

Bylaws and Policies

of the International Association for Political Science Students (IAPSS)

As ratified at the May 2025 IAPSS General Assembly

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Bylaw 1: Definitions and Interpretation

1. Definitions

§ 1 In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

a. "**Act**" means the Canada Not-For-Profit Corporations Act S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

b. "**articles**" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;

c. "**board**" means the board of directors of the Corporation and "director" means a member of the board;

d. "**by-law**" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;

e. "**meeting of members**" and "**general assembly**" include an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;

f. "**ordinary resolution**" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;

g. "**proposal**" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Member Proposals) of the Act;

h. "**Regulations**" means the regulations made under the Act, as amended, restated or in effect from time to time; and

i. "**special resolution**" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

j. **“IAPSS”** International Association for Political Science Students.

2. Interpretation

§ 2 In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

§ 3 Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

3. Invalidity of Provisions of these Bylaws

§ 4 The invalidity or unenforceability of any provision of these bylaws shall not affect the validity or enforceability of the remaining provisions.

4. Omissions and Errors

§ 5 The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where IAPSS has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

5. Amending Bylaws

§ 6 These Bylaws may be amended by a two-thirds (2/3) majority vote of the General Assembly.

§ 7 The Policies may be amended by a simple majority vote of the General Assembly.

6. Effective Date

§ 8 These Bylaws shall take effect as of May 29, 2021.

§ 9 This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act.

Adopted May 2021.

Bylaw 2: Structure

1. General Provisions

§ 1 These regulations govern the internal structure and procedures of the International Association for Political Science Students, hereinafter IAPSS or the association.

§ 2 These regulations aim to:
a. Set the structure of IAPSS;
b. Establish the IAPSS Global Board and Regional Boards;
c. Define the status of the Academic Affiliates of IAPSS;
d. Define the remit of the Executive Committee (hereinafter ExCom);
e. Define the remit of the Advisory Board;
f. Establish a Diversity and Human Resources Committee (hereinafter IAPSS DHRC);
g. Define rules for internal voting;
h. Define the regional structure of IAPSS;
i. Define rules for Honorary Members;
j. Define rules for financial administration.

§ 3 The entirety of the IAPSS Statutes, Regulations, Policies and all other rules agreed by the General Assembly is referred to as the IAPSS Legal Framework.

§ 4 All positions referred to in this document refer to IAPSS Global, if not specified differently. IAPSS Global is comprised of members holding positions to administrate, contribute, and develop the global affairs of the association in contrast to the association's regional affairs.

2. The structure of IAPSS

§ 5 Section 2 of these regulations is applicable to all further sections and to the legal framework except the IAPSS Statutes. Any contradictory rule is not applicable if breaching the provisions of Regulation 1, Section 2.

§ 6 IAPSS is divided into IAPSS Global, which bears the legal personality of IAPSS, and six regional chapters.

§ 7 The work of IAPSS Global is conducted in the Global Board and among the Academic Affiliates. Its main responsible body for operational management and decision making is the Executive Committee (ExCom) and its monitoring body is the Advisory Board. Six regional boards complete the IAPSS structure. All boards are independent from each other in their work unless stated otherwise in the legal framework of IAPSS. The ExCom, the Global Board and the regional boards are accountable to the members of the Association through the General Assembly, and the independent Advisory Board. For the ExCom and each Board, Rules of Procedure can be adapted by the General Assembly.

§ 8 The IAPSS Global Board contains the following bodies:
a. The International Cooperation Department;
b. The Secretariat;
c. The Financial Administration Department;
d. The Academic Department;
e. The Programs Department;
f. The Public Relations Department.

§ 9 The IAPSS Global Board additionally forms the following Committees consisting of its members or specific individuals as outlined in the IAPSS Legal Framework:
a. The Diversity and Human Resources Committee.

§ 10 The IAPSS Academic Affiliates are IAPSS individual members comprising:

a. Deputy Editors-in-Chief, Senior Editors, Editors, Junior Editors and Editorial Assistants of IAPSS publications that make up the IAPSS journals Politikon: The IAPSS Journal of Political Science, Encuentro Latinoamericano and the academic blog A Different View (ADV);

b. Members of the Authorial Board of A Different View;

c. Chairs, Vice Chairs and Members of the Student Research Committees, hereinafter SRC Members;

d. Members of the Academic Think Tank / Academic Committee Members. (hereinafter ATT/ACOM Members);

e. Other IAPSS members in positions qualifying for Academic Affiliates as decided upon by the ExCom. A positive vote of the Head of the Academic Department is required for establishing an Academic Affiliate position qualifying for Academic Affiliate.

§ 11 The IAPSS Advisory Board is an independent body within the IAPSS Global Board. Members of the Advisory Board are entitled to the same rights as the members of the Global Board.

§ 12 Heads of each Department, Editors-in-Chief of the IAPSS publications, Regional Chairs, ATT/ACOM Chairs, and SRC Chairs can appoint Coordinators, Editors, Editorial Assistants, SRC Members, and ATT/ACOM Members. This goes accordingly with section XI of these regulations. The mandate of each Board member begins with signing the Volunteering Agreement at the beginning of the Association Year (1 June) or during the mandate and ends with the end of the Association Year (31 May).

3. The IAPSS Executive Committee

§ 13 The ExCom consists of six (6) members:
a. The IAPSS President;
b. The IAPSS Secretary-General;
c. The IAPSS Financial Director;
d. The IAPSS Vice President for Academic Affairs;
e. The IAPSS Vice President for Programs;
f. The IAPSS Vice President for Public Relations.

§ 14 Each ExCom member is responsible for their assigned tasks as outlined in the IAPSS Legal Framework. If not specified through any legal document, the ExCom decides on the distribution of further responsibilities together. Each ExCom member leads the coordinators in their respective Departments.

§ 15 Any ExCom member may under no circumstances occupy more than one position within the ExCom. Membership in the ExCom and Advisory Board at the same time is prohibited.

§ 16 Any ExCom member may at any time hand over their voting rights to the Deputy of their respective Department, in case of absence or other reasonable causes. The Deputies of each department are:

a. The Director of International Cooperation for the International Cooperation Department;
b. The Deputy Secretary-General for the Secretariat;
c. The Deputy Financial Director for the Financial Administration Department;
d. The Deputy Head for Academic Affairs for the Academic Affairs Department;
e. The Deputy Head for Programs for the Programs Department;
f. The Deputy Head for Public Relations for the Public Relations Department.

§ 17 If the ExCom member is not available at the meeting and the holder of the position has not transferred their voting rights to their Deputy, the Deputy cannot vote on the respective ExCom member’s behalf.

§ 18 The ExCom is jointly responsible for the coordination and execution of all the assigned tasks.

§ 19 In case of termination of an ExCom membership, the Deputy of said ExCom position’s department may replace the vacant position as an ExCom member upon the approval of the remaining ExCom members. If the Deputy is not approved, the ExCom may appoint a replacement to serve in the ExCom position in the interim until a replacement can be elected at the next general assembly.

§ 20 The General Assembly at the end of the association year discharges the ExCom of the previous year.

§ 21 A discharge as stated under § 21 can only happen when the General Assembly has adopted the:

a. Annual Report;
b. Financial Statement.

§ 22 In case the General Assembly rejects or does not proceed with a vote on the final report and/or the financial statement as required in Regulation 1, § 22, the ExCom is obliged to continue in their roles and call for a new General Assembly within six (6) weeks.

§ 23 A member may serve on the Executive Committee for a maximum of three (3) terms per each respective Executive Committee position.

a. An Executive Committee term shall only be counted as one term towards the term limit if an Executive Committee member serves at least one half (1/2) of their position's term length.

§24 Executive Committee members who fail to communicate with fellow Executive Committee members via the official IAPSS Communication Channels (IAPSS Email, IAPSS Slack) for more than 30 calendar days, automatically resign from the Executive Committee.

§25 Executive Committee Members who miss more than four continuous Executive Committee meetings without a reasonable excuse which can be proven (exams, medical reasons, healthcare reasons, legal reasons), automatically resign from the Executive Committee.

4. The IAPSS Advisory Board

§ 26 The Advisory Board consists of three members.

§ 27 Each Advisory Board member is responsible for the assigned tasks outlined in the IAPSS legal framework. Further responsibilities to monitor, assess, or mediate can be added by the ExCom for the duration of the respective mandate.

§ 28 Any Advisory Board member may under no circumstances occupy more than one position within the Advisory Board.

§ 29 The General Assembly at the end of the association year discharges the Advisory Board of the previous year and elects the Advisory Board for the following year.

§ 30 The under § 27 stated discharge can only happen, when the General Assembly has adopted the:

a. Final Supervisory Report.

§ 31 In case the General Assembly rejects or does not proceed with a vote on the final supervisory report at the General Assembly as stated under § 28, the ExCom is obligated to call for a new General Assembly within six (6) weeks, at which the Advisory Board must present the Final Supervisory Report.

5. Grant Applications

§ 32 The Financial Administration Department is in charge of assessing grant applications~~,~~ proposed by IAPSS members or offered to IAPSS.

6. Event and Project Evaluation

§ 33 The Programs Department is in charge of assessing event and project proposals~~,~~ suggested by members of IAPSS or by non-members when the intention of becoming a member is expressed.

8. Delegation Applications

§ 34 The Academic Department is in charge of preparing applications and organizing delegations to external events.

9. The IAPSS Diversity and Human Resources Committee

§ 35 The IAPSS Diversity and Human Resources Committee (DHRC) is charged with the responsibility of:

a. ensuring that IAPSS human resources remain healthy, safe and effective through means such as designing and recommending relevant trainings and workshops for all IAPSS Departments.

b. guarding and enforcing standards of inclusion and effective diversity within IAPSS as outlined in the IAPSS Legal Framework, including but not limited to the Code of Conduct;

c. analyzing the situation of diversity and safeguarding matters of equity within IAPSS as an association on a structural and individual level and to that end submitting biannual reports to the Global Board including its activities since its last report and recommendations for improvement in April and December.

§ 36 The IAPSS DHRC consists of the following three members:

a. One member from the ExCom elected by the ExCom;
b. One member from the Advisory Board elected by the Advisory Board;
c. One coordinator elected by coordinators.

§ 37 Decision making in the IAPSS DHRC is based on a two-thirds majority.

10. Internal Voting

§ 38 According to § 10 of these regulations, Deputy Heads of Departments, Coordinators, and Academic Affiliates are appointed.

a. The Executive Committee appoints Coordinators by a majority of all its current members. The candidates are usually proposed by the Heads of Departments in which the position is located.

b. Editors-in-Chief are appointed for a two-year mandate, from October 1st to September 30th, other Coordinators are appointed for a one-year mandate, both with a possibility of extension upon mutual agreement and satisfaction at the beginning of the next mandate.

c. Deputy Editors-in-Chief of IAPSS Publications, Senior Editors, Editors, Junior Editors of IAPSS Journals, Authors of A Different View and Members of the ATT/ACOM are appointed by a consensus of the Head of the Academic Department and the Coordinator of the branch of the Academic Department in which the position is located.

d. Editorial Assistants are appointed by a consensus of the Head of the Academic Department and the Editors-in-Chief of the IAPSS Journals.
e. SRC Chairs, Vice Chairs and Members are appointed according to the valid version of the Guidelines for IAPSS SRCs.

f. Other Academic Affiliates are appointed by the Head of the Academic Department for positions established by the ExCom.

g. Deputy Editors-in-Chief of IAPSS Publications, Senior Editors, Editors, Junior Editors of IAPSS Journals, Authors of A Different View are appointed for a one-year mandate with a possibility of extension upon mutual agreement and satisfaction at the beginning of the next mandate.

h. ATT/ACOM Members are appointed for a term designated by a consensus of the Head of the Academic Department and the ATT/ACOM Coordinator.

i. Other Academic Affiliates are appointed for a term determined by the Head of the Academic Department.

j. In case a consensus about an appointment cannot be reached, the Head of the Academic Department or the Coordinator may request that the ExCom to vote on the appointment at its next meeting.

§ 39 In exceptional cases where the position does not fall under one of the structural bodies stated in the Legal Framework, the ExCom can appoint Coordinators by majority vote.

§ 40 Any new position within the Global Board must be announced in a written form to the ExCom without unreasonable delay. Three members of the ExCom can jointly stop the creation of a position or appointment of a new person to a board when they show reasonable doubt. A vote on the respective position will then be held in the ExCom within one week after the objection. The Decision of the ExCom is final and without appeal.

11. IAPSS Regional Structure

§ 41 IAPSS has six regional chapters with their own regional boards as stated in § 7 and § 8 of these regulations. The regional chapters are:

a. IAPSS Africa;
b. IAPSS Asia;
c. IAPSS Europe;
d. IAPSS Latin America and The Caribbean;
e. IAPSS Oceania;
f. IAPSS USA & Canada.

§ 42 The work within these regional chapters as well as the connection to IAPSS Global and the other bodies of IAPSS is governed by specific regulations.

12. Honorary Members

§ 43 Individuals can be awarded with an honorary member status by the General Assembly.

§ 44 Honorary membership lasts for life unless an honorary member voluntarily revokes their honorary membership or if an honorary membership is revoked by the General Assembly.

§ 45 Honorary members do not have voting rights within IAPSS and cannot run for elected positions unless they purchase an IAPSS membership.

13. Corporate Seal

§ 46 IAPSS may have a corporate seal in the form approved from time to time by the board.

§ 47 If a corporate seal is approved by the board, the secretary of the Corporation shall be the custodian of the corporate seal.

14. Execution of Documents

§ 48 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or

persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

15. Each IAPSS member may occupy only one (1) appointed or elected position in the entire organisation, including but not limited to the ExCom, the Advisory Board, the Student Research Committees, the Journals and the Regional Leadership Committees.

Amended May 2025.

Bylaw 3: Finances

1. General Provisions

§ 1 This regulation governs financial structures, authorities, and processes within the IAPSS.

2. Budget

§ 2 The Financial Director shall set a budget for IAPSS for each financial year in which the expected income and expenses will be presented by type of income and expenditure.

§ 3 The financial year shall run as stipulated in the Statutes of IAPSS.

§ 4 The Financial Director shall strive to make a balanced budget.

§ 5 The budget has to be voted upon by the General Assembly (hereinafter “GA”) before the beginning of the concerned financial year.

§ 6 The core financial areas of the Association are the organizational and technical framework of the Association, its membership structure and the portfolio of the Association as approved by the GA.

§ 7 Amendments to the budget can be proposed by the Executive Committee, the Advisory Board, and all members of the Association in the same way as regular amendments as stipulated in the Rules of Procedure of the General Assembly (Regulation 4).

§ 8 The budget can be amended by the Executive Committee.

§ 9 In case of higher general incomes, the income will be transferred to the saving accounts of the Association unless it is approved by the ExCom for a specific purpose.

3. Rights and Responsibilities of the Advisory Board

§ 10 The Advisory Board may check any incomes and expenses that are realized by the Treasurer or its authorized representatives. The Advisory Board shall be able to at any time inspect and monitor the financial administration, including access to the bank account and transaction history.

§ 11 The Advisory Board is obliged to check the financial administration ahead of the first GA following the end of a financial year and present the results no later than 14 days before the respective GA. Its report shall include a recommendation on acceptance of the report of the Treasurer on the financial administration of the Association.

§ 12 The Financial Director will inform the Advisory Board if it makes unexpected expenses or incomes of over 500 EUR.

4. Reports of the Financial Director on the Financial Administration of IAPSS

§ 13 On behalf of the ExCom, the Treasurer is responsible for filing a copy of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act or a copy of a publication of IAPSS reproducing the information contained in the documents of the Association to the Advisory Board and to all members no later than thirty (30) days ahead each first GA within a new financial year. Instead of sending the documents, IAPSS may send a summary to each member along with a notice informing the member of the procedure for obtaining a copy of the documents themselves free of charge. IAPSS is not required to send the documents or a summary to a member who, in writing, declines to receive such documents.

§ 14 The report on the financial administration of the Association provided by the Financial Director needs to contain a balance of assets and liabilities made during the respective period of reporting.

§ 15 The GA votes upon the acceptance of the report of the Financial Director on the financial administration of the Association. The Advisory Board will examine whether the balance sheet and the financial report submitted to the GA match with the version that they have received from the Financial Director. The Advisory Board may at any time request a report from the Treasurer on the execution of the budget.

§ 16 The Financial Director is responsible for finalizing the financial administration for the duration of their mandate, even if fulfilling these responsibilities runs beyond the length of the mandate. In such case, the Treasurer in the next mandate will ensure the access to the necessary administrative systems and documentation for their predecessor. The Financial Director can be held liable for not fulfilling this obligation at the GA which votes upon the adoption of the report on the financial administration for the respective financial year.

§ 17 In case of refusal of the Financial Director 's report, the latter is required to provide a new report according to the demands of the GA no later than 14 days after the respective GA which has to be voted upon by a new GA without unreasonable delay.

5. Reimbursement

§ 18 Travel, accommodation, and other operational expenses made by the ExCom, the Advisory Board, any assigned volunteers and other bodies of the Association can be reimbursed. Reimbursement must either be stipulated in the specific events or project budget or being voted upon in the ExCom.

§ 19 Any expenses made for any event or project conducted with IAPSS may also be reimbursed. The reimbursement of event or project expenses may just be granted if it falls under the respective budget of the event or project.

§ 20 Without a copy of the respective invoice or proof of payment, there cannot be any reimbursement.

§ 21 Invoices or proofs of payment have to be filed within a month after the transaction with the Treasurer to be eligible for reimbursement.

§ 22 Approved expenses shall be reimbursed within 14 days after the request.

§ 23 In case the purpose for reimbursement has not been realized by the concerned individual, the latter has to refund the total amount.

§ 24 Partnership agreements on specific projects may include additional ways of reimbursements. Those must be specified in project plans or MoU's. Any differing reimbursement agreements must be agreed upon by a positive vote by the ExCom.

6. Budget for Events and Projects

§ 25 For events and projects that IAPSS is conducting by the work of volunteers or other assigned persons a specific budget needs to be set up that governs the expenses of the event or project. This budget shall be developed by the person in charge of implementing the event or project or their deputy.

§ 26 The budget must be approved by the ExCom.

§ 27 After the implementation of an event or project a report must be handed in to the ExCom as well as the Advisory Board. This must happen within thirty (30) days after the event or project has been finished. Unless this report has been submitted, reimbursement of the costs of the event shall not be paid.

§ 28 Any additional expenses that may occur during the event or project or changes to the budget are subject to approval by the Treasurer. If the position of Financial Director is not occupied, a positive vote by the Executive Committee shall suffice.

§ 29 The specific requirements for projects and events conducted with IAPSS are outlined in specific event and projects regulations.

7. Budget for Grants

§ 30 The Association can apply for grants offered by external institutions in accordance with the rules provided by the Statutes. Specific grant regulations may be adopted by the General Assembly.

§ 31 For grants that IAPSS is applying for, a specific budget needs to be set up that is governing how the grant is used within the organisation. This budget shall be developed by the person in charge of applying for the grant.

§ 32 The budget must be approved by the ExCom.

8. Incurring Liabilities

§ 33 Only the Financial Director, the President and the Secretary-General of the Association are authorized to enter financial obligations in the name of the Association.

9. Financial Year

§ 34 The financial year end of IAPSS shall be May 31st in each year.

10. Banking Arrangements

§ 35 The banking business of IAPSS shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of IAPSS and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

11. Borrowing Powers

§ 36 If authorized by a bylaw which is duly adopted by the directors and confirmed by ordinary resolution of the members, the directors of IAPSS may from time to time:

a. borrow money on the credit of IAPSS;

b. issue, reissue, sell, pledge or hypothecate debt obligations of IAPSS; and

c. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of IAPSS, owned or subsequently acquired, to secure any debt obligation of the corporation.

§ 37 Any such bylaw may provide for the delegation of such powers by the directors to such officers or directors of IAPSS to such extent and in such manner as may be set out in the bylaw.

§ 38 Nothing herein limits or restricts the borrowing of money by IAPSS on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of IAPSS.

12. Final Remarks

§ 394 The IAPSS Financial Regulations can only be changed by the GA. In cases where the Financial Regulations do not provide, the IAPSS ExCom will make a decision and deliver a reasonable justification or offer a solution and bring this issue forward at the next General Assembly to vote on improvements.

Adopted May 2024.

Bylaw 4: Global Board Rules of Procedure

1. Purpose

§ 1 The ExCom and the IAPSS Board, composed of the ExCom members and Coordinators, are responsible for deliberating and deciding in accordance with principles of democracy, respect towards the legal framework of the Association, and transparency and accountability.

§ 2 The ExCom is the board of directors of IAPSS.

§ 3 The number of directors shall never be lower than the number of three (3) or greater than the number of fifteen (15).

2. Online ExCom meetings

§ 4 Schedule and convening of the meetings

a. ExCom meetings are convened and led by the President or, in the absence of the President, a member of the ExCom chosen by the ExCom as outlined in Regulation 1.

b. The general periodicity of the meetings shall be agreed upon at the first meeting of the ExCom that shall be convened by the elected President within the first ten days after the new mandate starts and with a clear indication of the technical aspects of the realization of the meeting. The agreement shall ensure the possibility of all ExCom members to participate at the meetings.

c. Each meeting shall be announced by the President at least four (4) days before the date of the respective meeting via the medium(s) that all ExCom members agree to in the beginning of the mandate. If the announcement is not made by the President, the ExCom member selected to fill in for the President as outlined in Regulation 1 shall make that announcement no more than three days before the date of the respective meeting.

d. Each ExCom member has the right to put forward agenda points until two (2) days before the respective meeting. The proposal for an agenda point should include an explanation of what shall be discussed and/or decided.

e. Each ExCom member is obliged to send updates for his/her portfolio at least two days before the ExCom meeting. The updates shall be written in a format that can be directly included into the minutes and shall generally not be repeated during the oral discussions except if there have been new developments after the updates had been sent.

f. The President shall finalize the draft agenda and make it available to ExCom members at least one (1) day before the respective meeting.

§ 5 Participation at the meetings

a. ExCom members shall participate in the meeting. Absence shall be announced and justified to the convener of the meeting at the earliest possible time. Except clearly justified reasons.

b. For a quorate ExCom meeting, the majority of all ExCom members shall be present.

c. The first point of each meeting shall contain a decision on the agenda of the meeting. If at the beginning of the meeting, the meeting is not quorate, the present ExCom members shall proceed on the discussion with the agenda points that do not need decisions. Any decisions shall be adjourned until the meeting is quorate or to a later meeting or an online vote.

§ 6 Discussion at the meetings

a. The discussion at the meetings shall be goal-oriented, focused on a specific outcome either towards a decision or a clear picture to be obtained about an issue.

b. The convener of the meeting acts as the moderator of the discussion and gives permission to the members to speak in the order they indicate their interest.

c.ExCom members are responsible for having suitable and functioning technical equipment for the online meetings. The disadvantages in communication posed by technical problems of one or more ExCom members do not justify the postponement of the whole discussion and cannot be considered to unjustifiably limit the right to communicate positions.

§ 7 Voting at the meetings

a. For a proposal to pass, the majority of all ExCom members shall vote in favor unless there are additional requirements outlined elsewhere in the Legal Framework.

b. Voting shall only be announced by the ExCom member acting as convener of the meeting.

c. An individual or collective explanation of the vote may be included in the minutes upon request of one or more ExCom members.

§ 8 Participation of other groups at meetings

a. The Board shall be notified at least five days before an ExCom meeting that such a meeting will take place.

b. The Board jointly has the right to participate at the ExCom meeting unless the ExCom decides to make a point on the agenda confidential. Advisory Board members cannot be excluded from ExCom meetings for reasons of confidentiality.

c. Regional Chairs, Project Executives, and regional team members can join the ExCom meeting unless decided differently by the ExCom.

§ 9 Minutes and monthly updates from the President to the Board

a. The Secretary General takes the minutes, with the exception of justified reasons. In the absence of the Secretary General, the Secretary General will choose a proxy for this matter.

b. Up to four (4) days after the ExCom meeting the minute-taker sends a link to the ExCom to an online document with the draft minutes for comments and suggestions. ExCom members shall have editing access to this document.

c. Up to two (2) days before the following ExCom meeting, the ExCom members have time to make edits and suggestions.

d. At the following ExCom meeting, the ExCom must vote to approve the minutes from the previous ExCom meeting. If the minutes are not approved, they must be revised and voted on again at the next ExCom meeting.

e. Up to two (2) days after the minutes from an ExCom meeting have been approved, the minute-taker finalizes the minutes based on the edits, prepares a pdf and uploads it to the IAPSS Google Drive folder with the standardized title from where it is accessible to the whole Board and the Advisory Board.

f. The President may extend each deadline for the finalization and distribution of the minutes only in exceptional and justified circumstances upon request of the minute-taker or another ExCom member(s).

3. Online discussions and voting during the ExCom meetings

§ 10 Initiating online discussions

a. Each ExCom member may initiate an online discussion. The discussion shall contain clear points to be discussed in the form of questions or proposals, and a clear period of a minimum of two (2) days for accepting contributions to the discussions. In justified cases, exceptions to this period may then be granted by the convener of the discussion. The initiator shall within a reasonable timeframe after the discussion closes summarize the outcomes of the discussion.

§ 11 Online voting

a. Each ExCom member may initiate an online vote. The voting shall unfold on a clear motion with a clear timeline marked by the beginning and end time of the voting. Votes are only valid if made available to all ExCom members by the voting ExCom members.

b. The required majority for a proposal to pass is the same as the majority required for voting during online meetings.

c. An individual or collective explanation of the vote may be included in the minutes of the ExCom meeting immediately after the respective online voting, upon request of one or more ExCom members.

d. Outcomes of online votes must be included in meeting minutes as consent agenda items.

4. ExCom in-person meetings

§ 12 Schedule and convening of the ExCom in-person meetings

a. The purpose of the ExCom in-person meetings is to ensure effective teamwork between the ExCom members and to realize in-depth outcome-oriented discussions on the strategic planning of the activities of the Association.

b. An ExCom in-person meeting can only be initiated by the President maximum once during one mandate. In cases of extraordinary need and if it is financially sustainable, additional in-person meetings may be initiated by the President during the same mandate upon a majority vote of two thirds (2/3) of the ExCom at least thirty (30) days before the beginning of the in-person meeting.

c. The dates, location (city and venue of the meetings) and reimbursement rules require a positive vote of the ExCom for the in-person meeting to be realized. The dates shall be voted upon at least thirty (30) days before the beginning of the in-person meeting.

d. The possibility of online presence at the ExCom in-person meeting depends on the technical and logistical circumstances of the particular meeting place and is determined individually for each in-person meeting together with the announcement of the agenda.

e. Reimbursements for the ExCom in-person meeting shall be made in accordance with Regulation 2, taking into account the financial situation of the Association.

§ 13 Special procedures for the ExCom in-person meetings

a. The drafting of the agenda for the in-person meeting shall be a participatory process involving all ExCom members. The drafting is coordinated by the President and shall be finalized latest five (5) days before the in-person meeting.

b. In case the Secretary General is not available for the whole or part of the in-person meeting to take the minutes, several ExCom members may share this responsibility in a fair manner. All deadlines stipulated for the minutes from regular online ExCom meetings are multiplied by three (3) for the minutes from the in-person meeting.

c. In order to be eligible for reimbursements, the ExCom members must participate at least at 90 per cent of the overall duration of the program of the in-person meeting, with the calculation being based on the approved agenda. Upon exceptional circumstances, this requirement can be lifted if the ExCom member provides a special contribution to the ExCom in-person meeting in writing or in another suitable format.

d. Other aspects of the in-person meeting are governed by the respective provisions applicable for online meetings.

5. Board meetings and departmental meetings

§ 14 Schedule and convening of the Board meetings

a. The purpose of the Board meeting is to provide an informed picture about the status quo of the Association to the Board, to strengthen the ties between ExCom members, Coordinators and the Advisory Board representatives and to discuss the strategic issues related to the Association. It is not expected to take binding decisions at the Board meeting. If there is voting, the votes of the Coordinators and of the Advisory Board are advisory.

b. A Board meeting can take place at a maximum of two times per mandate, normally before, during or after an IAPSS conference located at a continent where the majority of Board members reside. It may only be initiated by the President and its realization, date and reimbursement limits (considering the financial situation of the Association) need to be approved by the ExCom. The dates shall be voted upon latest three months in advance and subsequently announced to the Board.

c. The possibility of online presence at the Board meeting depends on the technical and logistical circumstances of the particular meeting place and is determined individually for each Board meeting together with the announcement of the agenda.

d. Reimbursements for the Board meeting shall be made in accordance with Regulation 2, taking into account the financial situation of the Association. Upon exceptional circumstances, reimbursements can be granted to a non-Board member replacing a Coordinator in their absence from the Board meeting.

e. Advisory Board members are also invited. From the Advisory Board, reimbursements up to the limit placed for one Coordinator can be granted.

§ 15 Special procedures for the Board meetings

a. The drafting of the agenda for the Board meetings shall be a participatory process involving all ExCom members and Coordinators as well as the Advisory Board representatives. The

drafting is coordinated by the President and shall be finalized latest five (5) days before the Board meeting.

b. In case the Secretary General is not available for whole or part of the Board meeting to take the minutes, several Board members may share this responsibility in a fair manner. All deadlines stipulated for the minutes from regular online ExCom meetings are multiplied by three (3) for the minutes from the Board meeting.

c. In order to be eligible for reimbursements, the Board members must participate in at least 90 percent of the overall duration of the program of the Board meeting, with the calculation being based on the draft agenda. Upon exceptional circumstances, this requirement can be lifted if the Board member provides a special contribution to the Board meeting in writing or in another suitable format.

d. Other aspects of the Board meetings are governed by the respective provisions applicable for online meetings.

§ 16 Departmental meetings

a. Before or after each Board meeting, departmental meetings shall generally take place.

b. Departmental meetings shall take place regularly during the mandate in an online form as well. Each department may agree on the periodicity of these meetings, which shall generally not be lower than once per four (4) weeks.

c. The organization of the departmental meetings is the responsibility of the ExCom members in the positions of Heads of Departments.

d. The ExCom shall be updated about the results of the departmental meetings in the updates of ExCom members before the regular online meetings.

e. Departmental meetings are to a reasonable extent governed by the respective provisions applicable for online ExCom meetings, but with the Head of the Department serving as the meeting convenor and chair while their deputy takes minutes.

6. Appointment of Officers

§ 17 The Board of Directors may appoint officers to carry out specific roles for specific lengths of time, or may designate specific roles to be classified as officers.

7. Final provisions

§ 18 Liability

Failure to observe these Rules of Procedure may constitute grounds for causing harm to the Association.

§ 19 Interpretation

Where these Rules of Procedure do not provide, the ExCom decide.

Adopted May 2021.

Bylaw 5: General Assembly Rules of Procedure

1. General Provisions

§ 1. These Rules of Procedure aim to let the General Assembly proceed in accordance with the principles of democracy and sound administration.

2. General Assembly

§ 2. Voting at each General Assembly is to be held online, through a secure online discussion and voting platform, for which the Executive Committee is responsible. The General Assembly may be held online or simultaneously online and in-person at the discretion of the board of directors, and voting begins after the in-person discussion is finished. Casting a vote during the in-person GA through a secret ballot must always be granted upon request.

§ 3. If IAPSS chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that IAPSS has made available for that purpose.

§ 4. If the directors or members of IAPSS call a meeting of members pursuant to the Act, those directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

§ 5. Each Association year there will be at least one General Assembly, held at the World Congress of the Association no later than May.

§ 6. The date of the General Assembly is decided by the Board of Directors.

§ 7. Written resolutions, proposals and discussion papers should be sent at least seven (7) days prior to the General Assembly to the Executive Committee and published by the Executive Committee to all members at least five (5) days prior to the General Assembly. Proposals by the Executive Committee should be published at least seven (7) days prior to the General Assembly.

§ 8. The cost of submitting written resolutions, proposals, and discussion papers to the General Assembly shall be free.

§ 9. Each General Assembly shall be conducted in accordance with Robert's Rules of Order, Newly Revised. In instances where the Legal Framework conflicts with Robert's Rules of Order, Newly Revised, the IAPSS Legal Framework shall take precedence.

§ 10. IAPSS shall operate with the following exceptions to *Robert's Rules of Order, Newly Revised*:

a. The General Assembly chairperson shall be able to move, second, and vote on motions, provided that they have an active IAPSS membership.

b. Motions that pertain to personal issues shall be automatically ruled out of order by the General Assembly Chair or, if a General Assembly Chair has not been selected, by the Secretary-General.

§ 11. Members, non-members, directors and the public accountant of IAPSS are entitled to be present at a meeting of members. However, only those members entitled to vote at the members' meeting according to the provisions of the Act, articles and bylaws are entitled to cast a vote at the meeting.

3. Board of the General Assembly

§ 12. The board of the General Assembly presides over the General Assembly and it bears the responsibility to ensure the General Assembly proceeds in an orderly fashion in accordance with the principle of sound administration.

§ 13. The board of the General Assembly consists at least of one (1) Executive Committee member, preferably the Secretary-General.

§ 14. The remit of the board of the General Assembly consists of:
a. Presiding over the General Assembly;
b. Taking the minutes of the General Assembly;
c. Archiving all documents of the General Assembly;

§ 15. The members of the board of the General Assembly appoint a chairperson among themselves. The chairperson presides over the General Assembly.

§ 16. The board of the General Assembly mutually decides on the remit of every member of the board of the General Assembly.

§ 17. The board of the General Assembly may at any time confer one or more of its tasks and obligations as mentioned in Regulation 4, section 3 to other members of the Association. Those who thus exercise these tasks and obligations, act under the responsibility of the board of the General Assembly.

§ 18. The term of the board of the General Assembly lasts from the start of the General Assembly until the end of the same General Assembly.

4. Articles of the General Assembly

§ 19. The Executive Committee proposes an agenda and sends the agenda along with all concerning documents, unless said documents have other notice requirements specified in this document, and the call for the General Assembly at least thirty (30) days prior to the General Assembly.

§ 20. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of IAPSS to change the manner of giving notice to members entitled to vote at a meeting of members.

§ 21. All members and bodies of the Association may propose items to put on the agenda to the Executive Committee until no later than one week before the day of the beginning of the discussions in the General Assembly. Should the Executive Committee decide not to place a proposed item on the agenda, it shall forthwith inform the member of its decision in writing.

§ 22. If the in-person discussion at the General Assembly results in any announcements, these shall be communicated through the online platform at the earliest time possible.

§ 23. The results of the online voting at each General Assembly are announced by the board of the General Assembly to all members within 48 hours from the closing of the voting period.

§ 24. Each member has access to the online discussion and voting platform through her personal login credentials and password.

6. Discussion

§ 25. The discussion at the General Assembly unfolds at the in-person General Assembly venue with options to join through the secure online platform. For each agenda point, there is a separate discussion channel opened. Authors of the comments are identified through their name or username in the online system.

§ 26. Each online discussion platform at the General Assembly shall contain a separate section allowing to submit new agenda points by IAPSS members. The placement of the agenda point on the agenda proceeds as stipulated in Article 5 paragraph 2.

§ 27. At the in-person discussion at the General Assembly, in-person as well as online participating members:

a. May ask a question to whoever holds the floor during the debate, after their presentation is finished, and reply to the answer that is provided to this question;

7. Voting

§ 28. Voting takes place through a secure online platform or at the location of the in-person General Assembly upon request.

§ 29. The standard period of voting is 72 hours for final votes on Legal Framework amendments and elections. The voting platform as well as the in-person balloting is administered by the board of the General Assembly which can ask for necessary technical assistance~~,~~ providing that all personal data shall remain protected. Voting periods for amendments to amendments, procedural motions, and all other motions shall take place during the General Assembly and last for a suitable time to allow all members present at a general assembly to vote as determined by the General Assembly Chair.

§ 30. All voting for elections shall be by secret ballot.

§ 31. Each individual member of IAPSS has one (1) vote at the General Assembly.

§ 32. Pursuant to section 171(1) (Absentee Voting) of the Act, a member entitled to vote at a meeting of members may vote by means of a telephonic, electronic or other communication facility if IAPSS has a system that:

a. enables the votes to be gathered in a manner that permits their subsequent verification, and

b. permits the tallied votes to be presented to the Corporation without it being possible for IAPSS to identify how each member voted.

§ 33. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of IAPSS to change this method of voting by members not in attendance at a meeting of members.

8. General Assembly Minutes

§ 34. Minutes taken at a General Assembly must be posted online no later than thirty (30) days after the General Assembly has taken place in a way that is accessible to members and shall be kept online indefinitely.

§ 35. The Secretary General shall ensure that a copy of the minutes of each General Assembly is archived internally.

9. Quorum

§ 36. There shall be no quorum requirement for a General Assembly.

10. Members Calling a Members' Meeting

§ 37. The board of directors shall call a special meeting of members in accordance with Section 167 of the Act, on written requisition of members carrying not less than 1% of the voting rights. If the directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.

11. Elections

§ 38. The General Assembly elects the Executive Committee, Advisory Board, and other positions as outlined in these Bylaws according to the rules outlined in these Bylaws.

§ 39. Candidates must self-nominate themselves by submitting a CV and platform statement at least seven (7) days before the General Assembly where the election will take place to the Secretary General.

§ 40. Candidates may run for no more than two positions in a single election or by-election.

§ 41. Candidates who run for two positions in a single election or by-election and are elected to both must choose which one they want to occupy no later than two (2) weeks following the close of voting, else it will be understood that they do not wish to occupy either position.

Adopted May 2021. Amended May 2022.

Bylaw 6: Regions

1. General Provisions

§ 1 This regulation governs the regional affairs of the International Association for Political Science Students.

§ 2 These regulations are complemented by the Rules of Procedures and guiding documents of each regional board that must be in compliance with the Legal Framework.

2. The Regional Structure

§ 3 The regional structure of IAPSS consists of six chapters based on Regulation 1, section 12. These are:

a. IAPSS Africa;
b. IAPSS Asia;
c. IAPSS Europe;
d. IAPSS Latin America and The Caribbean;
e. IAPSS Oceania;
f. IAPSS USA & Canada.
g. IAPSS Middle East and North Africa Regional Committee.

§ 4 Each of the chapters named in Regulation 5, section 3 are governed by a regional board.

3. The Regional Leadership Committee (RLC)

§ 5 The Regional Leadership Committee of each Regional Chapter is established by these regulations.

§ 6 The Regional Leadership Committees have the following names:

a. IAPSS Africa Regional Committee;
b. IAPSS Asia Regional Committee;
c. IAPSS Europe Regional Committee;
d. IAPSS Latin America and The Caribbean Regional Committee;
e. IAPSS Oceania Regional Committee;
f. IAPSS USA & Canada Regional Committee;
g. IAPSS Middle East & North Africa Regional Committee.

§ 7 The RLCs are accountable to the IAPSS General Assembly and the IAPSS Executive Committee.

§ 8 The RLCs consist of at least these six members:

a. The Regional Chair of the respective region;
b. The Regional Deputy Chair of the respective region;
c. The Regional Project and Events Coordinator of the respective region;
d. The Regional Outreach Coordinator,
e. The Regional Liaison Coordinator
f. The Regional Media Coordinator

§ 9 The Regional Chair of each respective region is elected by vote during the General Assembly held at the end of each association year by the members from the IAPSS Region each Regional Chair represents, respectively. If there are less than five (5) members present from an IAPSS Region at a general assembly where there is an election for their Regional Chair, the entire general assembly shall also vote for said Regional Chair.

§ 10 The other positions within the RLCs are appointed by the Regional Chair of the respective region. An appointment by a Regional Chair can be overruled and/or discharged by a majority vote of the ExCom.

§11 All RLC members must reside in the Region which they represent.

In the event that there is no Chair, the Executive Committee will step in to appoint a Regional Chair and members of the RLC.

4. Mandate

§ 12 The regions' responsibility and mandate involves the following fields:

a. Creating and building a political science student network in the respective region in accordance with the proclaimed values and mission of the association;

b. Offering programs of any kind that provide IAPSS members' professional learning experiences and access to a professional junior community in their respective region;

c. Embedding and linking the association into regional, national, and local networks of political science students.

§ 13 The Regional Chair of each region is in-charge of:

a. Leading the regional committee and overseeing the work of each coordinator;

b. Developing and implementing a regional outreach strategy inline with the vision of IAPSS Global;

c. Serving as a connection between IAPSS Global and their IAPSS Regional Chapter;

d. Managing the Regional Chapter’s finances

§ 14 The Regional Deputy Chair assumes the position of the Regional Chair in the case of the latter’s resignation or departure. In cases where there is no deputy, one of the members of the RLC may step up. If no one does so, the Vice President for Regional Affairs should open a Call for Applications to fill that position within three (3) weeks after the announcement of the termination or resignation and appoint a suitable replacement to serve in the interim until the next general assembly.

§ 15 The Regional Project and Events Coordinator of each Regional Chapter is in charge of all the projects of the region from drafting the project proposals to their implementation.

§ 16 The Regional Outreach Coordinator of each Regional Chapter is in charge of seeking grant and funding opportunities which are bound to a region and assisting their respective Chairs in enlarging their Regional Chapter’s network of possible partners

§ 17 The Regional Liaison Coordinator of each Regional Chapter is in charge of creating partnerships within the region such as leading the process of registering IAPSS as a member organisation of local youth forums and other student advocacy platforms.

§ 18 The Regional Media Coordinator of each Regional Chapter is in charge of maintaining the region’s presence in the region. This includes finding initiatives to promote the Regional Chapter through various media including but not limited to online social media initiatives such as posts, podcasts, blogs, or vlogs projects.

§ 19 The RLCs make their decisions by a simple majority vote.

§ 20 The RLCs must meet at least once a month. The outcome of the meeting must be covered by minutes taken by one of the members of the respective RLCs.

§ 21 In the case of a termination mid-mandate or resignation of a member of the RLC of a region the respective Regional Committee should open a Call for Applications to fill that position within three (3) weeks after the announcement of the termination or resignation. If the position is not filled within three (3) weeks after the announcement, the respective Regional Chair may appoint a suitable replacement.

§ 22 The mandate of each RLC member shall be one (1) year.

5. Relation to IAPSS Global

§ 23 The respective Regional Chapter is independent in their work unless otherwise stated in the legal framework.

§ 24 The Regional Chapters can only enter into agreements with other organizations if they achieve the stage of incorporation. Unincorporated Regional Chapters must obtain approval from the IAPSS Executive Committee before entering into agreements and IAPSS Legal Representatives must sign for any such agreements. This clause may be overruled if the IAPSS Executive Committee deems that it is of ultimate necessity that the Regional Chapter enter into an agreement and/or sign for an agreement, in which case the Executive Committee shall approve the way forward in the context of the situation.

6. Reporting Structure

§ 25 The Regional Chapters are accountable to the IAPSS General Assembly and the Executive Committee.

§ 26 Two (2) weeks before the last General Assembly of the ongoing association year each Regional Chapter must send a report to the Executive Committee which must be published by the Executive Committee before the General Assembly along with other agenda material as outlined in the Legal Framework. Each report must contain:

a. All events organised by IAPSS in the region;
b. All projects conducted by IAPSS in the region;
c. All partners of IAPSS in the region;
d. Efforts regarding fundraising in the Regional Chapter.

7. Council of Regions

§ 27 The Council of Regions (hereinafter “CoR”) shall be a forum for Regional Chapters to coordinate activities and set the regionalization strategy.

§ 28 The CoR consists of all six (6) Regional Chairs and the President.

§ 29 The CoR shall meet at least once a month.

§ 30 The CoR decides with simple majority vote of all Regional Chairs.

§ 31 The CoR shall hold focused strategy meetings with Regional Chairs at least twice a mandate to discuss:

a. Public Relations strategy;
b. Events strategy;
c. Projects and Academics strategy;
d. Fundraising strategy;
e. International Cooperation strategy

§ 32 It is strongly encouraged that other RLC members attend the focused strategy meetings as well.

8. RLC Team Member Dismissal

§ 33 The Regional Chair may dismiss another RLC member.

§ 34 If an RLC member feels that they have been wrongfully dismissed, they may appeal in writing to the Executive Committee, which shall prompt the Executive Committee to vote on whether to overrule the dismissal at the next Executive Committee meeting.

§ 35 A majority vote of the Executive Committee is required to overrule a dismissal.

9. Regional Autonomy and Discretionary Powers

§ 36 The Regional Chair, may increase or lower the price of membership offered to those within its region. In the absence of a Regional Chair (unelected or unresponsive via official IAPSS Communication Channels (IAPSS Email, IAPSS Slack) for more than 30 days, the Executive Committee will contact simultaneously all other appointed Committee Members. In the absence of all other Committee Members (unelected or unresponsive via official IAPSS Communication Channels (IAPSS Email, IAPSS Slack) for more than 15 days, the Executive Committee can decide with a simple majority vote.

In accordance with the Articles of Association, any such prices must be constrained to those which were approved by the General Assembly at the annual meeting. As such the following must be observed:

a. The prices which may be utilized are limited to the following:
i. $ 19 SD
ii. $ 16 USD
iii. $ 11 USD
iv. $ 5.50 USD
v. $ 3.50 USD
vi. $ 1 USD
vii. $ 0 USD

b. The ExCom reserves the right to disallow any such changes upon a majority vote.

c. Alterations must be made in relation to a specific number of individuals, and a region cannot put in place an alteration open to an unlimited number of individuals. The specific number of altered price memberships must be known, recorded, and approved in advance.

d. Facilitation of membership need not be completed online, and the Regional Chapter may elect to collect membership details locally, subsequently sending these details to the Vice President for Regional Affairs whereby they would be directly entered into the IAPSS system as members.

e. Payment need not be completed online, and the Regional Chapter may elect to collect payment itself, subsequently transferring all owed money to the central IAPSS bank account.

f. An RLC may not provide any membership discounts to current team members, or any who have held a role in the prior mandate.

§ 37 The Regional Chapter may elect to form partnerships with regional organisations at their discretion, contingent to the below subclauses. Partnerships may include joint events and the transfer of funding.

a. Unincorporated Regional Chapters must obtain approval from the IAPSS Executive Committee before entering into agreements and IAPSS Legal Representatives must sign for any such agreements.

i. This sub clause may be overruled if the IAPSS Executive Committee deems that it is of ultimate necessity that the Regional Chapter enter into an agreement and/or sign for an agreement, in which case the Executive Committee shall approve the way forward in the context of the situation.

b. Provided that the Regional Chapter is well-established in their region, and is registered as incorporated regionally, they may enter into legal contracts at the discretion of the Regional Chair.

c. The ExCom may, upon a majority vote, at any time request that a relationship between an RLC and an organisation be dissolved, excluding in situations whereby this would result in the breaking of a legal contract or obligation. Should such a contract exist, the RLC must take all reasonable measures to remove itself from the partnership at the earliest opportunity.

d. In accordance with Regulation 5, a Regional Chapter may choose to offer a discounted membership rate to all individual members of a specific organisation, paid in bulk by that organisation's leadership team. All willing members of that organisation would become full IAPSS members, equivalent to all other members internationally.

§ 38 The RLC may establish itself as an incorporated association provided that approval has been provided by IAPSS Global. Any necessary funds shall be provided by the ExCom, unless the RLC elects to utilize any existing funds they possess.

a. Any additional requirements/registrations which need to be completed prior to incorporation should only be initiated following approval for incorporation by the IAPSS Global. These also should be financed by IAPSS Global unless otherwise decided by the RLC.

§ 39 The RLC may create a local bank account for its own purposes, provided that approval has been provided by the ExCom.

a. When possible the IAPSS Treasurer must act as a registered signatory of the account, when not possible the RLC must provide any requested financial information to the Treasurer at the earliest opportunity.

b. Management and maintenance of regional bank accounts shall be the primary responsibility of the relevant Regional Chair, with all payments and transfers requiring direct authorisation.

c. Should a relevant position holder vacate their role within IAPSS, all necessary changes to bank account signatories must occur within one month.

§ 40 A Regional Chapter is entitled to half of all membership fees which arise from memberships within their region within the previous financial year. This shall be contingent upon a formal request for funds put forth by the Regional Chair to the Executive Committee.

a. The transfer of funds to the Regional Chapter must not take place until a bank account has been established to the satisfaction of the IAPSS Financial Director.

b. If a Regional Chapter bank account is not available, funds must be spent according to the priorities of the Regional Chapter, after approval of the IAPSS ExCom, as per the IAPSS By-laws.

§ 41 Regional Chapters must, wherever possible, conduct such business as incorporation and bank account creation within a single country within their region. Establishment of multiple bank accounts must be approved by a majority vote within the ExCom.

Adopted May 2021. Amended May 2025.

Bylaw 7: Code of Conduct

Preamble

The International Association for Political Science Students recognizes its central value to be respect for oneself and others. IAPSS promotes inside and outside its community a culture based on respect, dignity, and fairness to ensure full access and participation of all members, reflecting the self-evident right of everyone to be heard.

For these reasons IAPSS is committed to remove from its structure all the obstacles that may jeopardize full participation and may endanger or bring damage to the respect and dignity that is due to every person who volunteers or works in the organization, with particular reference to discrimination, sexual or emotional harassment, humiliation, prejudice, segregation, stereotyping, or violence.

Wishing to (1) promote and encourage full participation, equal opportunities and mutual respect between any individual participating in any online or offline IAPSS activity, as well as to (2) ensure that external representatives of the community do always comply with the ethical standards that reflect the basic values of IAPSS, we recognize the Code of Conduct as an integral component of IAPSS' legal and ethical framework.

1. Inspiration

§ 1. The overarching values in which this Code of Conduct is operating are enshrined in the Universal Declaration of Human Rights.

2. Aims and objectives of the Code of Conduct

§ 2 The main aim of this Code of Conduct is to ensure a safe, inclusive and conducive environment based on the values of equality and mutual respect, as well as to promote the mutual respect and encourage full and democratic participation in all the bodies and events of IAPSS, and to take a stand against discrimination~~,~~ and violence in the within the organization, educational institutions, and our societies in general terms. This Code does not preclude the organisation of meetings that are open only to members of specific discriminated groups in order to tackle the discrimination they face.

3. Persons to whom this Code applies

§ 3 This Code applies to any individual participating in any offline or online activity of IAPSS or representing IAPSS externally.

4. Repeal of discriminations and violence

§ 4. The International Association for Political Science Students, advocating for fruitful cooperation among students from all around the world, rejects and condemns any kind of violence and discrimination on the basis of:

a. Age;
b. Being pregnant or having a child;
c. Marital status;
d. Disabilities or impairments of any kind;
e. Education and socio-economic background;
f. Gender including sex, sexual orientation, gender identity or gender expression;
g. Organisational backgrounds;
h. Physical appearance;
i. Belonging to a political party or a union;
j. Race including colour, nationality, citizenship, or ethnic or national origin;
k. Religion, belief, faith, or non-belief.

5. Behaviours

§ 5. IAPSS requires that the behaviour of any individual participating in any offline or online activity of IAPSS or representing IAPSS externally must be coherent with the values aforementioned and promote inside the community an inclusive atmosphere and an accessible environment while enforcing non-violent communication and balanced facilitation. For the same reasons, IAPSS takes a zero tolerance approach to any kind of discrimination and violence including but not limited to bullying, degradation, harassment, verbal, non-verbal, and physical or non-physical humiliation and intimidation.

§ 6. No candidate with a proven history of academic cheating, plagiarism, and copyright infringement may run for any elected position in IAPSS. Elected candidates who are proven to violate this rule will be dismissed.

6. Point of Contact

§ 7. For every event except for the World Congress, including Board Meetings and the General Assembly, the coordinator or conductor is the point of contact (PoC) to provide the general information and to follow the procedures as explained in sections 6-12.

§ 8. During a World Congress, including Board Meetings and the General Assembly, the three members of the Diversity and Human Resources Committee are the points of contact (PoC) to provide the general information and to follow the procedures as explained in Articles 6-12. The Diversity and Human Resources Committee acts as an internal mediation group and consists of persons that can be approached for any complaints to manage them.

§ 9. Any complaint or alleged issue regarding online or offline activity can be addressed anonymously or not via an online form. The Diversity and Human Resources Committee monitors these and initiates the required procedures.

7. Misconduct in a meeting

§ 10. In the case of witnessing or having received a report of any written, non-verbal or verbal violent or discriminatory behaviour, conduct or discourse, the chair or facilitator of the meeting is required, on their best judgment, in successive order and depending on the severity of the action to:

a. Remind participants of their obligation to act in accordance with the Code of Conduct;
b. Engage in a one to one chat with the offender to make sure that there is an understanding of the reason of the inappropriate action;
c. Engage with the offender to explain and ask for an apology and/or retraction of the action;
d. Suspend the session and/or ask the offender to leave for the remainder of the meeting or event;
e. In case the chair or facilitator was also the person receiving the original complaint, the decision should when possible not be taken alone and forwarded to the Diversity and Human Resources Committee.

8. Violent or discriminatory behaviour

§ 11. In the case of violent or discriminatory behaviour, conduct or discourse that is physical in nature, the chair or facilitator of the meeting is required to:

a. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in discrete locations;

b. Contact the police and/or other authorities if necessary and possible according to the laws of the country where the meeting takes place.

9. Scope

§ 12. Sections 6, 7 and 8 apply to both formal and informal settings. A formal setting is any part of the working programme of an event. Informal settings include any moment surrounding the working programme, including but not limited to social events and online communications.

10. Mediation in case of a violation of the Code of Conduct affecting any group present

§ 13. If the code of conduct has been violated with respect to a group that is present, the procedure as described in Articles 6, 7 and 8 shall be applied. Any of the present members of the group shall have the right to demand an excuse and/or a mediation procedure as described above. The offended group also has the right to nominate one of its members to exclusively represent its interests in the mediation process.

11. Mediation in case of a violation of the code of conduct affecting any group not present

§ 14. If the code of conduct has been violated with respect to a group that is neither present nor has a representative nor a member of its own in the meeting during which the incident occurred, any member of the meeting can bring the incident to the point of contact who follows the process described in Articles 6, 7 and 8.

12. Privacy

§ 15. In order to protect the privacy of the concerned persons, all mediators and other persons involved in a mediation process are bound to silence, except if any legal procedure requires it or for the safety of the individual, and discretion about any facts they come to know during the mediation process. The point of contact shall not disclose the identities of the parties concerned without prior consent.

13. Legal steps

§ 16. The above named regulation and mediation measures do not interfere with the harmed person’s or group’s legal rights to bring legal action against the offender.

Adopted May 2021. Amended May 2025.

Bylaw 8: Membership

Preamble

IAPSS Association Membership guarantees that all individual members of a democratic student association are a part of the IAPSS community as individual IAPSS members and have full voting rights within IAPSS, as well as the benefits offered to IAPSS individual members. However, membership rights can be overruled by the enactment of the suspension and/or expulsion procedures in the IAPSS Statutes and any other similar procedures that affect membership elsewhere in the IAPSS Legal Framework.

1. Definitions and Parameters

§ 1 Subject to the articles, there shall be two classes of members in the Corporation, namely, Class A members and Class B members. The board of directors of the Corporation may, by resolution, approve the admission of the members of the Corporation. Members may also be admitted in such other manner as may be prescribed by the board by resolution. The following conditions of membership shall apply:

a. Class A Members

i. Class A voting membership shall be available only to individuals who have applied and have been accepted for Class A voting membership in the Corporation.

ii. Class A voting membership shall be available to individuals who at the of registration with the association are political science students or students of a related field or individuals interested in political science, and who are active in focus areas that are in line with the objectives of the association and who are willing to work on the activities of the association.

iii. The term of membership of a Class A voting member shall be annual, subject to renewal in accordance with the policies of the Corporation.

iv. As set out in the articles, each Class A voting member is entitled to receive notice of, attend and vote at all meetings of members and each such Class A voting member shall be entitled to one (1) vote at such meetings.

b. Class B Members

i. Class B non-voting membership shall be available only to individuals who have applied and have been accepted for Class B non-voting membership in the Corporation.

ii. The term of membership of a Class B non-voting member shall be annual, subject to renewal in accordance with the policies of IAPSS.

iii. Subject to the Act and the articles, a Class B non-voting member shall not be entitled to receive notice of, attend or vote at meetings of the members of IAPSS.

c. Class C Members

i. Class C non-voting membership shall be available only to individuals who have been voted as such by the General Assembly.

ii. The term of membership of a Class C non-voting member shall be for life, unless the Class C non-voting member or a majority vote of the General Assembly decide otherwise.

iii. Subject to the Act and the articles, a Class C non-voting member shall not be entitled to receive notice of, attend or vote at meetings of members of IAPSS.

d. Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

§ 2 Association Membership within IAPSS shall be defined as a democratic student association whose individual members are all automatically opted into individual members of IAPSS as Class A members due to an agreement between the association and IAPSS. The corporate entities of the student associations themselves are classified as Class B members.

§ 3 In the context of this Regulation, “association” shall refer to a group external to IAPSS that is eligible for Association Membership

§ 4 In the context of this Regulation, an individual one (1) year IAPSS membership shall have a price somewhere between zero (0) and nineteen (19) USD, which, by passing this regulation, the General Assembly grants the Executive Committee the ability to negotiate individual membership fees as they apply to association membership within this range, and to adjust all membership fees to account for the rate of inflation.

2. Initiating Association Membership

§ 5 For an association to become an Association Member of IAPSS, it must:

a. Follow its own democratic procedures to increase its individual members’ annual association fees by the amount of a one (1) year IAPSS membership fee applicable to the region the association is located in;

b. Have its official signatory or signatories sign an agreement between the association and IAPSS allowing for:

i. The yearly transfer of funds from the association to IAPSS of the price of a one (1) year IAPSS membership fee applicable to the region the association is located in multiplied by the number of the association's individual members;

ii. The yearly transfer of the association's list of its individual members' names and email addresses to IAPSS;

c. transfer funds each year to IAPSS totalling the price of a one (1) year IAPSS membership fee applicable to the region the association is located in multiplied by the number of the association's individual members;

d. each year transfer a list of its individual members' names and email addresses to IAPSS.

§ 6 If an association does not have a set process to increase its membership fees, one of the following methods shall suffice:

a. A referendum of the association's members to join IAPSS and increase the association's yearly individual membership fee by the amount of a one (1) year IAPSS membership fee applicable to the region the association is located in;

b. A vote of the association's elected leadership to increase the association's yearly individual membership fee by the amount of a one (1) year IAPSS membership fee applicable to the region the association is located in;

3. Cancelling Association Membership

§ 7 An Association Membership shall be cancelled by any one of the following means:

a. The association has a referendum and a majority of its individual members vote to cancel its IAPSS Association Membership;

b. The association's elected leadership votes to cancel its IAPSS Association Membership;

c. The association ceases to pay its yearly Association Membership fees to IAPSS.

4. IAPSS' Commitments to Association Members

§ 8 IAPSS shall ensure that all individual members of an Association Member are provided with IAPSS one (1) year individual memberships and that these individual members have access to IAPSS individual member accounts on the IAPSS website no later than thirty (30) days after

IAPSS receives both the Association Member's annual Association Membership fee and the Association Member's list of its individual members' names and email addresses.

4. Association Memberships with No Fees

§ 9 IAPSS will only consider an association membership with no membership fee in terms of the fee per member in extenuating circumstances including a crisis in the association's country, region, or campus.

Be it further resolved that the General Assembly grant the Executive Committee the ability to negotiate membership fees with student associations during the 2020-2021 mandate.

5. Transferring Membership

§ 10 Memberships may be transferred by a special resolution of the General Assembly.

§ 11 Pursuant to Section 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to add, change or delete this section of the by-laws.

6. Membership Dues

§ 12 Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date the members in default shall automatically cease to be members of the Corporation.

7. Termination of Membership

§ 13 A membership in the Corporation is terminated when:

a. the member dies or resigns;

b. the member is expelled or their membership is otherwise terminated in accordance with the articles or by-laws;

c. the member's term of membership expires; or

d. the Corporation is liquidated and dissolved under the Act.

8. Effect of Termination of Membership

§ 14 Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of IAPSS, automatically cease to exist.

9. Discipline of Members

§ 15 The board shall have authority to suspend or expel any member from IAPSS for any one or more of the following grounds:

a. violating any provision of the articles, by-laws, or written policies of IAPSS;

b. carrying out any conduct which may be detrimental to IAPSS as determined by the board in its sole discretion;

c. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of IAPSS.

§ 16 In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

Adopted May 2021. Amended May 2022.

Bylaw 9: Remuneration and Reimbursement

1. Introduction

§ 1 This document is applicable to all Board members and other volunteers of the International Association for Political Science Students (hereinafter the “association” or “IAPSS”).

§ 2 The purpose of this regulation is to provide an overview of remuneration and reimbursement for members of the Board of Directors (hereinafter “BoD”), Executive Committee (hereinafter “ExCom”), Advisory Board, the Board of the association and the management of the association as well as volunteer coordinators that are not members of the Board.

§ 3 The IAPSS Remuneration and Reimbursement Regulation is applicable to any claim that is made towards IAPSS for expenses for, in the name of, or in execution of tasks for the association.

§ 4 If this document does not provide adequate coverage of a certain claim, the IAPSS Treasurer may decide on the issue in question in line with the principles of financial sustainability and sound administration. A consultation of the Executive Committee is recommended.

§ 5 The executor of this policy is exclusively the IAPSS Treasurer or, in his/her absence, the IAPSS Deputy Treasurer with the IAPSS President and the IAPSS Secretary General having veto rights. The Deputy Treasurer is only allowed to make the decisions by justifications explained in this document but no judgement calls as described under § 4 of this document.

2. Handing in Claims

§ 6 Any claim for reimbursement must be handed in to the Treasurer and the Deputy Treasurer directly to their official IAPSS email accounts. In cases described under § 5, the claims must be handed in to the official IAPSS email account of the replacement person.

§ 7 Claims sent via any other medium are automatically declined unless the responsible person accepts the claim.

§ 8 A claim must contain the following content:

a. A receipt that covers any expenses made for the association or claim for reimbursement of expenses;
b. Details of the bank account or paypal account of the claimant; and
c. The reason for the claim based on a provision in Section 2 of this regulation.

3. Claimable Expenses

§ 9 Claims for expenses in the name of the association are fully refundable, providing that IAPSS has sufficient funds to complete the reimbursement and that the reimbursement does not undermine the financial sustainability of the association. To be eligible for a refund, an expense claim in the name of the association must be previously authorized by the Treasurer or a dedicated replacement as stated under § 5 of this document.

§10 Expenses for travel, accommodation and food expenses during the execution of IAPSS tasks may be claimed by members of the Board of the association. The eligibility for refund is determined by the Treasurer on the basis of the current financial situation of the association.

§ 11 Expenses for travel, accommodation, and food expenses during the execution of an event or project may be claimed by coordinators and in exceptional cases by other volunteers also if they are not members of the Board. If a coordinator or volunteer is at the same time a member of the Board, § 11 overrules the provisions of § 10. The refund is determined on the basis of the respective event or project budget or, if there are no budgetary provisions, by the Treasurer or their designated replacement taking into account the current financial capacities of the association and, in case of externally funded projects, the specific conditions and availability of the funding provided for the project.

4. Remuneration of Coordinators

§ 12 Coordinators and others in execution of work for IAPSS can be remunerated for their work with an honorarium of not more than $160 USD per month and $1600 USD per year. This can be overruled by employment laws of the country IAPSS is incorporated in or is otherwise bound to.

§ 13 The Executive Committee must decide on all matters related to the remuneration of coordinators and other volunteers from the IAPSS budget. The vote of the IAPSS Treasurer or their replacement must be positive, unless they are overruled by a three-fifth (3/5) majority of the Executive Committee.

§ 14 In case of approved externally funded event or project budgets, remuneration is determined according to the fulfillment of the requirements for remuneration stipulated in the respective budget. The requirements are reviewed according to the procedure agreed upon for the given budget and may include a review of the deliverables for each remuneration by the source of the external funding. The responsibility for such review is determined according to the responsibilities set out for the project and entails a collaboration with the Treasurer or their replacement.

Adopted May 2021. Amended May 2022.

Bylaw 10: Advisory Board

1. Introduction

§ 1. This Regulation details the judicial branch of IAPSS. This includes the role of the Advisory Board to make just rulings that are as impartial as possible on internal disputes and relevant procedures, as well as serving as IAPSS' ultimate appeal body besides the General Assembly. It also includes the Diversity and Human Resources Committee (DHRC) as the first level of dispute resolution for matters pertaining to human resources.

§ 2. The judicial branch of IAPSS in no way supersedes legislation in the country IAPSS is incorporated in or any litigation relevant to IAPSS.

§ 3. Disputes or controversies among members, directors, officers, committee members, or volunteers of IAPSS are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on dispute resolution mechanism of this bylaw.

§4 All candidates for an advisory board position must have held either an Executive Committee, another elected position within IAPSS or an appointed position within the Association prior to joining the advisory board.

2. Precedents and Recordkeeping

§ 5. The Advisory Board and the DHRC shall operate according to the principle of precedent, meaning that rulings of past decisions shall serve as standard unless decided otherwise by the Advisory Board or the General Assembly.

§ 6. In the context of this Regulation, a ruling shall refer to a decision made by the Advisory Board in response to a complaint received.

§ 7. The Advisory Board shall ensure that records of rulings and rationales for said rulings are preserved and made public on the IAPSS website no later than thirty (30) days after a ruling is made.

§ 8. The DHRC shall ensure that records of its decisions and all evidence, complaints, requests for advice, correspondence, meeting minutes, and other relevant information pertaining to its decisions are preserved internally.

§ 9. All evidence, complaints, correspondence, meeting minutes, and other relevant information pertaining to rulings shall be preserved by the Advisory Board internally.

3. Complaint Procedures

§ 10. Any IAPSS member may submit a complaint to the Advisory Board if they feel an injustice has occurred within the organization.

§ 11. The DHRC shall make initial decisions on complaints pertaining to human resources, including but not limited to recruitment, dismissal, and workplace conduct within IAPSS.

§ 12. A complainant whose complaint went to the DHRC believes the DHRC's decision on the complaint was unjust, they may appeal their complaint to the Advisory Board.

§ 13. If the Advisory Board receives a complaint pertaining to human resources that is not due to an appealed DHRC decision, the complaint shall be referred to the DHRC.

§ 14. If the DHRC receives a complaint not pertaining to human resources, the complaint shall be referred to the Advisory Board.

§ 15. All complaints shall be sent an initial response within thirty (30) days by the appropriate judicial body to confirm that the complaint has been received.

§ 16. Following the initial response to a complaint sent to the DHRC, the DHRC shall determine the method(s) of decision-making and/or dispute resolution.

§ 17. Following the initial response to a complaint sent to the Advisory Board, the Advisory Board shall contact the relevant parties involved to inform them of the complaint and to gather evidence relevant to the complaint.

§ 18. All IAPSS employees and volunteers are required to turn over any correspondence and information on their IAPSS email account and IAPSS digital workspaces to the Advisory Board that is relevant to a complaint if requested by the Advisory Board, as well as to participate in any meetings with the Advisory Board relevant to a complaint.

§ 19. When the Advisory Board makes a ruling on a complaint, they shall do so in writing and inform the all relevant parties and the Executive Committee, with each Advisory Board member stating how they voted if applicable and providing a written rationale for their vote and/or outlining their perspective on the complaint.

§ 20. Advisory Board rulings on complaints shall be final unless in particular cases that may be otherwise specified in the IAPSS Legal Framework.

4. Advice

§ 21. Any IAPSS member may submit a request for advice to the Advisory Board for matters pertaining to the interpretation of the IAPSS Legal Framework, amending the IAPSS Legal Framework, compliance with the IAPSS Legal Framework, and the implementation of the IAPSS Legal Framework.

§ 22. All requests for advice shall be sent an initial response within thirty (30) days by the Advisory Board to confirm that the request for advice has been received.

§ 23. Following the initial response to a request for advice sent to the Advisory Board, the Advisory Board shall deliberate on what to recommend and shall produce a written ruling outlining their advice, which shall be shared with all relevant parties and the Executive Committee, with each Advisory Board member stating how they voted if applicable and providing a written rationale for their vote and/or outlining their perspective on the request for advice.

§ 24. All IAPSS employees and volunteers are required to turn over any correspondence and information on their IAPSS email account and IAPSS digital workspaces to the Advisory Board that is relevant to a request for advice if requested by the Advisory Board, as well as to participate in any meetings with the Advisory Board relevant to a request for advice.

§ 25. Advisory Board rulings on requests for advice shall be final unless in particular cases that may be otherwise specified in the IAPSS Legal Framework.

5. Legal Counsel

§ 26. The Advisory and Executive Committee shall be jointly responsible for soliciting legal advice on behalf of IAPSS and initiating legal actions.

§ 27. The Advisory Board and Executive Committee shall determine how best to correspond with legal counsels and which IAPSS personnel should be the points of contact.

§ 28. The Advisory Board shall be responsible for overseeing the procurement of evidence and any other information, research, or documentation pertinent to IAPSS' legal actions, and shall be responsible for ensuring this information is delivered to IAPSS' legal counsels in a timely manner that fulfills any time limits for such procurement.

§ 29. All IAPSS employees and volunteers are required to turn over any correspondence and information on their IAPSS email account and IAPSS digital workspaces to the Advisory Board that is relevant to legal actions IAPSS is engaged in if requested by the Advisory Board, as well as to participate in any meetings with the Advisory Board relevant to legal actions IAPSS is engaged in.

Adopted May 2021. Amended May 2025.

Bylaw 11: By-Elections

1. General provisions

§ 1 This regulation governs the procedures of hosting by-elections to the IAPSS Executive Committee (hereinafter ExCom), Advisory Board, and Regional Leadership Committees.

2. Definition

§ 2 A by-election is defined as a process for electing an ExCom member when a position becomes vacant between general assemblies.

3. Position vacancy

§ 3 A position within the ExCom, Advisory Board, or Regional Leadership Committee can become vacant when an ExCom member, Advisory Board member, or a chair of a Regional Leadership Committee:

a. voluntarily resigns;
b. passes away;
c. receives a discharge by the general assembly;
d. ceases to be an IAPSS member;
e. loses free management of their assets pursuant to a court decision.

4. Initiating a by-election

§ 4 A by-election shall be initiated within seven (7) days when a position on ExCom, Advisory Board, or Regional Leadership Committee becomes vacant.

§ 5 A by-election shall not be initiated if the General Assembly is planned to take place within 60 days after the position on ExCom, Advisory Board, or Regional Leadership Committee becomes vacant.

5. By-election organizing process

§ 6 The Secretary-General shall make a decision on a date for the by-election within seven (7) days after the position becomes vacant.

§ 7 The by-election shall take place no later than sixty (60) days after the position becomes vacant.

§ 8 The Secretariat shall be responsible for creating a webpage with a description of the vacant position and setting up online voting.

§ 9 The Secretariat shall begin accepting candidates' applications to the by-election on the same day of the by-election date announcement.

§ 10 The date of the by-election shall be announced on communication channels used by IAPSS:

a. website;
b. social media pages;
c. email newsletter;
d. Slack;
e. communication channels used by IAPSS regions.

§ 11 The Secretariat shall be responsible for reviewing the candidates' eligibility to run in the by-election. The candidates shall be informed whether they are accepted to run in the by-election no later than seven (7) days after they submit their application or at least fourteen (14) days before the election date, whichever is earlier.

§ 12 The eligibility criteria for a position on the ExCom is determined by the IAPSS Legal Framework.

§ 13 The Secretariat shall stop accepting candidates' applications to by-election at least fifteen (15) days prior to the by-election date.

6. By-election campaign

§ 14 The by-election campaign shall begin fourteen (14) days before the by-election date.

§ 15 The Secretariat shall publish candidates' CVs and platform statements on a by-election website page.

§ 16 Candidates must make themselves available during the by-election campaign for questions from IAPSS members. They can choose to answer the questions via email or a social media profile. This contact information and relevant links must be included in their CV or platform statement.

7. By-election process

§ 17 By-election voting shall be held during seven (7) days. The vote shall be carried out on the IAPSS website.

§ 18 The results of the online voting shall be announced by the Secretariat to all IAPSS members within forty-eight (48) hours after the closing of the voting period.

§ 19 The Secretariat shall complete all formal procedures of orienting the candidate-elect within seven (7) days of the announcement of the by-election results.

Adopted May 2021.

Bylaw 12: National Associations

1. General Provisions

§ 1. This bylaw outlines IAPSS' jurisdiction and related procedures regarding national political science student associations and national student associations for related fields, herein referred to as national associations.

2. Types of National Associations

§ 2. There are two types of national associations:

a. Autonomous National Associations (ANAs) that have their own corporate status and pay annual Association Membership fees to IAPSS or have an alternative agreement with IAPSS regarding membership;

b. Supported National Associations (SNAs) that are unincorporated entities whose infrastructure and assets are owned by IAPSS.

c. SNAs must sign an Association Agreement with IAPSS Global.

3. ANAs

§ 3. ANAs may join IAPSS according to the same rules as association members, or they may enter into an alternative membership agreement with IAPSS to assist them with revenue collection and developing individual membership lists.

§ 4. An ANA alternative membership agreement may involve providing the national association with a mutually agreed-upon percentage of IAPSS membership fees collected from the ANA's country, an opt-in additional membership fee students in the ANA's country can choose when purchasing an IAPSS Individual Membership, or another mutually agreed-upon arrangement.

4. SNAs

§ 5. IAPSS Individual Members in a country without a National Association can form an SNA by contacting the IAPSS President or Secretary-General about their interest in forming an SNA.

§ 6. SNAs' assets shall belong to IAPSS, which shall result in the following forms of implementation to create the SNA.

a. SNA revenue is defined as the profit generated from events organised by the SNA, under the brand of IAPSS. SNAs are entitled to 100% of the revenue after operational costs have been deducted. SNAs are not entitled to any percentage of the membership fees.

b. SNA revenue shall be stored in an IAPSS bank account and shall be available to the SNA upon request.

c. SNAs shall use the IAPSS website for all its activities that require a website.

d. SNAs shall provide the highest possible access to its social media accounts to IAPSS in case of an emergency.

e. Any other resources or properties accumulated by the SNA shall belong to IAPSS but shall be designated for use by the SNA.

f. SNAs must have regular elections once per year and must use IAPSS online voting software.

§ 7. If an SNA decides to incorporate and become an ANA, the resources it can carry over to its new corporate entity shall be negotiated with IAPSS.

§ 8. If an SNA collapses, IAPSS will attempt to hold an election to reboot the SNA by contacting IAPSS Individual Members within the former SNA's country.

Adopted May 2024.

Bylaw 13: Student Research Committees

1. General Provisions

§ 1. This bylaw outlines rules for IAPSS Student Research Committees (SRCs).

2. SRCs' Purpose

§ 2. SRCs are groups of IAPSS Individual Members that organize discussions and activities to promote learning and advance knowledge in a subtopic of political science or a related field.

3. SRC Structure and Membership

§ 3. SRCs shall be open to all IAPSS Individual Members.

§ 4. There is no limit to the number of SRCs an IAPSS Individual Member can join.

§ 5. Each SRC must at least have a chairperson who ensures that the SRC functions, though the SRC may decide to create other roles.

§ 6. SRCs shall govern themselves, but are accountable to members based on the principle of sound administration. SRCs may approach the General Assembly, Advisory Board, and/or Executive Committee in case of internal disputes to help in resolving any issues.

§ 7. An SRC cannot deny an IAPSS Individual Member becoming a member of said SRC.

§ 8, An SRC Chair can remove an IAPSS Individual Member from the SRC if the Individual Member has not participated in any of the activities described in Section 7, "SRC Activities", within a semester of joining.

§ 9. In the event that an SRC Chair initiates the removal of an IAPSS Individual Member from an SRC, the SRC Chair must inform the member at least 2 months in advance and is encouraged to have a private meeting with said member to explore alternative solutions.

§ 10. The removed member may reapply and rejoin the SRC after careful consideration.

§ 11. An SRC cannot place limits on the number of members it can have.

4. Creating an SRC

§ 12. An SRC can be created via a majority vote of the Executive Committee or General Assembly.

§ 13. Individual Members who would like a new SRC to be created can reach out to the Executive Committee or submit a motion for an upcoming General Assembly.

§ 14. Once an SRC is created, the Executive Committee shall either appoint an SRC Chair or shall organize an election among students who have expressed interest in joining the SRC.

5. Discontinuing an SRC

§ 15. An SRC can be discontinued via a majority vote of the Executive Committee or General Assembly.

§ 16. Individual Members who would like an SRC to be discontinued can reach out to the Executive Committee or submit a motion for an upcoming General Assembly.

6. SRC Chairs and Elections

§ 17. Elections for SRC Chairs must be held every September.

§ 18. If an SRC Chair becomes vacant during the mandate, the respective SRC members may elect a chair from among themselves or may defer to the Executive Committee to appoint a new Chair.

§ 19. If an SRC election process is not initiated within two (2) weeks of an SRC Chair vacancy, the Executive Committee shall appoint a new SRC Chair or shall directly intervene in organizing an SRC election.

§ 20 An SRC Chair may occupy the position for up to three (3) terms.

§ 21. SRC Chairs may create or discontinue other roles within their SRC as they see fit, and may appoint members of their SRC to these roles or remove them from these roles.

§ 22. An SRC Chair can be removed by a majority vote of the Executive Committee, by a majority vote of the General Assembly, or by a majority vote of SRC members.

§ 23. Each SRC Chair shall be responsible for onboarding new SRC members who express interest in joining the respective SRC via automated processes on the IAPSS website, email, or another method of written communication.

7. SRC Activities

§ 24. SRCs are encouraged to organize activities in accordance with its purpose, including but not limited to events, webinars, joint publications, and discussions.

§ 25 SRCs are encouraged to adopt semester themes to help them plan thematic activities.

§ 26 A semester theme may be adopted by a majority vote between SRC members.

§ 27. SRCs shall be supported by IAPSS communication infrastructure for their activities unless the Executive Committee deems that another IAPSS activity takes precedence.

§ 28. Each SRC shall be responsible for organizing at least one event or activity per semester.

§ 28. Each SRC member shall be responsible for participating in at least one SRC event or activity per semester.

§ 29. Each SRC shall present an annual report regarding the activities organized during the past year and any activities planned for the next year at the General Assembly in the spring semester of each academic year.

Adopted May 2023.

Policy 1: Advocacy Framework

The Problem

For many political science students and students of related disciplines across the world, education is an investment towards a fulfilling and financially sustainable career. However, in many cases, this education is very expensive and a significant number of students upon graduating experience difficulty finding jobs in their field. Succeeding in political science in the 21st century is more than a matter of grades; it also requires networking, publication, soft skills, and the privilege of having free time on top of curricular activities to develop in these areas. Given these realities, for many students who can afford a political science education, the investment is a precarious risk.

Political science students' tenuous situation does not benefit the field. Growing economic disparities, environmental challenges, and the rise of authoritarian regimes and populist movements threaten contemporary democracy and well-being. More research than ever is required in order to understand why these trends have developed and how they can be prevented in the future. We need to challenge old approaches, broaden our scopes, and bring all hands on deck to provide quality policy recommendations and start working toward solutions. It is therefore important that more students have access to a quality political science education that allows them to contribute to expanding the limits of knowledge and be a part of the change on a practical level.

How IAPSS Can Help

To address these challenges political science students face, we need to have a say in how political science education is designed and administered, which will require us to use our collective voice to establish a dialogue with academics and policymakers. We need to share best practices so those in countries with better political science opportunities can help those who are struggling. Furthermore, until favourable policy and curriculum changes are implemented, we need to organize professional development opportunities to help each other meet the demands of an increasingly competitive academic and professional job market. In other words, we need a global organization that advocates for political science students.

The International Association for Political Science Students (IAPSS) is poised to be this organization, as it has been developing opportunities for political science students across the world since 1998 while maintaining political independence and democratic decision-making. It also has developed positive relations with a number of prominent political science organizations including the International Political Science Association and the International Studies Association. IAPSS has the capacity to bring the world's political science students into a united network that channels information about current problems and ideas by region into comprehensive advocacy strategies while also providing resources to empower local political science student associations to implement high quality events and professional development initiatives on their campuses.

Declaration of the Political Science Student

While IAPSS is constantly learning more about what life is like for political science students and those in related fields in various parts of the world and across all levels of education, we have created the following advocacy points based on what we have gathered up to the current time. We welcome any additions or feedback you have to make the following advocacy points stronger and more elaborate.

1. Political science education should be accessible to all.
1.1. All students should be able to afford a quality political science education.
1.2. All students should be able to freely choose to study political science and have an education experience free of discrimination.
1.3. Political science students should have access to the academic databases and works necessary for them to complete the research required for their program, prepare relevant research and dissemination outputs including but not limited to academic publishing, and continuously advance their knowledge in the field.
1.4. Political science students should have access to current academic discourse in the field and should have opportunities to contribute to said discourse.
1.5. Political science students should have the opportunity to apply to and attend academic conferences and other events relevant to their studies without having to endure financial hardship.
1.6. Political science students should have opportunities to publish in the field independently and collaboratively while avoiding predatory publishing.
1.7. Political science students should have access to the technology necessary to complete their program and continuously advance their knowledge in the field.
1.8. Political science students should have access to instruction on all research methods relevant to the field and should have opportunities to apply these methods in their research.
1.9. Political science students should have adequate networking opportunities with academics and professionals in the field.
1.10. Political science students should have access to the global political science student community.

2. Political science students should have options for gaining experience relevant to the field and its practical applications in different sectors, including but not limited to academia, government, the private sector, and civil society.
2.1. These work experiences should merit a living wage.
2.2. These work experiences should foster skill development that will be useful for a career in the field.
2.3 Political science students should not have to choose between these work experiences and fulfilling curricular requirements.

3. Political science education should be relevant and engaging.
3.1. Assignments should contribute to the development of useful research skills and/or publishable works as opposed to being mere summaries of content.
3.2. Political science students should be able to contribute to curriculum design and provide feedback on their classes and other course-related activities.
3.3. Curriculum content should be comprehensive and up to date.

4. Political science students should have opportunities to gain experience as political actors.
4.1. Political science students should have a fair, democratic, campus-wide student government that allows them full political participation and the capacity to advocate for a better quality of education.
4.2. Political science students should have a fair, democratic student association within their department or faculty that allows them full political participation and the capacity to advocate for a better quality of education.
4.3. Political science students, along with all students, should have opportunities to engage in political activities at all levels of government.
4.4. Political science students should have extracurricular autonomy.
4.5. Political science students should not have to choose between political and/or extracurricular activities and fulfilling curricular requirements.

Commitment to a Global Community

IAPSS self-identifies as the organization that represents all the political science students in the world. In understanding that not all political science students have access to an affordable, quality political science education and often face major challenges when it comes to finding employment after graduation, IAPSS recognizes that it must represent the needs of marginalized political science students and advocate for advancing their interests. IAPSS acknowledges that in order to effectively achieve this goal, all political science students must be counted among its membership. IAPSS further acknowledges that not actively pursuing this goal denies marginalized political science students opportunities and a voice, which would render such inaction to be understood as discrimination against marginalized political science students. Any action or inaction that leads to denying political science students access to IAPSS or the knowledge that IAPSS exists, apart from where permitted in the IAPSS Legal Framework, is in direct contravention to what IAPSS stands for.

How Individuals and Associations Can Get Involved

Individuals and associations can become a part of the global political science student movement by maintaining communications with IAPSS and its regional teams on their continents. IAPSS can promote their events and initiatives to political science students and academics around the world while also offering resources and branding to help with implementation. Similarly, individuals and organizations can share IAPSS opportunities with

political science students at their education institutions, including IAPSS conferences, publications, and volunteer positions. Most importantly, individuals and associations can tell IAPSS about issues political science students are currently facing or ideas on how to make political science education better. While IAPSS offers individual student memberships for those who can afford them, this is optional, as IAPSS' main concern is bringing political science students together and advocating for their interests. In other words, individuals and associations do not have to pay anything for IAPSS support.

Adopted May 2021.

Policy 2: Declaration on Plagiarism

As the global representation of political science students, we are committed to the highest international standards of academic and scientific honesty. Therefore, we strictly refuse to accept any piece of work, oral or written that is a product of plagiarism. We subscribe to the definition of plagiarism of Oxford University, according to which:

"Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional."[1]

We required our members and other followers who are considering to submit a paper to one of IAPSS' events, journals, or contribute to our blog, *A Different View*, to study the guidelines of Oxford University or similar guidelines[2] carefully and adhere to the referencing requirements listed therein.

All IAPSS members and external reviewers of papers are obliged to report every suspected instance of violation of standards of academic honesty to the respective IAPSS Board member [Editor-in-Chief] in case of IAPSS publications, Academic Program Coordinator in case of IAPSS conferences and other events]. Each of these instances will be examined closely by the respective Board member and judged in consultation with the respective member of the IAPSS Executive Committee.

Depending on the degree of seriousness of the offence, instances of plagiarism will result in various sanctions, such as the immediate rejection of a submission to an IAPSS publication without the right to submit a revised version, the refusal of the right to present the plagiarized piece at an IAPSS event even with a valid registration, up to termination of membership in an IAPSS structure or, in case of intentional offences, termination of IAPSS membership itself in accordance with the IAPSS Statutes.

In case of doubt, do not hesitate to send your questions and inquiries related to academic and scientific honesty to academic@iapss.org *before* you submit your paper or other contribution.

Adopted May 2021.

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[1] University of Oxford. 2016. "Plagiarism". Available at [Accessed May 9, 2020]: https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1. An act of plagiarism may but does not necessarily violate copyright laws.

[2] For example, University of Melbourne. 2016. "Academic honesty and plagiarism". Available at [Accessed May 9, 2020]: https://academichonesty.unimelb.edu.au.