



Rules of Procedure

Rules for good collaboration

Imprint

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1 Principles

§ 1 Members

The Members of IDEALiStiC are the students' unions of the higher education institutions which are members of IDEA League.

§ 2 Name

The association of the Members carries the name IDEA League Student in Conference (IDEALiStiC).

§ 3 Goals and Visions

The goals of IDEALiStiC are:

1. to represent the interests of the Members towards the IDEA League,
2. to rise the awareness and understanding of the IDEA League among students,
3. to provide support and advice to the IDEA League in matters of educational policy and student welfare,
4. to improve policies on educational issues and student representation by exchanging best practices,
5. to find and promote common positions and interests.

§ 4 Structure

Within IDEALiStiC exists

1. the IDEALiStiC Board and
2. the IDEALiStiC Conference.

2 IDEALiStiC Board

§ 5 General

- (1) The IDEALiStiC Board consists of one representative from each Member, the Secretary General, and the Public Relations Manager. Project Managers, if appointed, are guests in the Board
- (2) The Members appoint their representative independently and on a self-determined basis.
- (3) The Secretary General, the Public Relations Manager, and the Project Managers, if appointed, have a mandate given by the collective of the Members and work as such in its interest.
- (4) Decisions are taken by the vote of at least four Members according to §1 with a simple majority. Each Member has one vote.

§ 6 Tasks

The Board is responsible for:

1. ongoing work on the current topics,
2. exchange between the Members,
3. exchange with IDEA League,
4. coordination, preparation and participation of the conferences according to § 11,
5. compliance with the goals according to 1§ 3§ 3,
6. appointing the Project Managers,
7. external representation of IDEALiStiC.

§ 7 Secretary General

- (1) There are two Co-Secretary Generals. They coordinate all activities of IDEALiStiC and are the main contact partner of IDEALiStiC and its Board. They are also responsible for the communication with the IDEA League.
- (2) The Co-Secretary Generals organise a monthly Conference Call and invites all members of the Board, and, if needed, guests. They shall direct the discussion, and ensure that minutes are taken and sent to the Members and the guests.

- (3) The mandate of the Co-Secretary Generals lasts one year, and can be extended for additionally one to two years. The Secretary General shall not be a representative of a Member according to § 1.
- (4) The Co-Secretary Generals are responsible to distribute their work on their own.
- (5) The election of the Co-Secretary Generals is carried out according to § 10.

§ 8 Public Relations Manager

- (1) The Public Relations Manager coordinates the public relations of IDEALiStiC. This includes amongst other things the presence on social media, public communication, and communication with external organisations.
- (2) The mandate of the Public Relations Manager lasts one year, and can be extended for additionally one to two years.
- (3) The election of the Public Relations Manager is carried out according to § 10.

§ 9 Project Managers

- (1) Project Managers can be appointed by IDEALiStiC during the conferences or the Board to work for a specific project. The Project Managers take part in the Conference Calls and give an update on the current state of the project.
- (2) The duration of the mandate is set by the Board. A prolongation of the mandate is possible.
- (3) The appointment of the Project Managers is carried out according to § 10.

§ 10 Election and dismissal of Secretary General, Public Relations Manager, and appointment of Project Managers

- (1) The election or the appointment takes place during an IDEALiStiC Conference.
- (2) In an election, if there are more candidates than seats, the Board decides about the election procedure.
- (3) To be elected at least four Members need to vote and a simple majority is needed. Each Member has one vote.
- (4) If the position is not filled, the responsibilities according to § 7, § 8, and § 9 can be staffed ad interim until the next Conference. This election takes place during a Call according to § 7 (2). For an election to be valid, at least 3 Members need to be present during the Call.
- (5) The Board or the Conference have the right to dismiss the Secretary General, the Public Relations Manager, or Project Managers. This requires a majority of 75 percent.

3 IDEALiStiC Conferences

§ 11 Conference

- (1) The Conference of all Members takes place at least twice per year. The Conference place is rotating among the Members unless the Board decide otherwise.
- (2) The effecting students' union sets up the Conference date, coordinated with the Board. The Conference invitation has to be sent not later than 90 days before the Conference start by the effecting students' union.
- (3) The effecting students' union sets up the Conference program with slots reserved for the discussion and report topics. The effecting students' union sends the Conference program to the Members not later than 30 days before the Conference start.
- (4) Each students' union can propose discussion topics for a Conference, while each Member shall make at least one proposal. The topics must be received by the IDEALiStiC Board at least 30 days before the Conference starts. Each students' union shall take a stand on the proposed discussion topics and hand it in by writing at least 7 days before the Conference start. If too many topics have been handed in, the Board decides about the topics that will be discussed.

Completion conditions

- (5) At a Conference, the Secretary General, the Public Relations Manager, and the Project Managers, if appointed, shall report about the progress since the last conference. A written report shall be sent to the Members at least 30 days before the Conference starts.
- (6) Minutes shall be written to keep track of the results of the discussions and the decisions taken.

§ 12 Tasks

The Conference is responsible for:

1. dealing with the proposed topics according to § 11 (4),
2. discussing the collaboration with IDEA League,
3. electing the Secretary General,
4. electing the Public Relations Manager,
5. proposing adjustments to the Position Paper and
6. evolve IDEALiStiC.

§ 13 Decisions

- (1) Decisions are taken by the vote of at least four Members with a simple majority. Each Member has one vote.
- (2) Decisions taken by the Conference shall be published latest 15 workdays after ended conference, not including the last day of the conference, on the IDEALiStiC homepage by the Public Relations Manager. The decisions are contained in the Final Report, which should be put online latest 30 days after the end of the Conference.

§ 14 Final Report

For each Conference, two Reports must be written within 30 days after the Conference. The Long Final Report is detailed and contains the content of each discussion. It gets sent to every Member. The Short Final Report consists of two pages and is written for people outside of IDEALiStiC and committees of the IDEA League and gets sent to the committees of the IDEA League. It gets published by the Public Relations Manager.

§ 15 Position Paper

The IDEALiStiC Position Paper serves as a summary of common positions of the student unions. The Position Paper can and should be adjusted at each Conference.

4 Completion conditions

§ 16 Changes in the Rules of Procedure

- (1) Changes in the Rules of Procedure are changes in the wording as well as additions and repeals of clauses.
- (2) The Rules of Procedure can only be changed during an IDEALiStiC Conference.

§ 17 Entry into force and publishing

These Rules of Procedure were published on the IDEALiStiC website by the Public Relations Manager and come into force as soon as it is accepted by the Conference, unless specified otherwise.