

# IAPS Regulations

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# Article 1 General

## Charter and Regulations

1.1.1 IAPS is governed by its Charter and Regulations.

*If you haven't read the Charter, do so now.*

1.1.2 The Charter is a legal document which defines IAPS for the benefit of external bodies such as the courts and the bank.

1.1.3 It is necessary for the Charter to be submitted to the authorities in the country in which IAPS is registered, and therefore it should contain nothing that is not relevant to this function.

1.1.4 In particular, the Charter should contain no references to the Regulations other than a brief acknowledgement of their existence, their preparation and their adoption by the Association, as detailed in Article 27 of the Charter.

1.1.5 All other matters are dealt with by the Regulations, which is a purely internal document and is subordinate to the Charter.

1.1.6 In the case of any discrepancy between the two, the Charter shall override the Regulations.

1.1.7 The Regulations do contain references to the Charter, however. Therefore, if the Charter is amended, the Regulations must be checked to ensure that such references are still correct.

*Why do we have both Charter and Regulations? The Charter covers only the legal stuff, the contents of which stays (or at least should stay) constant for long periods of time, since every time it is changed it must be translated and submitted to the French court.*

*It is worth noting, that the law that IAPS is registered under is the 1908 law that is valid only in Alsace-Moselle, not the 1901 law which is valid in the rest of France.*

*The Regulations cover everything else, the most important of which are procedures and useful information for future EC officers and IAPS members. Having regulations makes sure that best practices are noted down and future ECs and GMs will not need to go back over old ground, or repeat previous mistakes.*

1.1.8 The Regulations can only be modified at a General Meeting, the needed majority being specified by Article 27 in the Charter.

*According to the 2007 Charter, the needed majority is three-quarters.*

1.1.9 Proposed modifications to the Regulations must be submitted to the EC at least 8 weeks before the meeting, and distributed to all voting members with the meeting agenda.

*Giving the proposal 8 weeks in advance to the EC gives the EC 4 weeks to react before the deadline to officially distribute the agenda of the meeting.*

1.1.10 The modified Regulations shall take effect immediately after the GM.

*The Regulations contain many parts that affect the way a GM works. The rules of the meeting cannot change during a GM, thus the new rules come into power only after the GM.*

## Archive

1.2.1 IAPS shall maintain archives consisting of all relevant documents, including minutes, correspondence<sup>1</sup>, Charter and Regulations, jIAPS, ICPS Handbooks and Proceedings and so on.

1.2.2 The physical archive is kept at Mulhouse. An electronic archive will also be kept.

1.2.3 Any new documents of the types mentioned in Article 1.2.1 that are generated shall be stored in the archive, at least electronically.

1.2.4 Further documents may also be archived, if they are considered worth preserving by the archivist.

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<sup>1</sup>Important correspondence: grant applications and so on, not for instance nag mails to members.

## **Article 2 Membership**

### **Duties of Members**

- 2.1.1 All National and Local Committees and Individual Members shall ensure that the EC is kept up-to-date with their contact details.
- 2.1.2 Failure to update the EC may result in membership renewal invoices being lost, so that the member in question may go into arrears and be expelled from the Association, in accordance with the Charter.

### **Unsolicited Mail**

- 2.2.1 The EC may compile mailing lists for communication with members about IAPS events and items the EC deems interesting to members.
- 2.2.2 Such lists may not be used for commercial purposes or “spam”.
- 2.2.3 Messages should not include images or attachments as some members may be on slow internet connections or have very limited email space - rather, these should be made available on the website and linked to.

### **Data Protection**

- 2.3.1 Email addresses, and any other contact details, may not be passed on to other organisations/persons without the express permission of the member in question.
- 2.3.2 EC members and others trusted with member data should not use this for personal purposes.

## **Article 3 Activities**

### **Organising**

- 3.1.1 IAPS may organise, or commission from its members, any activities or events which are deemed to be in the interests of members and financially workable. Such activities might include summer schools, exchanges, and visits.
- 3.1.2 Event organisers shall produce a report within three months of the event, incorporating final accounts.
- 3.1.3 Such reports shall be submitted to the Executive Committee, and filed in the IAPS archive for the benefit of future organisers.
- 3.1.4 Participants should be encouraged to write a report for possible inclusion in jIAPS and/or the website.

### **Finances**

- 3.2.1 No IAPS event shall plan to make a substantial loss.
- 3.2.2 No IAPS event shall plan to make a substantial profit. However, if a surplus remains after fulfilment of contractual obligations, it must be paid into the IAPS Current Account not later than three months after the fulfilment of the obligations. The Executive Committee shall have complete freedom to use this money in the same manner as any other IAPS funds. The finances of an ICPS are regulated separately in Article 9.5.
- 3.2.3 National and Local Committees may apply for IAPS sponsorship for organising events.
- 3.2.4 The Executive Committee shall decide on the award of such support and inform applicants of its decision within one month of receiving the application.
- 3.2.5 An applicant receiving sponsorship from IAPS must abide by the terms of the EC.

*For example, the EC might request that, in return for the money, the applicant puts the IAPS logo on their poster and provides a report after the event.*

## **Article 4 jIAPS**

### **General**

4.1.1 jIAPS is the journal of IAPS.

4.1.2 It can be issued in hard copy or on-line format.

4.1.3 The Executive Committee shall endeavour to maintain production of the Journal at least once per year, and to that end one or more jIAPS Editors may be elected at the Annual General Meeting or appointed by the Executive Committee.

*One possible strategy is for several online issues to be published in any year, with a printed version produced for distribution at ICPS, containing the best articles from the online issues. Copies of the printed version may also be sent to potential sponsors or collaborators to promote IAPS. High quality pdfs can also be supplied to National and Local Committees for local printing in member countries.*

4.1.4 Advertisements may be included, charged at an appropriate rate, provided these do not conflict with the IAPS Charter.

### **Reprinting**

4.2.1 Articles first published in jIAPS may be reprinted elsewhere if agreed by the editing team or the EC, provided a note indicating that first publication was in jIAPS is included, and with the agreement of the original author(s), artists(s), photographer(s) and interviewee(s).

4.2.2 Copyright remains with the original author(s), artist(s) and photographer(s), who may arrange republication of their own work without interference from IAPS.

4.2.3 Likewise, jIAPS may reprint interesting articles from elsewhere with the agreement of the copyright holder(s).

## **Article 5 Finances**

### **General**

5.1.1 The currency used in all IAPS affairs is the euro.

*Since IAPS is registered in France and most of its members have euro as their national currency, it's easiest to use euros.*

*This means that all payments and financial documents are to be made in euros.*

5.1.2 The EC is (normally) in power for one financial year, and responsible for running the association during that time.

5.1.3 IAPS finances are centred in Mulhouse, where the IAPS bank account resides.

### **Role of auditors**

5.2.1 The role of the auditors is to check from EC meeting minutes that all transactions have been approved by the EC and check that the sums in the Financial Statement match the receipts in the bookkeeping and bank statements.

5.2.2 The auditors shall also check that every transaction in the Financial Statement corresponds to an event in the Report of Actions (see Article 7.4.1). The auditors shall also check all accounts used by the EC, including the IAPS bank account.

5.2.3 The auditors shall prepare a written, signed report and send it to the EC within the time specified by the Charter.

## **Article 6 General Meeting**

### **Preparations for Executive Committee and ICPS Host Elections**

6.1.1 As dictated by the Charter (Article 18.2) the Executive Committee members and ICPS Host are selected by majority vote in Annual General Meetings.

*When voting for EC members or ICPS hosts, the voter shall consider only the capabilities of the candidates to work for the good of IAPS; friendship should in no case be the deciding factor.*

*Although IAPS is an international association there should be nothing to prevent having e.g. many EC members from any single country; motivation and capability should be valued above anything else.*

*Conversely, electing candidates from all over the globe is fine too (but the EC should consider travel costs very carefully when deciding on meeting locations if this is the case).*

6.1.2 The outgoing Executive Committee shall organize a section on the IAPS website for the presentations of EC member and ICPS host candidates which shall be opened when the notice of the AGM is sent out.

6.1.3 The candidates should send the EC their letters of candidacy, which shall be put on the website.

*Proclaiming candidacy is still an option at the AGM.*

6.1.4 The EC shall publish contact details for the candidates. The EC shall also allow them to update their info on the IAPS website by emailing updates to the EC. A person designated by the EC shall then update the website within one week.

*The updates shall be sent to the whole EC just in case the person who is supposed to do the updates does not do her/his job correctly. As this is related to elections, it is of utmost importance that everything is done properly.*

### **Convening a General Meeting**

6.2.1 When a General Meeting is convened its notice shall be put on the main page of the IAPS web site and sent to the announcement list of NC/LC contacts and IMs.

6.2.2 If the General Meeting is convened during ICPS the ICPS committee is required to pass the message on to all delegates.

### **Distribution of documents before General Meetings**

6.3.1 The EC shall send the following documents attached to the notice of the AGM to the National and Local Committees, so that they may study the documents and discuss the matter well beforehand and form an opinion for the AGM:

- Financial report of previous EC
- Auditors' report of previous EC
- Current accounts for outgoing EC (an updated version shall be presented in the GM)
- Report on activities from this year
- Suggested EC structure for next year, with motivation
- Call for volunteers
- Provisional budget & plans of action for following accounting period
- Suggested membership fees for next year



*Here it is implicitly assumed that the reports exist so that they can be presented. However it is the responsibility of the previous EC and auditors respectively to provide their reports, so the EC in power should not be held responsible if these people fail to do so.*

*The EC in power must of course present a report of activities for the passing year and its current accounts and can be held responsible if no such documents are presented.*

6.3.2 In case of Annual General Meetings, the items specified in 6.3.1 shall be distributed along with the final agenda.

6.3.3 If the agenda of the General Meeting (Annual or Extraordinary) includes discussion on further documents, these shall also be distributed along with the final agenda.

*e.g. if the meeting will discuss a new Charter or Regulations, the documents must be distributed with the final agenda.*

6.3.4 No documents aside from the agenda shall be sent in the email notice of the meeting, instead the notice shall include the location of the documents on the web site.

*You don't want big attachments in your email, besides they might get lost on the way. Even more so with sending big attachments to email lists.*

6.3.5 The documents to be discussed shall be made clearly available on the members section of the IAPS web site.

*e.g. a link to "Annual General Meeting" on the main page, which then contains the notice of the meeting, the agenda and all of the documents*

6.3.6 If so requested, the convener of the GM shall send the documents in an individual email.

*If one cannot access the web site, one must still be able to get the documents.*

6.3.7 If the amount of documents to be discussed is big they may be distributed exclusively electronically. However, the Executive Committee shall send hardcopy versions in the post if so requested by a member with voting rights, the costs being paid by the member making the request.

*This is in order to save on postal costs. There can easily be 50 pages worth of documents, the sending of which by mail can be expensive.*

## **Opening the Meeting**

6.4.1 The General Meeting is opened by its convener.

*Normally this is the President or Vice-President of IAPS, however if the meeting has been convened by a group of members, the opening of the meeting shall be done by one of them.*

6.4.2 After its opening the General Meeting will (s)elect meeting officials: a Chair, Tellers and a Minute Taker.

6.4.3 The convener will chair the meeting until a new Chair has been elected.

6.4.4 None of the meeting officials should belong to an EC whose accounts will be checked in the meeting nor a candidate in an upcoming election to avoid conflicts of interest.

6.4.5 If no persons fulfilling these criteria are able and/or willing to take the necessary roles, others may take them, provided that for an item where the Chair or Tellers may have a conflict of interest, they are replaced by persons with no conflict of interest in this issue.

*e.g. if the only people willing to chair the meeting come from the past and present EC, one of them (say the past EC member) may chair most of the meeting, but for anything where s/he has a vested interest (such as discharging the past EC), someone else must take over.*

6.4.6 In the beginning of the meeting a list will be circulated on which every participant will write her/his name and country of residence and status of delegate (i.e. NC, LC, IM or observer). The list shall be included with the minutes of the meeting.

6.4.7 Anyone joining or leaving while the meeting is in session must make sure that the Chair and Minute Taker are aware of this.

## **Chair**

- 6.4.8 A Chair who will preside over the rest of the meeting is chosen first.
- 6.4.9 If the Chair does not function as required, any member with voting rights may propose a Vote of No Confidence to the Chair, in which case the vote shall take place instantly.
- 6.4.10 The passing of the vote requires a simple majority. If the Vote of No Confidence is passed, the Meeting shall elect a new Chair.
- 6.4.11 It is recommended for the Chair to call for a Helper to keep a record of requests of speech, which the Chair will use to give the floor to delegates.

## **Tellers**

*The Tellers are the persons who will count the votes in any ballot.*

- 6.4.12 The GM shall elect at least three Tellers.
- 6.4.13 The Tellers must be chosen from at least three different countries to guarantee their independence.

## **Minute Taker**

- 6.4.14 The Minute Taker will take notes of the votes and decisions of the Meeting.
- 6.4.15 After the meeting, the Minute Taker will write up the Minutes of the meeting and send them to the EC.
- 6.4.16 The EC will publish the preliminary minutes to the membership as soon as possible.
- 6.4.17 After publication the membership may propose changes and additions to the preliminary minutes, which shall be documented by the EC. The preliminary minutes and the proposed changes shall be voted upon in the next GM where the Minutes are discussed.

## **The Right for Representatives**

- 6.5.1 Every National Committee and Local Committee has the right to have two delegates in the General Meeting.

*This is a right, not an obligation! NCs / LCs may choose not to send any delegates at all, or just one, although this is not to be encouraged.*

- 6.5.2 The delegates shall cast the votes in secret ballots together.

*Both shall be aware of the vote they have cast, to make them accountable in their NC/LC.*

- 6.5.3 The delegates shall present their credentials from their LC/NC to the Minute Taker. The credentials shall be included with the minutes of the General Meeting.

- 6.5.4 A person cannot represent more than one Local or National Committee.

*One single person cannot represent for example the national committees of Sweden and Germany plus the local committees of Novosibirsk and Osaka, since this would give her/him too much power.*

- 6.5.5 Individual Members (IMs) are delegates in their own right.

- 6.5.6 Due to possible lack of space the Chair may ask any non-delegates to leave the Meeting, however candidates for posts are entitled to attend the meeting.

- 6.5.7 Anyone who acts in a violent or threatening manner may be ejected from the meeting, regardless of her/his position. In the case of NC/LC representatives a replacement representative may take her/his place.

## Division of Votes

6.6.1 Where there are several Individual Members from a given country, they shall decide among themselves how their number of votes specified in the Charter is used.

6.6.2 In the event of there being more than three Local Committees from a country and they are not able to agree on how to divide their votes, the votes shall be dealt between the Committees as follows: first every LC is given the integer quotient of votes; the remainder shall be distributed by lottery (in which some LCs will get more votes than other LCs of the same country). The lottery shall be done again for each ballot to guarantee equality.

*The lottery may be performed either by throwing dice or by pulling bits of paper from a hat.*

6.6.3 If a country has more than three Local Committees, but three or less turn up at the General Meeting, the committees present each get the number of votes specified in the Charter for an LC from a country with three or fewer LCs.

*If a country as four LCs and only two turn up, they shall both get two votes, even though if all of the committees were present they would have held six votes in total.*

## Making decisions, elections

*Read articles 17 and 18 of the Charter.*

6.7.1 Anyone with voting rights may put a proposal to the meeting, except in an election where anyone can propose candidates.

6.7.2 Proposals need to be supported by at least one another member with voting rights, except in an election where only assent from the proposed candidate is needed.

*Example: National Committee A proposes option X, and is supported by Local Committee B. National Committee C proposes option Y, but receives no support. Local Committee D proposes option Z, and is supported by Local Committee E. Options X and Z have been supported, and so are taken forward. (They must still be voted upon, and if they are competing proposals [X is yes, Z is no] only one of them will be chosen.)*

*In an election: if a person proposes someone else, her/his assent is required. If a person proposes her/himself, obviously her/his assent is already got.*

6.7.3 Proposals made by the Executive Committee do not need to be supported.

*Proposals made by the Executive Committee as a whole are normally well prepared and thought of, since they also carry a lot of experience behind them, whereas proposals made by members are usually invented at the meeting itself, and may not be sufficiently well thought of.*

*The purpose of requiring support from another member is simply that you don't need as many ballots to come to a decision: if a proposal is so silly that no-one else supports it, there's no sense in voting on it.*

6.7.4 When at least one supported proposal has been made a ballot shall take place.

*The Chair must give sufficient time for proposals to be made - taking just one and then voting on it means hampering the meeting.*

6.7.5 It is recommended that an open test ballot take place at first (no Tellers needed): if it seems that one proposal is backed by an overwhelming majority it is suggested for the other proposer(s) to withdraw their proposal(s). If they do not withdraw their proposal(s) a ballot shall take place.

6.7.6 A test ballot shall not be done if the Charter requires the ballot to be secret, or if a member with voting rights requires the ballot to be secret.

6.7.7 If no option in the ballot receives the needed majority of votes to pass, successive rounds shall be performed in which the option having the least votes is eliminated at each stage.

*In a ballot requiring simple majority, if option A receives 40% of votes, option B receives 35% and option C receives 25% no option has the majority needed. Option C is eliminated since it has the fewest number*

*of votes. A new round is performed, in which A receives 45% and B receives 55%. Now B has the needed majority and is passed.*

6.7.8 In open ballots, if a vote between more than two options is tied, a vote for removal is performed. In the vote for removal members vote for the option they want to remove from the ballot. The option that receives the most votes for removal is removed from the ballot, and the ballot continues normally.

*If options A, B and C all get 33% of the votes the meeting is jammed. The first try is to remove the most unwanted option: say, that 45% vote for removal of A, 25% for removal of B and 30% for removal of C. Now A shall be removed from the ballot and the ballot is reiterated until the necessary majority is obtained.*

6.7.9 If the vote is still tied, the decision is made by the EC in their next meeting.

*This refers to the EC in power at the time of the GM, not the one that possibly is elected at the GM.*

*Normally if the GM is divided on a decision, it's best for the EC to go with the option to leave things as they are (preserve status quo), and reraise the issue at the next possibility (next AGM, or even an extraordinary GM).*

6.7.10 In secret ballots, if a vote between multiple options is tied, the decision shall be made by lottery.

*Secret ballots (e.g. elections) need to be impartial and thus shall be made by lottery. For ties between two options, a coin toss may be used. For multiple choices the decision may be made by pulling voting slips from a box at random, or by throwing dice.*

## **Counting of the votes**

6.8.1 According to Article 18.2 of the Charter, abstentions do not count as votes. This means abstentions are not taken into account when counting the majorities.

*For instance in a decision requiring simple majority if 9 vote yes, 7 vote no and 4 abstain the result is yes, since it has  $9/(9 + 7) = 56\%$  of votes, more than simple majority ( $> 50\%$  of votes).*

## **Open Ballots**

6.8.2 In open ballots the Chair shall ask for a vote, including abstentions.

*e.g. first who votes yes, then who votes no, and then who abstains.*

6.8.3 The Tellers shall then count the votes and report the results to the Meeting.

6.8.4 The Minute Taker shall write down the results of the vote and include them in the Minutes.

## **Secret Ballots**

### **Meetings in person**

6.8.5 In secret ballots the possible choices in the vote shall be written up somewhere visible (a blackboard, an overhead / data projector) to make sure every member knows what the vote is about. The choices shall be numbered.

6.8.6 The Tellers shall distribute the correct amount of voting slips of one vote each (preferably stamped to guarantee authenticity) to the members.

*This means that NCs get 7 slips of one vote each, LCs get two slips each<sup>2</sup> and the Individual Members from a given country one slip to be used collectively.*

6.8.7 The vote shall be cast by writing the number of the chosen option on the voting slip. Voting slips may also be printed multiple choice, in which case the wanted option is to be checked.

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<sup>2</sup>This is assuming that there are up to three LCs per country; if there are more then some will get less.

6.8.8 Anyone wishing to abstain needs to write “abstain” on their voting slip (or, if applicable, check the “abstain” bit on the voting slip).

6.8.9 When casting the vote the voters shall fold their voting slips **once**, and cast them into the voting box one by one.

*Folding prevents other people from seeing what one has voted. However, no slips should be folded multiple times, this would enable slip identification!*

6.8.10 The Tellers will count the number of slips cast into the box by each member - if the amount of votes cast by any member does not match their number of votes the vote must be done again.

6.8.11 When every member present with voting rights has voted the tellers will leave the meeting room and count the votes independently of the meeting.

6.8.12 After the count has been finished the Tellers shall notify the Meeting of the results of the vote (including abstentions).

6.8.13 The voting slips shall be put in a marked envelope. The new EC shall take the envelope with them to their first meeting in Mulhouse, and submit in in the Archive for safekeeping. The voting slips shall be kept in Archive for a period of 5 years, after which time they may be obliterated.

### **Virtual meetings**

The procedure for secret ballots in virtual meetings is stipulated in the Charter (Article 18.7).

### **Breaks**

6.9.1 Water should be made available in the meeting hall.

6.9.2 After the meeting has been going on for two hours, a break of 15 minutes should be held.

6.9.3 If the meeting lasts more than four hours a one-hour meal break should be held.

6.9.4 Anyone with voting rights may propose at any time that a break should be held.

6.9.5 After each break the number of votes present in the room must be re-counted.

## Article 7 Executive Committee

### General

- 7.1.1 The EC is a democratic body, all members of which are equal.
- 7.1.2 EC members shall work for the good of all of IAPS, not just for their local / national gain.
- 7.1.3 The EC may appoint Assistants to help in its tasks of running IAPS. Giving an Assistant (some of the tasks of an EC member does not give the Assistant a right to vote in the EC. The EC may refund any costs inflicted upon an Assistant due to her/his work for IAPS.

### Meetings

#### Summoning meetings

- 7.2.1 The EC meets whenever requested by the President or Vice-President, whenever requested by a quarter of its membership or at a time chosen in an EC meeting. The meetings shall be summoned well in advance.

*A week is normally enough, however meetings in person should be summoned a month or two before!*

*Of course if the meeting is summoned during a meeting and all EC members agree on the time there's no problem, even if the next meeting was to take place in a few hours.*

- 7.2.2 The EC should meet whenever there are matters to discuss, in order to keep the association running.
- 7.2.3 EC meetings are normally chaired by the President (or in her/his absence, the Vice-President); however in a meeting the EC may delegate this task to somebody else.
- 7.2.4 The EC may make decisions using email, the procedure is the following: the President or Vice-President sends an email with the question of vote to the EC mailing list, to which other EC members reply with their vote and possible comments. Once a simple majority of all EC members has been obtained the vote has taken place.

*It is however best that decisions are made in meetings. Getting a simple yes or no from a vote is not as good as first hearing different points of view from other EC members and then voting: it's not wise to vote blind.*

- 7.2.5 If a decision is needed quickly or people are not responding to a request for a vote, it is acceptable to send an email with a specified deadline for voting after which, if no objections are submitted, the sender will act on his/her preferred option as mentioned in the email, provided the deadline is reasonable.

*A reasonable deadline is a few days or a week or two, not just a couple of hours or minutes.*

- 7.2.6 EC meetings are open to everyone, unless there are confidential items on the agenda in which case the EC may vote to hold parts of the meeting private (e.g. due to laws on information privacy); however it should be noted that meetings in private are to be held in extreme situations only.
- 7.2.7 If the EC has not selected a Secretary or if s/he is not present in the Meeting, the EC shall elect someone to act as Minute Taker of the Meeting. In the case of virtual meetings no replacement needs to be chosen, if it has been arranged with the Secretary that s/he will make the minutes using the logs of the meeting.

#### Meetings in person

- 7.2.8 The EC shall meet in person at least three times per year.
- 7.2.9 The first meeting shall be at ICPS after the AGM with the outgoing EC to go over the situation of the association and the tasks of EC members.

7.2.10 The second meeting of the EC shall be in Mulhouse after the term has begun. The main purpose of this meeting to meet with EPS and to make the necessary declarations to the French court.

7.2.11 The third meeting shall be at ICPS. The EC will also meet with the incoming EC at ICPS after the AGM, although this meeting may be informal.

*Normally the third meeting is before the AGM, to discuss any upcoming matters, such as proposals to be made to the AGM about expulsions of members who haven't paid and so on.*

7.2.12 As for other meetings, they can be held if the EC thinks they are worth the expense. Other meetings can take place at whatever location is cheapest in terms of costs of transport, food and lodging. Any EC member wishing to spend time at this location for leisure purposes will pay any extra cost her/himself.

*IAPS will pay transport costs, food and reasonably priced accommodation during the meeting, however if an EC member wishes to stay an extra few days, s/he must pay for the extra nights her/himself.*

*If however one extra night works out cheaper overall (such as allowing the EC member to get a much cheaper flight, with a difference greater than the cost of one night's accommodation), IAPS will pay for the EC member's accommodation for the extra night.*

*Note that cost of accommodation should be kept to a reasonable minimum, so EC members should expect to stay in youth hostels or cheap hotels. However, slightly more expensive accommodation may be justified if it has a positive effect on the amount of work that can be done during the meeting, such as by minimising travel time to and from the meeting place or, for example, booking IAPS-only rooms rather than beds in dorms at a youth hostel, so that EC members are not kept awake by others who get in later or leave earlier than them.*

7.2.13 The GM can request that EC members reimburse IAPS for their meeting attendance costs if it is judged that no work took place at said meeting, or that the location was excessively expensive.

*Meet wherever and whenever the EC thinks suitable, but expect to pay costs back to IAPS if you're caught using an 'EC meeting' as a free holiday.*

### **Virtual Meetings**

*Since the advent of the Internet it has become possible to have virtual meetings. Virtual meetings are recommended, since their cost is close to nil, and they require only little time and organization and enable people around the world to take part. It is easy to take logs of virtual meetings, so writing the minutes is quite easy.*

7.2.14 Virtual EC Meetings shall take place on IRC, or some other open channel. Closed parts of the meeting may take place on secret channels. It is recommended that the EC use the traditional #iaps channel on IRCNet.

7.2.15 Telephone conferences etc are also allowed. If it's not possible to make the meeting open due to the limitations of the medium used, reasons for choosing that medium should be explained and an open meeting held soon afterwards if requested by a member.

*e.g. if the EC had a telephone conference because some EC members didn't have internet access where they were; the meeting could not be made open to an unlimited number of participants because of the costs involved.*

### **Minutes of EC Meetings**

7.2.16 The EC shall take Minutes of its meetings. The Minutes shall be presented to the auditors after the end of the Financial Year, and a permanent copy kept in Archive.

7.2.17 A copy of the Minutes (with any confidential information censored) shall be placed on the members-only area of the web site of the Association.

## **Unanimity**

7.2.18 If the EC is not unanimous on a decision it shall be put to a ballot.

7.2.19 All ballots in EC meetings are open, unless any EC member requires the ballot to be secret.

*Secret ballots should only be used in delicate matters, for instance whether or not to go to the membership for a vote of no confidence in a person (present or not) who they think is either not doing their job or damaging IAPS. If this ends up being a 'no', or if it goes to the membership and the VoNC doesn't pass, they have to work with that person for the remainder of the year, so it's best if the person in question doesn't know who voted to hold the VoNC, for the sake of minimising chances of trouble in future meetings as they won't know who to blame.*

7.2.20 The minute taker of the meeting shall record the votes of the EC members in the Minutes of the meeting (including names).

7.2.21 If a motion is supported by simple majority it is carried. In the event of a tie the President (or in her/his absence, the Vice President) has the casting vote.

## **Duties**

7.3.1 When the GM chooses not to elect a Treasurer separately it is recommended for the EC to choose from within its membership one person to act as Treasurer of the association.

7.3.2 The Treasurer shall keep an up-to-date budget and record of transactions made, and report these to EC meetings.

## **Bookkeeping**

7.3.3 Thorough books shall be kept of all financial transactions.

7.3.4 A financial statement approved by the EC shall be submitted to the auditors with the financial records and documents.

7.3.5 The EC shall distribute the aforementioned documents to the membership alongside the final AGM documents.

7.3.6 The financial statement shall be presented at the AGM along with the auditors' report.

## **Obligations to the AGM**

7.4.1 The EC shall formulate a Report of its Actions during its term for the auditors in order to enable the AGM to release it from liability.

7.4.2 The Report is submitted to the auditors after the term of the EC has ended, and is discussed at the AGM of the following year.

7.4.3 The Report should include a text outlining what the EC has done during its past term, and also an event calendar with detailed information of the events during the term.

7.4.4 The Report of Actions should be so thorough that anyone can see from it what the EC has done during its term, and justify all of the expenses the EC has decided on.

7.4.5 The Report of Actions shall also include a detailed list of EC member activities, stating who did what during their term.



## Article 8 External organisations

8.1.1 As the people in the administration of IAPS change almost yearly, the Association has no clear headquarters. To remedy this, it may accept assistance from external organisations such as national and international professional physicists' bodies.

8.1.2 Such assistance may include: the use of meeting, storage and archive facilities, professional advice, the maintenance of a bank account, auditing, and assistance with remote ballots.

8.1.3 In particular, the European Physical Society (EPS) has had a long association with IAPS and has hosted the Association's bank account and archive. It is also an ideal organization for assistance with remote ballots, since it is neutral, i.e. it does not have any links with a particular NC or LC.

8.1.4 For legal purposes, IAPS' HQ is currently at the EPS building in Mulhouse.

*Hence IAPS is subject to the laws of Alsace-Moselle, France and the EU. In addition IAPS is of course subject to local laws wherever events or meetings are held, and National and Local Committees are subject to their own local laws.*

8.1.5 Whenever possible IAPS shall use the support of an external organisation in performing remote ballots.

*Physics institutions are ideal for this since they are neutral.*

## Article 9 International Conference of Physics Students (ICPS)

### Bidding

- 9.1.1 Prospective ICPS organisers shall submit a bid to the IAPS AGM two years before the conference is planned to take place.
- 9.1.2 The bid shall include the expected duration of the conference, the expected number of participants and a preliminary timetable. It shall give details of the location, activities and accommodation. Furthermore a provisional budget, including the estimated participation fee and a list of potential sponsors should be presented.
- 9.1.3 The ICPS organisers shall present an update to the IAPS AGM one year before the conference is planned to take place.
- 9.1.4 The update shall give details of the location, activities and accommodation. It shall include a presentation of the ICPS website, a list of potential guest speakers, a list of sponsors, and a detailed budget. Contracts for accommodation and the venues should also be presented to the AGM.

### Organisation

- 9.2.1 The ICPS organising committee shall consist solely of IAPS members.  
*ICPS is a conference for physics students by physics students. The committee may include non-students as consultants, but they shall have no right to vote on the committee.*
- 9.2.2 ICPS is organised annually in August. The duration of ICPS is at least four days.
- 9.2.3 The organisers of ICPS shall inform all IAPS members of the essential details of the conference (including dates, locations, costs and all other information available for early dissemination) at least nine months in advance.
- 9.2.4 The ICPS committee shall keep the Executive Committee updated about the progress in the preparation of the conference.  
*If the organisers aren't doing anything then the EC can take action to prevent anything from going haywire.*
- 9.2.5 The programme of ICPS must be presented to the Executive Committee not less than four months in advance of the Conference. This programme should be presented alongside a detailed budget.
- 9.2.6 The ICPS website and all other publicity materials must contain links and references to IAPS, and must include all publicity material that the Executive Committee insists be included.
- 9.2.7 Registration for ICPS shall open at least six months in advance.
- 9.2.8 Only members of IAPS may take part in ICPS.
- 9.2.9 Non-members who wish to attend and fit the criteria specified in Article 7 of the IAPS Charter may register as members. Responsibility for collecting their membership fees rests with the Executive Committee of IAPS.
- 9.2.10 The organising committee of an ICPS has to sign an agreement with the Executive Committee after winning their bid, or if this is not possible, within six months of the AGM, where the organisers have to ensure that they obey the regulations and the charter of IAPS and ensure to stay in contact and work together for the success of the conference. The agreement should also include the duration of the conference, the estimated number of participants, the estimated participation fee and the estimated overall budget. The Executive Committee has to agree with any later changes of these data by the organisers.

*This agreement exists so that a few very basic details about the conference are agreed on at least by estimates or upper/lower limits at the start, and to prevent these from being changed without the agreement of both the organising committee and the Executive Committee of IAPS. For example it makes sense to agree on a rough upper limit to the conference registration fee and budget to prevent ICPS from becoming too expensive.*

## Annual General Meeting

- 9.3.1 It is the duty of the organisers to fit the IAPS Annual General Meeting into the programme of ICPS and to make the necessary technical arrangements.
- 9.3.2 The AGM is open to all IAPS members - it is not necessary to be an ICPS delegate in order to attend the AGM.
- 9.3.3 If requested by a member with voting rights, the ICPS organisers shall make sure that representatives who are not attending the conference can participate in the AGM by sending necessary instruction and providing passes if the meeting is in a place of restricted access.

## Program

- 9.4.1 The amount of the registration fee shall be the minimum required to break even after all costs and sponsorship has been taken into account. It must be discussed with the Executive Committee before registration opens. If the fee is too large, consideration must be given to reducing costs. The Executive Committee can also set an upper limit to the participant fee. This has to be done at the latest one year before the conference.

*The costs may be reduced by cutting down the number of extras or programme (T-shirts, costly excursions, etc) or even reducing the duration of the conference or the number of places. The ICPS organisers can, of course, apply for an IAPS sponsorship, but they should expect to raise the needed monies themselves.*

- 9.4.2 Typical ICPS activities include:

- Student Lectures
- Guest Lectures
- Poster Sessions
- Scientific Excursions
- Cultural or Social Excursions
- Tour of Host City
- Lab Tours
- Sporting Activities
- Conference Dinner
- National Party<sup>3</sup>
- Welcome and Farewell parties
- Costume Party
- Opening and Closing Ceremonies.

The conference may also include other types of activities.

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<sup>3</sup>At the National Party, ICPS delegates have the opportunity to prepare samples of their national foods and drinks, which are shared with other delegates. Usually national groups also put on short 'shows' of a few minutes in turn, often consisting of song, dance or drama/comedy sketches.

## Finances

9.5.1 ICPS participants may apply for financial support for the registration fee and/or travelling costs. They must apply to the Executive Committee at least four months prior to the conference.

9.5.2 The EC shall decide on the award of such support and inform applicants of its decision at least three months prior to the conference.

9.5.3 IAPS has a ICPS-fund, for compensating possible losses of organising an ICPS.

*This fund is a reserved amount of money on the IAPS account.*

9.5.4 In the case of a loss from organising an ICPS, the ICPS organisers can ask for a compensation from the ICPS-fund up to a maximum of €2000. Any remaining loss will have to be carried by the ICPS organisers.

*The amount of €2000 is about 1% of the total of an ICPS budget. If the ICPS organisers have gone far beyond their proposed budget without a good reason, leading to an unnecessary loss, IAPS may decide not to give the ICPS organisers financial help.*

9.5.5 In the case of a profit from organising an ICPS, the ICPS organisers will transfer the remaining profit to the ICPS-fund up to a maximum of €2000. Any remaining profit can be kept by the organisers.

*Not the total amount of profit will be taken since it is fair only to take the amount that is also guaranteed. An organising NC/LC will often receive less sponsorship money themselves in the year after collecting a large sum for ICPS.*

9.5.6 The payment into the IAPS current account has to be made not later than three months after all contracts have been fulfilled.

*If a sponsor is paying their money into the ICPS account in arrears and they're slow about it, it may take a while. In other cases the monies should be transferred not later than three months after ICPS.*

9.5.7 The ICPS-fund can contain a maximum of €8000. If this maximum amount is exceeded, the remaining amount of money will go into IAPS' regular budget.

9.5.8 If the ICPS-fund does not contain sufficient money, IAPS may choose to transfer money to the fund, but is not obliged.

9.5.9 The ICPS Committee shall produce a report within six months of the conference, incorporating final accounts together with any information that may be useful to subsequent ICPS committees.

9.5.10 The report shall be sent to the Executive Committee, filed in the IAPS archive and shall be presented at the following AGM.

*In case no one from the past ICPS Organising Committee is able to attend the following AGM, the report may exceptionally be presented by the EC, although this should ideally not be encouraged, as it is useful to have at least some past organisers attend the subsequent ICPS.*

*N.B. These are just appendices and as such are not in any way binding. However these contain valuable information that can be used in IAPS.*

## **Appendix A Model minutes**

*Concise minutes are an important thing to have. You can swiftly get a good picture of what has happened in the meeting and what needs to be done just by glancing through the minutes.*

*Note that these minutes do not reflect reality (for example the Charter Committee has no budget nor grants). They have been formulated to include most cases that should be mentioned in the minutes in different kinds of IAPS meetings.*

*Minutes should be clear, concise and written in the third person.*

*Regardless of the order in which the business was discussed, the minutes should group all relevant material under each heading, and rank the headings in the same order as in the previous minutes, with new items inserted as appropriate.*

*Individuals should be referred to by their initials.*

### **Charter Committee Meeting 01/07**

On the 5<sup>th</sup> of June 2007 at 10:00 AM UTC+2 at EPS HQ, Mulhouse, France.

<b>Present:</b>	Jim Grozier (President, chairman of the meeting) Laura Pickard (EC contact) Tomi Pieviläinen (Treasurer, minute taker of the meeting) Milla Karvonen Jussi Lehtola
<b>Apologies for Absence:</b>	Guus Harms
<b>In attendance:</b>	Alan Chodos (American Physical Society) David Lee (European Physical Society), present only in 8.

*Affiliations and officerships are not essential if all those present belong to the committee in question, although the chair and minute-taker should be identified. Non-members should be listed separately, as above.*

#### **1. Opening the meeting**

JG opened the meeting at 10:15.

#### **2. Determining the legality and power**

The meeting had been called with more than two weeks notice, so it was agreed that it was legal. More than half of the members were present, so the quorum was reached and the meeting had power to make decisions.

#### **3. Organization of the meeting**

TP was selected as the minute taker.

#### **4. Approving the agenda**

JG proposed an additional item, namely "Regulations". The agenda was approved with this addition.

## 5. Approving the old minutes

The minutes from 2<sup>nd</sup> of February were approved subject to the rectification of various typos. Corrected minutes to be sent to the mailing list.

**Action: TP**

*The Action part on the right is a way to highlight things to be done. One can remind oneself of what to do by just a quick glance through the minutes - no need of reading the whole thing through.*

## 6. Financial report

TP reported that all travel expenses for the last meeting (totalling 46 €) had been paid, leaving a balance of 13.80 €.

AC informed the meeting that APS might give IAPS a grant of 100 €. LP to liaise.

**Action: LP**

*There is no point in putting an action on someone who is not a member of the committee; they will receive the minutes, but cannot be held to any obligations contained therein. Hence a member of the committee must be given an action to liaise with them - in other words, chase them up if they don't respond.*

There was discussion about whether the budget would permit another meeting in Mulhouse. It was decided to wait until the grant situation had been clarified.

## 7. New charter

The model charter was modified to suit IAPS' specific requirements; the basic structure of the model charter was retained as much as possible, in order to highlight the similarity between the two. Some points from the previous charter were then incorporated. The new charter is to be sent to the EC 8 weeks before the AGM ( 13<sup>th</sup> of August 2007).

**Action: JL**

The finalised charter is to be distributed to members at least 4 weeks before the AGM.

**Action: JL**

## 8. Questions to EPS

DL informed the meeting that EPS can assist with remote voting, handling bank transfers, translations to French and with the webserver. Also he could visit the AGM this year.

JL to pass this information to the EC.

**Action: JL**

JG to inform ICPS committee that DL would be attending the AGM.

**Action: JG**

DL also answered questions about the unclear parts of the French law and recommended that IAPS get external, neutral auditors in addition to one chosen from its membership. The Charter was modified to call for the appointment of such auditors.

## **9. Overhaul of Membership Fees**

Not discussed.

*This item has been kept in the minutes to remind the committee that they will have to deal with it at a later meeting.*

## **10. Overhaul of Voting System**

Not discussed. JL to obtain a template based on the EPS system.

**Action: JL**

*This item has also been kept in the minutes, along with an outstanding action.*

## **11. Provision of Printed Copies**

JG suggested that once the Charter has been agreed by the AGM, a hard copy should be provided for each individual member of every local and national committee, as well as each individual member of IAPS. Costs would have to be obtained for this before a decision could be made, and that in turn would require a knowledge of how many members each LC and NC represents. It was decided to wait until costs were available and the budget situation had been clarified before making a final decision.

*This is the sort of item that will have to be retained in the minutes until a decision can be made.*

## **12. Regulations**

Headings for the regulations were set. Since it was not clear whether there would be enough time to do the regulations before ICPS, the meeting agreed to concentrate on the actual charter.

Some items could be removed from the charter, if they were added to the regulations, but have been retained in the charter for now, so that they exist somewhere in the event that the regulations are not completed before the AGM.

## **13. Any other business**

No other business.

## **14. Next meeting**

Next meeting to be online, iterator to be used to get the exact date.

## **15. Closing of the meeting**

JG closed the meeting at 18:09.

## Appendix B Online Meeting Guide

*Online meetings are a good way to have good communications with the membership. They are also very useful in handling committee meetings, where the committee members live far away from each other.*

Online meetings should be held in open systems (e.g. IRC) permitting people using slow connections and different operating systems to take part, whereas proprietary systems (MSN Messenger, Skype) limit the possibilities of taking part.

The time of the meetings shall be decided by consultation of the members of the committee in question using e.g. an online meeting iterator to see what time suits the most participants. Deciding the date and time of the next meeting during the meeting before is also perfectly acceptable.

The meeting shall be called a sufficient time in advance by the president or vice-president of the committee in question, or anyone else authorised to do so.

If the president is absent and the committee in question has no vice-president the meeting shall elect a chair. Once the chair has been selected, meeting rules have to be decided upon. Model rules as follows:

- write “POINT” in order to request for an address. Once the Chair has given you the floor, send your point or question and end it with “End point.”
- if you have been asked a question, write “REPLY” to request for an address; the Chair should give the priority for replies. Once you have been given the floor, send your reply and end it with “End reply.”
- write “OFF-TOPIC” if you think somebody’s off topic; this should provoke the Chair into doing something.
- write “CHAIR” if you propose a change of Chair; a vote of No Confidence shall take place instantly. If the proposal is supported by a majority a new Chair shall be selected.

Sending messages to the meeting without being given the floor disturbs the meeting; if a person continuously harasses the meeting the Chair may silence her/him or remove her/him from the meeting.

Traditionally IAPS meetings have been on IRC: channel #iaps on the IRCNet network. IRC clients are available for every operating system and easily found by e.g. Google. IRC has proven to be a trustworthy system over the years, and should be used whenever necessary. New channels can easily be founded and closed meetings held.

For those stuck behind a firewall which blocks the usual IRC ports, you can get to an IRC meeting using various different webchats.