

Rules of Procedure of the IFSA Supporter and Alumni Network

Approved on the 21.10.2018 in Freiburg.

§ 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 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.

§ 3 Collaboration with IFSA

1. The collaboration with IFSA is set by the Memorandum of Understanding (MoU), which is negotiated by the Board. The currently valid MoU can be downloaded from the SAN website.
2. For the SAN General Assemblies, a representative from the IFSA 7 is invited, who has the right to be present and speak.

RULES OF CONTRIBUTIONS

§ 4 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 manual 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.

§ 5 Membership fees for ordinary members

1. Ordinary members that are legal person, have a membership fee of at least 100,- Euro per year.
 - a. Wood status: at least 100,- Euro per year

- b. Bronze status: at least 200,- Euro per year
 - c. Silver status: at least 1.000,- Euro per year
 - d. Gold status: at least 5.000,- 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".
 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 §5.2 and §5.3). 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 calender year only (dependent on the validity of the certificate of matriculation).

§ 6 Membership fees for passive members

1. Passive members are Alumni (see §2) that cannot or dont want to pay a membership fee.
2. Additionally, current and former IFSA Officials, which are still active in IFSA, may register as passive member. They have no membership fee.

§ 7 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

§ 8 Bodies of the SAN

The bodies of the SAN are:

1. Alumni Network Coordinator Team; and
2. Council.

§ 9 Alumni Network Coordinator Team

1. The Alumni Network Coordinator Team assists the Board with establishing the IFSA Alumni Network. The team coordinates the activities of Alumni in close collaboration with the Board and the IFSA focal point.
2. The Alumni Network Coordinator Team consists out of up to 3 ordinary Alumni.
3. In case a position in the Alumni Network Coordinator Team is available, the Board calls for candidates prior to the GA. A written letter of interest must arrive at the Chief Secretary before the opening of the GA. Upon the incoming letters of interest, the team members are individually elected by the GA-for three years (under consideration of §5.3). Re-election is possible.
4. In case an Alumni Network Coordinator Team member resigns during the term of three years, the position remains empty until the next GA. At the next GA, a new team member is elected for three years. In case the whole team resigns during the term of three years, the Boards can appoint an individual Alumni Network Coordinator to succeed until the next GA. At the next GA, the whole team is newly elected for three years.

§ 10 Council

1. The Council is an international advisory body that assists the Board with deciding about grants to IFSA or its members and with overall matters of IFSA or the SAN.
2. The Council consists of a maximum of 5 ordinary members of the SAN that are interested to provide their wisdom to IFSA and the SAN or asked to do so.
3. In case a position in the Council is available, the Board calls for candidates prior to the GA. A written letter of interest must arrive at the Chief Secretary before the opening of the GA. Upon the incoming letters of interest, the members of the Council are individually appointed by the GA-for three years. Re-appointment is possible.
4. In case a member of the Council resigns during the term of three years, the position remains empty until the next GA. At the next GA, a new Council member is appointed for three years.

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 has preferential priority.
2. Provided that the sustainable administration is assured, 50% of the rest available annual budget is used for the financial and ideal support of IFSA. Beyond the 50%, the Board decides about how much resources are used for IFSA.
3. The Board unanimously decides 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 within the communicated budget) approves the disbursement. Only after consultation with the Council and thereafter approval by the Board, the disbursement to IFSA is processed.
3. In case the Board wants to open calls for additional grants to IFSA or its members (beyond the communicated budget), a meeting with the Council will be convoked by the Board. After consultation with the Council, the decision about additional grants is made unanimously by the Board.