submit new agenda points by IAPSS members. The placement of the agenda point on the agenda proceeds as stipulated in Article 5 paragraph 2.

§ 24. At the in-person discussion at the General Assembly, in-person as well as online participating members

- a. May ask a question to whoever holds the floor during the debate, after their presentation is finished, and reply to the answer that is provided to this question;
- b. May pose a comment after the respective presentation is finished;
- c. Have a right of reply to the answer to the question they had asked according to point a. of this paragraph.

§ 25. The mentioned actions in paragraph 3 can only be made by a member when they relate to the agenda item discussed.

§ 26. The Chairperson may interrupt the member who is making one of the in paragraph 3 aforementioned actions, at any time when the Chairperson determines the action does not relate to the agenda item discussed, on the understanding that the Chairperson must provide a valid reasoning.

§ 27. A decision of the Chairperson as for mentioned in paragraph 5 may be subject to appeal from all members, the Executive Committee or the Supervisory Committee. The board of the General Assembly decides on such appeal.

7. Voting

§ 28. Voting takes place through a secure online platform or at the location of the in-person General Assembly upon request. It begins at a date stipulated by the Executive Committee together with the announcement of the GA. Voting begins if possible immediately after the in-person discussion ends.

§ 29. The standard period of voting is 1624 hours. The voting platform as well as the in-person balloting is administered by the board of the General Assembly which can ask for necessary technical assistance, whereby all personal data shall remain protected.

§ 30. During the voting, the online discussion platform for individual agenda points remains open.

§ 31. During the voting, members have a right to ask the Executive Committee or the Supervisory Committee to provide a voting advice. The Executive Committee or the Supervisory Committee may refuse to provide a voting advice.

§ 32. All points raised in the discussion platform during the voting that do not concern paragraph 3 or paragraph 4 will be deleted from the discussion platform by the board of the General Assembly.

§ 33. The three options of voting are:

- a. In favour
- b. Against
- c. Abstain

§ 34. All voting for elections shall be by secret ballot.

8. Derogation of the Rules of Procedure

§ 35. The General Assembly may at any time decide to derogate from these rules of procedure, provided neither one of the members, nor the Executive Committee, nor the Supervisory Committee, nor the board of the General Assembly objects and the derogation is not in conflict with the Statutes or the Internal Regulations.

9. Final Provisions

§ 36. These rules of procedure come into effect after they had been adopted by the General Assembly.

§ 37. To amend these rules of procedure a majority of votes at the General Assembly is required.

Regulation 5: Regions

1. General Provisions

§ 1 These regulations govern the federal affairs of the International Association for Political Science Students. (hereinafter “IAPSS”).

§ 2 These regulations are complemented by the Rules of Procedures of each regional board based on the IAPSS Internal Regulations.

2. The Regional Structure

§ 3 The regional structure of IAPSS consists of six chapters based on § 56 of the IAPSS Internal Regulations. These are:

- a. IAPSS Africa;
- b. IAPSS Asia;
- c. IAPSS Europe;
- d. IAPSS Latin America;
- e. IAPSS Oceania;
- f. IAPSS USA & Canada.

§ 4 Based on § 8 of Regulation 1, each of the in § 3 named chapters are governed by a regional board.

3. The Regional Leadership Committee (RLC)

§ 5 The Regional Leadership Committee of each Regional Chapter is established by these regulations.

§ 6 The Regional Leadership Committees have the following names

- a. IAPSS Africa Regional Committee;
- b. IAPSS Asia Regional Committee;
- c. IAPSS Europe Regional Committee;
- d. IAPSS Latin America Regional Committee;
- e. IAPSS Oceania Regional Committee;
- f. IAPSS USA & Canada Regional Committee.

§ 7 The RLCs are accountable to the IAPSS General Assembly and the IAPSS Executive Committee.

§ 8 The RLCs consist of at least these six members:

- a. The Regional Chair of the respective region;
- b. The Regional Co- Chair of the respective region;
- c. The Regional Project and Events Coordinator of the respective region;
- d. The Regional Fundraising Coordinator,
- e. The Regional Liaison Coordinator
- f. The Regional Media Coordinator

§ 9 The Regional Chair of the respective region is elected by vote during the General Assembly held at the end of each association year.

§ 10 The other positions within the RLCs are appointed by the IAPSS Executive Committee upon suggestion of the Regional Chair of the respective region. If the IAPSS Executive Committee does not agree with the proposals made by the Regional Chair of the respective region, the IAPSS Supervisory Committee may overrule the decision of the IAPSS Executive Committee by vote within 3 weeks after the vote of the Executive Committee. If the IAPSS Supervisory Committee does agree with the vote of the IAPSS Executive Committee, the Regional Chair of the respective region is adhered to propose new candidates.

§ 11 The Regional Chair of the respective region is in-charge of the following:

- a. Leading the regional committee and overseeing the work of each coordinator
- b. Developing and implementing a regional outreach strategy inline with the vision of IAPSS Global
- c. Serving as a connection between IAPSS Global and IAPSS Regional
- d. Managing the regional committee's finances

§ 12 The Regional Co-Chair of the respective region is in-charge of working together with the Chair depending on their own personal capacities and expertise. The Co-Chair will take the place of the Chair if he/she is not able to attend the Council of Regions Meeting.

§ 13 The Regional Project and Events Coordinator of the respective region is in-charge of all the projects of the region from drafting the project proposals to their implementation.

§ 14 The Regional Fundraising Coordinator is in charge of seeking grant and funding opportunities which are bound to a region assist Chairs enlarging the network of possible partners

§ 15 The Regional Liaison Coordinator is in charge of creating partnerships within the region such as leading the process of registering IAPSS as member organisation of local youth forums and other student advocacy platforms.

§ 16 The Regional Media Coordinator is in charge of maintaining the region's presence in the region. This includes finding initiatives to promote the Regional Chapter through various

media including online social media initiatives such as posts, podcasts, blogs, or vlogs project.

§ 17 The RCs make their decisions on a simple majority vote.

§ 18 The RCs must meet at least once a month. The outcome of the meeting must be covered by minutes taken by one of the members of the respective RCs.

§ 19 The Regional Deputy Chair of the respective region replaces the Regional Chair in case of absence and assumes their position in case of the Regional Chair's resignation or departure.

§ 20 In case of termination of mandate or resignation of a member of the RC of a region the respective Regional Committee should search and fill that position within 2 weeks after the announcement of the resignation. If the position is not filled within 2 week after the announcement, the IAPSS Executive Committee may appoint a suitable replacement.

§ 21 The mandate of each RLC member shall be one (1) year.

4. Relation to IAPSS Global

§ 22 The respective Regional Chapter is independent in their work unless otherwise stated in the legal framework.

§ 23 The Regional Chapters do not represent a legal entity of IAPSS and therefore have no power whatsoever to enter into contracts or agreements in the name of IAPSS. This contains agreements of both financial and non-financial nature.

§ 24 The Regional Chapters may communicate with interested individuals or organisations with the goal of entering into an official agreement. However, during the entire duration of communication the potential partner must be aware that the concerned individual from the Regional Chapter cannot enter into any agreement without approval by the authorised bodies of IAPSS.

§ 25 In case the RC has appointed a coordinator the IAPSS Executive Committee may object within 2 weeks after the appointment of the coordinator. The decision by the IAPSS Executive Committee is final and cannot be appealed.

5. Reporting Structure

§ 26 The regional chapters are accountable to the IAPSS General Assembly and the Executive Committee.

§ 27 Two weeks before the last General Assembly of the ongoing association year each regional chapter must send a comprehensive progressive report to the Executive Committee which must be published by the Executive Committee before the General Assembly. It must contain:

- a. All events organised by IAPSS in the region;
- b. All projects conducted by IAPSS in the region;
- c. All partners of IAPSS in the region;
- d. The workflow within the respective regional board;
- e. Efforts regarding Fundraising.

§ 28 When the RCs are appointing a coordinator in the Regional Chapter, the IAPSS Executive Committee must be informed within 7 days.

§ 29 Minutes taken during the RCs meetings must be forwarded to the IAPSS Executive Committee as well as the IAPSS Supervisory Committee within 7 days.

6. Council of Regions

§ 30 The Council of Regions (hereinafter “CoR”) is established by these regulations.

§ 31 The CoR consists of all six chairs of the regional chapters of IAPSS, the IAPSS Global Secretary-General or their Deputy, one member of IAPSS Global concerned with regional development, and the IAPSS Global Treasurer or their Deputy.

§ 32 The CoR has a meeting at least once a month.

§ 33 The CoR is in charge of:

- a. Setting the regionalisation strategy;
- b. Representing the regions towards the boards of IAPSS Global;
- c. Representing the regions towards the General Assembly;
- d. Holding the Regional Chairs accountable

§ 24 The CoR decides with simple majority of all Regional Chairs.

§ 25 The CoR is adhered to hold focused strategy meetings with concerned coordinators at least twice a mandate on each operational area stated in this paragraph. During these meetings coordinators from the respective Regional Chapter concerned with the discussed topic replace the Regional Chairs The topic for which these meetings are beneficial are,

- a. Public Relations strategy;
- b. Events strategy;
- c. Projects and Academics strategy;

- d. Fundraising strategy;
- e. International Cooperation strategy

Regulation 6: Code of Conduct

The International Association for Political Science Students (hereafter referred to as “IAPSS”) adopts for itself the following Code of Conduct:

Preamble

The International Association for Political Science Students does perceive as a founding value the respect for oneself and others, and promotes inside and outside the community a culture based on respect, dignity and equality to ensure full access and participation, reflecting the basic right of everyone to be heard.

For these reasons IAPSS is committed to remove from its structure all the obstacles that may jeopardize full participation and may endanger or bring damage to the respect and dignity that is due to every person that volunteer or work in the platform, with particular reference to discrimination, sexual or emotional harassment, humiliation, prejudice, segregation, stereotype or violence.

Wishing to (1) promote and encourage full participation, equal opportunities and mutual respect between any individual participating in any online or offline IAPSS activity, as well to (2) ensure that external representatives of the community do always comply with the ethical standards that reflect the basic values of IAPSS, we are emphasizing the Code of Conduct as an integral component of IAPSS’s legal and ethical framework.

1. Inspiration

§ 1. The overarching values in which this Code of Conduct is operating are enshrined in the Universal Declaration of Human Rights.

2. Aims and objectives of the Code of Conduct

§ 2 The main aim of this Code of Conduct is to ensure a safe, inclusive and conducive environment based on the values of equality and mutual respect; as well to promote the mutual respect and encourage full and democratic participation in all the bodies and events of IAPSS, and to set a sign against discrimination, and violence in the within the organization, educational institutions, and within our societies in general terms. This Code does not preclude the organisation of meetings that are open only to members of specific discriminated groups in order to tackle the discrimination they face.

3. Persons to whom this Code applies

§ 3 This Code does apply to any individual participating in any offline or online activity of IAPSS or representing IAPSS externally.

4. Repeal of discriminations and violence

§ 4. The International Association for Political Science Students, advocating for fruitful cooperation among students from all around the world does reject and condemn any kind of violence and discrimination, as the ones based on:

- a. Age;
- b. Being pregnant or having a child;
- c. The marital status;
- d. Disabilities or impairments of any kind;
- e. Education and socio-economic background;
- f. Gender including sex, sexual orientation, gender identity or gender expression;
- g. Organisational backgrounds;
- h. Physical appearance;
- i. Belonging to a Political Party or a Union;
- j. Race including colour, nationality, citizenship, ethnic or national origin;
- k. Religion, belief, faith or non-belief.

5. Behaviours

§ 5. IAPSS requires that the behaviour of any individual participating in any offline or online activity of IAPSS or representing IAPSS externally must be coherent with the values aforementioned and promotes inside the community an inclusive atmosphere and an accessible environment while enforcing non-violent communication and balanced facilitation. For the same reasons, IAPSS takes a zero tolerance approach to any kind of discrimination and violence including but not limited to bullying, degradation, harassment, verbal, non-verbal, physical or non-physical humiliation and intimidation.

6. Point of Contact

§ 6. For every event except for the World Congress, including the Board Meeting and the General Assembly, the coordinator or conductor is the point of contact (PoC) to provide the general information and to follow the procedures as explained in Articles 6-12.

§ 7. During a World Congress, including the Board Meeting and the General Assembly, the three members of the Diversity and Equality Committee are the points of contact (PoC) to provide the general information and to follow the procedures as explained in Articles 6-12. The Diversity and Equality Committee acts as internal mediation group and consists of persons that can be approached for any complaints to manage them. The mediation group is composed of:

- a. One member of the Executive Committee;
- b. One member of the Supervisory Committee;

c. One Coordinator of the IAPSS Global Operating Board.

§ 8. Any complaint or alleged issue regarding online or offline activity can be addressed anonymously or not via an online form. The Diversity and Equality Committee monitors these and initiates the required procedures.

7. Misconduct in a meeting

§ 9. In the case of witnessing or having received a report of any written, non-verbal or verbal violent or discriminatory behaviour, conduct or discourse, the chair or facilitator of the meeting is required, on their best judgment, in successive order and depending on severity of the action to:

- a. Remind participants of their obligation to act in accordance with the Code of Conduct;
- b. Engage in a one to one chat with the offender to make sure that there is an understanding of the reason of the inappropriate action;
- c. Engage with the offender to explain and ask for an apology and/or retraction of the action;
- d. Suspend the session and/or ask the offender to leave from the remainder of the meeting or event;
- e. In case the chair or facilitator was also the person receiving the original complaint, the decision should when possible not be taken alone and forwarded to the Diversity and Equality Committee.

8. Violent or discriminatory behaviour

§ 10. In the case of violent or discriminatory behaviour, conduct or discourse that is physical in nature, the chair or facilitator of the meeting is required to:

- a. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in discrete locations
- b. Contact the police authority if necessary and possible according to the laws of the country where the meeting takes place.

9. Scope

§ 11. Sections 6, 7 and 8 apply to both formal and informal settings. A formal setting is any part of the working programme of an event. Informal settings include any moment surrounding the working programme, including but not limited to social events and online communications.

10. Mediation in case of a violation of the Code of Conduct affecting any group present

§ 12. If the code of conduct has been violated with respect to a group that is present, the procedure as described in Articles 6, 7 and 8 shall be applied. Any of the present members of

the group shall have the right to demand an excuse and/or a mediation procedure as described above. The offended group also has the right to nominate one of its members to exclusively represent its interests in the mediation process.

11. Mediation in case of a violation of the code of conduct affecting any group not present

§ 13. If the code of conduct has been violated with respect to a group that is neither present nor has a representative nor a member of its own in the meeting during which the incident occurred, any member of the meeting can bring the incident to the point of contact who follows the process described in Articles 6, 7 and 8.

12. Privacy

§ 14. In order to protect the privacy of the concerned persons, all mediators and other persons involved in a mediation process are bound to silence, except if any legal procedure requires it or for the safety of the individual, and discretion about any facts they come to know during the mediation process. The point of contact shall not disclose the identities of the parties concerned without prior consent.

13. Legal steps

§ 15. The above named regulation and mediation measures do not interfere with the harmed person's or harmed group's legal rights to bring legal action against the offender.