

Rules of Procedure of the IFSA Supporter and Alumni Network

Approved on the 19.05.2019 in Eberswalde.

§ 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 15th of February each.
2. Payment of membership fees is to be done automatically wherever possible (Stripe credit card: automatic / Micropayment SEPA direct debit: automatic / Micropayment manual transfer: semi-automatic). 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 email with payment request to the member's email address lastly communicated. If thereupon no payment is been done, the member's membership will be downgraded to a passive membership with the start of the General Assembly of that year. If the membership fee is not payed by the end of the year, the membership expires. The ordinary membership only gets reinstalled once outstanding membership fees (to the maximum of three years) are payed.
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 that 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 (ACT) 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 ACT consists out of up to 3 ordinary Alumni.
3. The ACT is managed by the Vice President. Additionally, the ACT may name a Chair that coordinates the activities within the team and is focal point for the Vice President.
4. In case a position in the ACT is available, the Board calls for candidates prior to the GA. A written letter of interest must arrive at the Vice President before the opening of the GA. Upon the incoming letters of interest, the ACT members are individually elected by the GA-for three years (under consideration of §5.3). Re-election is possible.

5. In case an ACT member resigns during the term of three years, the position remains empty until the next GA. At the next GA, a new ACT member is elected for three years. In case the whole team resigns during the term of three years, the Boards can appoint an individual ACT member to succeed until the next GA. At the next GA, the whole ACT is newly elected for three years.
6. The ACT's tasks are, for example:
 - a. The management of the Alumni News and mailing list, in consultation with the Vice President and the Chief Secretary.
 - b. The communication with Alumni what other communication channels they would like to have.
 - c. The communication with Alumni about regular Alumni meetings (from Alumni for Alumni).
 - d. The establishment and updating of an Alumni Database.
 - e. The establishment of a collaboration between the Alumni and IFSA.
 - f. Promotion to get more Alumni joining the SAN.

§ 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. The Council is managed by the President.
4. Council members have to provide the President with a list of expertises they are interested to advise/consult the SAN Board, IFSA or IFSA members in. Based upon this list of expertises, the President may contact the Council members to ask for their timely expertise.
5. 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.
6. 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) forwards the disbursement for consultation with the Council. 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.

§ 14 SAN trust fund

1. The SAN trust fund is filled by earmarked donations, as well as 50% of the leftover annual budget at the end of the year.
2. The trust fund functions as buffer for the SAN functioning.
3. In case a refund by a third party is confirmed in writing and approval by the Board, the trust fund can be used for the pre-financing of IFSA members' expenses as confirmed by the third party. The refund goes straight to the trust fund.