



# **IAAS CONSTITUTION & BY-LAWS**

## **2020/2021**

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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>EB</b>	Executive Board	<b>PhD</b>	doctoral degree (postgraduate)
<b>EB/CB</b>	Executive Board & Control Board	<b>QB</b>	Quality Board
<b>ExCo</b>	Exchange Coordinator	<b>RB</b>	Regional Board
<b>ExPro</b>	Exchange Programme	<b>RCCo</b>	Regional Communication Coordinator
<b>GA</b>	General Assembly	<b>RD</b>	Regional Director
<b>HITC</b>	Head of ITC	<b>RERCo</b>	Regional External Relations Coordinator
<b>IAAS</b>	International Association of Students in Agriculture and Related Sciences	<b>RExCo</b>	Regional Exchange Coordinator
<b>ICYA</b>	International Conference of Youth in Agriculture	<b>RFCo</b>	Regional Finance Coordinator
<b>ISC</b>	IAAS Strategic Committee	<b>SAP</b>	Study Abroad Programme
<b>ITC</b>	IAAS Training Committee	<b>SECO</b>	IAAS Sustainability and Environment Committee
<b>LC</b>	Local Committee	<b>UN</b>	United Nations
<b>LD</b>	Local Director	<b>VCP</b>	Village Concept Project
<b>LExCo</b>	Local Exchange Coordinator	<b>VP</b>	Vice President (of)
<b>LT</b>	Local Treasurer	<b>VPC</b>	Vice President of Communications
<b>MSc</b>	Master of Science (graduate degree)	<b>VPER</b>	Vice President of External Relations (former Partnership)
<b>NC</b>	National Committee	<b>VPE</b>	Vice President of Exchange
		<b>VPF</b>	Vice President of Finance
		<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 non-political and not profit making.

According to the art 1:2 of the WVV 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 body and has no political affiliation. The objectives of the association must not be influenced by any sponsor. IAAS is officially recognized as a Non-Governmental Organisation (NGO) within the United Nations organisations.



## **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 organizations 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 a small-scale development projects (SocIAAS) 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 like "No Food Waste" with the goal to inform about reduce food waste.

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 it's mission on it's 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 Programme" and gives students the chance to find interesting study programs.

IAAS cooperates with other international student organizations 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



## **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 Executive 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 organization 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 organization 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 have received frozen status lose 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 frozen status because of the following reasons:

- i. It has not paid membership for the year in question before the beginning of the World Congress.
- 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 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**

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





## **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 9.1 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. 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 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 General Assembly irrespective of the number of committees in the country. Every national delegation has one vote. Only the national delegations present at the time of voting may vote. Member countries not physically present at the General Assembly cannot vote.

For the election of the Executive Board and Control Board, the voting for the salary and the Constitution and By-laws there is an exception: all full member countries can vote by e-mail 24 hours prior to the session of General Assembly if not physically present.

#### **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 and By-laws. 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 7.14 of the Constitution and 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 hour 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 is eligible as the Executive Board member, provided he/she is an undergraduate student (BSc), a postgraduate student (MSc, PhD) or a student that has graduated during the preceding year. Any Executive Board member may be re-elected.

#### **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.

#### **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 IAAS TRAINING COMMITTEE**

### **Article 7.1 Description**

IAAS Training Committee (ITC) is an Independent Committee of IAAS World which shall consist of IAAS members and alumni with certification in delivering primarily soft skills training. The ITC is responsible for personal and organisational development of IAAS members according to the By-laws. The Head of ITC (HITC) shall be elected according to the Article 5.3.3 of the By-laws of IAAS World.

## **CHAPTER 8 FINANCES**

### **Article 8.1 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 8.2 Financial year**

The financial year shall run from 1st of July to 30th of June.

### **Article 8.3 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.

### **Article 8.4 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.

## **CHAPTER 9 DISSOLUTION**

### **Article 9.1 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 10 AMENDMENT CHANGES**

### **Article 10.1 Proposals for Amendment**

Any proposals for the amendments to the Constitution shall be presented to the Executive 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 10.2 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 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.

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 (MENA)

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 Director 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.

### **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.





## CHAPTER 4 MEMBERS

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

The countries of the members are divided into five groups with different financial status as A, B, C, D and E 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 2020 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:

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

Categories	GNI per Capita ( September 2019 Update)
Category A	GNI < 1000 USD
Category B	GNI $\geq$ [1000:7940] USD
Category C	GNI $\geq$ [7940:18,640] USD
Category D	GNI $\geq$ [18,640:33,690] USD
Category E	GNI $\geq$ [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 Finances shall receive the membership status form by June 1st of every year. This Fee will not exceed a 1000 euros.



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 apart of (contact person, email address, address)
- 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.
- 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 14.17.

#### **Article 4.5 Honorary Individuals**

- 4.5.1 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.
- 4.5.3 Students cannot be elected as Honorary Individuals.
- 4.5.3 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.



- 4.5.4 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 4.6 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 take part in the projects of the association or 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 4.7 Opinion of Members**

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

## **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.

#### **Article 5.2 Local Committee**

The Local Committee (LC) consists of a Local Director (LD) and individual members registered in the Local Committee.



### **Article 5.3 Independent Committee**

- 5.3.1 Members of the Independent Committee are members registered at Local or National Committees of IAAS or IAAS alumni. The Independent Committee shall elect a director.
- 5.3.2 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.
- 5.3.3 The Independent Committee's director shall coordinate the committee and keep contact with the Executive Board. He/she is elected from the members of the Independent Committee by the members of that specific committee.

## **CHAPTER 6 DIRECTORS**

### **Article 6.1 Duties of the National Director**

- 6.1.1 To further the objective of the association with his/her country.
- 6.1.2 To relay all information about the association to the committees in his/her country.
- 6.1.3 To be responsible for all activities of the association within his/her country.
- 6.1.4 To be responsible that his/her country is represented in all negotiations with the association.
- 6.1.5 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.
- 6.1.6 To coordinate the activities in his/her country.
- 6.1.7 To submit the country report to the Regional Board three weeks before the start of the World Congress.
- 6.1.8 To ensure that the membership fee of his/her country is paid in time.



- 6.1.9 To train his/her successor.
- 6.1.10 To guarantee that the country page of his/her country at [iaasworld.org](http://iaasworld.org) is updated.

### **Article 6.2 Duties of the Local Director**

- 6.2.1 To further the objective of the association with his/her committee.
- 6.2.2 To relay all information about the association to the students of his/her committee.
- 6.2.3 To be responsible for all activities of the association within his/her committee.
- 6.2.4 To keep the Regional Board and the National Director continuously updated about the activities of his/her committee.
- 6.2.5 To coordinate the activities in his/her committee.
- 6.2.6 To share and to delegate tasks in order to increase the activities of the association.
- 6.2.7 To ensure that the membership fee of his/her committee is paid in time.
- 6.2.8 To train his/her successor

### **Article 6.3 The duties of the Regional Director are described in 9.2**

- 6.3.1 To actively keep in contact with both members and the Executive Board.
- 6.3.2 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.
- 6.3.3 To hand in a regional report which should consist of:
  - i. Name and contact details of the National Director of each country.
  - ii. Past and future activities organised by each National Committee on local, national and international level.
  - iii. Challenges that each National Committee faces and how the Executive Board can assist.



This is submitted at every General Assembly or on request from the Executive Board, the Control Board or any member of the region.

## **CHAPTER 7 THE EXECUTIVE BOARD**

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

- 7.1.1 To serve as the official representatives of the association in its relation to other organisations.
- 7.1.2 To perform such duties as instructed by the General Assembly.
- 7.1.3 To submit the reports of its activities and the financial situation to the General Assembly and the Directors Meetings.
- 7.1.4 To initiate contacts for co-operation with other international organisations.
- 7.1.5 To prepare the agenda for the General Assembly.
- 7.1.6 To keep the Control Board continuously updated about their work and the financial situation of the association.
- 7.1.7 To take over the duties of the other members of the Executive Board whenever it is necessary.
- 7.1.8 To be responsible for the publishing of the Annual Review, Constitution & By- Laws, the Beginners' Guide, the Members' Guide, other IAAS Guides and Handover documents whenever an update is necessary,
- 7.1.9 To assist any member in organising activities, running projects or any other matter related to the association.
- 7.1.10 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.
- 7.1.11 To inform the committees of IAAS of the Executive Board's work bi- monthly through EB couriers.



- 7.1.12 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.
- 7.1.13 To have monthly meetings with the Head of IAAS Training Committee and other directors of independent committees to assure communication and collaboration.
- 7.1.14 To invite trainers to the strategic meetings of the EB/CB for teambuilding and for soft-skill development.

### **Article 7.2 Duties of the President**

- 7.2.1 To serve as the principal official representative of the Association in its relation to other organisations.
- 7.2.2 To initiate and direct the work of the Executive Board.
- 7.2.3 To initiate contacts for cooperation with other student organisations.
- 7.2.4 Responsible for assisting other EB members when needed.
- 7.2.5 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.
- 7.2.6 Responsible for the Activity Plan and Strategic Plan in cooperation with IAAS Strategic Committee and follow up.
- 7.2.7 Responsible for preparing a proposed agenda of the World Congress and Directors meetings together with the OC.
- 7.2.8 Responsible for preparing the annual overview at the end of the year and printing the previous year's annual review.
- 7.2.9 Responsible for preparing the EB report and including the individual contributions from other EB members.
- 7.2.10 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.
- 7.2.11 To be responsible for coordinating the projects of the association with the help of Regional Directors.





### **Article 7.3 Duties of the Vice-President of Finance**

- 7.3.1 To administer the finances of the association.
- 7.3.2 To support the Vice President of External Relations in fundraising activities of the association.
- 7.3.3 To support the Vice President of External Relations to search for grants and foundations.
- 7.3.4 To be responsible for the bank and cash accounts of the association and the accounting.
- 7.3.5 To help the committees with financial issues, such as budgets, fundraising and partners.
- 7.3.6 To properly file the annual taxes of IAAS World by the deadline imposed by the Belgian government (1st of Sept. until the 31<sup>st</sup> of August).
- 7.3.7 To prepare a financial report for the GA from 1st of July until the 31<sup>st</sup> of June.
- 7.3.8 To prepare next year's budget.
- 7.3.9 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).
- 7.3.10 Updating the VP of Exchange and the Study Abroad Coordinator about the received payments for the Exchange and the Study Abroad Program respectively.
- 7.3.11 To update the database of the Exchange Programme reward fee's and to coordinate with ND's the usage of their funds that are in the database.

### **Article 7.4 Duties of the Vice-President of External Relations**

- 7.4.1 To be responsible for the fundraising activities of the association with the support of the Vice President of Finance.
- 7.4.2 Attract sponsors and apply and search for grants and foundations with the support of the Vice President of Finance.



- 7.4.3 Cooperate and help committees attract sponsors for international meetings according to the financial division accepted by the GA.
- 7.4.4 Prepare documents and maintain a database for partners and sponsors for IAAS International.
- 7.4.5 Assist committees in preparing partnership documents for any kind of IAAS activities if requested by the committee.
- 7.4.6 Responsible for contact to inter-governmental organisations like the European Union (EU), UN-bodies, African Union (AU), Association of Southeast Asian Nations (ASEAN) and the Organization of American States (OAS) where it could serve a purpose for IAAS.
- 7.4.7 Responsible for the implementation of the Study Abroad Programme, preferably via the Study Abroad Coordinator within the VP`s Quality Board.
- 7.4.8 Responsible 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, 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. Coordinates with the VPF regarding the fee, budget and payment of those fees.
  8. Informs the applicants and members of IAAS in case of cancellation.



### **Article 7.5 Duties of the Vice-President of Exchange**

- 7.5.1 To govern the IAAS exchange programme and be in frequent touch with the Exchange Coordinators.
- 7.5.2 To chair and compose the Exchange Quality Board and the board of Regional Exchange Coordinators as described in Chapter 19.
- 7.5.3 To send out the ExPro invoices and hand the invoices out to the Vice President of Finance.
- 7.5.4 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.
- 7.5.5 To be able to place and send students within the Exchange Programme all over the network.
- 7.5.6 To have regular meetings with Regional Exchange Coordinators and all exchange coordinators.
- 7.5.7 To provide a detailed update of the Exchange Programme hosting place information on the website each month.

### **Article 7.6 Duties of the Vice-President of Communication**

- 7.6.1 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.
- 7.6.2 Maintain and update the website, social media platforms (Facebook page and official members group and other social media platforms) and other web presence of the association.
- 7.6.3 Improve the communication and information flow within the IAAS community together with EB, RBs, NDs, LDs and members.
- 7.6.4 Responsible for performing the membership review prior to the GA.
- 7.6.5 Responsible for reminding the countries of their duties together with the control board (as they are the upholder of the CBL)



- 7.6.6 Work with the IAAS World Editor in order to produce the Annual Review and other publications.
- 7.6.7 Responsible for collecting the bi-monthly reports on future and past events (with the RCCo) and to relay this information electronically to the members.
- 7.6.8 Responsible for collecting other information and opportunities and submit them electronically to committees of IAAS via the website.

### **Article 7.7 Contract**

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

### **Article 7.8 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 7.9 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 7.10 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. This person shall hold office until the next General Assembly takes place.



## **Article 7.11 Expenses**

7.11.1 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.

7.11.2 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:

- 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 details 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.

7.11.3 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 salary, except for special situations that would have to be discussed in GA.

7.11.4 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 salary of 75%, 50% or 25% of the full salary. The entire CB should propose a fair salary before the GA votes in absence of the EB members.

### **Article 7.12 Quality boards**

- 7.12.1 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.
- 7.12.2 Members of the boards mentioned in Article 7.12.1 shall not be counted towards the quota of a national delegation at international meetings.

### **Article 7.13 Activity Plan and Strategic Plan**

- 7.13.1 The Activity plan shall last for one year starting the 1st of September and shall end on the 31st 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 ISC). 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 2020. 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.
- 7.13.2 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.

#### **7.13.3 IAAS Strategic Committee**

The IAAS Strategic Committee (ISC) is an independent committee that supports EB and the members of the association when it comes to Strategic Plan and Activity plan related actions.



Specifically, the Strategic Committee 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 7.14 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 7.15 TRIAS POLITICA**

A member of the Executive Board or the Control Board cannot simultaneously serve as official country representative to the General Assembly (National Director) Furthermore a member of the Control Board cannot serve at the same time as member of a Quality Board of the Executive Board or as Regional Board member and vice versa.

## **CHAPTER 8 THE CONTROL BOARD**

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

- 8.1.1 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.
- 8.1.2 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.

8.1.3 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.

8.1.4 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.

8.1.5 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.

8.1.6 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.
- 8.1.7 The Control Board shall be responsible for the contract of the Executive Board.
- 8.1.8 The Control Board shall present a report on its activities to the General Assembly and the Directors Meetings.
- 8.1.9 The Control Board shall moderate the Executive Board meetings.
- 8.1.10 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.
- 8.1.11 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
- 8.1.12 The Control Board assists the IAAS Strategic Committee (ISC) 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 8.2 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 8.3 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 8.4 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 8.5 Expenses**

- 8.5.1 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.
- 8.5.2 To cover a part of their travel expenses, the Control Board receives support from the Control Board support 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 8.6 Resignation**

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

#### **Article 8.7 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 8.8 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 9 THE REGIONAL BOARD

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

In total, there are four regional boards: African Regional Board, American Regional Board, Asia-Pacific Regional Board and European 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 9.1 Duties of the Regional Board**

- 9.1.1 To support IAAS Committees in their region and create a strong link between the members of IAAS and the members of the Executive Board.
- 9.1.2 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.
- 9.1.3 In case of sub-regions, ensure the organisation of a Sub-Regional Meeting
- 9.1.4 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 amount 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.
- 9.1.5 To report on the timeline and goals after two months of their term.
- 9.1.6 To give a final report on their work and activities at the directors meeting.

### **Article 9.2 Duties of the Regional Director**

- 9.2.1 To actively keep in contact with both members and the Executive Board.
- 9.2.2 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.
- 9.2.3 To coordinate with the other board members and to create a



timeline of the board activities for his/her/their term.

- 9.2.4 Collect the national reports from national directors and hand them to the Executive Board two weeks before the start of the World Congress.
- 9.2.5 To hand in a regional report which should consist of an overview of the regions challenges, suggestions to amend these challenges, the activeness of the members in the region, their work so far and achievements. This report is submitted every 6 months or whenever asked by EB/CB. The final report is also presented on the Directors Meeting.
- 9.2.6 To train his/her successor.
- 9.2.7 To support IAAS World President related to the projects of the association.

### **Article 9.3 Duties of the Regional Exchange Coordinator**

- 9.3.1 To actively keep in contact with both the Executive Board and national Exchange Coordinators of the region.
- 9.3.2 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.
- 9.3.3 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.
- 9.3.4 To create and update the catalogue of the exchange program places in the region.
- 9.3.5 To promote the catalogue
- 9.3.6 To work together with the EB to attract new partners and stay in good relations with exciting international partners related with ExPro.
- 9.3.7 To have regular meetings together with all National Exchange Coordinators of the region.
- 9.3.8 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 the VPEX.

9.3.9 To train his/his successor.

#### **Article 9.4 Duties of the Regional Finance Coordinator**

9.4.1 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).

9.4.2 Actively search and apply for the grants and sponsorship possibilities in the region together with the Regional External Relations Coordinator.

9.4.3 Inform the Vice President of Finance of his/her activity in a written form when requested, every two months.

9.4.4 To promote the Development Fund, review the applications for the Development Fund and be actively involved in the global DF in that region.

9.4.5 Create a financial strategy for the region (target regional struggles related to financial issues and create a strategy to approach them).

9.4.6 To train his/her successor.

#### **Article 9.5 Duties of the Regional External Relations Coordinator**

9.5.1 To attract sponsors in the region.

9.5.2 To search and apply for grants and foundations in the region together with the Regional Finance Manager.

9.5.3 Help maintain the world database of the partners and sponsors, add regional ones.

9.5.4 Search for possible partners in the region.



- 9.5.5 To help the VPER to maintain the current partnerships on the regional level.
- 9.5.6 Inform the Vice President of External Relation of his/her activity in a written form when requested, every two months.
- 9.5.7 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.
- 9.5.8. Create a link between IAAS World partners and committees in their region.
- 9.5.9 Create a link between IAAS World, IAAS (sub)region and committees and the deans of life science universities either through a dean association or personally.
- 9.5.10 To train his/her successor.

#### **Article 9.6 Duties of the Regional Communications Coordinator**

- 9.6.1 Maintain media platforms (Facebook page, official members group and other social media platforms related to the region).
- 9.6.2 Together with the VPC collect the information on the IAAS activities and opportunities in their Region.
- 9.6.3 Inform members in the region about opportunities IAAS World offers.
- 9.6.4 Encourage members of the region to send materials for the IAAS World Newsletter and other IAAS World publications.
- 9.6.5 Create a link between National Directors in the region and the Vice President of Communication.
- 9.6.6 Inform the Vice President of Communication of his/her activity in a written form when requested, every two months.
- 9.6.7 To train his/her successor.



### **Article 9.7 Duties of the Regional Projects Coordinator**

- 9.7.1 To coordinate the global projects of the association on a regional level
- 9.7.2 To assist the National and local committees in the fundraising for their projects
- 9.7.3 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.
- 9.7.4 To be regularly in touch with the VPC and the global project coordinators to communicate all the projects organized in the region.
- 9.7.5 To assist in the creation of new projects.

### **Article 9.8 Sub-Regional Contact Person**

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.

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 9.9 Duties of the Sub-Regional Contact Person.**

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

### **Article 9.10 Election of the Regional Board**

- 9.10.1 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 the same as the one of the executive board, from the 1st of September till the 31st of August.
- 9.10.2 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 the same as the one of the executive board, from the 1st of September till the 31st of August.

- 9.10.3 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.

### **Article 9.11 Finances**

- 9.11.1 Regional Salaries should be paid to the Regional Board members and also their travelling expenses to IAAS international event should be covered by IAAS World
- 9.11.2 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
- 9.11.3 Regional Board members shall not be counted towards the quota of a national delegation at international meetings.

### **Article 9.12 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 10 THE ADVISORY BOARD**

### **Article 10.1 Duties of the Advisory Board**

- 10.1.1 To advise the members of the Executive Board and the Control Board in their work, whenever it is requested or seen as necessary.
- 10.1.2 To function as a bank of knowledge of the association and to be available for further advice during the whole year.
- 10.1.3 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 10.2 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 10.3 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.

## **CHAPTER 11 IAAS Training Committee**

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

### **Article 11.1 Vision**

Empower and inspire IAAS members around the World.

### **Article 11.2 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 11.3 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 11.4 Members**

A member of ITC can be an IAAS member or an IAAS alumni.

#### **Article 11.5 Functions**

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

#### **Article 11.6 Head of ITC**

The Head of ITC (HITC) can be carried out by one or two experienced Trainers. The HITC is elected as stated in the article 5.3.3 of the By-laws of IAAS.

The responsibility of the HITC is to:

- i. Be the contact person of ITC towards external NGOs and their training groups.
- ii. Be in close contact with EB and CB about training –related matters,
- iii. Promote trainings opportunity 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, if needed call up a board of ITC members for operational support.



## CHAPTER 12 FINANCE

### **Article 12.1 Funds**

#### 12.1.1 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 can be used to support individuals to attend the World Congress, a Directors Meeting or the ExCo Meeting.
- iii. Members from full member countries can apply for the Development Fund. Members from A and B status will be given priority.
- iv. 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.
- v. If a candidate member country submits their country full membership application before a member submits his/her development fund application, this member is eligible to receive the support from 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.
- vi. 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 Development Fund will open as soon as the official dates of the events are announced and will last for exactly 30 days.
- j) Vice President of Finance has 30 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).
- m) The candidate shall provide the VP of Finance a motivation letter that clearly indicates his/her background in IAAS and reasons for applying for support from the Development Fund.

12.1.2 The association may establish other funds for special purposes.

### **Article 12.2 National Treasurer**

12.2.2 To coordinate the finances of the National Committee.

12.2.3 Inform the Regional Finance Coordinator of his/her activity in a written form when requested, every four months.



12.2.4 To promote the Development Fund and organise activities to fundraise for the Development Fund in that country.

12.2.5 To train his/her successor.

### **Article 12.3 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 12.4 Expenses made by non-Executive Board members**

12.4.1 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.

12.4.2 The participation fee of the Regional Director to the Directors Meeting in his/her region shall be covered by the Organising Committee.

### **Article 12.5 Fees**

12.5.1 The following fees exist:

- i. Membership fee, as mentioned in article 4.3.2. of the By-laws
- ii. Exchange fee, as mentioned in article 19.7 of the By-laws

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

### **Article 12.6 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 Exchange 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 12.7 Sponsoring**

- 12.7.1 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.

### 12.7.2 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.

- 12.7.3 National Committees can request financial support from IAAS World to support the organization 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 12.8 Auditing**

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

## **CHAPTER 13 ANNUAL WORLD CONGRESS**

### **Article 13.1 Composition**

The annual World Congress of the association shall consist of sessions of the General Assembly, seminars (as stated in Article 22.1 of the By-laws) and trainings.

### **Article 13.2 Organisation**

- 13.2.1 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.
- 13.2.2 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.
- 13.2.3 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.
- 13.2.4 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 13.3 Time and place**

- 13.3.1 The General Assembly two years in advance shall elect the full member(s) to host the World Congress.
- 13.3.2 The host country must prove that the delegates from all member countries will be allowed to attend the World Congress.
- 13.3.3 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.
- 13.3.4 The World Congress shall be held during at least ten days in the end of July.



### **Article 13.4 Finances**

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

### **Article 13.5 Agenda**

- 13.5.1 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 14.12 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 11.3.3.
  - 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.

## **CHAPTER 14 GENERAL ASSEMBLY**

### **Article 14.1 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 14.2 Sessions of the General Assembly**

- 14.2.1 Plenary Sessions.
- 14.2.2 Working Sessions.
- 14.2.3 Extraordinary sessions





### **Article 14.3 Agenda**

- 14.3.1 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 14.12 of the By-laws.
  - v. The approval of the agenda.
- 14.3.2 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 14.4 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 14.5 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 14.6 Delegates**

- 14.6.1 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.
- 14.6.2 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 14.7 Chairperson and Vice-Chairperson**

#### 14.7.1 Election

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

#### 14.7.2 Nomination

The nomination shall be made by the Executive Board.

#### 14.7.3 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.

#### 14.7.4 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 14.8 Secretaries**

#### 14.8.1 Election

Three secretaries shall be elected by the General Assembly of which one preferable should be elected according to article 14.12 in the By-laws. A fourth secretary will be appointed by the Organising Committee.

#### 14.8.2 Nomination

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

#### 14.8.3 Duties of the Secretaries

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



### **Article 14.9 Speaking**

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

14.9.2 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.

14.9.3 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.

14.9.4 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.

14.9.5 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.

14.9.6 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 14.10 Points of Order**

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

14.10.2 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 14.11 Proposals**

### 14.11.1 Submission of proposals

- i. Proposals for other issues than stated in article 10.1 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 render shall have the right to speak and the proposal shall then be free for discussion.

### 14.11.2 Amendments to Proposals

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

### 14.11.3 Withdrawal of Proposals

Its render may withdraw a proposal at any time before the voting on it has commenced.

### 14.11.4 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 14.12 Voting**

### 14.12.1 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.

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

### 14.12.3 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 hour period.



#### 14.12.4 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 11.6 of the By-laws shall lose their voting rights, unless the majority present and voting decide otherwise.

#### 14.12.5 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.

#### 14.12.6 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.

#### 14.12.7 Equally divided votes.

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

#### 14.12.8 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.

#### 14.12.9 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 14.12.7.

### **Article 14.13 Election Committee**

#### 14.13.1 Composition

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

#### 14.13.2 Nomination

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

#### 14.13.3 Election

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

#### 14.13.4 Tasks

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

### **Article 14.14 Nomination of the Executive and the Control Board**

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

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

### **Article 14.15 Election of the Executive Board**

#### 14.15.1 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.

#### 14.15.2 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.

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

14.15.4 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.

14.15.5 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 14.16 Election of the Control Board**

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

14.16.2 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 14.16.2, 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 14.16.2. 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.

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

#### **Article 14.17 Report of the General Assembly**

14.17.1 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.

14.17.2 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 15 DIRECTORS MEETINGS

### **Article 15.1 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 regions members, workshops entailed to the region specifically, informal sessions and if possible trainings.

### **Article 15.2 Time and place**

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 program is in hand of the Executive Board.

### **Article 15.3 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 15.4 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 15.5 Directors Meetings in IAAS**

There are four 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.

## **CHAPTER 16 SUB-REGIONAL MEETINGS**

### **Article 16.1 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 16.2 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 16.3 Meetings**

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

## **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 the 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.

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

ICYA is encouraged to be held annually. The Executive Board and the hosting country are responsible for the organization of the



Conference.

### **Article 17.3 Organisation**

ICYA shall be organised by the hosting country with the supervision and coordination of the Executive Board. The Vice President of External Relations is the main person of contact between the hosting country and the Executive Board.

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

The aim of ICYA is to create and sustain an annual IAAS event with a unique character. The event should focus on:

- i. Bringing up new innovative projects, ideas, youth movements.
- ii. Creating statements and expressing the voice of students on particular topics.
- iii. Fostering and facilitating the debate and dialogue between students from all over the world.
- iv. Giving the opportunity to every student to apply and participate in the conference regardless whether he/she is a member of IAAS or not.
- v. Collaborating with new partners/sponsors, universities and NGOs.

### **Article 17.5 Participation**

Participants should be internationally active young leaders aged between 17 and 30 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.

## **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 World's Sponsorship Document
- IAAS World's SAP Document
- Members guide Beginners Guide
- Constitution and By-laws
- ExCo Guide



- Intern Guide
- Worldwide ExPro Catalogues
- Annual Review
- Executive, Control and Regional boards reports (bi-monthly for the EB/CB, midterm and final report for the Regional board)
- List of all the full, candidate and frozen member countries with the contact information of their national boards'
- Lists of IAAS's current partners and sponsors

## **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
- 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 go to IAAS members amongst the received applications, second priority should go to current students.

### **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 The National Exchange Coordinator**

- 19.3.1 A National Exchange Coordinator should be elected by the Committees in the country.



19.3.2 The National Exchange Coordinator shall be responsible for the organisation of the Exchange Program at the national level.

19.3.3 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.

#### **Article 19.4 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 on the results of the Exchange Program with statistics (including planning internships to offer next year) to the Vice- President of Exchange.
- 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 19.5 Exchange Program Internships**

The Exchange Program provides three types of internships:  
Ceres - focusing on practical training on farms; Archimedes



- focusing on practical training in organisations (companies, universities ...); and Libertas – focusing on community-based projects.

### **Article 19.6 Duration of Internship**

19.6.1 The minimum period of an internship shall be three weeks.

19.6.2 The maximum period of an internship shall be one year.

### **Article 19.7 Exchange Fee**

- 19.7.1 The applicant has to pay the Exchange Fee to the Executive Board so that the application can be approved. The invoice should be made by the Vice- President of Exchange, providing the correct bank account information of IAAS World.
- 19.7.2 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.
- 19.7.3 The Executive Board has the power to arrange payments and refunds more than twice a year.
- 19.7.4 Payments can be made by bank transfer or on a meeting shortly after the invoices were sent.
- 19.7.5 The Exchange Quality Board can decide to block or limit a country's exchange process.
- 19.7.6 Changes to the amounts for Exchange Fees require approval by the GA and are published in the ExPro Guide.
- 19.7.7 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 Exchange Fee. This fee requires approval by the GA.
- 19.7.8 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.



19.7.9 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.

19.7.10 Every committee has to pay the exchange fee in Euros (€) as follows:

Country	Exchange Fee
A	75
B	75
C	100
D	100
E	100

### **Article 19.8 Refund of the Exchange Fee and Deposit.**

19.8.1 The Exchange 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 his/her internship.

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

19.8.2 Rewarding the Receiving Countries

From the Exchange Fee of each placed intern in a given country the amount of 40 Euro will be credited into a database under the name of the receiving country (unless the internship has been cancelled by the hosting National Exchange Coordinator after placement) which is then eligible to be used by the National Committee as agreed upon between the National Director and the Vice President of Finance.

19.8.3 Rewarding the Sending Countries

From the Exchange Fee of each intern sent out in a given country the amount of 20 Euro will be credited into a database in the name of the sending country (unless the internship has been cancelled





before placement which is then eligible to be used by the National Committee as agreed upon between the National Director and the Vice President of Finance.

In case the applicant is from a country with no active IAAS committee, the amount of 20 Euro shall go to IAAS World Bank account.

#### 19.8.4 Maximum credited amount

There is no maximum amount which any full member can be credited through the IAAS Exchange Program.

### **Article 19.9 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 once 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 19.10 Limitation of Sending Students**

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

19.10.2 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 19.11 Arguable Cases**

In arguable cases concerning financial matter, the Executive Board has the final word after hearing all parties involved.

### **Article 19.12 Invoices**

The Exchange 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 for the time since the last invoice and to the date one day before printing.



## CHAPTER 20 SocIAAS Projects

### **Article 20.1 SocIAAS Projects**

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

### **Article 20.2 Accepting SocIAAS Projects**

- 20.2.1 A SocIAAS Project will be recognized as an official IAAS SocIAAS 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 SocIAAS Project. Students from other organisations can take part in a SocIAAS Project as an international student.
- 20.2.3 The project can only be accepted if it fulfils the criteria of the SocIAAS Document.
- 20.2.4 An official IAAS SocIAAS 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 SocIAAS Projects**

- 20.3.1 The Executive Board is responsible for spreading information on and promoting the SocIAAS 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 SocIAAS Projects.
- 20.3.2 The Executive Board should have information available on all projects running within the association.



## CHAPTER 21 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.

## CHAPTER 22 EVENTS

### **Article 22.1 Seminars**

- 22.1.1 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.
- 22.1.2 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.
- 22.1.3 The Executive Board shall discuss the approval of the proposal of the National Committee regarding the organization of the seminar during the next weekly meeting of the Executive Board.
- 22.1.4 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 22.2 Exchange Weeks**

- 22.2.1 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.
- 22.2.2 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.

## **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 23.2 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. SocIAAS

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.

### 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 IAAS Sustainability and Environment Committee (IAAS SECO)**

The IAAS Sustainability and Environment Committee is an independent committee that deals with the topics sustainability, climate change and biodiversity.

### **Article 24.1 Vision**

To empower and educate IAAS members worldwide to act sustainably individually, locally, regionally and globally.

### **Article 24.2 Mission**

SECO fulfils its vision by implementing the sustainability aspect in all works of IAAS. By drafting documents guides, conducts, advising IAAS committees and educating its members. SECO aspires to enhance the awareness and understanding of sustainability and contribute to the fulfilment of the UN SDGs respectively. Furthermore the members of the Sustainability Committee should act as advisors and supporters, to find new ways to tackle sustainability and support the regional members to find their own distinct way to do so.

### **Article 24.3 Values and Beliefs**

The members of the Sustainability Committee believe that IAAS can have a crucial impact on how members, and people working with IAAS, not only view but live sustainability. To value each resource, is to value the people involved in the process of making this resource accessible. As an agricultural association we see it as a core principle to act and educate our members about the many different ways of sustainable life choices and support them on their way to them.

### **Article 24.4 Members**

The members of the SECO are IAAS members and IAAS Alumni interested in the topics of sustainability, climate action and biodiversity.



## CHAPTER 25 OTHER ACTIVITIES

### **Article 25.1 Organisation**

- 24.1.1 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.
- 24.1.2 The Organising Committee has to inform the Executive Board about the activities.

### **Article 25.2 Content and Subject**

- 24.2.1 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 25.3 Financial Responsibility**

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

### **Article 25.4 Finishing an Activity**

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

## CHAPTER 26 AMENDMENTS TO THE BY-LAWS

### **Article 26.1 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 26.2 Voting**

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

### **Article 26.3 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 27 READING OF THE BY-LAWS**

### **Article 27.1 Reading of the By-laws**

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



# 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

NORTH	SOUTH
Austria	Bulgaria
Belgium	Croatia
Belarus	Greece
France	Italy
Germany	Montenegro
Netherlands	Portugal
Poland	Spain
Sweden	Slovenia
Switzerland	Serbia
Ukraine	

## 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



# 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

