



**IAAS CONSTITUTION & BY-LAWS  
2024/2025**

IAAS Headquarters

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# MISSION STATEMENT

*To promote the exchange of  
experience, knowledge and ideas,  
to improve the mutual  
understanding between students in  
the field of  
agricultural and related sciences  
all over the world.*



# Preface

The IAAS Constitution is the legal backbone of the association. IAAS is an international non-governmental youth organisation (INGYO) and registered as an international non-profit organisation (IVzw) in Belgium.

The constitution is as old as the association; amendments can only be made by the General Assembly that normally meets annually.

The By-laws are a supplement to the constitution; they provide more detailed information on how the association functions at the international and national levels.

Upon becoming a member of IAAS, all members agree to act according to the Constitution and By-laws. Every member is expected to promote the association and its aims at any time.



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# Lists of Abbreviations

<b>BSc</b>	Bachelor of Science (undergraduate)	<b>ND</b>	National Director
<b>CB</b>	Control Board	<b>NExCo</b>	National Exchange Coordinator
<b>CBL</b>	Constitution and By-laws (also C&BL)	<b>NGO</b>	Non-governmental organisation
<b>CP</b>	Contact Person	<b>NT</b>	National Treasurer
<b>DF</b>	Development Fund	<b>OC</b>	Organising Committee
<b>DM</b>	Directors Meeting	<b>PhD</b>	doctoral degree (postgraduate)
<b>EB</b>	Executive Board	<b>QB</b>	Quality Board
<b>EB/CB</b>	Executive Board & Control Board	<b>RB</b>	Regional Board
<b>ExCo</b>	Exchange Coordinator	<b>RCCo</b>	Regional Communication Coordinator
<b>ExPro</b>	Exchange Program	<b>RD</b>	Regional Director
<b>FAYI</b>	Food & Agriculture Youth Institute	<b>RERCo</b>	Regional External Relations Coordinator
<b>GA</b>	General Assembly	<b>RExCo</b>	Regional Exchange Coordinator
<b>HITC</b>	Head of ITC	<b>RFCo</b>	Regional Finance Coordinator
<b>IAAS</b>	International Association of Students in Agricultural and Related Sciences	<b>SAP</b>	Study Abroad Program
<b>ICYA</b>	International Conference of Youth in Agriculture	<b>UN</b>	United Nations
<b>ITC</b>	IAAS Training Committee	<b>VCP</b>	Village Concept Project
<b>LC</b>	Local Committee	<b>VP</b>	Vice President (of)
<b>LD</b>	Local Director	<b>VPC</b>	Vice President of Communications
<b>LExCo</b>	Local Exchange Coordinator	<b>VPER</b>	Vice President of External Relations (former Partnership)
<b>LT</b>	Local Treasurer	<b>VPE</b>	Vice President of Exchange
<b>MSc</b>	Master of Science (graduate degree)	<b>VPF</b>	Vice President of Finance
<b>NC</b>	National Committee	<b>WoCo</b>	World Congress



# Constitution of IAAS

## CHAPTER 1 THE ASSOCIATION

### **Article 1.1 Name**

The name of the Association shall be "International Association of Students in Agricultural and Related Sciences" (IAAS). The Association is run according to the articles of the Code of Societies and Associations (WVV) of the Belgian Law concerning international non-profit making associations (IVZW's).

### **Article 1.2 Logo**

The logo of the association contains the globe and two stalks wheat with the letters IAAS as shown in the picture below.



### **Article 1.3 Headquarters**

The headquarters of the Association is established in Belgium, in the Flemish Region, at the following address:

IAAS International  
Katholieke Universiteit  
Leuven Faculty of Bioscience  
Engineering

Kasteelpark Arenberg 20  
B-3001 Heverlee, Leuven  
Belgium  
Homepage: [www.iaasworld.org](http://www.iaasworld.org)



## **Article 1.4 Objective**

The objective of the association is to promote the scientific and mutual interests of students in agricultural and related sciences.

It pursues this objective by:

Encouraging the exchange of ideas in all fields of education and practice in agricultural and related sciences.

Promoting cooperation and understanding between students of agricultural and related sciences from all over the world.

Preparing students to fulfil the challenges of their future work with a practical and global view.

Encouraging the formation and development of local organisations of students in agricultural and related sciences.

Organising international meetings, seminars and trainings for students of agricultural and related sciences.

Promoting sustainable agriculture, economics and food production in the whole world.

Promoting a higher education system of high quality, accessible for everyone.

The Association is not-for-profit.

According to the art 1:2 of the WV of the Belgian Law, the association may not distribute or procure directly or indirectly any patrimonial advantage whatsoever to its founders, members, directors, or any other person except for the disinterested objective determined by this article 1.4 of the Constitution.

## **Article 1.5 Affiliation**

The association is independent of any governmental and international entity. The objectives of the association must not be influenced by any public or private actor, including sponsors and partners.



## **Article 1.6 Languages**

The official language of the association is Dutch. English is the main working language. French and Spanish are the second working languages.

## **Article 1.7 Activities**

IAAS provides internships opportunities on farms and organisations for the students and graduates in the agricultural and related sciences.

IAAS offers an opportunity for fostering exchange of ideas, knowledge and mutual understanding among students in agriculture and related sciences by organizing different activities such as World Congress, Exchange Weeks, International Conference of Youth in Agriculture etc.

IAAS supports small-scale development projects (Village Concept Projects or VCPs) in order to improve the living conditions of a rural community.

IAAS Training Committee (ITC) empowers IAAS members around the world by organizing educational activities such as soft skill trainings and workshops.

IAAS launches projects globally on various vital subjects linked to the SDGs, such as "No Food Waste" with the goal to inform about the reduction of food waste. IAAS actively tackles food waste in its national and international events.

IAAS works to ensure the diversity of regions being able to participate and represent their respective country at official events such as the World Congress. IAAS puts attention to the 'Women in Agriculture' according to Sustainable Development Goals 05.

IAAS runs several online campaigns on topics related to the association and its mission on its official page of Facebook, Instagram, LinkedIn, and Twitter.

IAAS supports any other activities with appropriate aims arranged by various committees.

IAAS provides universities the chance to promote their study programs via the IAAS network's "Study Abroad Program" and gives students the chance to find interesting study programs.

IAAS cooperates with other international student organisations as well as the official representations such as the FAO, UN, EU and the respective partners of the association.

IAAS encourages every member to create their own project either in local or national level by allowing them to align with the specific target of Sustainable Development Goals by following the Global Project Guidelines that provided by the Global Project Coordinator of IAAS.



IAAS supports and sends a delegation to the UN events (and its bodies) events such as COP and SB to represent Youth in Agriculture as an active NGO within YOUNGO – UN Youth constituency.

The Food & Agriculture Youth Institute (FAYI) is an independent committee, which actively contributes to creating a space of scientific debates inside the association and formulates call to actions and policy documents towards conferences (e.g. COP).

## **CHAPTER 2 MEMBERSHIP**

### **Article 2.1 Members**

Members of the association shall be:

#### 2.1.1 Full Members

Associations or organisations or groups of students in the field of agriculture and related sciences all over the world that have been founded according to the laws of their respective countries and who agreed to the Constitution and By-laws of IAAS World.

#### 2.1.2 Candidate Members

Associations or organisations or groups of students preparing to apply for full membership.

#### 2.1.3 Honorary Members

Honorary membership can be granted to the persons who have greatly contributed to the achievements and the objectives of the association.

### **Article 2.2 Application for Membership**

#### 2.2.1 Full Member

The Control Board shall make sure that the application form is accessible to the interested associations or organisations who want to apply for full membership or candidate membership. The application for membership shall be submitted by the president of the applying association or organisation to the Executive Board and Control Board. Applications shall be submitted to the Executive Board and Control Board before the beginning of the General Assembly. The applicant must have been presented as a candidate member during one World Congress (WoCo) before applying for full membership the following WoCo or must have been full member with frozen status.

#### 2.2.2 Candidate Member

The Executive Board shall make sure that the application form is accessible to the interested associations or organisations. The application for



membership shall be submitted by the President of the applying association or organisation to the Executive Board. Applications shall be submitted to the Executive Board and Control Board before the beginning of the General Assembly.

### **Article 2.3 Admission of Members**

#### 2.3.1 Full Member

The admission of a new full member shall be approved by the General Assembly on the basis of two-thirds majority of the members present and voting.

#### 2.3.2 Candidate Member

The admission of a new candidate member shall be approved by the Executive Board for the maximum period of two years. An extension in time may be granted by the Executive Board.

#### 2.3.3 Honorary Member

The General Assembly may confer honorary members.

### **Article 2.4 Frozen Status**

#### 2.4.1 A full member that has received the frozen status loses the following rights:

- i. It is not allowed to organise or participate in any international IAAS events including exchange weeks unless granted permission by OC and EB.
- ii. It cannot use the name of IAAS internationally.
- iii. Individuals cannot be elected for any position in the association on international level.

#### 2.4.2 A full member can be given the frozen status because of the following reasons:

- i. It has not paid membership fee for the year in question before the beginning of the World Congress or it has reported a false amount of Local Committees in order to pay a lower membership fee.
- ii. It has misused the name of IAAS. This can be brought to the attention of the EB by any full member and the EB has to act accordingly.
- iii. It did not submit a national report to the Executive Board two weeks before the start of the World Congress.
- iv. There is no National Director.

#### 2.4.3 The General Assembly votes on the status of frozen members. The member can become frozen up to one year. After one year the country



needs to lose the status and become a full member again or it loses its membership. It can become a full member again if the requirements in 2.4.2 are met.

- 2.4.4 The Executive Board can at all times, after consultation with the Control Board, give a full member country with frozen status the rights lost at 2.4.1 back. Only the General Assembly can undo the frozen status.

### **Article 2.5 Loss of Membership**

- 2.5.1 If any honorary individual, candidate-, frozen- or full member fails to comply with the Constitution and By-laws of the association, or does not fulfil their duties or abuses the name of the association, the General Assembly shall have the power to exclude such a member with a two-thirds majority of the members present and voting after having informed the member about this failure. The same criteria apply to individuals.
- 2.5.2 Duties of honorary individuals, candidate, and full members  
Any honorary individual, candidate or full member that is not fulfilling the respective duties of honorary, candidate or full membership as pointed out in the By-laws can be excluded by the General Assembly with two-thirds majority of the members present and voting.
- 2.5.3 Frozen or candidate members  
Members with frozen or candidate status can be expelled by the General Assembly by two-thirds of the members present and voting, if it fails to clear the hindrances causing its frozen status.
- 2.5.4 Any member that is meant to be expelled has the right to defend itself, justify and clear the reasons for its failure to comply with the present Constitution and By-laws before the General Assembly.

### **Article 2.6 Resignation**

Any member may resign its membership after notifying the Executive Board in writing.

### **Article 2.7 Membership Fee**

2.7.1 Full members shall pay an annual membership fee to IAAS as stated in the By-laws.

2.7.2 Exceptional circumstances. Countries Member facing exceptional circumstances (war, civil war, pandemics, natural disasters etc.) that





severely limits the smooth running of the activities of individuals at national level may be exempted from the payment of the Membership Fee. The committee must properly justify the request with a report. The EB/CB and the GA have to approve this decision.

## **CHAPTER 3 GENERAL ASSEMBLY**

### **Article 3.1 Legislative Authority**

The General Assembly (GA) is the legislative, governing, and supreme authority of the association. The General Assembly shall have the exclusive power to:

- 3.1.1 Enact, amend, or repeal the Constitution and By-laws.
- 3.1.2 Dissolve the association in accordance with article 10.1 of the IAAS Constitution.
- 3.1.3 Admit new members in accordance with article 2.3 of the Constitution.
- 3.1.4 Terminate membership in accordance with article 2.5 of the Constitution.
- 3.1.5 Decide the annual membership fee.
- 3.1.6 Approve of the reports of the Executive Board and the Control Board.
- 3.1.7 Approve of the financial report and the budget of the association.
- 3.1.8 Appoint the program of the association.

### **Article 3.2 Sessions**

- i. The General Assembly shall be convened to hold sessions once a year at the World Congress. Extra sessions can be called when both the Executive Board and the Control Board request it or when two-thirds of the full members request it.
- ii. Extraordinary sessions of Directors Meetings can be called on a regional scale to discuss internal matters of the Regional Boards Region. These can be called by the RB or with the request of the two thirds of the full member countries within the concerned region.

### **Article 3.3 The Convening and the Conduct of the General Assembly**

The General Assembly shall be convened by the Executive Board, who informs members and invites them to take part in the meeting. Invitations



must be circulated by the Executive Board two months before the beginning of the meeting.

To be able to start with the sessions of the General Assembly, at least 25% of the full members have to be present or join online and one full member of each region.

The decisions taken by the General Assembly require a simple majority of the members present and voting. All the General Assembly decisions shall be kept in a folder at the association's headquarters.

### **Article 3.4 Official Delegations and Voting Rights**

#### 3.4.1 Full Member

There is only one national delegation per country at the GA, irrespective of the number of committees in the country. Every national delegations has one vote. The national delegation not present at the time of voting in person or online cannot vote.

For the election of the Executive Board and the Control Board and the Constitution and By-Laws there is an exception: all full member countries can vote by e-mail 24 hours after to the session of the General Assembly.

The financial compensation can be voted on by the full members who were present at the EB evaluation and compensation discussion.

#### 3.4.2 Candidate Member

Each candidate member can have one national delegation at the General Assembly, but they do not have the right to vote.

#### 3.4.3 Members with frozen status

Full members with frozen status cannot vote as long as they have the frozen status.

#### 3.4.4 Observers

Observers are associations, organisations and individuals invited by the Executive Board. The observers have the right to speak unless the General Assembly decides the contrary.

## **CHAPTER 4 EXECUTIVE BOARD**

### **Article 4.1 Administrative Authority**

The Executive Board (EB) is responsible for the work of the association between General Assemblies according to the Constitution, the By-laws, and decisions set up by the General Assembly. They convene the General Assembly according to the article 3.3 of the Constitution. The Executive Board is responsible for the General Assembly and shall be present at the



General Assembly subsequent to their election. The Executive Board's meetings take place upon request of any of the five members, in order to make decisions or solve problems that hinder the association of Executive Board's functioning.

If during international events someone attempts against the dignity of an individual, institution or the association itself, a committee will be formed according to the article 6.14 of the By-laws to decide the consequences of the situation.

#### **Article 4.2 Composition**

The Executive Board shall consist of five members: President, Vice-President of External Relations, Vice-President of Finance, Vice-President of Exchange, and Vice-President of Communication.

The five members of the executive board are preferably not all from the same region.

#### **Article 4.3 Election**

The Executive Board members shall be elected annually at the World Congress by the General Assembly out of the list of candidates as proposed by the Election Committee.

The Executive Board members can be relieved of their duties by unanimous approval by the rest of the Executive Board and the Control Board or by the two-thirds of full members voting. This voting can take place via e-mail and during any time of the EB/CB's term. This voting is only true if at least 15% of full members per region take part and give their vote within the 24 hours limit and 25% of full member countries are represented. This voting can be called by any full member.

#### **Article 4.4 Term of Office**

The Executive Board shall take office officially on September 1.

#### **Article 4.5 Eligibility**

Any representative of a Full-member country is eligible to be an Executive Board member, provided that he/she is an undergraduate student (BSc), a postgraduate student (MSc, PhD) or a student already graduated under the age of 35. Any Executive Board member may be re-elected, preferably not more than two consecutive terms

#### **Article 4.6 Documents**

All binding documents for the association can be signed by an Executive Board member after conferral with the other Executive Board members and



the Control Board. The Executive Board signs documents in the name of the association.

If a member signs a document in the name of IAAS without consulting the rest of the Executive Board, they shall face consequences decided by the Executive and the Control Board.

### **Article 4.7 Lawsuits**

The Executive Board shall act on behalf of the association as a claimant or a defendant in case of lawsuits and shall be represented by the Executive Board member who is appointed by the Executive Board.

## **CHAPTER 5 CONTROL BOARD**

### **Article 5.1 Supervising Authority**

The Control Board (CB) shall be the supervising authority of the association. The Control Board upholds the interests of the General Assembly. The Control board are the interpreters of the IAAS Constitution and By-laws.

### **Article 5.2 Composition and Election**

The Control Board is a standing board composed of three persons preferably from three different countries and preferably from different regions. These persons are elected by the General Assembly. The Control Board consists of a Head of the Control Board, Finance Officer of the Control Board and Membership Officer of the Control Board. The three members of the Control Board each have their own specific duties within and in addition to the general duties of the Control Board.

## **CHAPTER 6 ADVISORY BOARD**

### **Article 6.1 Composition**

All Executive Board members continue their work in the association, even when they are officially no longer an IAAS member, for at least one year from the end of their term of office as members of the Advisory Board.

### **Article 6.2 Duties**

Retiring Executive and Control Board members need to have at least two meetings face-to-face or per video conferencing to hand-over all the necessary documents, information and files to their successors which will help them in their future tasks as EB and CB members respectively.



## **CHAPTER 7 REGIONALISATION**

### **Article 7.1 Regions**

To facilitate the administration of the association, the full members are grouped in regions and, if necessary, sub regions. The regions and sub regions cover a certain geographical area and are established upon approval by the General Assembly.

### **Article 7.2 Regional Board**

#### 7.2.1 Administrative authority of the Region.

The Regional Board (RB) is responsible for the work of the association between General Assemblies of the Directors Meetings according to the Constitution, the By-laws, and decisions set up by the General Assembly of their respective Directors meeting. The Regional Board's meetings take place upon request of any of the members, in order to make decisions or solve problems that hinder the region or Regional Board's functioning.

#### 7.2.2 Composition

The Regional Board shall consist of the Regional Director and Regional Exchange Coordinator. Preferably, a Regional Finance Coordinator, Regional External Relations Coordinator, Regional Communication Coordinator and Regional Projects Coordinator are also elected.

## **CHAPTER 8 IAAS TRAINING COMMITTEE**

### **Article 8.1 Description**

IAAS Training Committee (ITC) is an Independent Committee of IAAS World which shall consist of IAAS members and alumni or other young motivated individuals with certification in delivering soft skills training or strong interest in soft skills. The ITC is responsible for personal and organisational development of IAAS members according to the By-laws. The ITC Board of Directors shall be elected according to the Article 5.7.3 of the By-laws of IAAS World.

## **CHAPTER 9 FINANCES**

### **Article 9.1 Sources of Income**

The sources of income of the association shall consist of:

- i. Annual membership fees and specific program fees.
- ii. Grants, sponsors, donations and contributions from both public and private sources.



## **Article 9.2 Financial year**

The financial year shall run from 1<sup>st</sup> of July to 30<sup>th</sup> of June.

## **Article 9.3 Administration**

The income and the property of the association shall be administered by the Vice President of Finance and Vice President of External Relations. Specifically, the Vice President of Finance shall be in charge of the bookkeeping.

No member has the right to interfere with the budget voted on by the GA and specify where money should go, unless a new GA is hosted and it gets more votes than the previous (more committees approve the new one).

Donations made on a personal basis are welcome and donors can then decide where money should go. Nevertheless, it is encouraged to let the EBCB decide where money should go as they have a better vision of the budget and where money is missing.

## **Article 9.4 Liability**

The association's financial responsibility shall be limited to assets. Individual members of Local Committees and National Committees, Executive Board members, and Control Board members shall not be held personally liable.

## **Article 9.5 Financial Operating Reserve**

- 9.5.1 The Executive Board and more specifically, the Vice President of Finance shall secure a minimum amount of solvency that ensures the long-term financial health and sustainability of IAAS. This means that there should always be a minimum amount of readily available liquid money as an operating reserve, so that unexpected cash flow shortages, expenses or losses can be accounted for. These might be caused by delayed payments, bad economic conditions or emergencies. The operating reserve should thus not be used to make up for a structural budget deficit, unless the EB has an unanimously approved rational and clear plan to generate higher income sustainably or reduce expenses in the near-term future.
- 9.5.2 The operating reserve or minimum amount of readily available liquid money is set at €12,000 (twelve thousand euros), excluding the money reserved for the Development Fund.
- 9.5.3 Only the GA has the right to change the amount of the operating reserve. The operating reserve should be calculated as half of the total yearly expenses of IAAS.
- 9.5.4 Use of money of the operating reserve requires unanimous approval by the Executive Board and the Control Board or by approval of two-thirds of full members voting at a GA each time the EB or VPF wishes to execute a payment, for amounts bigger than €100. When money from the operating reserve is used, the Vice President of Finance should notify the EB, CB and all full members in written communication and should propose a new financial plan that shows how



the operating reserve will be filled again until the minimum amount and how financial health and sustainability will be assured in the near-term future.

- 9.5.5 EB compensations and travel costs cannot be covered by the operating reserve, unless decided differently by two-thirds of full members voting at a GA.

## **CHAPTER 10 DISSOLUTION**

### **Article 10.1 Dissolution**

The existence of the association shall be permanent until the time when the General Assembly decides to dissolve it. The dissolution shall require the unanimous approval of all full members and voting at the two consecutive General Assemblies. Any eventual asset remaining after dissolution of the association will be aimed at a non-profit making activity.

## **CHAPTER 11 AMENDMENT CHANGES**

### **Article 11.1 Proposals for Amendment**

Any proposals for the amendments to the Constitution shall be presented to the Control Board one month prior to the General Assembly, except for special situation, the period may vary based on the agreement between the Executive Board and unanimous approval of the Control Board. The amendments to the Constitution require two-third majority of the members present and voting at the General Assembly. Any modification to this constitution will have effect only after approval by the competent authority according to the article 2:5 4 of the Code of Societies and Associations (WVV) of the Belgian law and after publication in the annexes of the Belgian monitor according to the article 2:16 of the above-mentioned law.

### **Article 11.2 Missing information**

Anything not mentioned in this constitution has to be dealt with according to the articles of the Code of Societies and Associations (WVV) of the Belgian Law concerning international non-profit making associations (IVZW's).



# By-laws of IAAS

## CHAPTER 1 MISSION STATEMENT

### **Article 1.1 Mission Statement**

The mission statement of the association is:

To promote the exchange of experience, knowledge and ideas to improve the mutual understanding between students in the fields of agricultural and related sciences all over the world.

## CHAPTER 2 LANGUAGES

### **Article 2.1 Languages**

The official language of the association is Dutch. English is the main working language. French and Spanish are the second working languages.

2.1.1 This implies:

- i. English is used at international meetings and at plenaries.
- ii. The working language of the event needs to be stated before the applications for the event open.
- iii. A decent level of English is expected from IAAS directors and international officials. In case some of the participants do not speak the working language used, English translation should be available.
- iv. All the official publications before and after the event should be written in English and shared with the members of IAAS World.
- v. The English version of the Constitution and By-laws is the reference for internal issues.

## CHAPTER 3 REGIONALISATION

### **Article 3.1 Existing Regions and establishment of a (Sub) Region**

3.1.1 There are five Regions in IAAS:

- i. African Region (AFR)
- ii. American Region (AMR)
- iii. Asian Pacific Region (APR)





- iv. European Region (EUR)
- v. Middle East and North African Region (MENAR)

The sub regions in IAAS can be found in Annex I of the Constitution.

3.1.2 A minimum of four full members can propose to establish a new (sub) region. The proposal must be given in writing to the General Assembly with the signatures of the National Directors of all the countries who would belong to the new (sub) region. The proposal shall contain at least a name of the (sub) region, a list of the countries in the (sub) region, the name of the Regional Exchange Coordinator and the reason for forming the new (sub) region. If accepted, the sub region(s) shall be added as annex to the Constitution and By- Laws of the association.

3.1.3 Regional Headquarters

A Region shall preferably have headquarters and be registered as a non-profit organisation (npo) within the region.

Headquarters are the legal address where the region is registered, it can be the address of the university hosting it, additionally to the NC or LC already present on location.

### **Article 3.2 Allocation of Members into (Sub) Regions**

3.2.1 If a given country cannot be allocated into the (sub) region where it wishes, the General Assembly can allocate it to another (sub)region.

3.2.2 Full Members shall belong to only one (sub) region.

3.2.3 A region shall have a Regional Director and a Regional Exchange Coordinator. The Regional Board shall preferably also have a Regional Finance Coordinator, a Regional External Relations Coordinator, a Regional Communications Coordinator and a Regional Projects Coordinator.

These positions shall be elected on a Directors Meeting or on the GA if there has been no Directors Meeting in the IAAS year prior to the GA.

3.2.4 Each Regional Board determines a minimum percentage for the participation of National Directors and delegates in the respective regional meetings. Sanctions for non-compliance should be discussed with the Executive Board.

## **CHAPTER 4 MEMBERS**

### **Article 4.1 Status of a Member**



The countries of the members are divided into six groups with different financial status as A, B, C, D, E and F according to the most recent available Gross National Income (GNI) per capita statistics of the World Bank with A countries as the low-income countries, B countries as lower middle income and so on.

### **Article 4.2 Duties of Members**

To further the objectives of the association, in accordance with the IAAS most recently updated strategy plan

### **Article 4.3 Duties of Full Members**

4.3.1 To have a National Committee.

4.3.2 To pay the annual Membership Fee as follows:

<b>Country Category</b>	<b>Fee in Euros (EUR)</b>
A	0
B	$150 + 10x(N^{\circ}LC-1)_1$
C	$250 + 20x(N^{\circ}LC-1)_1$
D	$350 + 30x(N^{\circ}LC-1)_1$
E	$400 + 40x(N^{\circ}LC-1)_1$
F	$450 + 50x(N^{\circ}LC-1)_1$

Categories	GNI per Capita (September 2019 Update)
Category A	GNI < 1000 USD
Category B	GNI ≥ [1000:7940] USD
Category C	GNI ≥ [7940:18,640] USD
Category D	GNI ≥ [18,640:33,690] USD
Category E	GNI ≥ [33,690:53,190] USD
Category F	GNI > 53190 USD

1: N°LC stands for the number of Local Committees in a member country. This number is multiplied with the corresponding amount stated in the spreadsheet above.

This fee will be equally divided between the Local Committees in the member country, unless stated otherwise by the National and Local Director(s). The Executive Board will be informed of this decision. The Vice President of Finance shall receive the membership status form by June 1st of every year. This Fee will not exceed a 1000 euros.

Note: Members can request for a reduction in the membership fee when they can prove that they face (economically) difficult situations. The conditions for getting a reduction are that the member must conduct real attempts in organising fundraising activities or any other kind of activities that are related with their field of study to try to generate the needed funds to pay for the membership fee and pay for their own development in the future. The Executive Board and the Control Board decide the amount of the reduction based on a financial report, including the budgets of the activities. The GA has to approve of this decision. The maximum percentage of reduction that can



be given is 20%.

4.3.3 To fill in the country report application. This report contains at least the following information:

- The personal information of the National and Local Directors (names, email addresses, social media profiles, phone numbers...
- The personal information of the National and Local Treasurers (names, email addresses, social media profiles, phone numbers...)
- The personal information of the National and Local Exchange Coordinators (names, email addresses, social media profiles, phone numbers...)
- The information of the universities of which the committees are a part of (contact person, email address, address)
- A financial overview explaining detailed strategies to raise funds to be able to pay for the Membership Fee and, to get enough money to organise projects and international events, and to remain financially viable in the long run.
- The number of Exchange Program places offered. If the country isn't participating in the Exchange Program a reason for this must be give
- The total amount of members and the amount of active members
- An overview of all organised activities (divided into local, national and international) of the past year (since the last country report)
- An overview of next year's activities that will be organised (if already planned)

4.3.4 To update the membership list of their country at least once a year and send this updated list to the regional and Executive Board. This list includes the following information of the countries members:

- Full name
- Gender (Female, Male, divers)
- Date of birth
- E-mail address
- Country of which they are a member of in IAAS
- Country of birth
- The Local Committee they are a part of
- Their year of joining
- Their role in IAAS
- Their university, type of degree and field of study

This information will only be used internally within the IAAS network and can be accessed only by the Executive, Control and Regional Board. This



information will be dealt with according to our GDPR rules.

- 4.3.5 Promoting the Exchange Program, the study abroad program, the global projects and the events organised by IAAS World and/or their respective (sub) region on a regular basis.
- 4.3.6 Reporting all information relayed by IAAS World and/or their respective (sub)region towards the local members.
- 4.3.7 Working towards achieving the objectives and strategic goals of IAAS.
- 4.3.8 Cooperating with the requests of the General Assembly and the Executive Board.
- 4.3.9 Annually appointing a National Director who shall be responsible for maintaining contact between the Executive Board, the Regional Board and the National Committee.
- 4.3.10 Notifying the Regional Board of the organised activities and events within the National and Local Committees. If there is an event coordinator in the region they should be notified on the international events the committee will organise to find a decent time for the event.

#### **Article 4.4 Duties of Candidate Members**

- 4.4.1 To have a National Committee.
- 4.4.2 To give a written report to the General Assembly according to article 4.3.3.

#### **Article 4.5 Definition of IAAS individual**

A member of IAAS is considered an individual of a national committee, who is an undergraduate, graduate or postgraduate student in the field of agricultural and related sciences or who has completed a study in this field, according to the rules and constitution of the National Committee. The ND is expected to be the one who can confirm the membership status of an individual. All individuals can enjoy the benefits of IAAS but these benefits will prioritize younger members who demonstrate commitment and a history of contribution to the organization through holding positions within a committee and directly organizing events and activities.

#### **Article 4.6 Honorary Individuals**

- 4. The status as Honorary Individual shall be granted to people who have greatly contributed to the achievements and aims of the association. A motion must be submitted to elect a person to honorary membership. This motion must include:
  - i. A petition by at least three full member countries, announcing



- their support for the candidate for honorary membership,
- ii. A letter of nomination,
  - iii. Curriculum Vitae, and
  - iv. Any additional supporting information.
- 4.6.2 Students cannot be elected as Honorary Individuals.
- 4.6.3 Proposals for honorary membership must reach the Executive Board two weeks prior to the General Assembly and shall be sent out to all full members together with the preparation document.
- 4.6.4 The names of the Honorary Individuals of IAAS shall be attached in a list to the IAAS Constitution and By-laws as an annex.

### **Article 4.7 Frozen Status**

- 4.6.1 A member with frozen status shall be in contact with the Executive Board.
- 4.6.2 A member with frozen status can take part in activities after consultation with and approval of the Executive Board.
- 4.6.3 A member with frozen status should search for funds in order to pay the annual membership fee, organise local activities to attract new members under the name of IAAS and tackle all problems that keep them from full membership.
- 4.6.4 Individuals of countries with the frozen status cannot be elected for any position in the association on an international level.
- 4.6.5 Elected individuals from a country with the frozen status can continue in their positions as long as the country has the frozen status or is accepted as a full member again.

### **Article 4.8 Opinion of Members**

The activities and the opinions of the members do not necessarily represent the opinion of the whole association.

### **Article 4.9 Members Organizing International Events**

- 4.9.1 Every member that is organizing an international IAAS event, including the annual World Congress, should prepare a "No-Food-Waste" plan two weeks prior to the event. The organizing committee of an international IAAS event should submit the "No-Food-Waste" plan to its respective Regional Board at least two weeks prior to the event. The Regional Board should control and deliver feedback on the plan before approving it. In the case of the World Congress, the organizing committee should



submit the "No-Food-Waste" plan to the Executive Board. The President of the Executive Board should control and deliver feedback on the plan before approving it.

- 4.9.2 Every member that is organizing an international IAAS event, including the annual World Congress, should prepare a "Catering" plan two weeks prior to the event. The organizing committee of an international IAAS event should submit the "Catering" plan to its respective Regional Board at least two weeks prior to the event. The Regional Board should control and deliver feedback on the plan before approving it. In the case of the World Congress, the organizing committee should submit the "Catering" plan to the Executive Board. The President of the Executive Board should control and deliver feedback on the plan before approving it. The "Catering" plan should include explanation on how the conference is aiming to deliver sustainable food catering services during the event. As IAAS is an endorser of the Food@COP campaign, IAAS events will aim to have  $\frac{3}{4}$  of all food options plant-based, affordable, nutritious, regionally sourced (where feasible), and culturally inclusive.

#### **Article 4.10 Definition of IAAS alumnus**

- 4.10.1 An Alumnus of IAAS is considered an individual who was once a member of an IAAS National Committee according to the rules and constitution of the National Committee. The ND is expected to be the one who can confirm the alumnus status of an individual; or, if the National Committee no longer exists, the RD of the region it once belonged to; or, if the region no longer exists, the President of IAAS.
- 4.10.2 Any member of IAAS who has been expelled from IAAS or their IAAS National Committee cannot have the Alumnus status.

## **CHAPTER 5 COMMITTEES**

### **Article 5.1 National Committee**

The National Committee (NC) consists of the National Director (ND) together with any other elected individual, which the individuals of the Local Committees of the member wish. The primary role of an NC is to coordinate collaboration among the Local Committees and to have a collective national strategy and vision for IAAS. Additionally, the NC should preferably comply with the legal requirements for non-profit organisation in their respective countries. It is also possible to organise national events. International IAAS events need organisation on the national level by the NC as well. Other elected individuals of the NC can include Vice-Director of Communication, Vice-Director of External Relations, Vice-Director of Projects, Vice-Director of Membership, National Secretary and National Control Board. Additional information about NC's is available in the IAAS



Finance Standard mentioned in article 17.3.5.

### **Article 5.2 Duties of the National Director**

- 5.2.1 To further the objective of the association with his/her country.
- 5.2.2 To relay all information about the association to the committees in his/her country.
- 5.2.3 To be responsible for all activities of the association within his/her country.
- 5.2.4 To be responsible that his/her country is represented in all negotiations with the association.
- 5.2.5 To keep the Executive Board and the Regional Board continuously updated about the committee addresses and changes in the National Local Directors/Treasurers and Exchange Coordinators.
- 5.2.6 To coordinate the activities in his/her country.
- 5.2.7 To submit the country report to the Regional Board and the Control Board three weeks before the start of the World Congress.
- 5.2.8 To ensure that the membership fee of his/her country is paid in time.
- 5.2.9 To educate the next ND and ensure a proper transition and handover documents.
- 5.2.10 To guarantee that the country page of his/her country at [iaasworld.org](http://iaasworld.org) is updated.

### **Article 5.3 Duties of the National Treasurer**

- 5.3.1 To coordinate the finances of the National Committee.
- 5.3.2 To make annual budgets including all the revenues and the expenditures that took place during the year per category and propose a budget for the next year.
- 5.3.3 Establish a bookkeeping system where all the financial transactions are noted and archive the invoices of each object and service bought or sold.
- 5.3.4 Make sure the annual Membership Fee (MF) can be paid.
- 5.3.5 Read and understand the Finance Standard.
- 5.3.6 Assist the Vice-Director of Partnerships in finding financial sponsors and partners or do this themselves if there is no Vice Director of Partnerships.



- 5.3.7 Inform the Regional Finance Coordinator of his/her activity in a written form when requested, every four months.
- 5.3.8 To promote the Development Fund and organise activities to fundraise for the Development Fund in that country.
- 5.3.9 To educate the next NT and ensure a proper transition and handover documents.

**Article 5.4 Duties of the National Exchange Coordinator**

- 5.4.1 A National Exchange Coordinator should be elected by the Committees in the country.
- 5.4.2 The National Exchange Coordinator shall be responsible for the organisation of the Exchange Program at the national level.
- 5.4.3 The member countries can, in case of more than one Local Committee in the country, chose to elect one Local Exchange Coordinator per Committee to assist the National Exchange Coordinator in his/her duties.
- 5.4.4 Attend to the regional and global training programs, meetings, workshops and assemblies corresponding to Exchange program with a minimum of 50% attendance rate.
- 5.4.5 Attend to the monthly meetings with the regional RexCo and have constant communication with him/her.
- 5.4.6 Fill Fill a trimestral report to the regional RexCo and VPE

**Article 5.5 Local Committee**

The Local Committee (LC) consists of a Local Director (LD) and individual members registered in the Local Committee. A LC is formed of students studying in Agricultural and related sciences in the same city or its peri-urban area. It is possible that students from different universities or other educational institutions in the same city form one LC. If a member only has one LC, it is automatically as well the NC. Other positions than the LD in a LC are analogous to the positions of the NC.

**Article 5.6 Duties of the Local Director**

- 5.6.1 To further the objective of the association with his/her committee.
- 5.6.2 To relay all information about the association to the students of his/her committee.
- 5.6.3 To be responsible for all activities of the association within his/her committee.
- 5.6.4 To keep the Regional Board and the National Director continuously updated about the activities of his/her committee.





- 5.6.5 To coordinate the activities in his/her committee.
- 5.6.6 To share and to delegate tasks in order to increase the activities of the association.
- 5.6.7 To ensure that the membership fee of his/her committee is paid in time.
- 5.6.8 To educate the next LD and ensure a proper transition and handover documents.

### **Article 5.7 Independent Committee**

- 5.7.1 Members of the Independent Committees can be admitted by the Board of the Independent Committee, they can be members registered at Local or National Committees of IAAS or IAAS alumni. The Independent Committee shall elect one (or more) director(s).
- 5.7.2 The Independent Committee shall assist the Executive Board in their respective tasks focusing in a specific working field. Working fields can be fundraising, trainings, science competitions or any other topic related to the work of IAAS World.
- 5.7.3 The Independent Committee's directors shall coordinate the committee and keep contact with the Executive Board. They are elected from the members of the Independent Committee by the members of that specific committee. The Head(s) shall be IAAS member(s) and/or IAAS Alumni.
- 5.7.4 In the event of a violation of the provisions outlined in Art. 5.7.2 and 5.7.3, a complaint can be initiated by a member of the independent committee, Executive Board member, or Control Board member. Upon receiving a complaint CB shall initiate the formation of a committee to determine the validity of the allegations. To ensure a fair and impartial investigation the committee shall consist of at least one uninvolved representative of the independent committee, balanced with EB and CB member(s). The committee shall conduct their investigation in a timely matter and ensure that all relevant parties are given an opportunity to present their perspectives and evidence. The committee shall present the results of their investigation, and potential advice for disciplinary measures, to all members of the independent committee. Disciplinary measures may include but are not limited to; warnings, retraining (providing additional training or education to individuals with activities such as workshops or training), encourage resignation, removal from the committee board position or revoking membership.

## **CHAPTER 6 THE EXECUTIVE BOARD**

### **Article 6.1 Duties of the Executive Board**



- 6.1.1 To serve as the official representatives of the association in its relation to other organisations.
- 6.1.2 To perform such duties as instructed by the General Assembly.
- 6.1.3 To submit the reports of its activities and the financial situation to the General Assembly and the Directors Meetings.
- 6.1.4 To initiate contacts for co-operation with other international organisations.
- 6.1.5 To prepare the agenda for the General Assembly.
- 6.1.6 To keep the Control Board continuously updated about their work and the financial situation of the association.
- 6.1.7 To take over the duties of the other members of the Executive Board whenever it is necessary.
- 6.1.8 To be responsible for the publishing of the IAAS Guides (as stated in Art. 17.3.5 of the By-laws) and Handover documents whenever an update is necessary.
- 6.1.9 To assist any member in organising activities, running projects or any other matter related to the association.
- 6.1.10 To be responsible for maintaining continuity of Executive Board and Control Board by assuring candidatures for all the positions. In order to this Executive Board may use the tools described in the IAAS Human Resource Manual.
- 6.1.11 To inform the committees of IAAS of the Executive Board's work bi-monthly through EB couriers.
- 6.1.12 To update before the end of the term the standard operating procedures and make sure that they are available to the next Executive Board and Control Board.
- 6.1.13 To have monthly meetings with the IAAS Training Committee Contact Person (ITC CP) and other directors of independent committees to assure communication and collaboration.
- 6.1.14 To invite trainers to the strategic meetings of the EB/CB for teambuilding



and for soft-skill development.

- 6.1.15 Responsible for collecting opportunities and relevant information important for the association's development and sharing it with the members of IAAS via the communication channels.
- 6.1.16 In order to promote effective communication, capacity building, and enhanced coordination among various levels of IAAS leadership, it is mandated to convene relative national and local positions for a series of quarterly meetings, totaling a minimum of four meetings during a single term. These gatherings shall focus on honing respective skills pertinent to their roles within IAAS.

To ensure a comprehensive approach to capacity building, the proposed meetings shall involve key officeholders as follows:

- a) The President shall convene meetings with national directors and local directors.
- b) The VP of Finance shall hold meetings with both local and national finance coordinators.
- c) The VP of External Relations shall conduct similar meetings with other external relations representatives.
- d) The VP of Exchange shall engage in meetings with National ExCos to strengthen exchange-related competencies.
- e) The VP of Communications shall hold meetings with other Communications coordinators, aiming to enhance communication strategies and practices.

### **Article 6.2 Duties of the President**

- 6.2.1 To serve as the principal official representative of the Association in its relation to other organisations.
- 6.2.2 To initiate and direct the work of the Executive Board.
- 6.2.3 To initiate contacts for cooperation with other student organisations.
- 6.2.4 Responsible for assisting other EB members when needed.
- 6.2.5 Responsible for IAAS participation in other activities of higher education or to delegate the task to an EB member that meets the requirement of the contact.
- 6.2.6 Responsible for the Activity Plan and Strategic Plan in cooperation with Advisory



board and follow up.

- 6.2.7 Responsible for preparing a proposed agenda of the World Congress and Directors Meetings together with the OC.
- 6.2.8 Responsible for preparing the annual overview at the end of the year and printing the previous year's annual review.
- 6.2.9 Responsible for preparing the EB report and including the individual contributions from other EB members.
- 6.2.10 The latest 1<sup>st</sup> of September the President shall inform every member country, the Regional Directors, Regional Exchange Coordinators and the Executive Board about the status of the country as stated in article 4.1 of the By-laws.
- 6.2.11 To be responsible for coordinating the projects of the association with the help of Regional Directors and the Regional Projects Coordinator.
- 6.2.12 To be responsible for informing all IAAS members about events of importance organized by UN-bodies and other organisations and form a delegation by setting up an open-call.
- 6.2.13 Create and keep up to date a database of all current projects, do a follow up on projects with the help of regional projects coordinators and the different quality board projects coordinators, share the projects booklet twice a year to promote the existing projects and encourage the establishment of new one.
- 6.2.14 Communicate with committees and assist interested individuals and associations in establishing new committees of IAAS International, and to promote IAAS to new countries in cooperation with the Regional Boards and the members of the Executive and Control Board.
- 6.2.15 Maintaining and updating the database of National and Local Committees.

### **Article 6.3 Duties of the Vice-President of Finance**

- 6.3.1 To administer the finances of the association.
- 6.3.2 To support the Vice President of External Relations in fundraising activities of the association.
- 6.3.3 To support the Vice President of External Relations to search for grants and foundations.
- 6.3.4 To be responsible for the bank and cash accounts of the association and



the accounting.

- 6.3.5 To help the committees with financial issues, such as budgets, fundraising and partners together with the RFCos, by having dedicated (video) meetings with the treasurers (and other board members of these committees), and by organising workshops about the different aspects of finances and organisation in IAAS Committees.
- 6.3.6 To properly file the annual taxes of IAAS World by the deadline imposed by the Belgian government (by the end of September in coordination with the previous VPF as part of the handover).
- 6.3.7 To prepare a financial report for the GA from 1st of July until the 30th of June and try to pay any outstanding invoice before the 30th of June, the end of the financial year.
- 6.3.8 To prepare next year's budget.
- 6.3.9 To prepare a 'mid-term' financial report from the 1<sup>st</sup> of July until the 15<sup>th</sup> of December (together with the previous Vice-President of Finance).
- 6.3.10 Updating the VP of Exchange and the VP of External Relations about the received payments for the Exchange and the Study Abroad Program respectively. Update the VP of External Relations about the received payments from sponsors and partners. Update the Membership Officer of the Control Board about the received payments of the Membership Fees from the Member Committees.
- 6.3.11 To update the database of the Exchange Program reward fees and to coordinate with ND's the usage of their funds that are in the database.
- 6.3.12 Transparent communication in the form of a report from the Vice President of Finance to the financial coordinators of the Regional Boards on a bimonthly basis.
- 6.3.13 If the country requires the money generated by the exchange program, it can be claimed with the necessary support, this money must be sent before the WoCo of the respective year, IAAS World will bear the costs for the remittance of this money.

#### **Article 6.4 Duties of the Vice-President of External Relations**

- 6.4.1 To be responsible for the fundraising activities of the association with the support of the Vice President of Finance.
- 6.4.2 Attract sponsors and apply and search for grants and foundations with the support of the Vice President of Finance and/or the Regional External Relations Coordinators.



- 6.4.3 Cooperate and help committees attract sponsors for international meetings.
- 6.4.4 Prepare documents and maintain a database for all partners and sponsors of IAAS, including the type of their contribution (e.g. financially, with space for activities, providing goods, giving access to events, etc.), duration and place. The database must be shared with all National Directors as well as with National External Relations Coordinators via email.
- 6.4.5 Assist committees in preparing partnership documents for any kind of IAAS activities if requested by the committee.
- 6.4.6 Responsible for the contact of (inter-governmental) organisations that could be of a benefit to IAAS.
- 6.4.7 To chair and compose the External Relations Quality Board, preferably composed of a liaison officer/contact person for every (group of) partner(s) and/or sponsor(s).
- 6.4.8 Responsible for the implementation of the Study Abroad Program, preferably via the Study Abroad Coordinator within the VP`s Quality Board.
- 6.4.9 Responsible together with the regional board of the hosting country for the coordination and supervision of the annual International Conference for Youth in Agriculture (ICYA) so that the event is organised according to the standards of IAAS World. That includes (but is not limited to):
  1. Coordinating the event with the OC (chosen from the applicants by the EB/CB).
  2. Preparing the programme of the conference.
  3. Finding the speakers, partners, and sponsors for the conference.
  4. Promoting the event through the IAAS network and with IAAS partners' and their network in coordination with the VPC.
  5. Providing the sponsorship document and all the necessary tools by IAAS World.
  6. Accepting the participants.
  7. Coordinating with the VPF and the national and/or local treasurer regarding the budget, fees and their payment.
  8. Informs the applicants and members of IAAS in case of cancellation.
- 6.4.10 Support in drafting concept notes of events and activities organized by IAAS.

**Article 6.5 Duties of the Vice-President of Exchange**



- 6.5.1 To govern the IAAS Exchange Program and be in frequent touch with the Exchange Coordinators.
- 6.5.2 To chair and compose the Exchange Quality Board and the board of Regional Exchange Coordinators as described in Chapter 18.
- 6.5.3 To provide the necessary information to the Vice-President of Finance for the ExPro invoices.
- 6.5.4 To find an Organising Committee for the yearly ExCo-Meeting. Help organise the ExCo-Meeting and prepare the program for the ExPro related part of the meeting. Encourage all regions to organise a Regional ExCo-Meeting (separate event or as a part of another event), with assistance from the Regional Exchange Coordinator.
- 6.5.5 To be able to place and send students within the Exchange Program all over the network.
- 6.5.6 To have regular meetings with Regional Exchange Coordinators and all Exchange Coordinators.
- 6.5.7 To provide a detailed update of the Exchange Program hosting place information on the website each month.

**Article 6.6 Duties of the Vice-President of Communication**

- 6.6.1 Maintaining the website platform, social media platforms (Facebook, Instagram, LinkedIn, Twitter), IAAS social media group on all platforms.
- 6.6.2 Responsible for educating the network responsible for Communication (Regional Coordinator of Communication, National VP/VD Communication, and Local VP/Coordinator of Communication, Communication-related member), and establish an educational plan about Communication and Marketing in IAAS at least once per term.
- 6.6.3 Responsible for reminding the countries of their duties together with the Control Board (as they are the upholder of the CBL).
- 6.6.4 Responsible to work together with the Regional Communication Coordinators from every region and the Quality Board of Communication who is responsible for Annual Review and Newsletters Publication coordination.
- 6.6.5 Responsible for collecting the Monthly Activity Report about activities and events organised by the countries (with the RCCo), and to relay this information electronically to the members.
- 6.6.6 Responsible for collecting other information, opportunities and redistribute it to members through IAAS social media and the IAAS



website.

- 6.6.7 Responsible for keeping the website updated.
- 6.6.8 Responsible for managing the IAAS domain and mainly the IAAS emails.
- 6.6.9 Responsible for promoting the use of the IAAS image brand and also to encourage its use in the design of local, national and regional committees allowing small changes that are attached to the contexts of each territory.

### **Article 6.7 Contract**

The Executive Board members sign the contract approved by the General Assembly as soon as possible after their election.

### **Article 6.8 Resignation**

Any Executive Board member wishing to resign shall give a written notice to the other Executive Board members and to the Control Board.

### **Article 6.9 Ceasing of Office**

In case an Executive Board member fails his/her duties, the Executive Board member can be released of his/her responsibilities according to article 4.3 of the Constitution. The remaining Executive Board and Control Board members have the power to select a replacement for the released Executive Board member if they feel they cannot complete the released member's duties for the remainder of their term by distributing those duties amongst the remaining Executive Board members.

### **Article 6.10 Vacancies**

In case a member of the Executive Board terminates his/her mandate, the rest of the Executive Board members with the approval of the Control Board, by unanimous approval, shall appoint another person to the vacancy created and register them at the court. This person shall hold office until the next General Assembly takes place.

### **Article 6.11 Expenses**

- 6.11.1 Participation fees of the Executive Board members to the World Congress, Directors Meetings, Exchange Coordinators Meeting and regional meetings shall be covered by the Organising Committee of the respective meeting. If the Organising Committee faces financial difficulties, an exemption can be asked for.
- 6.11.2 To cover a part of the expenses made by Executive Board members during their year, expenses will be covered by the Executive Board's





budget for the following expenses he/she makes for IAAS matters. EBCB Travel refund is done on a percentage basis where all EBCB members get the same percentage of their travel costs covered per year:

- 1) Travel expenses for constitutional IAAS events.
- 2) Travel expenses for external events and IAAS partners' events where the presence of an EB member(s) is considered necessary. This will only be possible if the EB/CB unanimously agrees to this being necessary.
- 3) Accommodation, meals and participation costs of EB member(s) wherever those are not covered by the organisers.
- 4) Other necessary expenses made by an EB member for the benefit of IAAS World.

The amount of the Executive Board's budget should be approved by the General Assembly of the World Congress, taking into account that there are sufficient remaining funds in the IAAS World account. The usage of this budget should be presented in detail to the GA as to be transparent. If the GA decides an EB/CB member misused their budget they could be reprimanded and asked to pay back the wronged amount.

The EB member applying for the coverage of his/her expenses for a specific occasion during his/her term, must present the detailed budget during an EB/CB meeting prior to the occasion. In order for his motion to be accepted, at least 60% of the rest of the members of EB/CB should vote in favour and the GA must approve of this. On every different occasion the motion will be denied.

6.11.3 Members of the EB commit to stay on their charge for the full term. Quitting before the end of their term would imply receiving 0% of the financial compensation, except for special situations that would have to be discussed in GA.

6.11.4 To cover a part of the expenses by EB members during the year, each member will receive 100 EUR per month of membership on EB at the end of the term if there are sufficient remaining funds in the IAAS World account and the General Assembly approves the final report of the EB member. If funds of the IAAS World account are scarce or an EB member did not fulfil all duties according to the CBL, EB members can receive a partial financial compensation of 75%, 50% or 25% of the full compensation. The entire CB should propose a fair compensation before the GA votes in absence of the EB members.

### **Article 6.12 Quality Boards**

6.12.1 The Executive Board or its members can delegate tasks under their responsibility. Furthermore, they are strongly encouraged to form boards,



which support the Executive Board in designated tasks. A member of the EB is the head of the board. Delegated tasks performed by a National or Local Board can earn a reduction in membership fee (including debts) in return after presentation of a financial report. The Executive Board and the Control Board decide the amount of the reduction based on the report. The GA has to approve of this decision.

- 6.12.2 Members of the boards mentioned in Article 6.12.1 shall not be counted towards the quota of a national delegation at international meetings.

### **Article 6.13 Activity Plan and Strategic Plan**

- 6.13.1 The Activity Plan shall last for one year starting the 1<sup>st</sup> of September and shall end on the 31<sup>st</sup> of August. The Activity Plan shall be disseminated in written form to all members via email maximum one week after the end of the strategy meeting. It should include the timeline of EB/CB and in which areas they plan to focus throughout the year (set objectives in consultation with the Advisory Board). The Activity Plan should align partly with the Strategic Plan in effect and through it each year of the 3-year Strategic Plan should be fulfilled. Long term strategy shall last until the year 2023. It shall be evaluated annually at GA. The long-term strategy plan will be completely renewed (new goals, targets) after the last one ended. The first strategy plan was created in 2013.
- 6.13.2 The Strategic Plan shall be created every 3 years. The next one shall last until the end of 2023. It shall be evaluated annually at GA. Each Strategic Plan shall be created (new SMART goals, new areas to focus) after the previous one ended. The Strategic Plan should be created after consultation with all the members of the association and, if willing to participate, its Alumni.

#### **6.13.3 Creation of the strategy plan**

Advisory board members, IAAS alumni with the help of ITC shall supports EB and the members of the association when it comes to Strategic Plan and Activity plan related actions.

Specifically, the Advisory board supports with:

- i. Monitoring the drafting and implementation of the Strategic Plan and Activity Plan.
- ii. Coordinating the internal dissemination of the Strategic Plan.
- iii. Measuring and reporting the fulfilment of the Strategic Plan.
- iv. Measuring the fulfilment of the Activity plan in cooperation with CB.

### **Article 6.14 Severe Situations**

In case of severe situations as referred to in article 4.1 of the Constitution



and By-laws committee amounting to an odd number of members shall be formed to resolve the situation consisting of one uninvolved representative of each of the concerned national committees and balanced with EB and CB members, if present, and the OC.

### **Article 6.15 TRIAS POLITICA**

- 6.15.1 A member of the Executive Board and Control Board cannot simultaneously serve as a National Director of an IAAS Member Country or as a Regional Board member.
- 6.15.2 Furthermore, a member of the Control Board cannot serve at the same time as a member of a Quality Board or Executive Board of IAAS World.

## **CHAPTER 7 THE CONTROL BOARD**

### **Article 7.1 Duties of the Control Board**

- 7.1.1 The Control Board shall examine, if possible, all proposals of the General Assembly prior to their submission to the General Assembly, in order to prevent unintended conflicts or repetition in the respect of standing legislation. The Control Board (CB) shall update the Constitution and By-laws according to the decisions taken by the General Assembly. According to the amendment approved by the 2019 GA, the CB is responsible for the coherence of the CBL, thus modifications on grammar and spelling are allowed without needing to present at the GA, as long as they do not modify the general context of the text laws.
- 7.1.2 The Control Board shall examine all decisions of the General Assembly and shall report on any apparent contradictions between new legislation or other decisions of the General Assembly and standing legislation to the next meeting of the General Assembly.
- 7.1.3 The Control Board shall control if the Executive Board:
- i. Carries out the decisions of the former General Assemblies.
  - ii. Acts according to the Constitution and the By-laws.
  - iii. Evaluates the quality of the work delivered by each Executive Board and present this evaluation during the General Assembly at the World Congress.

In relation to the Executive Board, the Control Board shall:

- i. Ensure that the Executive Board remains compliant with the IAAS Global Strategy.
- ii. Overview the main activities of the Executive Board and assess performance of the Executive Board, based on stated targets for the year which are included in the Executive Board Activity Plan.



- iii. Give strategic advice based on their assessment of the Executive Board's performance and results.
  - iv. Advise and guide the Executive Board on the Executive Board team structure.
  - v. Provide guidance, referrals, and recommendations, in order to increase IAAS's network in a sustainable way.
  - vi. Track the development and execution of the EB external communication strategy and overall communication plan.
- 7.1.4 The Control Board shall examine the bookkeeping, fundraising and the budget presented by the Vice-President of Finance, and advise major investments and exceptional expenditure. This examination shall also include accounts relating to any special fund or project established by the association.
- 7.1.5 The Control Board shall regularly examine correspondence of the Executive Board, as well as examine and report all publications of the association and the frequencies of appearance.
- 7.1.6 In relations with the members the Control Board shall:
- i. Examine the credentials of the delegations at the General Assembly.
  - ii. Conduct a membership review when requested by the General Assembly.
  - iii. Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
  - iv. Examine and recommend the applications for new candidate and full members.
  - v. Reporting to the General Assembly on EB's performance and presenting recommendations as necessary.
  - vi. Ensure the General Assembly has a clear understanding of the Control Board's role.
- 7.1.7 The Control Board shall be responsible for the contract of the Executive Board.
- 7.1.8 The Control Board shall present a report on its activities to the General Assembly and the Directors Meetings.
- 7.1.9 The Control Board shall moderate the Executive Board meetings.
- 7.1.10 The Control Board shall convene to provide input and feedback to IAAS International and to support it in increasing the results and performance of the organisation.
- 7.1.11 The Control Board's role is:
- i. To provide input and advice on major areas of activity and development of the association.
  - ii. To provide specialized support in certain areas.



iii. To uphold the constitution in all matters.

7.1.12 The Control Board assists the Advisory board in assessing the execution of the Strategic and Activity Plan by sharing their evaluation on the performance of the Executive Board in their term.

### **Article 7.2 Duties of the Head of the Control Board**

- a) Is the chairperson of the CB for that year.
- b) Responsible for the fulfilling of tasks of CB.
- c) Set the timeline and oversee CB's activities and projects.

Organise, set the agenda and chair monthly CB's meetings.

- Responsible for good communication between the EB and CB.
- Ensure assistance of the EB in any capacity when necessary.
- Ensure the transparency of the work of the EB.
- Ensure that General Assemblies on the World Congress and the Directors Meetings take place according to the Constitution and By-laws.

### **Article 7.3 Duties of the Finance Officer of the Control Board**

- a) Responsible to support and control all financial related matters.
- b) Examine the bookkeeping, taxes, Development Fund and the budget presented by the Vice President of Finance and advise major investments and exceptional expenditure. This examination shall also include accounts relating to any special fund or project established by the association.

### **Article 7.4 Duties of the Membership Officer of the Control Board**

- a) Conduct a Membership review for the World Congress and whenever needed.
- b) Examine and recommend whether a member with frozen status can be granted its previous status by the General Assembly.
- c) Examine and recommend the applications for new candidate and full members.

### **Article 7.5 Expenses**

7.5.1 Participation fees of the three Control Board members to the General Assembly, Directors Meetings and regional meetings shall be covered by the Organising Committee of the respective meeting.

7.5.2 To cover a part of their travel expenses, the Control Board receives the same amount of money per person as the Executive Board as



stated in the budget for participation in each of the following meetings: General Assembly, Directors Meeting and other meetings related to their tasks.

### **Article 7.6 Resignation**

Any Control Board member wishing to resign shall give a written notice to the other Control Board Members and the Executive Board.

### **Article 7.7 Ceasing of Control Board membership**

In case a Control Board member fails in his/her duties, the Executive Board members together with the Control Board, by unanimous approval, have the power to relieve him/her of his/her duties.

### **Article 7.8 Vacancies**

In case a member of the Control Board terminates his/her mandate, the Executive Board together with the rest of the Control Board, by unanimous approval, shall appoint another person to the vacancy created.

## **CHAPTER 8 THE REGIONAL BOARD**

In total, there are five Regional Boards: African Regional Board, American Regional Board, Asia-Pacific Regional Board, European Regional Board and Middle East and North Africa (MENA) Regional Board. Regions with sub-regional divisions should have a Sub-Regional Contact Person for every sub-region to assist the work of the Regional Board. An event coordinator is also an optional function to assist in better planning of the events in the region.

### **Article 8.1 Duties of the Regional Board**

- 8.1.1 To support IAAS Committees in their region and create a strong link between the members of IAAS and the members of the Executive Board.
- 8.1.2 To promote IAAS in their region, aiming to increase the interest of students in agricultural and related sciences, especially in the countries where IAAS is not or weakly represented.
- 8.1.3 In case of sub-regions, ensure the organisation of a Sub-Regional Meeting.
- 8.1.4 To organise the region's directors meeting in compliance with the Executive Board. The Regional Board is in charge of the program, finding the right amounts of participants, promotion of the event and contact with the OC. The executive board still has the official responsibility and has to represent their



work so far. They can ask the Regional Board to organise the necessary workshops together.

- 8.1.5 To draft a timeline and goals and to share it with the National Committees of their region and EB/CB after two months of their term.

### **Article 8.2 Duties of the Regional Director**

- 8.2.1 To actively keep in contact with both members and the Executive Board.
- 8.2.2 To assist the Executive Board in matters related to the region and the members in the region whenever needed, especially in the support of possible new and candidate countries. To also actively search for new committees and countries in the (sub)region.
- 8.2.3 To coordinate with the other board members and to create a timeline of the board activities for his/her/their term.
- 8.2.4 Collect the national reports from national directors and hand them to the Executive Board two weeks before the start of the World Congress.
- 8.2.5 To hand in a regional report which should consist of an overview of the region's challenges, suggestions to amend these challenges, the activeness of the members in the region, their work so far and achievements. This is submitted at every General Assembly or on request from the Executive Board, the Control Board, or any member of the region. The final report is also presented on the Directors Meeting.
- 8.2.6 To educate the next RD and ensure a proper transition and handover documents.
- 8.2.7 To support IAAS World President related to the projects of the association.

### **Article 8.3 Duties of the Regional Exchange Coordinator**

- 8.3.1 To actively keep in contact with both the Executive Board and National Exchange Coordinators of the region.
- 8.3.2 To assist the Executive Board in matters related to the region and the applicants in the region whenever needed, especially in the support of possible new ExPro countries and countries with no active Exchange Coordinator.
- 8.3.3 To be able to send students within the Exchange Program of the countries in the region. To be able to assist ExCos with placing and sending students within the Exchange Program of the countries in the region.
- 8.3.4 To create and update the catalogue of the Exchange Program places in the region.



- 8.3.5 To promote the catalogue.
- 8.3.6 To work together with the EB to attract new partners and stay in good relations with exciting international partners related with ExPro.
- 8.3.7 To have regular meetings together with all National Exchange Coordinators of the region and other Regional Exchange Coordinators to promote the program.
- 8.3.8 If there is no candidate for Regional Exchange Coordinator, the Regional Director may assume these responsibilities. If the Regional Director cannot assume these responsibilities, they will fall upon other members of the regional board.
- 8.3.9 To educate the next RExCo and ensure a proper transition and handover documents.
- 8.3.10 To facilitate a region-wide Exchange Program opportunity program like the Mochileando.

**Article 8.4 Duties of the Regional Finance Coordinator**

- 8.4.1 Read and understand the Finance Standard. Additionally, actively disseminate and explain it to the National Treasurers of the region.
- 8.4.2 To support the committees in their region with managing budgets, fundraising and partners financial issues. Contact National Committees asking how their financial situation is and where they would need help/support.  
  
Help in making the budget for national/international events.  
  
Providing advice and recommendations for the funding of events or local/national committees (e.g. budget templates, sponsorship document).
- 8.4.3 Actively search and apply for the grants and sponsorship possibilities in the region together with the Regional External Relations Coordinator.
- 8.4.4 Inform the Vice President of Finance of his/her activity in a written form when requested or at least every two months out of own initiative.
- 8.4.5 To promote the Development Fund, review the applications for the Development Fund and be actively involved in the global DF in that region.
- 8.4.6 Create a financial strategy for the region with the help of Advisory board





(target regional struggles related to financial issues and create a strategy to approach them).

- 8.4.7 To educate the next RFCo and ensure a proper transition and handover documents.

### **Article 8.5 Duties of the Regional External Relations Coordinator**

- 8.5.1 To attract sponsors in the region.
- 8.5.2 To search and apply for grants and foundations in the region together with the Regional Finance Manager.
- 8.5.3 Help maintain the world database of the partners and sponsors, add regional ones.
- 8.5.4 Search for possible partners in the region.
- 8.5.5 To help the VPER to maintain the current partnerships on the regional level.
- 8.5.6 Inform the Vice President of External Relations of his/her activity in a written form when requested, every two months.
- 8.5.7 Promote the Study Abroad Program to the members of the national committees in the region and inform the universities in the region about the Study Abroad Program.
- 8.5.8 Create a link between IAAS World partners and committees in their region.
- 8.5.9 To educate the next RERCo and ensure a proper transition and handover documents.

### **Article 8.6 Duties of the Regional Communications Coordinator**

- 8.6.1 Maintain social media platforms (Facebook page, Instagram page, Regional Group) and updating social media platforms with relevant information related to IAAS such as opportunities, education content, etc.
- 8.6.2 Encourage members of the Region to send materials for the IAAS World Newsletter and other IAAS World publications in collaboration with the VPC.
- 8.6.3 Inform members in the region about opportunities IAAS World offers.
- 8.6.4 Assisting the needs of members when it comes to education about Communication and Marketing of IAAS, together with VPC.
- 8.6.5 Maintain the network activity between Local/National Committees with



Vice President of Communication.

- 8.6.6 Inform the Vice President of Communication of his/her activity in a written form when requested, every two months.
- 8.6.7 To educate the next RCCo and ensure a proper transition and handover documents.

### **Article 8.7 Duties of the Regional Projects Coordinator**

- 8.7.1 To coordinate the Global Projects of the association on a regional level.
- 8.7.2 To assist the National and Local Committees in the fundraising for their projects.
- 8.7.3 To prepare a report to be presented at the Directors Meeting containing the projects done within a year period and the progress of the projects still running or on-hold.
- 8.7.4 To be regularly in touch with the VPC and the global project coordinators to communicate all the projects organised in the region.
- 8.7.5 To assist in the creation of new projects.
- 8.7.6 To educate the next RPCo and ensure a proper transition and handover documents.

### **Article 8.8 Sub-Regional Contact Person**

- 8.8.1 The Sub-Regional Contact Person will be elected by the Regional Board. If needed, the Sub-Regional Contact person can appoint an assistant contact person, who would help and support him/her.
- 8.8.2 Each sub region shall have two Contact Persons (CPs), one for Exchange Program and one for general support to the Regional Director and other members of the Regional Board. The CPs shall be chosen by the Regional Board, the application and selection process depends on the preference of the Regional Board.

### **Article 8.9 Duties of the Sub-Regional Contact Person.**

- 8.9.1 To be responsible for the communication within the Sub-Region and the communication with the Regional Board.
- 8.9.2 To assist the Regional Board in the organisation of a Sub-Regional Meeting.

### **Article 8.10 Election of the Regional Board**

- 8.10.1 The members of the Regional Board shall be elected annually on the Regional Directors Meeting. In case a certain position does not get elected, the rest of the



board members shall divide the duties between them. Their term is from the DMs when they got elected until the next one.

- 8.10.2 For the Regional Exchange Coordinator positions in each region, the Vice President of Exchange can interview applicants and make recommendations to the GA of the Directors Meeting if requested by the GA.

### **Article 8.11 Finances**

- 8.11.1 Regional Board members would be financially supported from the fund of their board, supervised by the Vice President of Finance.
- 8.11.2 The Regional Board members involved with co-organising the Directors Meeting their who attend the Regional Directors Meeting and Sub-Regional Meetings in their region, participation fee shall be partially or fully covered by the Organising Committee of the Meeting.
- 8.11.3 Regional Board members shall not be counted towards the quota of a national delegation at international meetings.

### **Article 8.12 Ceasing of Office**

In case a Regional Board member fails his/her constitutional duties, the Regional Board Member can be released of his/her responsibilities after unanimous approval from the Executive Board, Control Board and Regional Board of the region in question. The remaining Regional Board members have the power to select a replacement for the released Regional Board member if they feel they cannot complete the released member's duties for the remainder of their term by distributing those duties amongst the remaining Regional Board members.

## **CHAPTER 9 THE ADVISORY BOARD**

### **Article 9.1 Duties of the Advisory Board**

- 9.1.1 To advise the members of the Executive Board and the Control Board in their work, whenever it is requested or seen as necessary.
- 9.1.2 To function as a bank of knowledge of the association and to be available for further advice during the whole year.
- 9.1.3 To have at least two meetings between the Advisory Board and the current team during the term. More meetings can be requested both by the EB/CB as by the Advisory Board.

### **Article 9.2 The Alumni Coordinator**

The immediate past President, as part of the Advisory Board, is also the Alumni Coordinator. If not possible, another member of the Advisory Board will take over this task. The member works on the communication with keeps track of the activity of the alumni and maintain the Alumni Database,



as agreed between him/her and the current EB/CB.

### **Article 9.3 Resignation**

Any Advisory Board Member wishing to resign shall give written notice to the other Advisory Board Members, the Executive Board and the Control Board.

### **Article 9.4 Official Emails**

Retiring Executive and Control Board members can have official emails upon request. They can use these up to 2 years after the end of their term.

These official emails must only be used for IAAS-related purposes. If it is used for other purposes, the current Executive Board reserves the right to freeze the email or to remove it.

## **CHAPTER 10 IAAS Training Committee**

IAAS Training Committee (ITC) is an independent committee mainly concerned with soft skill training and workshops.

### **Article 10.1 Vision**

Empower and inspire IAAS members around the World.

### **Article 10.2 Mission**

The IAAS trainers believe that the full potential of IAAS members is yet to be unlocked. Training, coaching and facilitation can free this potential.

Members with more skills and knowledge strengthen an IAAS committee and make IAAS World more resilient and professional. Through training these people will develop their personality, their ability to work in a team and successfully finish projects.

### **Article 10.3 Values and Beliefs**

We value diversity, in IAAS and outside. In our committee, we embrace the contribution of trainers, coaches and facilitators alike.

In IAAS we believe in the potential of members, regardless of their background. By giving training outside the borders of Europe and IAAS, we internationalize and foster our cooperation with other NGOs.

We want our activities to be accessible and useful for different kind of IAASers, therefore our range of activities is divers as well: online and offline, beginner and experts, on-demand and get skilled events, hard and soft skill trainings, facilitation (GA, meetings, workshops), mentoring and coaching (individuals,



Boards and Committees).

### **Article 10.4 Members**

A member of ITC can be:

- an IAAS member or an IAAS alumni with certification in delivering soft skills training.
- an IAAS member or an IAAS alumni with a strong interest in soft skills but no certification yet in delivering soft skills training.
- non-IAAS members that have attended a IAAS Train-the-trainers (TNT).

### **Article 10.5 Functions**

- 10.5.1 Design and deliver training sessions for different activities/events of IAAS World.
- 10.5.2 Support Boards (EB, CB, RB) and Committees (NC's, LC's,OC's) in their development by delivering trainings, facilitate teambuilding, meetings etc.
- 10.5.3 Manage sustainable growth of the IAAS trainer's network.

### **Article 10.6 Head of ITC**

ITC Board of Directors

The ITC Board of Directors shall consist of ITC members of which preferably 50%, but no less than 33%, has certification in delivering soft skills training. The ITC Board of Directors is elected as stated in the article 5.7.3 of the By-laws of IAAS.

The responsibility of the ITC Board of Directors is to:

- i. Appoint one IAAS Training Committee Contact Person (ITC CP) among the board members who shall:
  - a. Be the contact person of ITC towards external NGOs and their training groups.
  - b. Be in close contact with EB and CB about training related
- ii. Define the task distribution among the different members within the first month of their term
- iii. Promote training opportunities to all members via social media, in contact with the VP of Communication.
- iv. Be in contact with the VP of Finance about grants to fund training events and trainer's meetings.
- v. Aim to organise Training New Trainers events (TNT) to increase the capacity of trainers with ITC.
- vi. Organise Trainers Meetings (TRAM) to increase and improve skills of ITC members.
- vii. Manage the trainer's database and trainers' library with supporting documents.
- viii. Collaborate with the VP of Finance in order to manage the budget dedicated to trainings from IAAS International.



- ix. Be responsible for additional fundraising of their activities.
- x. If needed, request assistance of ITC members for operational support in specific tasks.

## **CHAPTER 11 FINANCE**

### **Article 11.1 Funds**

#### 11.1.1 Development Fund.

- i. There shall be a Development Fund, which shall be used to further the development of IAAS.
- ii. The money from the Development Fund from sponsors and raised during IAAS events should be used to support individuals to attend Constitutional Events.
- iii. The documents required in the IAAS or non-IAAS event application are the same.
- iv. Members from full member countries can apply for the Development Fund. Active members from A and B category countries will be given priority. Members can also propose activities that they will carry out themselves during the event, such as recreational activities, academic or digital work in order to receive some discount for future events, if approved by the Executive Board.
- v. The support for the participants of the World Congress, Directors Meeting and ExCo Meeting can be refunded only if the applicants attend the whole meeting, unless there is a notification to the Executive Board before the meeting starts.
- vi. If a candidate member country submits their country's full membership application before a member submits his/her development fund application, this member is eligible to receive the support from the development fund. This member will therefore be able to represent his/her country during the General Assembly on which they apply for full membership. Members from A and B status will be given priority.
- vii. Members who propose to do activities, academic or digital work shall be awarded a discount in the next IAAS Event under the following circumstances:
  - They sent a written proposal to the Organizing Committee, during the Open Call of the event of interest, containing a description of what they will do and setting deliverables and deadlines, if applicable, for their work after the event is concluded.
  - The written proposal was reviewed and approved by the Organizing Committee then forwarded and approved by the EB.
  - Once the applicant provides the agreed deliverables within the deadline, if applicable, the Organizing Committee reviewed and approved the work, then forwarded the results to the EB for another review and approval.



The EB shall set a percentage to be discounted from the fee of the next event that the member applies to attend based on the quality seen in the work presented.

- viii. The Executive Board after consultation with the Control Board and the Regional Finance Coordinators will examine the applications and decide upon the support.
- a) There is no designated amount of money guaranteed to any applicant.
  - b) Funds may not be demanded by any applicant.
  - c) If sufficient funds are available, the Development Fund should cover at most 80% of the transportation costs and the participation fee of the selected applicants.
  - d) The participant has to provide proof that he/she is able to cover 20% of his/her total costs (participation fee and transportation cost) in order to apply for the Development Fund.
  - e) If sufficient funds are not available the Vice President of Finance or designated administrator of funds, must weigh payments based on the maximum amount.
  - f) The maximum amount per approved applicant is fixed by the Vice President of Finance at the beginning of the term based on the approved Development Fund budget divided by five (a minimum of five participants should get funded by the Development Fund).
  - g) The amount of refund will be based on the cheapest possible travel route found by the Vice President of Finance or designated administrator for each applicant.
  - h) The search will be done prior to the event when prices are estimated to be lower.
  - i) The applications for the Development Fund will open as soon as the official dates of the events are announced and will last for at least 30 days.
  - j) The Vice President of Finance has 20 days to approve the applicants after the applications close and inform them about the amount that they will be refunded.
  - k) Each member of the association may only receive money from the Development Fund twice per year.



- l) Vice President of Finance (assisted by the Regional Finance Coordinator) has the right to ask for the overview of the financial situation of the applicant or any other document requested (these documents will only be used by the Executive Board, Regional Finance Coordinators and Control Board and shall not be shared with third parties). The applicant can still give a valid reason not to share some documents if they judge it's not possible.
- m) The candidate shall provide the Vice President of Finance a motivation letter that clearly indicates his/her background in IAAS and reasons for applying for support from the Development Fund.

#### 11.1.2 Project Fund

- i. There shall be a Project Fund, which shall be used to further the development of IAAS.
- ii. The money from the Project fund can be used to support (global) projects on one hand and conferences, constitutional events or other big-scale events organised by individual IAAS Committees, by a collaboration of IAAS Committees or by IAAS World, including ICYA, or any other combination of IAAS Committees. Frozen members are excluded from funding from the Project Fund.
- iii. To apply for funding from the Project Fund, the organisers need to present a project proposal that shows how the project (or conference or event) will create an impact that supports the goals of IAAS. It must also include a budget on how the money will be spent and which other sources of money that will be used. Preferably, any project foresees auto financing itself at least partly, in the long-run. Money from the Project Fund can only cover up to 20% of the total cost of any project and only up to 15% of the total cost of conferences, constitutional events or other big-scale events, unless organised by IAAS World itself. The budgets of the independent committees are exempt from this.
- iv. There is no designated amount of money guaranteed to any applying committee.
- v. After executing the project, the beneficiary needs to report to IAAS World how the money was used in reality. If no such report can be presented, or if it cannot be shown that the money was used for its intended purpose, IAAS World can claim the money back.
- vi. Any money from grants or sponsorships IAAS World receives will be automatically added to the Projects Fund, unless stated otherwise by the donating person or institution.
- vii. A fixed amount of the project fund is reserved for ITC to enable them to support IAAS in different projects. The GA decides on this amount and ITC is free to use their budget to support IAAS projects and for the purposes of maintaining the committee.





- viii. Use of money from the Project Fund for other purposes that funding projects, conferences or ITC requires unanimous approval by EB and CB. Additionally, the Vice President of Finance should notify all full members in written communication.
- ix. Money from the Project Fund cannot be used to cover travel costs of EB or CB, nor to cover EB compensations.

#### 11.1.3 Regional Fund

- i. Regional Fund is defined as any fund allocated for the Regions by the Executive Board.
- ii. EB can propose the allocation of funds for each region with the scope of empowering its development.
- iii. The budget division of the regional fund shall be proposed by the RB after discussing with all NDs of the region and having their approval via voting.
- iv. The Regional Fund shall be administered by Regional Boards.
- v. The Regional Finance coordinator shall be in charge of the bookkeeping and the financial administration.
- vi. Regional Boards shall administrate the finances with transparency.
- vii. The Executive Board together with the Control Board have to approve the final budget division.
- viii. The Vice President of Finance shall send the fund once the budget has been approved.
- ix. Every RBs shall present a mid-report and an end-term report about their financial administration.
- x. EB/CB has the right to request checks at any moment.
- xi. The funds must be used to benefit IAAS committees in the region and preferably to include all countries.

11.1.4 The association may establish other funds for special purposes.

#### 11.1.5 Delegation Refunds :

- I. Any delegate and/or organiser can apply for a refund.
- II. The support for the participants to non-IAAS events can be refunded only if the applicants attend the whole duration agreed on prior to the event, unless it is designed differently by the EBCB or if there is a notification to the Executive Board before the meeting starts.
- III. There is no designated amount of money guaranteed to any applicant.



- IV. Applicants have the right, not to ask for funds if they can cover their own expenses.
- V. If sufficient funds are available, the refund should cover 100% of the transportation costs, accommodation and food of the selected delegates.
- VI. If there are not enough funds, the EBCB has the right to discuss a fair division of the funds among the delegates.
- VII. If there are no funds available, there will be no refund.
- VIII. The amount of refund will be based on the cheapest reasonable travel route found by the Vice President of Finance for each applicant.
- IX. Delegates can not receive a refund more than twice a year.
- X. The Vice President of Finance should open a call for refund whenever it is possible, before the event and has the right to set the criteria, documents and deadlines for the refund application after discussing with the Executive and Control Board.
- XI. The Vice President of Finance (assisted by the Regional Finance Coordinators) has the right to request different documents about the financial situation of the applicant. (These documents will only be used by the Executive Board, Control Board and the Regional Finance Coordinators and shall not be shared with third parties). The applicant can still give a valid reason not to share some documents if they judge it's not possible.

### **Article 11.2 Credits**

All members and individuals of members with a claim on the association lose their rights to be refunded if an application is not submitted within three months after the end of the financial year, where the expenses have been made.

### **Article 11.3 Expenses made by non-Executive Board members**

- 11.3.1 Expenses made by non-Executive Board members, but on behalf of the association, have to be refunded if they have been approved beforehand by the Executive Board, and if a clear report with receipts is presented to the Vice-President of Finance within two months after making these expenses.
- 11.3.2 The participation fee of the Regional Director to the Directors Meeting in his/her region shall be covered by the Organising Committee.

### **Article 11.4 Fees**

- 11.4.1 The following fees exist:



- i. Membership fee, as mentioned in article 4.3.2. of the By-laws.
- ii. Exchange Program or ExPro fee, as mentioned in article 18.6 of the By-laws.

11.4.2 Changes to the Fees need to be approved by two-third majority of the Members present and voting.

### **Article 11.5 Payment**

The annual payments for the membership fee shall be made to the Vice President of Finance at the end of February of the current financial year in the currency directed by the Vice President of Finance. Additionally, the ExPro fees should be charged mid-December. The Exchange rates are to be detailed by the Vice President of Finance, who after receiving those fees sends the receipt to the Member as soon as possible.

### **Article 11.6 Sponsoring**

11.6.1 If a sponsor donates more than one-fifth of the annual budget of the association, the decision must be approved by the Executive Board after consultation with the Control Board.

11.6.2 Working Together Strategy

This strategy ensures that there is transparency and communication between the different parties. Before any agreement can be made the Vice President of External Relations and the involved committee have to communicate.

The price list has to be made public by the Vice President of External Relations as do any changes to this price list. This price list details the offers given by the association to sponsors.

If a National or Local Committee is interested in using the Executive Board's sponsorship document, they will have to respect the prices given by the Vice President of External Relations. If they want to offer any returns from IAAS World they must pay according to the price list made by the Vice President of External Relations if the return is on the price list. If the return is not on the price list the headquarters and the Local or National Committee should agree on a price which the Control Board must approve. In both cases the share should be 75% for IAAS World and 25% for the National or Local Committee.

If IAAS World uses a National or Local Committee's sponsorship document, they will have to respect the prices given by the committee and the share should be 75% for the National or Local Committee and 25% for IAAS World. IAAS World has the possibility to use any activity organised by any committee in order to get sponsors for IAAS World. IAAS World has to pay the Organising Committee according to the price list made public by the Vice President of External Relations if the offer is on the price list. If the offer is not on the price list, the Executive Board and the Organising Committee should agree on a price which the Control Board must approve.



This applies for ICYA as well, an event organized by IAAS World and hosted by an organizing committee. The benefits from sponsorships, also called the leftover money after covering all the expenses, shall be divided as follows: 75% for IAAS World and 25% for the organizing committee. Any change in this division shall be discussed and voted on by the General Assembly.

- 11.6.3 National Committees can request financial support from IAAS World to support the organisation of international activities, such as Directors Meetings, World Congress, or any other activities that require the support of IAAS World. In the case that the Vice President of External Relations receives sponsorship for this purpose, in coordination with the National and Organising Committee, the National Committee must include and fulfil all the requirements included in the sponsorship proposal of IAAS World (to promote the brands, companies or organisations that the Vice President of External Relations and the Vice President of Finance receive for IAAS World). In order to get financial support from IAAS World, the National and Organising Committee must comply to the guidelines given by the VP Finance and get his/her approval (in collaboration with the RFCo)

### **Article 11.7 Auditing**

The records of VP Finance shall be audited by the CB and optionally an external auditor every three months.

## **CHAPTER 12 ANNUAL WORLD CONGRESS**

### **Article 12.1 Composition**

The annual World Congress of the association shall consist of sessions of the General Assembly, seminars (as stated in Article 21.1 of the By-laws) and trainings.

### **Article 12.2 Organisation**

- 12.2.1 The World Congress shall be organised and administrated by the Organising Committee appointed by the full member or those full members that have accepted the responsibility of hosting the Congress.
- 12.2.2 The Organising Committee must be in close contact with the Executive Board, especially in the matters of programme, official invitations, the budget and participation fee.
- 12.2.3 The programme of the World Congress shall be presented by the Organising Committee or a representative of the Executive Board at the Directors Meetings taking place in the period from the previous World Congress.
- 12.2.4 The National Committee in charge of hosting World Congress, Directors Meetings and Exchange Coordinators Meetings are waived the



responsibility of paying the membership fee for that given year and will also be supported by Executive Board.

### **Article 12.3 Time and place**

- 12.3.1 The General Assembly two years in advance shall elect the full member(s) to host the World Congress.
- 12.3.2 The host country must prove that the delegates from all member countries will be allowed to attend the World Congress.
- 12.3.3 The Executive Board with consultancy of the Control Board and the Regional Directors should approve the topic of the World Congress. If it is not approved prior the General Assembly taking place one year in advance to the World Congress, the topic should be approved by the General Assembly.
- 12.3.4 The World Congress shall be held during at least ten days in the end of July.

### **Article 12.4 Finances**

- 12.4.1 The full member(s) organising the World Congress shall be responsible for its financing.
- 12.4.2 Costs for the participants shall be kept to minimum and divided in six categories according to article 4.3.2 of the By-laws.

### **Article 12.5 Agenda**

- 12.5.1 The agenda must contain the following points:
  - i. The opening by the President.
  - ii. The election of chairperson and Vice-Chairperson.
  - iii. The election of secretaries.
  - iv. The right of voting, in accordance with article 3.4 of the Constitution and article 13.12 of the By-laws.
  - v. The approval of the agenda.
  - vi. The remarks/approval of the work of the Executive Board.
  - vii. The remarks/approval of the report of the last General Assembly.
  - viii. The approval of the annual budget.
  - ix. The approval of the topic of the next World Congress or the announcement by the Executive Board that it has been decided according to article 12.3.3.
  - x. The remarks/approval of the work of the Control Board.
  - xi. The election of the host of the World Congress two years ahead.
  - xii. The election of the members of the Election Committee.
  - xiii. The election of the members of the Executive Board.
  - xiv. The election of the members of the Control Board.

### **Article 12.6 Severe Situations**

In times of special circumstances that hinder the functioning and the continuity of the association (e.g.global crisis such as pandemic, war, natural disasters etc.)



following articles as stated in the C&BL can be disregarded.

- Constitution:
  - Article 3.3 The Convening and the Conduct of the General Assembly
- By-laws
  - Article 12.3.4 of Art. 13.3 Time and Place
  - Article 13.5: Quorum to start Plenary Sessions
  - Article 13.7: Chairpersons
  - Article 13.8: Secretaries
  - Article 13.12: Voting

In order to assure continuity of the association, the EB can call for an extraordinary plenary session of the General Assembly (Article 3.2) to be held online at least one week after the announcement. Delegates join and count as present via online access. In this plenary session the GA decides via vote whether the lifting of aforementioned articles is applicable.

Furthermore, the EB/CB will present a proposal in regard to the aforementioned C&BL articles on the conduct of the World Congress under the respective global situation to the General Assembly. If found majority the World Congress can take place in a fitting manner.

## **CHAPTER 13 GENERAL ASSEMBLY**

### **Article 13.1 Preparation Documents**

Preparation documents shall be sent to the Members at least one month before the opening of the General Assembly by the Executive Board, containing at least the programme of the General Assembly, information and necessary document for new proposed Honorary Members, information on the location of the General Assembly. The Convening and the Conduct of the General Assembly and the credentials.

### **Article 13.2 Sessions of the General Assembly**

13.2.1 Plenary Sessions.

13.2.2 Working Sessions.

13.2.3 Extraordinary sessions.

### **Article 13.3 Agenda**

13.3.1 The agenda must contain the following points:

- i. The opening by the President.
- ii. The election of chairperson and Vice-chairperson.
- iii. The election of secretaries.
- iv. The right of voting, in accordance with article 3.4 of the Constitution and article 13.12 of the By-laws.



- v. The approval of the agenda.

13.3.2 There should be at least one 24-hour period without sessions after the last proposals of changes to the Constitution and By-laws, prior to voting on the proposed amendments or changes.

#### **Article 13.4 Participants**

Participants in the General Assembly are:

- i. The delegations of the full and candidate members.
- ii. The Executive Board & Control Board.
- iii. Representatives of the Regional Boards.
- iv. Representatives of the Independent Committees.
- v. The chairpersons and the secretaries of the General Assembly.
- vi. Correspondent and Honorary Individuals.
- vii. Invited observers and guests.

#### **Article 13.5 Quorum to start Plenary Sessions**

Two-thirds of the National Delegations of the association participating at the General Assembly shall constitute a quorum to start plenary sessions. If the necessary quorum is not attained at the scheduled time the chairperson will delay the start of the session for 15 minutes. The full members not present at the start of the plenary session can vote from the beginning of the next vote after registration by the chairperson and the secretaries.

#### **Article 13.6 Delegates**

13.6.1 Every National delegation to the General Assembly shall carry a credential to be presented to the Control Board at the General Assembly, signed by the National Director of their country, confirming that they are the official delegates to the General Assembly.

13.6.2 An alternative delegate may replace a delegate on prior written notice to the Control Board and the chairperson of the plenary sessions by the National Director or if not present at the General Assembly, by all delegates on the credential, including the one to be replaced if the person is present at the General Assembly.

#### **Article 13.7 Chairperson and Vice-Chairperson**

13.7.1 Election

The Chairperson and the Vice-Chairperson shall be elected by the General Assembly.

13.7.2 Nomination

The nomination shall be made by the Executive Board.



### 13.7.3 Duties of the Chairperson

The chairperson shall be responsible for the conduct of the meeting and for interpreting and giving rulings on all matters of procedure, order, competency and relevancy.

### 13.7.4 Vice-Chairperson

If the chairperson is absent from a meeting or any part thereof, or if the chairperson wishes to take part in the discussions, the Vice -Chairperson shall designate to take his/her place, with the same power and duties as the chairperson.

## **Article 13.8 Secretaries**

### 13.8.1 Election

Three secretaries shall be elected by the General Assembly of which one preferable should be elected according to article 13.12 of the By-laws. A fourth secretary will be appointed by the Organising Committee.

### 13.8.2 Nomination

The nomination for the secretaries for election shall be made by the Executive Board, unless otherwise is stated.

### 13.8.3 Duties of the Secretaries

The secretaries of the plenary sessions shall ensure the taking and registration of the official minutes.

## **Article 13.9 Speaking**

13.9.1 All members have the right to speak. This includes the right to make any second propositions and nominations.

### 13.9.2 Time limit of speeches

The chairperson may limit the time allowed to each speaker and the number of times each participant may speak on any question.

### 13.9.3 Closing the list of speakers

During the course of debate, the chairperson may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. When there are no more speakers, the Chairperson shall declare the debate closed.

### 13.9.4 Right of reply

The chairperson may accord the right of reply to a Delegate or member of the Executive Board. Such a statement shall be as brief as possible.





#### 13.9.5 Adjournment of the meeting

A delegate or a member of the Executive Board may at any time move the adjournment of the meeting for clarification of special points and discussions in smaller groups for necessary time by the chairperson.

#### 13.9.6 Appealing against the chairperson

A delegate or a member of the Executive Board may appeal against the ruling of the chairperson, in which case the appeal shall be put to the vote immediately and the chairperson's ruling shall stand unless overruled by a simple majority of those present and voting.

### **Article 13.10 Points of Order**

13.10.1 A point of order must be heard at all times and shall be decided immediately by the chairperson.

13.10.2 Address to the General Assembly.

No one may address the General Assembly without having obtained the permission of the chairperson. The chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

### **Article 13.11 Proposals**

13.11.1 Submission of proposals

- i. Proposals for other issues than stated in Article 11.1 of the Constitution and Article 25.1 of the By-laws shall be submitted in writing to the chairperson at latest 24 hours prior to the session where they should be put to vote.
- ii. After moving a proposal, the mover shall have the right to speak and the proposal shall then be free for discussion.

13.11.2 Amendments to Proposals

An amendment may be incorporated into a proposal immediately with the approval of the mover of the motion. In all other cases the amendment must be moved like a separate motion.

13.11.3 Withdrawal of Proposals

The mover may withdraw a proposal at any time before the voting on it has commenced.

13.11.4 Reconsideration of Proposals

It shall be in order to move the reconsideration of a proposal, previously voted during the current meeting, provided that it concerns a proposal that requires simple majority.

### **Article 13.12 Voting**



#### 13.12.1 Voting cards.

- i. Voting cards shall be handed out before the beginning of the plenary sessions to all National delegations with voting rights, which are present at that time.
- ii. The voting cards must be handed in to the chairperson during breaks and after each plenary session.

#### 13.12.2 The Executive Board and the Control Board members cannot vote on behalf of their respective countries.

#### 13.12.3 Online votes for the election of the Executive Board, the Control Board and the hosts of the international events the members not partaking in the General Assembly can cast their vote through e-mail in the format given by the Executive Board. The votes can be sent in from the presentation of the candidates until an hour before the election itself which should be at least a 24 hours period.

#### 13.12.4 Loss of voting rights

- i. Any national delegation shall lose its voting rights if this full member has failed to pay the annual membership fee before the end of the financial year of the association, unless the majority present and voting decides otherwise.
- ii. Delegates not fully accredited and registered in accordance with Article 13.6 of the By-laws shall lose their voting rights, unless the majority present and voting decide otherwise.

#### 13.12.5 Method of voting.

- i. The General Assembly shall vote by the showing of voting cards, except if a delegate or member of the Executive or Control Board requests secret ballot.
- ii. An Executive Board member shall be responsible for taking and recording any vote.
- iii. Any Delegate, Control Board or the Executive Board member may ask for recount.

#### 13.12.6 Majority required

Unless otherwise provided, decisions of the General Assembly shall be taken by those present and voting. Delegates who abstain from voting shall be regarded as not voting.

#### 13.12.7 Equally divided votes.

If a vote is equally divided on a matter other than elections the proposal shall be regarded as rejected.

#### 13.12.8 Voting between two alternative proposals

- i. Delegates will have the choice to vote for one of the proposals or to abstain.
- ii. The proposal that has the required majority of votes is approved.



- iii. If the votes are equally divided the chairperson shall decide between the proposals by drawing lots.

#### 13.12.9 Voting between three or more alternative proposals

- i. Delegates will have the choice to vote for one of the proposals or to abstain.
- ii. The proposal that has the required majority of votes is approved.
- iii. If no proposal has the required majority, a second ballot will be taken between the two alternatives having the highest number of votes during the first ballot and the voting will be conducted as stated in article 13.12.7.

### **Article 13.13 Election Committee**

#### 13.13.1 Composition

The Election Committee is a standing committee made up by three persons from three different National delegations, preferably from different regions.

#### 13.13.2 Nomination

The delegates or the Executive Board shall make the nomination for the Election Committee.

#### 13.13.3 Election

The election of the Election Committee shall be made by the General Assembly.

#### 13.13.4 Tasks

The Election Committee shall be responsible for the elections of the Executive Board and the Control Board.

### **Article 13.14 Nomination of the Executive and the Control Board**

13.14.1 The nominations for the Executive Board and the Control Board shall be made by the delegates of full members.

13.14.2 The nominations should be announced three days before the day of election.

### **Article 13.15 Election of the Executive Board**

#### 13.15.1 Method of voting

- i. If there is only one candidate for a given function, the delegates can vote in favour, against or in abstention.
- ii. If there are more candidates for a given function, the delegates can vote for one of the candidates or in abstention.



### 13.15.2 Method of election

- i. The candidate who receives simple majority is selected.
- ii. If no candidate obtains the required majority in the first ballot, the second ballot shall be taken between the candidates who received the two highest numbers of votes.

In the case when two candidates in the final ballot receive the same number of votes the chairperson shall decide between the candidates by drawing lots.

- iii. In the case that there is only one candidate who is not approved by the General Assembly, the other elected Executive Board and Control Board members, in consultation with the Advisory Board, can propose a candidate for the empty position or choose to distribute the duties of the empty Executive Board position among themselves. In case of the proposing of a new candidate the election on this position will be moved to a later time and the General Assembly can then cast their votes, counting in the re-sent online votes.

13.15.3 Each candidate shall have significant experience in IAAS on local, national and/or international level.

13.15.4 Each candidate must present a *Curriculum Vitae* (CV) and motivation letter a minimum of 24 hours before the presentation of candidates during the General Assembly. The CV should pertain primarily to the candidates' IAAS experience. The motivation letter should express clearly the intentions and goals of the candidate in regards to the specific duties of the position for which they are applying.

13.15.5 The members of the Executive Board shall be elected in the following order: 1. President; 2. Vice-President of Finance; 3. Vice-President of External Relations; 4. Vice-President of Exchange; 5. Vice-President of Communication.

## **Article 13.16 Election of the Control Board**

13.16.1 Method of Voting: delegates can vote for a maximum of three candidates.

### 13.16.2 Method of Election

- i. The three candidates that receive the highest number of votes are elected, if this number equals or exceeds simple majority.
- ii. If less than three candidates have a simple majority of the votes, a re-election among the other candidates will be conducted.
- iii. If there are exactly three candidates for the Control Board, the election will be held individually, three times. The delegates can vote in favour, against, or in abstention for each candidate.
- iv. If less than three candidates are elected in the instance of 13.16.2,



iii., the retiring Executive Board and Control Board members will choose candidates to fill the remaining positions before the end of the General Assembly. The delegates can vote in favour, against or in abstention to approve the proposed Control Board members.

- v. In the instance of 13.16.2. iv., that the proposed candidates for the Control Board are not approved by the General Assembly, then the Control Board will have less than three members that term, but the General Assembly must revote on the original and proposed candidates until at least two candidates for the Control Board are elected by simple majority of members voting and present.

13.16.3 Each candidate shall have significant experience in IAAS on local, national and/or international level.

### **Article 13.17 Report of the General Assembly**

13.17.1 The report of the General Assembly shall be published verbatim within three months by the Organising Committee and shall contain:

- i. The programme of the General Assembly.
- ii. The minutes of the plenary sessions.
- iii. The reports of the working sessions.
- iv. The reports of the Executive Board and the Control Board.
- v. The current status of all member.
- vi. The proposed and accepted budgets.
- vii. Other relevant documents.

13.17.2 The gathering of documents and the finishing of the report of the General Assembly is the responsibility of the secretary appointed by the Organising Committee.

## **CHAPTER 14 DIRECTORS MEETINGS**

### **Article 14.1 Composition**

The regional Directors Meeting shall consist of the voting for the next host, the presentation of the midterm reports of the EB/CB and Regional Board, the past and future activities by the region's members, workshops entailed to the region specifically, informal sessions and, if possible, trainings.

### **Article 14.2 Time and place**

14.2.1 The Directors Meeting is encouraged to be held annually. The Regional Board and the Host Country are responsible for arranging the meeting. The end responsibility for the programme is in hand of the Executive Board.

14.2.2 Time and place



The Host Country must be in close contact with the Executive Board and the Regional Board, especially in the matters of programme, official invitations, the budget and participation fee.

### **Article 14.3 Participants**

The participants at the Directors Meetings are:

- i. The delegates of the full members and candidate members in the regions concerned.
- ii. Representatives of the Executive Board, the Regional Board and the Control Board.
- iii. The chairpersons and the secretaries of the Directors Meeting.
- iv. Correspondent members and Honorary Individuals in the regions concerned.
- v. Invited observers and guests.

### **Article 14.4 Content and conduct of the General Assemblies of the Director Meetings**

For the agenda, article 12.5 of the By-laws can be used as framework. For the conduct of the General Assemblies of the Director Meetings the article of Chapter 13 of the By-laws can be applied with the necessary modifications to apply it to regional level.

This agenda and conduct shall be agreed on prior to the Director Meetings (or during the first session) by the majority of Full Members present and voting.

### **Article 14.5 Report**

The report of the Directors Meeting shall be published verbatim within three months by the Organising Committee and shall contain:

- i. The programme of the Directors Meeting.
- ii. The minutes of the plenary sessions, if any.
- iii. The reports of the working sessions, if any.
- iv. The midterm reports of the Executive Board, the Control Board and countries reports.
- v. The host of the next Directors Meeting.

### **Article 14.6 Directors Meetings in IAAS**

There are five Directors Meetings in IAAS, which shall be treated equally.

- i. African Directors Meeting, the ADM;
- ii. Asia-Pacific Directors Meeting, the APDM;
- iii. The Directors Meeting of the Americas, the DMA;



- iv. European Directors Meeting, the EDM;
- v. Middle East and North Africa Directors Meeting, the MENADM.

### **Article 14.7 Decisions on Regional scale**

- 14.7.1 Decisions taken during the General Assemblies of the Directors Meeting shall not contradict the Constitution & By-laws of IAAS World and the decisions of the General Assembly of IAAS World.
- 14.7.2 If existing, Constitution & By-laws of the Region will always need to respect the Constitution & By-laws of IAAS world and be amended according to the Constitution of IAAS World in case any contradiction should arise. As sole interpreter of the Constitution & By-laws of IAAS World, according to article 5.1 of the Constitution and article 7.1.2 of the By-laws, the Control Board shall supervise this process.

## **CHAPTER 15 SUB-REGIONAL MEETINGS**

### **Article 15.1 Composition**

Sub-Regional Meetings shall consist of informal sessions. The meeting aims at sharing information and best practices in a Sub region. The meetings and their content will be supervised by the Regional Board.

### **Article 15.2 Report**

The report of the meeting shall be sent to the members of the region, the EB and the CB within three months by the OC.

### **Article 15.3 Meetings**

Sub-Regional meetings can take place during Directors Meetings or World Congress.

## **CHAPTER 16 EXCHANGE COORDINATORS MEETING (EXCO)**

### **Article 16.1 Composition**

The ExCo Meeting shall consist of an Exchange Program (ExPro) event. It consists of the presentation of current offers by regions, recent testimonials, website and application process, presentation of documents such as catalog and Intern's Guide, workshops and trainings related to ExPro.



## **Article 16.2 Organization**

The ExCo Meeting will be organized by the host country with the supervision and coordination of the Executive Board. The Vice President of Exchange is the main contact person between the host country and the Executive Board.

## **Article 16.3 Time and place**

ExCo meetings are encouraged to be held annually. The Executive Board and the hosting country are responsible for the organization of the event. The ideal period is in March-May to avoid being carried out at the same time as DMs and WoCo. A minimum duration of 10 days is suggested.

## **Article 16.4 Participants**

Priority will be given to:

- i. Members of the Executive Board and Control Board.
- ii. Regional Exchange Coordinators
- iii. National Exchange Coordinators.
- iv. Local Exchange Coordinators.

The remaining seats will be awarded to members of the regional and national boards, members of the full countries and candidates and invited observers and guests.

## **Article 16.5 Agenda**

16.5.1 The agenda must contain the following points:

- I. The opening by the VPE and Introduction
- Ii. The election of secretaries
- Iii. ExPro presentation
- Iv. Documents presentation (Catalogue, Intern Guide, Partnership proposal, and Financial Plan)
- V. Website and application process
- Vi. Current ExPro places of each region
- Vii. Testimonials

The general assembly can be divided into two or more sessions if the organizing committee and the VPE consider it necessary.

16.5.2 Trainings/Workshops

The workshops or training are activities to train and integrate the participants of the event. Topics must be related to the exchange program. There should be between 2 and 4 different trainings.

16.5.3 ExPro World Café

Consists of a session to discuss new proposals and changes to the ExPro section in





the CBL. VPE is in charge for creating a form to collect amendment proposals. All IAAS members can make proposals. At the end of the session there should be a document with the proposed amendments.

### **Article 16.6 Report**

The report of the ExCo Meeting shall be published verbatim within three months by the Organizing Committee and shall contain:

- i. The program of the ExCo Meeting
- ii. Participants origin
- iii. The minutes of the general assemblies
- iv. The reports of the workshops/trainings
- v. Feedback and recommendations
- vi. Photographs

### **Article 16.7 Regional ExCo Meetings**

In addition to the annual event, the constitution allows for regional ExCo Meetings to be held. Any interested full member can contact the VPE directly to apply. The choice of host for a regional ExCo Meeting should be discussed and approved by the Executive board. For its organization, the previous points must be followed. Modifications are allowed if the VPE and the organizing committee agree.

## **CHAPTER 17 INTERNATIONAL CONFERENCE FOR YOUTH IN AGRICULTURE (ICYA)**

### **Article 17.1 Composition**

ICYA shall be a short, science-oriented event, covering a specific topic (or a set of specific topics). Its main structure should be divided into two parts:

- 1) Presentations/lectures and keynote speakers
- 2) Debate/brainstorming sessions and workshops & trainings involving them participants and the speakers.

Preferably, the Organisers should involve soft-skill training sessions at the start of the event to equip the participants with all the needed skills.

The event should clearly define and detail the objectives of each activity and how they align with relevant Sustainable Development Goals (SDGs) and further maintain these principles after 2030. Plus, each objective should have measurable indicators of success to evaluate the impact of activities effectively.

### **Article 17.2 Time and Place**

ICYA is encouraged to be held annually. The regional Board is responsible for the organisation of the Conference together with a hosting country that gets exempted from paying the Membership Fee and must host a DF night. The Executive Board shall supervision the organization and provide support.



### **Article 17.3 Organisation and Voting**

The host of ICYA shall be presented at the General Assembly taking place one year before it is organized, giving members room for discussion of the topic and logistical details and approval.

### **Article 17.4 Aim of ICYA**

The aim of ICYA is to create and sustain an annual IAAS event with a unique character. Considered goals of the ICYA event are the following:

- i. The main goal of ICYA is to disseminate knowledge among youth about the innovations in agriculture.
- ii. Promoting sustainable agricultural practices and principles, highlighting successful case studies and practical examples.
- iii. Facilitating knowledge exchange and best practices among participants and experts, promoting international and multisectoral cooperation.
- iv. Bringing up new innovative projects, ideas, youth movements.
- v. Creating statements and expressing the voice of students on particular topics.
- vi. Fostering and facilitating the debate and dialogue between students from all over the world.
- vii. Establishing strategic partnerships with academic institutions, NGOs, and the private sector to enhance resources and outreach.
- viii. Integrating advanced technologies to improve the learning experience and activity efficiency, and online collaboration platforms.
- ix. Employing participatory and dynamic methodologies for example Design Thinking and hands-on workshops that actively involve participants in solving real-world problems.
- x. A space used to attract new members and partnerships to the organization.
- xi. Giving the opportunity to every student to apply and participate in the conference regardless whether he/she is a member of IAAS or not.

### **Article 17.5 Participation**

Participants should be internationally active young leaders aged between 17 and 35 and shall be selected based on their motivation, experience in youth projects, involvement in international associations, NGOs, student movements etc. IAAS membership should not be a criterion of selection.

The event should foster diversity among participants and speakers, including gender, professional experience, and fields of study, to enrich discussions and contributions. It should ensure equal opportunities for active participation for all attendees, promoting an inclusive environment. Actively seeking diversity in participants and speakers will ensure a wide range of perspectives and experiences are represented.



### **Article 17.6 Academic Exposition**

The Organizing Committee shall open a call for young students and professionals to present their research projects during the event. The Organizing Committee should form a judging board with major partners and sponsors to select the projects and financially support the attendance of selected authors to the event.

The Organizing Committee shall forward the projects which were successfully presented at the event to the hosting universities to encourage their publication on platforms and indexed journals

## **CHAPTER 18 PUBLICATIONS**

### **Article 18.1 Publications**

The official publications of IAAS are the Annual Review and the IAAS Newsletters. The IAAS Guides are internal publications.

### **Article 18.2 The Annual Review**

#### 18.2.1 Aim

The aim of the Annual Review is to present the association and its projects to members and other persons and organisations interested in the association.

#### 18.2.2 Frequency

One edition shall be published every year preferably before the Directors Meeting at the end of the year.

#### 18.2.3 Content

- i. The presentation of the association.
- ii. The major trends and development of the association including the former EB/CB and the newly elected EB/CB and their objectives.
- iii. The report of the projects of the association and reports of meetings with external partner associations.
- iv. The logos of the main sponsors of the association.

### **Article 18.3 The IAAS Guides**

#### 18.3.1 Aim



The aim of the IAAS Guides is to improve the continuity in the carrying out of established procedures of the association, to provide members with ideas and to help newly interested people in joining the association.

#### 18.3.2 Frequency

The guides, sponsorship and SAP documents must continuously be updated by EB, RBs, and NDs in cooperation with members depending on the topic of the guide. They should be republished at least yearly.

#### 18.3.3 Content

The guides shall give a detailed description of the working procedures in the association and function as a reference book of ideas.

#### 18.3.4 Availability

The documents will be readily available for download on the website.

#### 18.3.5 Current guides

The current internal documents available are:

- IAAS Sponsorship Fundraising Guide,
- IAAS World Greenbook,
- IAAS Brand Guidelines,
- Constitution and By-laws,
- IAAS World Startup Guide,
- Bookkeeping tool for Local and National committees (ExCel format),
- Merchandise Guideline (available in English, French, Spanish),
- IAAS Finance Standard for committees,
- ExCo Guide,
- Intern Guide,
- Worldwide ExPro Catalogue,
- Annual Review,
- Executive, Control and Regional boards reports (bi-monthly for the EB/CB, midterm and final report for the Regional Board),
- Internal Database: List of all the full, candidate and frozen member countries with the contact information of the NC's positions.

## **CHAPTER 19 EXCHANGE PROGRAM**

### **Article 19.1 Applicants**

19.1.1 All applicants have to be students or have graduated within 60 months from an agricultural or related sciences program. In case an applicant to ExPro is from a country without an IAAS Committee, the regional ExCo of his/her region takes care of his application. Priority is given to active IAAS members before alumni and non-IAAS members.



- 19.1.2 Every student applying for the Exchange Program has to fill in and submit the online application form on the IAAS World website.
- 19.1.3 Priority should be given to applicants from IAAS Committees and to students whose motivation and commitment are high, to those who want to contribute to strengthening IAAS and/or have already shown their passion for it, and who match well with the internship. Second priority should go to current students.
- 19.1.4 The NExCo of the sending/receiving country may reserve the right to accept or reject the application if the student is considered less suitable for the internship than other candidates.
- 19.1.5 A student is allowed to apply to up to 3 regular internship placements, in the same period of time. When a student applies to more than one ExPro, the NExCo should look at what hosting place is the best match. When the best match is found for the student, the application to that ExPro shall be continued with first (best match) and that hosting place should be contacted.

### **Article 19.2 ExCo Guide and Intern Guide**

- 19.2.1 The Exchange Coordinator's Guide (ExCo Guide) and Intern Guide shall give guidelines about the Exchange Program, respectively for the Exchange Coordinator and the intern.
- 19.2.2 The policies and standards as stated in the ExCo Guide must be respected by all the Exchange Coordinators and Regional Exchange Coordinators.
- 19.2.3 The policies and standards as stated in the Intern Guide must be respected by all the stakeholders that want to take part in the Exchange Program.
- 19.2.4 The ExCo and Intern Guide are revised and updated on the international ExCo Meeting.

### **Article 19.3 Duties of the Exchange Coordinator**

The duties of the Sending Exchange Coordinator shall be:

- i. To inform the students and employers about the student Exchange Program.
- ii. To track students' applications in the Online Exchange System and select first priority application forms, if necessary, before exchanging them.
- iii. To interview each outgoing student and signing a contract for internship with him.
- iv. To provide a student with all necessary ExPro literature and sources of information to help him to prepare for the interview and internship as well.
- v. To keep all correspondence related to the Exchange Program.



- vi. To provide work permits to foreign students if needed.
- vii. To inform the National Director about the progress of the Exchange Program.
- viii. To submit a report at the end of the term of each national board, containing the results, planning and everything concerning the Exchange Program and this must be prepared by the outgoing NExCo. The incoming NExCo must include in this report his year planning, which will be sent to RExCo and the VPE.
- ix. To be in regular contact with the Regional Exchange Coordinators and the Exchange Quality Board (EQB) whenever it is required according to the ExCo Guide.
- x. Working according to the ExCo Guide
- xi. To receive and support incoming students. To assist where needed. To prioritize the student's wellbeing and comfort.
- xii. The Exchange Coordinator is in charge of keeping the information about Exchange Program places in his/her country up to date on the Online Exchange System.

#### **Article 19.4 Exchange Program Internships**

- 19.4.1 The Exchange Program provides three types of internships: Ceres – focusing on practical training on farms; Archimedes - focusing on training and research in organisations (companies, universities ...) using the scientific method; and Libertas – which focuses on community projects.
- 19.4.2 ExPro Place: Place where the student is going to do his/her internship, it can be a farm, a laboratory, a company or similar. An ExPro place is managed by one OP taker.
- 19.4.3 Program when a student, member of IAAS, performs more than 2 internships in the same region, and in more that one country, without allowing more than 2 months to pass between them.

#### **Article 19.5 Duration of Internship**

- 19.5.1 The minimum period of an internship shall be three weeks.
- 19.5.2 The maximum period of an internship shall be one year.
- 19.5.3 The duration of the Expro shall be determined between the OP Taker and the IAAS student.

#### **Article 19.6 ExPro fee**

- 19.6.1 The applicant has to pay the ExPro Fee to the Executive Board so that the application can be approved. The invoice should be made by the Vice President of Finance, providing the correct bank account information of IAAS World.



- 19.6.2 The Executive Board sends Exchange Program invoices to the members twice a year, based on all actions registered by the Online Exchange System during the preceding year. The invoices are sent half a year after the GA.
- 19.6.3 The Executive Board has the power to arrange payments and refunds more than twice a year.
- 19.6.4 Payments can be made by bank transfer or on a meeting shortly after the invoices were sent.
- 19.6.5 The Exchange Quality Board can decide to block or limit a country's exchange process.
- 19.6.6 Changes to the amounts for ExPro fees require approval by the GA and are published in the ExPro Guide.
- 19.6.7 A country can, due to high administration costs, choose to have an administration fee. This may not exceed a payment of 50% extra according to the ExPro fee. An administration fee requires approval by the GA.
- 19.6.8 Countries which have other services for running the ExPro (miscellaneous costs) should include this information in their National Report's ExPro portion. Furthermore, an official paper informing students about those services and their additional costs should be submitted to other IAAS countries upon request.
- 19.6.9 Every National/Local Committee having extra (relatively high) administration expenses for running the ExPro should search for additional sources of income to cover these costs.
- 19.6.10 Every committee has to pay the ExPro fee in Euros (€) as follows:

<b>Country</b>	<b>ExPro fee</b>
A	75
B	75
C	100
D	100
E	125
F	125

Applicants who are not part of an IAAS Committee will incur a 25 Euros fee in addition to the recognized application fees for ExPro participation

- 19.6.11 If a student wants to apply for more than one ExPro place, the total ExPro fee



will be augmented by 40€ for any supplementary obtained ExPro place.

### **Article 19.7 Refund of the ExPro fee and Deposit.**

#### 19.7.1 The ExPro fee shall be refunded if:

The application was cancelled by the student before the application was placed.

The deadline of confirmation passed without the application being placed. The student was placed, but the hosting National Exchange Coordinator had to cancel the placement so that the student was not able to start the internship.

The ExPro fee shall not be refunded if the student cancelled the placement or does not arrive at the intended place, after being placed there.

#### 19.7.2 Rewarding the Receiving Countries

From the ExPro fee of each intern placed in a given country,

The amount of 40 euros will be credited in a database under the name of the host country (unless the internship has been canceled by the host National Exchange Coordinator after placement) which is then eligible to be used by the Committee National as agreed between the National Director and the Vice President of Finance. This is for categories A, B, C and D.

For categories E and F, the amount of 45 euros will be credited in a database under the name of the host country (unless the internship has been canceled by the host National Exchange Coordinator after placement) which is then eligible for use by the National Committee as agreed upon between the National Director and the Vice President of Finance.

#### 19.7.3 Rewarding the Sending Countries

From the ExPro fee of each intern sent in a given country,

The amount of 20 euros will be credited in a database in the name of the sending country (unless the internship has been canceled before placement which is then eligible to be used by the National Committee as agreed between the National Director and the Vice President of Finance. This applies to categories A, B, C and D.

In the case of categories E and F, the amount will be 35 euros.

In case the applicant is from a country without an active IAAS committee, the amount of 20 euros will be allocated to the regional fund of the region that receives the intern.





### **Article 19.8 Information of Places**

The Exchange Coordinator is in charge of keeping the information about Exchange Program places in his/her country up to date on the Online Exchange System. The Exchange Coordinator is required to review and update this information at least twice a year.

The accommodation and meals should preferably be included in the internship or the costs should be covered. If this is not the case, the information should be clearly written in the information of the ExPro place on the IAAS World website and in the Worldwide Catalogues.

### **Article 19.9 Limitation of Sending Students**

19.9.1 No more than five students can be sent by a country if this country is not offering any places.

19.9.2 For each place the country offers, five extra students can be sent out. The number of places counting is those offered in the country information on the Association's Internet site.

### **Article 19.10 Arguable Cases**

In arguable cases concerning financial matter, the Executive Board has the final word after hearing all parties involved. The Executive Board is recommended to ask advice from the Control Board for these arguable cases.

### **Article 19.11 Invoices**

The ExPro fee invoices shall be based on the information in the Online Exchange System concerning: all applications, cancellations of applications, refunds, rewards for successfully placed students and for placed students that cancelled themselves. The invoices cover the period from the date of the last invoice to the date one day before the new invoice.

### **Article 19.12 Exceptional situations for the Exchange Program**

In times where exceptional situations (e. g. global, regional and/or national crises such as: natural disasters, pandemics, war, civil conflicts, amongst others) have the possibility to affect the Exchange Program's performance and/or duties of the national board together with the integrity of the applicants, the national committee:

19.12.1 Has to call for a meeting with all of its members to assess the country's current situation. Once this meeting is carried out, the national committee:

- i. Is required to draft and send an official release stating their current situation to the Vice President of Exchange, Regional Exchange Coordinator, Control Board from IAAS World and (in case of existence) the Regional Control Board.



- ii. Depending on the country's current situation, the national board may reserve the right to limit, suspend and/or cancel applications and/or ExPro. In case of cancellation, the participant is entitled to a refund of the fee.

## **CHAPTER 20 VILLAGE CONCEPT PROJECTS**

### **Article 20.1 The Village Concept**

The Village Concept defines small-scale development projects aiming to improve the living conditions of a rural community.

### **Article 20.2 Accepting a Village Concept Project**

- 20.2.1 A Village Concept Project (VCP) will be recognized as an official IAAS Village Concept Project when it has been presented at the General Assembly by both the Local and the National Committee. The presentation must include: the site of the project, the projects to implement, a timetable for these projects, the partners involved, the budget, a homepage with this information and link to the homepage of IAAS and a summary delivered to every country.
- 20.2.2 Only full and candidate members can participate in organising a Village Concept Project. Students from other organisations can take part in a Village Concept Project as an international student.
- 20.2.3 The project can only be accepted if it fulfils the criteria of the Village Concept Document.
- 20.2.4 An official IAAS Village Concept Project must present an annual evaluation report to the General Assembly. The Local or the National Committee can do this presentation, and in case they cannot attend, they must send a written report to the Organising Committee and the Executive Board.

### **Article 20.3 Promoting Village Concept Projects**

- 20.3.1 The Executive Board is responsible for spreading information on and promoting the Village Concept Projects as the activity with the association, as well as providing the members with contacts and information that can help them in starting and/or running Village Concept Projects.
- 20.3.2 The Executive Board should have information available on all projects running within the association.

## **CHAPTER 21 STUDY ABROAD PROGRAM**



### **Article 21.1 The Study Abroad Program**

The Study Abroad Program gives universities the chance to promote their study programs via the IAAS network and gives students the chance to find interesting study programs. Preferably one person in the Quality Board of the Vice President of External Relations is working as an IAAS Study Abroad Coordinator to be the main responsible of the IAAS Study Abroad Program. The IAAS Study Abroad Coordinator is working with the Regional Boards to contact and inform universities about the Study Abroad Program.

A brochure with the possible opportunities for universities is available and should be shared with universities around the world continuously. An updated version should always be shared in the beginning of the term with the former universities when contracts are prolonged.

### **Article 21.2 SAP-Reward**

- 21.2.1 For every university enrolling in the Study Abroad Program for at least one year that a NC or LC can provide to the VPER or IAAS Study Abroad Coordinator thanks to its active involvement in convincing this university in the program, the NC shall receive a Study Abroad Program Reward. This is only true when there has been prior coordination with and consent by the VPER.
- 21.2.2 The Study Abroad Program Reward for an enrolling university is defined as 1/12 (one twelfth) of the total value of the payments a university has to make for the duration of the contract. This means that if a university enrolls for one year, the NC gets the equivalent of one month of the total value.
- 21.2.3 Any payment of this reward will only be done after the signing of a contract between IAAS and the university in question and after the university has made its first payment.

## **CHAPTER 22 EVENTS**

### **Article 22.1 IAAS Events**

- 22.1.1 IAAS Events  
Any event organized by an IAAS Committee at local, national or international scale is considered IAAS event.
- 22.1.2 Constitutional Events  
Constitutional events are defined as events hosted with the aim of discussing important topics at a regional or global level to the organization and are described in the CBL. Events that are considered constitutional:- World Congress- Directors Meetings- Exchange Coordinators Meeting



### 22.1.3 Constitutional Events Composition

Constitutional events shall:

- Host General Assemblies;
- Host a development fund night;
- Host a Cultural Event;
- Exempt the host country from the payment of the Membership Fee for the year in which they hold the event.

### 22.1.4 Open IAAS Events

Open IAAS events are organized by an IAAS Committee for IAAS members and non-IAAS members with an additional purpose of expanding the network of the organization to external people and organizations.

Events that are considered open:

- ICYA Committees organizing Open IAAS Events are encouraged to receive funds from IAAS World for their organization.

The hosting country is exempted from paying the Membership Fee for the year in which they hold the event.

## **Article 22.2 Seminars**

22.2.1 National and/or Local Committees that are willing to organise an international event called "seminar" should have a scientific, practical, or training topic in order to increase the benefits and outputs from this event for the participants.

22.2.2 National and/or Local Committees that are willing to organise a seminar in their national and/or local chapter are encouraged to submit the details of the event as a draft including the schedule, potential dates, and topic----by email---- to the Executive Board. The information should be submitted as soon as possible, and within no less than one month's time prior to the event.

22.2.3 The Executive Board shall discuss the approval of the proposal of the National Committee regarding the organisation of the seminar during the next weekly meeting of the Executive Board.

22.2.4 The seminar should be uploaded by the organising committee in the "Events" section on the website of IAAS World, within two weeks of the approval by the Executive Board. Included in the seminar information should be the logo, dates, draft of the schedule, and amount of the participation fee.

## **Article 22.3 Exchange Weeks**



- 22.3.1 Every National or Local Committee of full member countries can organise an Exchange Week and choose the topic of this week. The purpose of these exchange weeks is the exchange of information through company and cultural visits. The second purpose is to boost motivation and understanding in and between members. The program is decided by the OC and includes company and cultural visits according to the chosen topic.
- 22.3.2 The OC can decide which countries to invite to this Exchange Week. The participants from these countries are waved of a fee for the exchange week if they later invite the same amount of participants to their Exchange Week.
- 22.3.3 The OC may request a security deposit for participants of Exchange Weeks:
- i. The Organizing Committee must be in contact with the Regional Board concerning the amount of the deposit.
  - ii. The Organizing Committee must indicate when and under which conditions the deposit shall be returned to the participants

## **CHAPTER 23 PROJECTS**

### **Article 23.1 Projects**

- 23.1.1 The projects of the association are any activity organised by the members under the name of IAAS World deemed appropriate to further the aims of the association on an international level.
- 23.1.2 The General Assembly has the power to stop projects of the association.
- 23.1.3 The Executive Board shall after consultation with the Control Board and evaluation of all accessible information approve to start any project of the association.

### **Article 23.2 Starting a Project**

- 23.2.1 The project description shall be handed in to the Executive Board.
- 23.2.2 The application form made accessible by the Executive Board and approved by the General Assembly shall be used and the necessary information filled in.
- 23.2.3 After approval by the Executive Board, small changes to the project description can be made if the approved purpose and topic of the project is preserved.

### **Article 23.3 Finishing a Project**



23.3.1 The report of the project shall be sent within three months after the ending of the project period to the Executive Board. The report shall present the outcome of the project, an evaluation of the objectives from the project description and the financial status of the project.

23.3.2 The General Assembly shall approve the report by voting.

### **Article 23.4 Project Coordinator**

#### Duties of the Project Coordinator

- i. To work with the Vice President of Communication of association to ensure the best possible coordination of the association and to keep the Vice President of Communication continuously updated about the progress of the project.
- ii. To coordinate the project and secure that it is running according to the approved project description.
- iii. To prepare a report to be presented at the General Assembly containing the progress of the project and an internal project evaluation on whether the project progressed as described in the approved project description.
- iv. To assist in the fundraising for the project.
- v. Help in organising the meetings needed for the project.

### **Article 23.5 Stopping of a project**

The Executive Board can, after consultation with the Control Board, stop a project for further investigation upon reasonable suspicion that the project is violating the Constitution & By-laws, abusing the name of the association or not following the approved project description, after taking into consideration all accessible information.

### **Article 23.6 Global Projects**

#### 23.6.1 Definition

Global projects are those projects that are organised in all regions of the association.

#### 23.6.2 Starting a project

The Global Project can be started according to article 22.2 but must be approved on the next General Assembly by a simple majority.

#### 23.6.3 Reporting

The Global Project shall be reported on at every regional Directors Meeting and before the General Assembly.



#### 23.6.4 Project Coordinators

The coordinators shall be chosen by the Executive, Control and Regional Board preferably one per region.

#### 23.6.5 Current Global Projects and their goals

##### i. No Food Waste project

Launched on 16th of October 2016 with the goal to inform about and reduce food waste.

##### ii. Development Fund

The goal of this fund is to ensure the diversity of regions being able to participate in the official events. See Article 12.1.1.

##### iii. Women in Agriculture

Launched on the 8th of March 2018 with the goal to inform and put attention to the women in Agriculture according to Sustainable Development Goal 5.

##### iv. Village Concept Project

Started in the 1980s the goal of this Global Project is to have a social impact on the communities of which the committees are a part of.

##### v. IAAS Delta Project

Formally started on the 2nd of March in 2023, this Global Project aims to promote prosperity in deltas worldwide by improving water management, which is seen as a lever towards this goal. It is in line with the commitment IAAS made to the UN Water Action Agenda.

##### vi. One Health Project

Formally started on the 11th of July 2023, the goal of this Global Project is to inform and act on the interconnectedness of human health, animal health, and the environment.

#### 23.6.6 Recognition

National and Local Committees can get recognition for partaking or organising a part of a Global Project if and when it has been presented at the General Assembly. The presentation must include: the site of the project, the impact it had on the community, the partners, the timeline, the budget and will then be put up on the webpage of IAAS World.

## **CHAPTER 24 FOOD & AGRICULTURE YOUTH INSTITUTE (FAYI)**

The Food & Agriculture Youth Institute (FAYI) is an independent committee that deals with sustainability, climate change, and biodiversity.



### **Article 24.1 Vision**

Inspiring people to solve the world's agriculture, food and climate challenges

### **Article 24.2 Mission**

- To promote youth involvement in solving the global climate change, food and agriculture issues through capacity building, policy making, advocacy
- To educate and empower youth to act sustainably following the SDGs
- To connect our members with institutions (research centers, national agencies, NGOs...), experts through conferences, and parties and observers at UN negotiations

### **Article 24.3 Members**

FAYI members are IAAS members, IAAS alumni, and other students interested in sustainability, the environment, and climate change. Subdivisions of FAYI need to have at least one IAAS member to enable them to stay connected with the organization and the IAAS spirit. Sub-divisions of FAYI will have the power to decide on member requirements, recruitment, and selection while complying with the specifications above. FAYI does not receive financial help from IAAS.

### **Article 24.4 Standardizing Autonomous Sponsorship Practices**

In accordance with the established regulatory framework outlined in the IAAS CBL of 2023/24 and FAYI's internal rules, FAYI asserts its autonomy in pursuing, negotiating, and securing grants, endorsements, and funds independently. This autonomy is underpinned by FAYI's designation as an independent committee with its own regulatory body overseeing its functions. As per the organizational structure delineated in FAYI's internal rules, the position of External Relations Director (ERD) is responsible for conducting negotiations and securing grants from external organizations. However, it is imperative that FAYI maintains transparency and accountability by providing regular updates to IAAS on these endeavors. This collaborative approach ensures that resources are effectively utilized to advance the collective objectives of both FAYI and IAAS. By standardizing autonomous sponsorship practices within FAYI's operations, this amendment aims to enhance collaboration with more potential partners, thereby augmenting funding opportunities to support IAAS's mission and activities.

## **CHAPTER 25 IAAS POSITION PAPERS**

### **Article 25.1 Definition**

The IAAS position paper is a document that outlines IAAS's stance on a particular issue or topic related to agriculture, food, and climate challenges. The paper is intended to serve as a statement of IAAS's values and priorities, as well as a call to action for stakeholders and decision-makers. A call to action is an invitation to perform a desired action, providing the target audience with knowledge on the next steps to take. Call to actions should be used in a general communication strategy in





policy campaigns.

### **Article 25.2. Drafting and proposing**

Any IAAS member country, a consortium of member countries, independent committee, regional board, executive board or control board may draft, independently or jointly, position papers. Proposing new position papers must be done at most one month prior to the upcoming GA.

The paper should consist out of next points:

- Title of the position paper.
- Date when the paper was drafted.
- Members of the Drafting Committee (including their IAAS Affiliation).
- Contact person name and email.
- The document shall not contain any grammar or layout mistake.
- Position papers should result from a consultation process that reflects views of a large young population.
- Proposed documents fulfilling all aforementioned criteria must be added to the preparation documents meant for delegates by the Control Board.

### **Article 25.3. Voting**

- The contact person shall present briefly at the GA online or in-person the proposed position paper.
- The position paper needs to be voted by full member countries of the GA and have the approval of a simple majority of full member countries.

### **Article 25.4. Publishing**

- Before approval at the GA, the ideas and positions only reflect the individuals or entities that have drafted them, and therefore cannot be published as IAAS positions.
- Following approval at the GA, those position papers can be officially promoted as an IAAS document reflecting its position.
- After approval, the IAAS World VP of Communication shall edit the layout and design of the document based on the latest IAAS Brand Guidelines and publish in the website and relevant social media outlets.

## **CHAPTER 26 IAAS DELEGATIONS**



## **Article 26.1 Organisation**

- IAAS delegations can attend events of importance organized by UN-bodies and other organisations.
- As stated by the article 6.2.12 the president is responsible for forming the delegation via a transparent open call.
- Any IAAS member can ask EBCB to join any external event that is of an important scale on behalf of IAAS.
- In case of opportunities during the year to attend other events, EBCB can decide to opening a delegation or not.
- IAAS Delegation to non-IAAS events cannot benefit from the Development Fund.
- IAAS Delegation to non-IAAS events can benefit from a refund if there are any funds from external partners and sponsors destined to support the delegation's attendance to events.
- The benefits from sponsorships, also called the leftover money after covering all the expenses, must be allocated for the Development Fund
- A QB position of the President shall be created as a designated Organizer of Delegations.
- The open call shall encourage participation from all IAAS regions, and promote the selection of a Delegation that accurately represents the diversity of the Association.

## **Article 26.2 Structure**

Delegations to non-IAAS events are divided into:

- Organizers
- Delegates

Organizers:

- i. Shall open a call for a Contact Point(s) among the chosen delegates prior to the event.
- ii. Shall organize a minimum of two capacity building sessions leading up to the event.
- iii. Shall work with the President and the Delegates to outline clear goals and objectives for the event.
- iv. Shall organize a debrief session(s) with the Delegation
- v. Shall work together with the Contact Point(s) to compile a Master Document for use by the Delegation. This document includes
  - Itinerary of events (workshops, negotiations, plenary sessions, bilaterals, receptions, etc)
  - Roles and responsibilities of delegates
  - Travel and Event logistics information



- Social media branding (hashtags, basic posting schedule)

Delegates:

- Shall serve as representatives of the Association
- Shall sign a code of conduct form to be considered a Delegate, adhering to the tenets of professionalism, productivity, and proactiveness as a member of the Delegation.
- Shall compile an engagement strategy plan for the event aligned with the roles and responsibilities found within the Master Document.
- Shall attend mandatory capacity building sessions from the Organizers prior to the event.
- Shall attend mandatory debrief session(s) from the Organizers after the event.

### **Article 26.3 Reporting**

-Pre and post event reports will be generated by EBCB.

- Pre report will outline the rationale for selection of Delegation members, and include goals and objectives for the Delegation
- Post report will provide a detailed evaluation of the Delegation, based on adherence to the engagement strategies submitted to the Organizers by each Delegate

-Post event report generated by Contact Point(s) and Delegates

- CP(s) shall write a post event evaluation report.
- Delegates shall write a post event evaluation report

### **Article 27.1 Organisation**

27.1.1 The activity shall be organised and administrated by the Organising Committee consisting of the members appointed by the full member / candidate member concerned. The Executive Board may assist the Organising Committee in the arranging of the activity.

27.1.2 The Organising Committee has to inform the Executive Board about the activities.

### **Article 27.2 Content and Subject**

27.2.1 The committees of the association can arrange any activity under the name of the association deemed appropriate to further the aims of the association.

### **Article 27.3 Financial Responsibility**

The Organising Committee is responsible for the finances of the activity.

### **Article 27.4 Finishing an Activity**



The activity is considered closed once the Executive Board and participating Members receive the final report.

## **CHAPTER 28 AMENDMENTS TO THE BY-LAWS**

### **Article 28.1 Proposal for Amendments**

The proposals for amendments to the By-laws must be handed to the Executive Board, the Control Board and the chairperson of the General Assembly in writing 24 hours prior to the session, where they should be put to the vote.

### **Article 28.2 Voting**

Any proposal for amendments to the By-laws require simple majority of votes of the national delegations present and voting.

### **Article 28.3 Decisions**

The decisions of the General Assembly are: All the proposals of different working groups approved by a simple majority of votes at the General Assembly. The decisions met by the General Assembly such as the approval of membership status, elections, amendments to the C&BL and the budget come into effect in the coming term after the GA was held.

## **CHAPTER 29 READING OF THE BY-LAWS**

### **Article 29.1 Reading of the By-laws**

The By-laws shall be read together with the Constitution of the association.



# CHAPTER 30 Exchange Program “Mochileando por America”

## Article 30.1 Definition

“Backpacking Expro : the America” included in the IAAS (International Association of Students in Agricultural and Related Sciences) Exchange Program refers to the practice of traveling across the American continent while participating in educational and professional experiences. This modality combines the backpacking adventure with academic and community activities, and is characterized by:

30.1 Field Practices: Participation in agricultural and environmental activities in different locations on the continent, working directly on farms, forests, or natural areas.

30.2 Laboratory Research: Collaboration with universities, research institutes and laboratories to carry out scientific studies related to agricultural, biological and environmental sciences.

30.3 Village Concept Projects: Development of community and sustainable initiatives in rural areas, working together with local communities to improve their living conditions and promote sustainable practices.

This type of exchange combines the adventure and flexibility of backpacking with the structure and educational and professional objectives of the IAAS program, offering an enriching experience.

## Article 30.2 Objectives

-**Practice of Traveling through the American Continent:** Participants explore multiple countries and regions, from large cities to remote and natural areas, living the backpacking experience.

- **Academic and Professional Enrichment:** You gain practical experience and specialized knowledge in your field of study.

- **Cultural Exchange:** You interact and collaborate with people from diverse cultures and backgrounds, fostering intercultural understanding.

-**Social Contribution:** Aid in projects that directly benefit local communities, promoting sustainable development and self-sufficiency.

-**Adventure and Exploration:** They maintain the adventurous spirit of backpacking, exploring different countries and landscapes of the American continent.

## Article 30.3 Application Times



#### **a) To Duration of the Journey**

- i. The minimum duration per country of the Mochileando program will be four (4) weeks. The maximum duration per country of the Backpacking Expro program will be twelve (12) weeks.
- ii. The duration of the Backpacking Expro will be determined between the OP Taker and the IAAS student.
- iii. The student must have completed their entire application process at least 2 months in advance of their trip.

#### **b) Application**

- i. The students must apply 6 months in advance of their trip. That is, the student will have a maximum application time of 4 months, enough time to calmly plan all activities.
- ii. The student must have a clear itinerary of the countries to travel to and the order of the same, this itinerary will be made according to and convenience of the student according to the updated offer of exchange opportunities.

#### **c) Interview**

The student must have at least one interview with each Exchange location where he/she will travel to define details, make clear the order of countries to which he/she will travel and so on.

#### **d) Application on the IAAS World website**

The student must carry out the procedure through the new IAAS website as follows:

First, it will apply in a common way to the first place of exchanges that will travel where it will cancel the ExPro Fee.

Secondly, from now on you should not register the other places of exchange in the system, only the procedure will be carried out with the Director of Exchanges of each country and the individual payment of each country that receives it.

#### **e) Flight logistics**

The student must have a well-defined itinerary in such a way that he/she makes the purchase of air tickets to each country from his/her place of origin, thus making sure to buy the tickets with a cheaper price.

In case of countries that are close or more connected to each other (Example: Colombia-Ecuador-Peru or Mexico-Guatemala), we further encourage the use of land transport because they are much cheaper means of transport.

#### **f) Documents for the application**

An updated resume

A letter of motivation for each company

Visa essential documents



#### **g) Expected results**

That all countries receive foreign students and not only focus applications in a single country.

Work experience in various companies throughout America.

Learn or improve foreign languages both English and Spanish.

More union and teamwork by national committees.

#### **h) Testimonials**

Once the Backpacking Expro is completed, the regional coordinator guided by the VPE must upload the testimonies to the IAAS website within a time limit of 30 days.

The VPE is in charge of sending the certificates to the intern, a certificate will be accredited for ExPro carried out.

### **Article 30.4 Expro Fee - Backpacking Expro : The Americas -**

1. The applicant must pay the Backpacking ExPro fee to the Executive Board in order for the application to be approved. The invoice must be made by the Vice President of Finance, providing the correct bank with IAAS World account information.
2. The Executive Board sends “Backpacking Expro ” invoices to the member countries twice a year, based on all actions recorded by the Online Exchange System during the previous year. Invoices are sent half a year after the GA.
3. The Executive Board has the power to arrange payments and reimbursements more than twice a year.
4. Payments can be made by bank transfer or by meeting shortly after invoices have been sent.
5. Changes in Backpacking ExPro fee amounts require approval only from the regions involved, this will be decided in the DM GAs and will be published in the ExPro Guide.
6. Each National/Local Committee that has additional (relatively high) administrative expenses to run Backpacking should seek additional sources of income to cover these costs.
7. Each committee must pay the Backpacking ExPro fee in euros (€) as follows: **proposal**



Country Category	Expro Fee - Backpacking Expro : The America-
A	75+ 20x(N°E. Backpacking Expro )
B	75+ 20x(N°E. Backpacking Expro )
C	100 +30x(N°E. Backpacking Expro )
D	100 +30x(N°E. Backpacking Expro )
E	125+ 35x(N°E. Backpacking Expro)
F	125+ 35x(N°E. Backpacking Expro)

N° = Number  
E = Expro

8. Applicants who are not part of an IAAS Committee will have a cost of 25 euros. fee in addition to the recognized application fees for participation in Backpacking Expro. These additional 25 euros will go directly to the region's funds.
9. For the ExPro rate of category E and F, where the intern pays 125 euros as the ExPro Base rate. The division is proposed as follows:
  - Sending country - 35 euros
  - Receiving country - 45 euros
  - IAAS World - 45 euros

### **Article 30.5 Refund of fee and deposit Backpacking Expro**

- The Backpacking Expro fee will be refunded if:

1. The application was canceled by the student two months before traveling.
2. The coordinator had to cancel the internship.
3. The ExPro fee will not be refunded if the student canceled the internship outside the time limit allowed in the first point, or does not arrive at the scheduled location, after being sent there.

### **Article 30.6 Rewards from recipient countries**

- The base ExPro rate reward for the recipient country will be divided as described in article 19.7. 2

### **Article 30.7 Rewarding the sending Countries**

- Rewarding the sending countries is described in article 19.7.3

### **Article 30.8 ExPro Fee Split for Recipient Countries**

The Backpacking Expro fee reward will be credited to each country that the intern registers within their internship plan on the website, according to the order designated by the intern.





### **Article 30.9 Place Information Mochileando por América**

"Backpacking Expro : The America " must have its own regional exchange catalog with the routes offered by the Backpacking Expro program.

### **Article 30.10 Limitation of sending students**

- If the student did not complete their process two months before their internship.
- If the student did not apply six months in advance
- If the student did not complete and submit their Backpacking itinerary two months before their internship.
- If the student did not make the payment of the ExPro Fee Base and the ExPro Fee.
- If the intern has not signed their exchange contract.

### **Article 30.11 Invoices**

- The Backpacking ExPro fee invoices will be based on information from the Online Exchange System according to the number of ExPros to be made and the country category the intern belongs to.
- The invoices will be shared with the entities involved once issued by the VPF
- The intern must pay his invoice within a period of 4 months before his internship.
- Article - Exceptional situations
- For exceptional situations when "Mochileando por America", we are governed by article ExPro 19.12.

### **Article 30.12 Payments - "Backpacking Expro : The America"**

**Traditional payments respond to the following rule, taking into account categories C - D:**

- €100
- €20: peas you send
- €40: receiving country
- €40: IAAS World

In this model, if the student travels to three countries, they will have to pay a total value of: €300. If you travel to six countries you will have to pay a total amount of: €600.

Payments for those who apply to the Backpacking Expro project must be as



follows, taking into account categories C - D:

- €100:
- €20: sending country (eleven)
- €40: IAAS World (eleven)
- €40: to each country that receives it

That is to say, if someone travels to three countries in America, they will have to pay a total value of: €190. If you travel to six countries you will have to pay a total value of: €280.

The student who travels will not have to spend so much money when applying and will be able to have better financial support.

### **Differentiated payments**

Traditional payments respond to the following rule, taking into account categories E - F:

€125

€20: peas you send

€40: receiving country

€65: IAAS World

In this model, if the student travels to three countries, they will have to pay a total value of: **€245**. If you travel to six countries you will have to pay a total value of: **€365**.

Payments for those who apply to the Backpacking Expro project must be as follows, taking into account categories E - F:

€125:

€35: sending country

€45: IAAS World

€45: to each country that receives it

That is, if someone travels to three countries in America, they will have to pay a total value of: **€230**. If you travel to six countries you will have to pay a total value of: **€335**.

The student who travels will not have to spend so much money when applying and will be able to have better financial support.

## **ANNEX I: IAAS Sub-regions in the European Region**

Aim: To share knowledge and experience, to support local committees, to enhance the communication in IAAS

Yearly update of the sub-regions of Europe by the European Board at the EDM



NORTH	SOUTH
Austria	Greece
Belgium	Hungary
France	Italy
Germany	Montenegro
Sweden	Slovenia
Switzerland	Spain
The Netherlands	Turkey
The UK	Greece
	Hungary
	Croatia
	Serbia
	Portugal

## ANNEX II: IAAS Human Resource Manual

### **1. Introduction**

- 1.1 The IAAS Human Resource Manual is a tool that can be used by Executive Board to improve selection of candidates. The manual contains solutions to potential problems concerning the recruitment of EB / CB candidates.
- 1.2 Executive Board is not obligated to use this manual.
- 1.3 Changes to the IAAS Human Resource Manual can be done only by voting of the General Assembly. For acceptance of the changes simple majority is required.

### **2. Review Board**

- 2.1 EB may but is not obliged to propose a review board to the GA for approval. This board will be involved in the pre-selection of candidates. Such a review board will give a vote of confidence to candidates for CB and EB. A review board is then delegated with the task of making judgments on aptness of candidates, based on their maturity, experience in the organization and their personality. Review boards need to present themselves and explain their methodology to GA.
- 2.2 EB has to announce in the courier two months before the GA that they have the intention to present a review board for CB and EB candidates. A



review board should consist of minimum three people and should involve minimum one Alumnus with EB or CB experience of IAAS and minimum one external. During the selection process minimum one person from the election committee should act as independent observer to report eventual deviations of the approved methodology of the board.

## ANNEX III: Honorary Members of IAAS

<b>Name</b>	<b>County</b>	<b>Year of Honour</b>	<b>Place</b>	<b>Event</b>
Yahor Vetlou	Belarus	2016	Indonesia	World Congress
Tahar Belkhodia	Tunisia	2017	Mexico	World Congress
Jo Stulens	Belgium	2017	Mexico	World Congress
Mirjam Troost	Netherlands	2021	Turkey	World Congress
Lyda Michopolou	Greece	2021	Turkey	World Congress

## Appendix I: IAAS Code of Conduct

The IAAS Code of Conduct are general rules meant for IAAS members during international events. All delegates attending an IAAS international event are expected to act respectfully and take responsibility for their actions according to this code of conduct.

The IAAS Code of Conduct is here to:

- i. Create a safe environment for all participants from every cultural background during IAAS international events.
- ii. Reach the goals of all the IAAS events in the best conditions.



## **General rules and behavior**

- i. Paying attention to guidance of the OC (Organising Committee) and EB/CB when giving announcements.
- ii. Respecting and being aware of the culture of the host country.
- iii. Actively participating in the activities (General Assembly, workshops, trainings...),
- iv. Every participant must respect and comply with all applicable National, Federal, State, and local laws. Any illegal activity will be reported to the proper authorities and subject to the applicable jurisdictional actions.
- v. Discrimination towards any other person and sexual harassment will not be tolerated and will result in removal from the event.
- vi. Smoking and drinking alcoholic beverages is forbidden within the General Assembly and EB/CB meetings.

## **Violation of this code of conduct**

Consequences of violating this code of conduct may include:

- i. An official warning from the OC or the Executive Board.
- ii. Removal from the event.
- iii. Ban from participation in future IAAS events.

## **Raising concerns**

If someone sees or feels that one of these rules is being broken, they can talk to one of the OC members or the Executive/Control Board.

