

## **Rules of Procedure of the IFSA Supporter and Alumni Network**

Approved on the 18.12.2017 in Bonn.<sup>1</sup>

### **§ 1 Basis for the Rules of Procedure and coming to force**

1. Basis for the Rules of Procedure (RoP) is the statutes of the IFSA Supporter and Alumni Network (SAN) in its currently valid form.
2. The RoP are not part of the statutes of the SAN. The RoP are approved by the General Assembly (GA) of the SAN, accordingly to the rules of decision making set in the statutes.
3. The RuP are made available to all members on the SAN's website. This way, the RoP come to force.

### **§ 2 Alumni: Definition and verification**

1. Alumni are formerly active members of IFSA. Therefore, one must have been an active member of IFSA in at least one past "IFSA term", however is not an active member of an IFSA LC anymore.
2. Verification of the formerly active membership in IFSA can be done by:
  - a. The Alumnus names the Board two bailsmen that already are member of the SAN and can approve the formerly active membership of the Alumnus.
  - b. The Alumnus was an "IFSA Official" and names the Board the respective "IFSA term" and position.
3. Within the SAN, it is differentiated between "ordinary Alumni" and "passive Alumni". The latter are the passive members of the SAN.

## **RULES OF CONTRIBUTIONS**

### **§ 3 Payment of annual membership fees**

1. Upon registration and approval of membership, the membership fees are due immediately, backdated for the current accounting year. In the consecutive years, the membership fee is due to the 5th of January each.
2. Payment of membership fees is to be done automatically wherever possible. In case the payment can not be processed automatically the payment has to be done through active transfer to the SAN's current bank account by the member. In case the payment has not been done, the Board will send a dunning letter with payment request to the member's email address lastly communicated until the 15th of January. If thereupon no payment is been done until the 31st of January, the member's membership expires backdated to the beginning of the year.
3. In case of a direct debit return, the respective member will be accounted the processing fees.

### **§ 4 Membership fees for ordinary members**

1. Ordinary members that are legal person, have a membership fee of at least 100,- Euro per year.
2. Ordinary members that are natural person have a membership fee of at least 60,- Euro per year.
3. Ordinary members that can verify the Board a former membership in IFSA (Alumni, see §2), have a membership fee of at least 30,- Euro per year. Henceforce, they are called "ordinary Alumni".

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<sup>1</sup> This Rules of Procedure is the translation of the originally approved German version of the Rules of Procedure ("Vereinsordnung"). All future versions of the Rules of Procedure will be done in English only.

4. Ordinary members that submit the Board an certificate of matriculation (students) have, for the calendar years of the certificate being valid, a reduced membership fee of at least 15,- Euro per year.  
After the submitted certificate being valid, the membership fee automatically is changed to the normal fee (see §4.2 and §4.3). In case one submits a new valid certificate of matriculation after the fee was automatically changed, the changed membership fee will not be reimbursed, nor parts of it. The reduced membership fee will be in effect in the consecutive calendar year only (dependent on the validity of the certificate of matriculation).

#### **§ 5 Membership fees for passive members**

1. Passive members are Alumni (see §2) that cannot or don't want to pay a membership fee.

#### **§ 6 Membership fees for honorary members**

1. Honorary members have no membership fee.
2. Honorary members can, additionally to their honorary membership, support the SAN as ordinary member. Then, the respective membership fees are apply.

### **RULES OF BODIES**

#### **§ 7 Bodies of the SAN**

The bodies of the SAN are:

1. Cash audit;
2. International council; and
3. Coordinator of the alumni network.

#### **§ 8 Cash audit**

1. The cash audit will be done annually prior to the GA. Therefore, an ordinary member will be elected by the GA for three years. Re-election is possible.
2. The cash audit's task is to check invoices and bills as well as their correct booking. Further, the correct use of resources and the cash balance of the past calendar year are checked. The cash audit has to report the GA about the outcomes of the audit.
3. The audit does not check the Board's expenses for correct expedience in sense of the SAN's purpose.

#### **§ 9 International Council**

1. The international council is an advisory body that assists the Board with deciding about disbursements to IFSA.
2. The international council consists of, if available, each one ordinary Alumnus representing the seven IFSA regions. The members of the international council are appointed at the GA, by the ordinary Alumni of the respective region that are not Board members, for three years. Re-appointment is possible.
3. In case a member of the international council resigns during the term of three years, the position remains empty until the next GA. At the next GA, the position is filled again for the rest of the term of the resigned position.

#### **§ 10 Coordinator of the alumni network**

1. The coordinator of the alumni network assists the Board with establishing the IFSA Alumni Network. He/She coordinates the activities of Alumni in close collaboration with the Board and the IFSA LO Alumni.

2. The coordinator of the alumni network is an ordinary Alumnus and elected at the GA by the ordinary Alumni for three years (under consideration of §4.3). Re-election is possible.
3. In case the coordinator of the alumni network resigns during the term of three years, the Board appoints a successor, who remains in office until the next GA. At the next GA, a new coordinator is elected for the rest of the term of the resigned coordinator.

## **RULES OF FINANCES**

### **§ 11 Incoming accounting**

1. Incoming membership fees generally go to the SAN.
2. As far as there is no explicit earmarking, incoming donations go to the SAN.

### **§ 12 Use of resources**

1. The administration of the SAN as preferential priority.
2. Provided that the sustainable administration is assured, at least 50% of the rest available annual budget is used for the financial and ideal support of IFSA. The Board decides about how much further resources (beyond the 50%) are used for IFSA.
3. The Board decides unanimously how many available resources are used for the establishment of the IFSA Alumni Network.

### **§ 13 Disbursements of resources to IFSA**

1. Fundraised resources are only disbursed to IFSA or its members in the subsequent accounting year. As such, the annual budget can be calculated and managed better. Resources that are fundraised in the short-term and have an explicit earmarking can be disbursed directly.  
(Example: Membership fees that are fundraised in January 2030 and donations during 2030 are calculated for the budget 2031.)
2. For a disbursement an informal request by the IFSA Direction to the SAN President is needed, who (in case the Chief Financial Officer confirms the resources are available) convokes a disbursement meeting. Only after positive vote and submission of all original receipts, the disbursement is processed.
3. The disbursement meeting is a meeting (in presence or online) of the Board and the international council, as well as as representative of the IFSA Direction, who has the right to be present and speak. Decisions about disbursements are made with simple majority of the present positions of the Board and the international council, whereat each position has one vote. In case of equality of vote, the disbursement request is refused.
4. The disbursement meeting can, after convocation by the Board, make calls for special disbursements of available resources within IFSA, in order to selectively support specific purposes.