



INTERNATIONAL ASSOCIATION FOR POLITICAL SCIENCE STUDENTS - IAPSS
KARDELJEVA PLOSCAD 1, 1000, LJUBLJANA, SLOVENIA
PHONE: +38615805388 FAX: +38615805378
INFO@IAPSS.ORG - WWW.IAPSS.ORG

IAPSS STATUTE

(Registered in the Republic of Slovenia on November 18th, 2004)

Unofficial translation by Matija Kovač

I. GENERAL PROVISIONS

Article 1 – Name

The Association is named “Mednarodno združenje študentov politologije – IAPSS”, hereafter referred as the Association. The English name of the Association is “International Association for Political Science Students – IAPSS”.

Article 2 – Characters

The Association is politically independent. The Association is voluntary, independent, non discriminatory, non-profit and student-run. The official language of the Association is English. The Association is established for an indefinite period of time.

Article 3 – Logo

The logo of the Association consists of five blue circles connected among each other and the name of the Association in Slovenian language. The logo of the Association is applied on the stamp. The height of the stamp is 3 cm and the width is 3 cm. Abroad (i.e. outside of the Republic of Slovenia) the Association uses the stamp with the English name, which is composed the same as the Slovenian one.

Article 4 – Legal Personality

The Association is a legal subject of the civil law. The legal seat and the main office of the Association are at Kardeljeva ploščad 1, 1000 Ljubljana, Slovenia.

Article 5 – Public Transparency of the Activity

The activity of the Association and of its bodies is public and is conducted in accordance with the law. The public transparency of the activity of the Association is assured to the internal public (members) with public invitations to all the activities of the Association and with the possibility for permanent insight into the minutes and documentation on Association’s activities. The Association informs the external public of its activities through public means of communication and invites their representatives to Association’s events. Chairperson is responsible for the public transparency of the Association’s activities.

II. THE PURPOSE AND GOALS OF THE ASSOCIATION

Article 6 – The Purpose

The purpose of the Association is to form and to extend the possibilities for full actualisation of the political science students through cooperation based on a global communication network.

Article 7 – Goals

The Goals of the Association are:

1. Setting up and extending an international network for political science students and associations of political science students;
2. Promoting world-wide exchanges of students, information, research and knowledge in the political science;
3. Stimulating international discussions about various topics of political science through the development and the support of specific projects;
4. Encouraging the development of political science students associations sharing IAPSS values on all levels;
5. Encouraging the contacts with other professional or youth associations in the field of political science or in related fields;
6. Encouraging in its membership and its journal, research and concern for significant contemporary political and social problems and policies, however controversial and subject to partisan discourse in the community at large these may be.

III. THE BODIES OF THE ASSOCIATION

Article 8 – The General Assembly

1. The General Assembly, hereafter referred as the GA, is the highest decision making body of the Association.
2. The GA consists of all the members of the Association.
3. The GA reaches the quorum and can decide, if there are at least 50% of the members with voting right present.

4. The members of the Executive Committee, the Supervisory Committee, the Disciplinary Commission, the Editorial Board, Alumni Members, Honorary members and Associated members can also participate at the GA, but do not have the right to vote.

5. At least one meeting of the GA is held every year and it has to be mandated by the Executive Committee. The meeting is to be held in between the period of four (4) to eight (8) months before the end of the yearly mandate of the Executive Committee.

6. The mandate of the GA is to be publicly announced together with the agenda at least one month prior to the convention of the GA.

7. If the quorum of the GA is not reached, the session is to be postponed for one day. After one day the GA has reached the quorum, if one-third (1/3) of the members are present.

8. The GA takes decisions with the majority of votes of the members with voting right present.

9. The voting is usually public, except at the elections of the Executive Committee, the Supervisory Committee, the Disciplinary Commission and the Editorial Board where the voting is secret.

10. The GA is ruled by a specific protocol called Rules of Procedure adopted by two-thirds (2/3) majority vote of the GA.

11. The Minutes of the GA are to be taken and signed by the Chair of the GA, the Secretary of the GA and two (2) verifiers of the minutes.

Article 9 – Competences of the General Assembly

1. The GA adopts the agenda.

2. The GA adopts the vision, the values and the long-term Goals of the Association and the binding decisions called “Resolutions”. The Executive Committee or the Members, depending on their content, must implement the Resolutions.

3. The GA discusses and votes upon the activities and reports of the previous and the current Executive Committee and the current Supervisory Committee, the Disciplinary Commission and the Editorial Board.

4. The GA elects and discharges the Members of the Executive Committee, the Supervisory Committee, the Disciplinary Commission and the Editorial Board. The GA also appoints the Premium Member from its members.

5. The GA decides on the acceptance of full membership.

6. The GA adopts, changes and amends the statute and other general acts of the Association.

7. The GA adopts the financial plan and the final financial report for the past mandate.

8. The GA decides upon the complaints against decisions of the Association's bodies.

9. The GA decides upon the dissolution and merger of the Association.

10. The GA sets the range of the amount of the membership fee.

Article 10 – Extraordinary GA meeting

1. The Executive Committee has to mandate an Extraordinary meeting of the GA when requested in written form by at least one-third (1/3) of the members of the Association with voting right or the Supervisory Committee.

2. The extraordinary meeting of the GA is to be called by the Executive Committee not later than six (6) weeks after the submission of the request, but at least three (3) weeks before its opening session.

3. If the ExCom does not call for an Extraordinary GA than this is called by those who have requested the Extraordinary GA.

Article 11 – The Executive Committee

1. The Executive Committee, hereafter referred as the ExCom, is the main decision making body, authorised for all actions and operations carried out in conformity with the statute, decisions of the GA, the vision, values and goals of the Association in between two sessions of the GA.

2. The ExCom consists of the Chairperson, the Secretary General, the Treasurer, three (3) Vice Chairpersons, one (1) Premium Member and at least one (1) and at the most four (4) Members elected by the GA.

3. The composition of the ExCom underlines the following restrictions:

a) At least three (3) nations are to be represented in the ExCom;

b) Up to four (4) Members of each nation can be represented in the ExCom;

c) The Premium Member of the ExCom is excluded from the restrictions stated above.

4. All the candidates for the ExCom are to present themselves in front of the GA.

5. The Chairperson, the Secretary General, the Treasurer and three Vice-Chairpersons have to reside in the city of the Head Office for the length of their mandate. The rest of the Members of the ExCom are strongly recommended to follow the obligation as stated above.

6. All the Members of the ExCom are obliged to meet at least twice in the period of their mandate.

7. The Chairperson convenes the ExCom and coordinates and leads its work.

8. The Executive Committee reaches the quorum and can take decisions if at least one half of its members are present.

9. The Executive Committee takes decisions with the majority of present members.

10. The member of the Executive Committee can be discharged of its function by her/his own will or by the GA, when she/he violates the statute or other general acts.

11. If the member of the ExCom resigns or is discharged of its function, the tasks are divided among the remaining ExCom members. If the majority of the ExCom members resign or are discharged of their function, remaining members of the ExCom should mandate an extraordinary GA, where the substitute ExCom members are elected. Their mandate starts right after the elections and lasts until the end of the mandate for which the preceding discharged ExCom members were elected.

12. In case of the lack of capabilities of the Chairperson, the ExCom must elect new Chairperson among the Vice-Chairpersons. The newly elected Chairperson's mandate lasts until the next meeting of the GA.

13. The ExCom is responsible for its work to the GA.

Article 12 – Competences of the Executive Committee

The Executive Committee has the following tasks and duties:

1. Managing the Association with the global coordination of the Association's bodies and programs, execution of the GA's decisions, promotion of the vision, mission, values and goals of the Association and the quality assurance of all Association's activities.

2. To grant preliminary membership status after the review of the application by the SupCom. Full membership has to be confirmed by the GA.

3. Maintaining regular contact with the Members.

4. Stimulating contacts in between the Members of the Association.

5. Publishing and sending a newsletter every two months.

6. Publishing and sending a political science student journal. The content and configuration of the Journal is within the jurisdiction of the Editorial Board. The role of the ExCom is solely advisory and executive.

7. Maintaining regular contact with the Supervisory Committee, the Disciplinary Commission and the Editorial Board.

8. To convene and conduct the GA of the Association.

9. To take care of the execution of the Operational plan of the Association.

10. To adopt all acts managing the activities of the Association.

11. Managing the financing of the Association and the preparation of the preliminary and the final Annual Report of the ExCom; the final Annual Report has to be published in the period of one month after the end of the mandate of the ExCom, both on the web site and in the Newsletter and sent to all Members.

Article 13 – The Chairperson

1. The Chairperson of the ExCom is a legal representative and the chairperson of the Association.

2. The Chairperson represents the Association outwards and signs all the acts of the Association unless she/he authorizes for this another member of the ExCom.

3. The Chairperson is responsible for financial and material operation of the Association.

4. The Chairperson is responsible for the activity of the Association in the accordance with the statute and the legal order of the Republic of Slovenia.

5. The Chairperson is responsible for the execution of the decisions of the GA.
6. The Chairperson is for his work responsible to the GA, to the ExCom and the Supervisory Committee.
7. The Chairperson convenes and manages the ExCom meetings and casts the decision vote in the case of equal voting of the ExCom.
8. She/he orders all expenditures.
9. She/he shares this financial responsibility and power with the Treasurer.
10. Reports to the GA about the activities of the Association and is responsible for the preparation of preliminary and final Annual Report.
11. In the case of her/his absence she/he can transfer her/his powers to one of the Vice Chairpersons of the Association.

Article 14 – The Secretary General

1. The Secretary General must ensure a good communication within the Association.
2. The Secretary General is responsible for the management of the Head Office.
3. The Secretary General is responsible for archiving all relevant documentations of the Association and its transfer to the next ExCom.
4. Organizes the work of the bodies in the Association (timely prepares of the materials, minutes and announces the list of members on regularly bases).

Article 15 – The Treasurer

1. The Treasurer maintains the accounts of the Association.
2. The Treasurer conducts all financial transactions.
3. She/he has the right to refuse to make payments that are not authorised by a vote of the ExCom.
4. She/he is responsible for preparation of the financial part of the preliminary and final Annual Report, for the preparation of the financial plan and she/he collects financial means.

Article 16 – Vice-Chairpersons

The Vice-Chairpersons are responsible for managing and developing specific projects in the Association.

Article 17 – ExCom members

ExCom members conduct the tasks for which they are authorized by the ExCom.

Article 18 – The Supervisory Committee

1. The Supervisory Committee, hereafter referred as the SupCom, consists of three (3) Members with the restriction that all the Members have to be of different nationalities.

2. The members of the SupCom elect a president among themselves.

3. The membership in the SupCom is not compatible with the membership in the ExCom.

4. The SupCom has reached the quorum and can take decisions when all members are present.

5. The SupCom takes decisions with the majority of votes.

6. The SupCom is responsible to the GA for its work.

Article 19 – Competences of the Supervisory Committee

1. The SupCom monitors the work of the ExCom, the implementation of the Operational plan and conducts the supervision over financial and material operation of the Association.

2. It reports to the GA at least once per year.

3. The SupCom is available for help and assistance to the ExCom.

4. If the Executive Committee violates the statute, the SupCom has, after preliminary warning, the right to demand an extraordinary meeting of the General Assembly.

5. If the Editorial Board violates the statute, the SupCom has, after preliminary warning, the right to recommend the action to be taken to the ExCom.

6. The SupCom shall read the Annual Report of the previous ExCom, the preliminary Annual Report of the ExCom in office and recommend acceptance or non-acceptance to the GA.

Article 20 – The Disciplinary Commission

1. The members of the Disciplinary Commission are elected by the GA, to which the Disciplinary Commission is also responsible for its work.
2. The Disciplinary Commission is composed of three (3) members.
3. The members of the Disciplinary Commission elect a president among themselves.
4. The Disciplinary Commission convenes if needed or after the written request has been submitted by members or by any body of the Association.
5. The Disciplinary Commission conducts a proceeding and takes measures in accordance with disciplinary regulations.
6. The Disciplinary Commission has reached the quorum and can take decisions when all three members are present.
7. It takes decisions with the majority voting.

Article 21 – The Competences of the Disciplinary Commission

1. Disciplinary violations, handled by the Disciplinary Commission are the following:
 - a) Violations of the statute.
 - b) Non-conscientious and light-minded adoption and attendance of excepted duties and functions within the Association.
 - c) Not fulfilling the decisions of the Association.
 - d) Activities which in any way harm the image of the Association.
2. Disciplinary measures issued in accordance with disciplinary regulations are the following:
 - a) Warning.
 - b) Public warning.
 - c) Exclusion.
3. The complaint against the decision of the Disciplinary Commission can be lodged before the GA as the complaint body.

Article 22 – The Editorial Board

1. The Editorial Board, hereafter referred as the EB, consists of five Members with recommendation that its Members are to be of different nationalities.

2. The Editor-in-chief of the EB is the Vice-Chairperson responsible for Academic development.

3. The rest of the candidates for the Members of the EB are elected by the GA. Every member can vote for up to four (4) candidates.

4. In the case of the lack of the candidates the ExCom has the right to appoint the missing Editorial Board Members with the consent of the SupCom.

5. The arrangement of tasks is regulated by the Internal Regulations.

Article 23 – Competences of the Editorial Board

1. To collect the material and to stimulate members of the Association to contribute the material for the Journal.

2. To review, critically value and justly select the material that is in accordance with the broad guidelines of political science.

3. To prepare the material for at least one (more recommended) issue of the Journal to be printed, and for at least two to be issued in an online version.

4. To prepare a report of its work to be presented to the ExCom and the SupCom at least every four months and an Annual Report, which has to be sent to the SupCom not later than one (1) month before the opening session of the GA.

IV. THE MEMBERSHIP

Article 24 – Membership

1. Member of the Association can be a student of Political Science who represents an organized group of Political Science students.

2. The membership in the Association is not limited with nationality.

3. The membership in the Association is voluntary.

4. For membership the candidates have to fill-in the application form and pay the Annual fee.

5. If the application is in accordance with the statute, the ExCom grants preliminary membership status after the consent of the SupCom. Members with preliminary membership status gain full membership status after the confirmation of the GA.

6. The member who no longer wants to be a member of the Association has to submit the withdrawal form to the ExCom.

7. The member who organizes the Annual Conference and the General Assembly is referred to as the Premium Member and is appointed by the GA.

Article 25 – Rights and duties of the members

1. Duties:

a) All Members are obliged to observe the Statute and the decisions taken by the General Assembly.

b) All Members are obliged to respect acts and decisions of the Association.

c) All Members are obliged to act in accordance with the Association's vision, values and goals.

d) All Members are obliged to prepare an Annual Report of their work no more than three (3) and not less than two (2) pages long and send it to SupCom and the Secretary General not later than one (1) month before the opening session of the GA. SupCom forms an opinion referring on the material and presents its results at the meeting of the GA.

2. Rights:

a) The Members have the right to participate in all activities organised by the Association.

b) The Members have the right to candidate in all Association's bodies, with all the restrictions taken into account.

c) All Members are allowed to participate at the meetings of the General Assembly, with all restrictions taken into account.

d) Members have the right to the insight in the financial and material operation of the Association.

e) Members have the right to vote at the GA if they have paid the Annual Fee.

Article 26 – Associated Membership

1. Associated Membership is open for Political Science students.

2. Associated Members do not have the right to vote and do not have to pay the Annual Fee.

Article 27 – Alumni Membership

1. Alumni membership is opened to all former members of the Association.
2. Alumni members do not have the right to vote at the GA.

Article 28 – Honorary Membership

1. The Association, in accordance with its Internal Regulations, may grant the title of Honorary Member to persons having rendered important services to the Association.
2. This title is to be given by the GA with two thirds (2/3) majority.
3. The Honorary Members do not have the right to vote in the bodies of the Association.

Article 29 – Ending of the Membership

1. The Membership ends with the resignation of the member, the exclusion of the member or the cessation of the political science student status if not defined otherwise.
2. The GA can exclude the member when he is not acting in accordance with the statute. The decision is taken by the 2/3 majority vote after the warning by the ExCom or SupCom at least one month prior to the GA. The member does not have the right to take part in the process of decision-making in this case.

Article 30 – Regional Centres

1. Regional Centres are legal branches of IAPSS.
2. Regional Centres are groups of countries that consider them to be bound by a specific interest.
3. The head of the Regional Centre is a Regional Officer who is appointed by the ExCom and located in one of the countries in the region.
4. The position of the Regional Officer is not compatible with the membership in the ExCom.
5. The Regional Officer is responsible to all the IAPSS bodies for its work.
6. Regional Centres' tasks are defined in a Policy on regional Development.

Article 31 – Competences of the Regional Centres

Regional Centres have the following tasks and duties:

1. Promoting regional networking, interactions, cooperation, etc.
2. Maintaining permanent contact with IAPSS members in the region and therefore expanding the membership of IAPSS.
3. Encouraging the development of local associations for political science students.
4. Expanding the membership of IAPSS and introduce new members into IAPSS life.
5. Finding opportunities for IAPSS members.
6. To be available for help and assistance to the ExCom considering issues in the regions.

V. PROCEDURES

Article 32 – Candidatures and Elections

1. The mandate of the ExCom, SupCom and the Disciplinary Commission lasts for one (1) year starting with October 1st that follows the GA at which the bodies were elected.
2. The mandate of the Editorial Board lasts for the period beginning on their election at one GA and terminating on the election of a new Editorial Board at the next GA.
3. The members of the ExCom, the SupCom, the Disciplinary Commission and the Editorial Board are elected at the GA.

Article 33 – The existence and financial year

1. The Association is established for indefinite time.
2. Financial year lasts from October 1st until September 30th next year.

Article 34 – The financial means

1. The financial means for the realization of the aforementioned goals are obtained from:

a) The Members' Annual Fee by the Members, that is to be paid before December 31st each year. The amount of the Annual Fee for the coming mandate is decided by a simple majority of votes in the General Assembly upon the proposal of the ExCom.

b) Subsidies, legacies, donations, revenues from advertisements and all other revenues.

2. Payments by political parties or other organizations aligned to political parties cannot be accepted, unless these are non-binding and do not conflict with the existing statute.

3. Payments by illegal organizations are unacceptable.

4. The Association must not run into debts.

5. If the Association creates a surplus of revenues over the costs, these have to be used for the activity for which it has been established.

6. Every distribution of the property of the Association among its members is null and void.

7. Material and financial operation have to follow the principles for associations and be in accordance with the valid rules.

8. The association can have a movable or real-estate property which has to be registered in the inventory book.

9. The movable property can only be bought or alienated based on the decision of the ExCom.

10. The real-estate property can be only bought or sold after the decision of the GA.

11. The Association has its bank account.

Article 35 – Amendments to the Statute

1. The General Assembly has to approve an amendment of the Statute with a two-third (2/3) majority vote.

2. All amendments to the Statute have to be sent to the Executive Committee at least two months before the opening session of the General Assembly.

3. The Executive Committee sends the amendments to the Members one month before the General Assembly meeting.

4. An amendment of the Statute becomes effective immediately after the closure of the General Assembly.

Article 36 – Internal Regulations

1. Besides the Statute, the Association has the Internal Regulations that further regulate internal affairs of the Association.

2. Internal Regulations are adopted and changed by the GA.

VI. FINAL PROVISIONS

Article 37 – Dissolution

1. The Association can be dissolved by the Members with a two third (2/3) majority vote in the General Assembly.

2. The remaining funds constituting the net assets of the Association shall be transferred to the association with goals similar to those of the Association. This is to be written in the decision, which includes the assessment that the Association is dissolved. If no such association exists, the property is transmitted to the local authority.

3. The financial means from the national budget are returned into the budget.

Article 38 – Foundation

The statute was adopted at the founding session of the GA, September 30th 2004 in Ljubljana.