

Internal Regulations of the International Association of Civil Engineering Students

1. Language

The official language of communication is English.

2. LC Activity Criteria

- a. Every LC should organize every year at least one of the following options described below:
 - i. 1 International (i.e. registered at iaces.org) and 1 local activity;
 - ii. 3 local activities.
- b. Every LC should organize at least one international activity every three years including 2 or more LC's.
- c. Every LC responsible for organizing technical trips, courses, international events and others (except social events, e.g. tournaments or parties) has to publish an article on the website.
- d. Every LC must publish at least one article (technical or other) on the website each year.
- e. Every LC must fill in and return the LC Status Report by January 1st of each year. The LC Status Report is public.
 - i. If an LC doesn't comply with clause 2.a, 2.b or 13.c, it will automatically be defined as "Observer Group". This is documented every year in the LC Status Report.

3. CP Activity Criteria

- a. A CP has to set up an LC during the 1st year of activity.
- b. Every CP claiming for LC status has to go through the official "Formal Procedures to become an LC".
- c. If a CP fulfils the obligations stated in the "Formal procedures to become LC", it will be under Observer Group Conditions in clause 4, until they are voted as LC in GAR.

4. Observer Group conditions

- a. Observer Group is a condition applied to CP's, or LC's that don't comply with clause 2.a, 2.b, 3.c or 13.c.
- b. CP's and LC's under OG conditions have no right to vote at the GAR.
- c. CP's and LC's under OG conditions are not eligible to host the ACCESS and its members are not qualified to apply for official positions in for example the GB or CC.
- d. The observer group members are charged the alumni participation fee as specified in article 12d. The surplus is added to the GB account. In case a CP or LC shows significant motivation and dedication to IACES, the GB can make an exception, so the CP or LC benefits from the participation fee groups division stated in article 12b.
- e. CP's or LC's under OG conditions can be voted to become active LC's during the GAR.

5. Partnerships

- a. Partners are legal entities having an interest in cooperation.
- b. Independent professional/ student organizations or associations can be considered under the partnership position.
- c. Conditions for each partner are determined by an agreement
- d. Each partnership agreement should be accepted by GAR.

6. ACCESS

- a. ACCESS is the Academic Congress of Civil Engineering Students and has to be organized every year.
- b. During ACCESS, the GAR assembles.
- c. During the ACCESS and before GAR, there must be an activity to discuss and debate the main objectives and scope of work on IACES. The organization of this falls under GB's responsibility.
- d. Host LC send a **preliminary schedule and financial overview** to the GB to be accepted, at least 5 months before the ACCESS.

7. Mid-Term Meeting

- a. The Mid-Term Meeting is an event during which the GAR assembles to discuss and vote all IACES related issues.
- b. The Mid-Term Meeting has to take place at least once a year.
- c. The representatives of all LCs should be present in at least one of the meetings in point 5a or 6a.
- d. It should take place at least 5 months after ACCESS and 5 months before the following ACCESS.
- e. The hosting LC should send a **provisionally schedule and financial overview** to the GB. This should be done 4 months in advance (4 months before the MTM).

8. Agenda of the GAR

The agenda of the GAR must include at least the following items:

1. Assembly Opening.
2. Approval of the quorum and the agenda of the GAR.
3. Selection of two persons checking the minutes and counting the votes.
- ...
16. Others.
17. Closing of the GAR.

9. Additional Agenda points

a. Additional GAR Agenda points for ACCESS

4. Activity Report of the GB.
5. Adopting the Activity Report of the GB.
6. Financial Report of the GB.
7. Report of the AVC.
8. Adopting the Financial Report of the GB.
9. Report of the CC.
10. Election of the LC hosting the CC.
11. Election of the new GB.
12. Announcement of Advisor Group
13. Election of the new AVC.
14. Determination of the IAF.
15. Election of an LC organizing ACCESS of the following year.
16. Vote for new LCs (CPs and LCs under Observer Group Conditions)
17. Vote for Changes in IR.

b. Additional GAR Agenda points for MTM

4. Activity Report of the GB.
5. Adopting the Activity Report of the GB.
6. Financial Report of the GB.
7. Report of the CC.
8. Election of the LC that will organize the next MTM
9. Vote for new LCs (CPs and LCs under Observer Group Conditions).
10. Vote for Changes in IR

10. GB

- a. The GB meets at least three times a year.
- b. The GB is responsible for sending the LC Status Report Form to every LC by December 1st each year.
- c. Every member of a LC of IACES can run for all positions of the GB except for President. For this position, it has to be a member from a previous GB. In case no member of previous GB is willing to candidate, any member of a LC of IACES can candidate.
- d. It is mandatory that the members of General Board are responsible for the following specific tasks:
 - I. The President is responsible for keeping an overview of IACES, responsible for five-year strategy and reviewing multi-year plan of LCs.
 - II. The First-Vice President takes over when president is not present. He is the one communicating with the Local Committee which was elected to organize the following ACCESS and in charge of monitoring all IACES social media accounts.
 - III. The Second-Vice President is the public relations and responsible for controlling all fundraising activities.
 - IV. The Treasurer is responsible for establishing and coordinating the IACES Budget and the Financial Report. Also, he has to gain insight in financial situation of LCs.
 - V. The Secretary is responsible for providing and maintaining the contact with LCs and CPs checking minutes of GB meetings and is ultimately responsible for establishing the bridge with the CC.
- e. After the new GB is elected, the current and the old GB members have to meet at least once in order to pass along all information regarding IACES. It is also recommended that each GB member meet the new member in its position.
- f. GB members have to be present at ACCESS or write a letter of justification if not possible, stating the pertinent reasons.

11. AVC

- a. For purposes as stated in clauses 11 and 13 of the Statutes, the financial report and books must be sent to the AVC at least two weeks before the GAR assembles, if this GAR takes place during ACCESS or involves the adoption of a financial report in any way.
- b. Three alumni from Alumni Club have to be suggested during election in GAR.

12. CC

In addition to clause 12 of the Statutes, the CC is responsible for at least the following tasks:

- a. Time co-ordination of international IACES activities;
- b. Keeping the list of LC's and CP's up to date;
- c. Keeping the general homepage and calendar of activities up to date;
- d. Production and issuing of promotion material such as posters and brochures;
- e. Production and issuing of the Newsletter (at least twice a year);
- f. Coordination of the production and issuing of the Yearbook (the production and issuing can be delegated to another LC).
- g. One representative of the CC sits in on every meeting of the GB.

13. Participation Fees

- a. Students pay participation fee according to their category.
The categories are defined by the following:

A country is assigned to one of the groups according to the GDP per capita (PPP) following the United Nations department IMF - International Monetary Fund.

- A = GDP per capita (PPP) > \$ 35.000
- B = \$ 28.000 < GDP per capita (PPP) < \$ 35.000
- C = \$ 14.000 < GDP per capita (PPP) < \$ 28.000
- D = GDP per capita (PPP) < \$ 14.000

According to the following formula the fee will be calculated.

- A = Base + 10%
- B = Base +5%
- C = Base
- D = Base - 5%

The base price is the sum of the incomes and outcomes, considering the minimum amount of money each LC needs to receive in order to pay for: food, accommodation, visits, transportation, etc.

- b. Alumni with less than 1 year of experience should pay an amount increased, considering the student's participation fee for A countries, as the following:

Taking the A countries students participation fee (A), ALUMINIS should pay:

- A+20% Countries A
- A+15% Countries B
- A+10% Countries C
- A+5% Countries D

- c. Alumni with more than 1 year of experience should pay an amount increased, considering the student's participation fee for B countries, as the following:

Taking the B countries students participation fee (B), ALUMINIS should pay:

- B+50% Countries A
- B+35% Countries B
- B+25% Countries C
- B+20% Countries D

d. The LC organiser has to send the GB a detailed report of what the participation fee includes and how they arrived to their fee.

14. International Activity Fee

- a. LCs organizing any international IACES activity pay IACES an International Activity Fee (IAF) per participant.
- b. The amount of the IAF for the upcoming year is fixed by the GAR.
- c. The IAF must be paid the latest by the end of the activity.

15. Advisor Group

- a. 2 people from the previous GB form the members of the Advisor Group.
- b. A member of the current GB cannot be a member of the Advisor Group.
- c. The previous GB decides who will be in the Advisor Group.
- d. The new members of the AG will be announced during ACCESS.
- e. The AG has the right to call the GAR.

16. Transferring of Votes

All the LC must appear in a GAR at least once per 2 years. Otherwise, they will not be able to transfer votes until they reappear in a GAR.

17. Participants Cancellations

It will be the responsibility of the organizing LC to accept or deny students' participations according to the following:

- The organising LC can ask for a participation proof (e.g. travel tickets, etc) to see how many participants will attend for sure. So they can have a better financial picture of the event.
- The organising LC can ask for 30% of the fee to be paid 3 weeks in advance. However, they should guarantee a simple way to transfer money (e.g. PayPal account, Bank account, etc.)
- The organising LC can open applications 2 months in advance to give participants more time to arrange their VISA, to minimize cancellations.
- The organising LC can send a confirmation mail, so people know they applied and the organiser can count on them to come.

IACES Internal Regulations
Ankara, 11th October 2018



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