

Statutes¹

IFSA Supporter and Alumni Network

§ 1 Name, seat, year and language

1. The association is named „IFSA Förder- und Alumninetzwerk“. In English, the name is „IFSA Supporter and Alumni Network“ (IFSA SAN or SAN).
2. The association has its seat in Berlin (Germany).
3. The association is registered at the association court Berlin-Charlottenburg, under German law. It has the adding „e.V.“. It is intended to be approved as not-for-profit association.
4. The fiscal/accounting year of the association corresponds to the calendar year.
5. Working language of the association is English. The administration of the association is done in German.

§ 2 Purpose

1. Purpose of the association is the promotion of the formal education and students in forest and environmental sciences, as well as the preservation, promotion and strengthening of contacts and the exchange of experiences between students and professionals.
2. This purpose will particularly be fulfilled by the financial, ideational and administrative support of the non-profit association IFSA (International Forestry Students' Association). Therefore, the association supports and organises national and international events for education and networking. Further, the association supports the establishment and maintenance of publications and communication channels, fosters contacts to former IFSA members and advocates the spread of professional information and outcomes to the broader society.
3. The implementation of the purpose can happen through earmarked disbursements and through the association directly paying the costs for and conducting activities.
4. Corresponding to the German non-profit principles (§ 3), the association implements its purpose by
 - a. raising membership fees;
 - b. raising resources and donations; and
 - c. conducting public relations of all kinds for the association.

§ 3 Non-profit status

1. The association pursues exclusively and directly purposes of a registered charity in the sense of the chapter “tax-favoured purposes” in the German tax regulations.
2. The association works without self-interest, it does not primarily pursue lucrative purposes of its own.
3. Resources are to be used only for purposes according to these statutes. Members do not receive gifts out of the association's funds.
4. Nobody must be favoured by expenses that are not in accordance with the association's purposes or by disproportionate compensations.
5. The organs of the association (§ 5) generally work voluntarily.
6. The association is independent as well as party politically and confessionally neutral.
7. In case of dissolution or abolition of the association or removal of its tax-favoured purposes, the association's possessions devolve to IFSA, which has to use them directly and exclusively for non-profit purposes.

¹ Note: This is a translation of the statutes of the IFSA Supporter and Alumni Network, which is an association registered under German law. Therefore, in case of any doubt, the German version of the statutes is binding.

§ 4 Membership

1. The association has three kinds of members:
 - a. Ordinary members,
 - b. Passive members, and
 - c. Honorary members.
2. Ordinary members are natural persons or legal entities.
Passive members are natural persons.
Honorary members are natural persons or by IFSA appointed honorary members.
3. The annual membership fees are fixed in the rules of procedure.
4. Upon written application, the Board decides about admission as member. With accepted membership, the member acknowledges the association's statutes, especially its purpose, rules of procedure and the respective rights and duties of members.
Honorary members are appointed by the General Assembly. With acceptance of honorary membership, one becomes member of the association.
5. All members are obligated to properly support the association in public.
6. Membership ends with cancellation or death of a member. The cancellation is possible at any time and is done through written notification to the Board. Alternatively, membership ends if a member does not pay its membership fee after one-time warning. The Board can – with simple majority – expulse a member with immediate effect, if the member acts against this statutes, its purpose or the association's interests in a rude way. The member gets chance to speak out on the case within two weeks. Only after this the expulsion takes effect. With the end of membership, irrespective of the reason, all claims from the membership end. A refund of membership fees, donations or other resources is generally impossible. Potentially remaining claims of the association are excluded from this.

§ 5 Organs of the association

The organs of the association are

1. the General Assembly, and
2. the Board.

§ 6 The General Assembly

1. The General Assembly (GA) is the assembly of all ordinary members of the association. Every ordinary member has one right to vote. The voting right can only be used in person. Upon request and approval by the GA, passive members and honorary members have the right to be present and speak.
2. The Board has to convoke at least one GA per year. At least four weeks before the GA, the ordinary members are asked to hand in agenda points to the Board. At least two weeks before the GA, the invitation to the assembly and the agenda are sent via written message to the latest submitted email address of all members. After invitation, only requests on the right to be present and speak by passive members and honorary members are considered and taken into the agenda.
Also, the Board has to convoke a GA within four weeks if this is asked for in written form by at least a third of the all members.
3. The GA can take place as face-to-face assembly or online. The type of the assembly will be communicated in the invitation.
In case of an online assembly, the individual access to the assembly will be communicated prior to the assembly via email. The individual members are obligated to keep their personal access details in private.
4. The GA has a quorum if it is convoked orderly.

5. The GA can be held in German or English language.
6. Agenda points of the GA are
 - a. the acceptance of the report of the Board,
 - b. the acceptance of the report of the cash audit,
 - c. the discharge of the current Board,
 - d. the election of the new Board,
 - e. the election of the cash audit,
 - f. the decision-making about statutes changes and changes of the Rules of Procedure, and
 - g. the decision-making about the dissolution of the association.
7. All elections and decision-making processes are valid with simple majority. Only statutes changes of §2 need a ¾-majority of the present members enabled to vote. In case of equal votes a request is refused. In position elections the candidate with most votes wins. A secret election is not possible.
 In case of a face-to-face assembly, elections and decision-making processes are done by hand signal.
 In case of an online assembly, elections and decision-making processes are done by hand signal or written message to the chair of the assembly. The chair decided about the type of elections and decision-making processes. For case of written message, the chair sets a time limit. For valid votes, the vote's arrival time at the chair is decisive. A late vote counts as abstention.
8. The GA is recorded in German language. Results of elections and decision-making processes also are done in English language. The minutes are signed by the chair of the assembly and the keeper of the minutes. A facsimile is sufficient. The minutes are made available to all members on the association's website.

§ 7 The Board

1. The Board has the following positions:
 - a. President,
 - b. Vice-President,
 - c. Chief Financial Officer, and
 - d. Chief Secretary.
2. The President heads the Board, the management and the assemblies of the association.
 The Vice-President supports the President in all tasks and is his substitution.
 The Chief Financial Officer handles the bank accounts of the association and is responsible for the orderly book keeping and the annual financial report.
 The Chief Secretary handles the minutes of assemblies of the association and supports the President in management of publications.
3. Ordinary members that speak German language are eligible for the Board. Board members are not allowed to be member of the "IFSA 7" at the same time.
4. The Board is elected by the GA for a period of three years. In case of late elections, the Board remains in managerial office until a new Board is elected. Re-election is possible.
5. In consideration of the financial situation the Board can get an adequate, lump-sum allowance for its work.
6. In sense of §26 of the German BGB (German Civil Code), the association is legally represented, both judicially and extrajudicially, always by two Board members together. Exceptional case: For the official registration and submission of changes in the association (statutes changes and Board elections) one Board member can represent the association alone.
7. The Board only is liable to the association in case of gross negligence.
8. If a Board member retires, the remaining Board members have to appoint an other member of the association as temporary Board member correspondingly to §7.3. The next GA has to elect a new Board member for this position for the end of the residual term of office.

9. The Board conducts the administrative work of the association. Therefore, regular Board meetings (face-to-face or online) are held. For decision-making processes, the simple majority is valid.
10. The Board can – for the respective term of office – work based on some rules of procedure, in which the individual tasks of the Board members are fixed. This is not part of the statutes. It is approved by the Board in unison and is made public to all members of the association via the website.

§ 8 Cash audit

1. The cash audit is done annually prior to the General Assembly. Therefore, an Ordinary member is elected by the General Assembly for the period of three years. Re-election is allowed.
2. The cash audit's task is to verify that bills and the orderly booking of the bills are done properly. Further, it checks the use of resources and the cash balance of the past calendar year. The cash audit does not check up on the statutory use of resources by the Board. The cash audit reports the results of the audit to the General Assembly.

§ 9 Rules of procedure

1. The Rules of Procedure (RoP) of the association are not part of the statutes. The RoP are approved by the GA and made available to all members of the association via the website, by which the RoP become valid.
2. The RoP govern
 - a. the verification of former membership in IFSA,
 - b. the annual membership fees, the payment and warning process,
 - c. the existence of bodies within the association as well as their respective tasks and
 - d. the use of resources by the association, particularly for IFSA.

§ 10 Data security

1. We process the data of our members, supporters, interested parties or other persons to the best of our knowledge in accordance with the provisions of the General Data Protection Regulation. The data processed and the nature, scope, purpose and necessity of the processing are based on the underlying contractual relationship (e.g. membership).
2. The processed data includes basic stock and master data of the person (name, address etc.), contact data (email address, telephone etc.), contract data (received services, communicated content and information, name of contact persons etc.) and payment data (bank details, payment history etc.).
3. We delete data that is no longer required for the delivery of our statutory and business purposes. This is determined according to the respective tasks and contractual agreements.

§ 11 Dissolution of the association

The dissolution of the association can only be decided at a GA convoked especially for this purpose and needs a ¾-majority of the present members enabled to vote.

§ 12 Coming to force

These statutes got approved by the GA on the 18.12.2017 in Bonn (Germany) and come to force with entry to the German association registry. Last changes were approved on the 21.10.2018.