

# **Statute**

(A Voluntary, Non-Profit Making Organisation)

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## **Article 1**

### **NAME**

The name of the Organisation shall be "*Institute of Applied Science Student Organisation*" and shall be referred to as 'IASSO', as its abbreviated version.

## **Article 2**

### **ADDRESS**

The official address of the Organisation is:

Institute of Applied Science  
MCAST  
Corradino Hill  
Paola

## **Article 3**

### **MISSION STATEMENT OF THE ORGANISATION**

The mission of the Institute of Applied Science Student Organisation is to connect people through Education by creating awareness and maximizing student performance and personal development. The organization aims to establish local and international relationships through social activities, collaboration, fundraising and research.

## **Article 4**

### **OBJECTIVES**

The Organisation shall have the following objectives:

- 4.1 To provide support and valuable information for student education;
- 4.2 To cultivate new ideas and broaden perspectives;
- 4.3 To be involved in institutional affairs which directly or indirectly influence the Organisation's aims and objectives;
- 4.4 To raise public awareness on current events and projects;
- 4.5 To promote and present the interests of the Organisation's members to the notice of higher authorities, international Organisations and other authorities;
- 4.6 To encourage students to integrate and socialize with their colleagues by developing social and working relationships;
- 4.7 To create a substrate for student relationships to thrive and develop;

- 4.8 To raise funds by means of fund-raising activities and projects, to be reinvested in the Organisation's needs and interests;
- 4.9 To collaborate with Organisations and individuals whose aims are similar to that of the said Organisation;
- 4.10 To enhance personal and social development within the reach of the organisation;
- 4.11 To encourage and promote research through collaboration with related entities as well as promotion of ongoing initiatives within the institute;
- 4.12 To increase student participation in educational and social activities;
- 4.13 To do all that which is ancillary, incidental or conducive to the attainment of the above objectives.

## Article 5

### GENERAL DEFINITIONS

- 5.1 For the purpose of this Statute, the Organisation shall define the following definitions here under.
- 5.2 The Institute of Applied Sciences comprises of the following buildings:
  - 5.2.1 The 'Institute of Applied Sciences [Main Block]' refers to MCAST Main Campus, Block (X), Corradino Hill, Paola PLA 9032.
  - 5.2.2 The 'Centre for Agriculture, aquatics and Animal Sciences' refers to in Luqa Road, Qormi QRM 9075.
- 5.3 The word 'student' refers to any person who is attending any academic course on a part time or full time basis at the Institute of Applied Science.
- 5.4 The term 'Affiliate' refers to any registered participant who does not fulfil the criteria of a student.
- 5.5 The term 'membership' means to be part of the Organisation either recognised as a member or as an affiliate.
- 5.6 The 'Executive Committee' refers to the group of elected students who are responsible for decision making and steering the Organisation.
- 5.7 The 'founding members' refer to the group of students who were responsible for setting up the initial committee. The founding members of the Organisation are: James Gabarretta, Danika Formosa, Alejandra Borg and Julio Caruana.
- 5.8 The term 'Organisation' means, but is not limited to, the group of members, affiliates and Executive Committee members; also encompassing the respective statute and code of ethics and all events and initiatives which the organisation hosts and/or actively participates in.
- 5.9 The word 'Office' means, but is not limited to, the role given to an Executive Committee Member to carry out a role in a particular position for an established period of time.
- 5.10 The term 'Proceeds' means any revenue generated through the organisations' events and collaborations.
- 5.11 The term 'Full week' means seven full days from Monday to Sunday.
- 5.12 A 'quorum' refers to the minimum amount of people needed to be present within a meeting or through decision making in order to pass a vote; this being 10% of the members.
- 5.13 The term 'collaborate' means, but is not limited to, to work in line with another association or organisation having interests which do not conflict with the purpose of the IAS Student Organisation.
- 5.14 Local and International relationships refers to any form of contact on a formal and informal basis with individuals, organisations and other bodies which may be of interest and/or of help to the organisation.

- 5.15 Fundraising events refer to any type of event organised by the Organisation to raise funds and/or increase capital for the organisation.
- 5.16 Annual General Meeting (AGM) refers to the formal meeting which will be held in the same period each year, where the executive committee will be elected and a breakdown of the organisation's performance will be delivered to the audience.
- 5.17 Extraordinary General Meeting (EGM) refers to the formal meeting which is called when significant changes need to be done prior to the period that the Annual General Meeting is to be held.
- 5.18 Resignation refers to the act of formally withdrawing from a role within the organisation, in line with the resignation procedure.
- 5.19 Secret Ballot refers to the voting method by which all votes will be held confidential and only the relevant results can be released to the audience.
- 5.20 External Advisory Body refers to any group of individuals which do not form part of the organisation, which are selected to provide assistance and advice on a particular case/matter.
- 5.21 Agenda refers to any batch of ideas, topics or issues which need to be discussed and/or addressed during a particular meeting.

## **Article 6**

### **GENERAL POLICY**

- 6.1 The Organisation shall be autonomous and voluntary.
- 6.2 The Institute of Applied Science Student Organisation is MCAST-based and open to all MCAST students who wish to form part of the Organisation; whereby the main activity will be operating under the said college.
- 6.2 The Organisation shall be non-profit making and any excess of funds received or generated from its activities must always be reinvested in the same organization. Additionally, the Organization may opt to donate such funds to other organizations, as reviewed by the Executive Committee.
- 6.3 The accounts of the Organisation shall be reviewed, audited and published on a yearly basis.
- 6.4 Provided its autonomy is not affected, the Organisation may collaborate with other entities on a college, national, regional or international basis in order to further its aims.
- 6.5 The Organisation shall not promote any political or trade union affiliation and it shall not indulge in party politics.
- 6.7 The Statute of the Organisation should be freely available to anyone upon demand. All current and prospective Members and Affiliates, as well as Executive Committee members of the Organization shall have access to the statute.

## **Article 7**

### **MEMBERSHIP**

- 7.1.1 All students who attend the Institute of Applied Sciences are eligible to become members of the Organisation with full voting rights. Any person who is not a student at the said institute is eligible to join the organisation as an affiliate.
- 7.1.2 The students eligible to become members of the IASSO are the students who are officially registered as students attending the Institute of Applied Sciences.

- 7.1.3 Students eligible to become members include the following:
  - 7.3.1 Maltese and Foreign students
  - 7.3.2 Full-time courses
  - 7.3.3 Part-time courses, minimum of six months
- 7.1.4 Membership for IAS Students and affiliation for non-IAS students is at a cost of €2.50 per annum which is to be paid yearly in advance at registration and extension of the said membership. The Executive Committee reserves the right to review the membership pricing when deemed necessary by the Organisation.
- 7.1.5 Students enrolled as Members of IASSO are eligible to vote at the next General Meeting of the Organisation or in the election for a new members of the Organisation's Executive Committee.
- 7.1.6 Affiliates of IASSO are:
  - 7.6.1 Students, administration and staff who are not students at the Institute of Applied Sciences.
  - 7.6.2 Students who are not yet registered at the Institute of Applied Sciences but are in the process of applying to be registered.
- 7.1.7 The affiliates are not eligible to vote at the IASSO General Meeting or at an election for a new member of the Organisation's Executive Committee.

## **EXECUTIVE COMMITTEE**

- 7.2.1 The Executive Committee shall consist of five members of the Organisation who shall be elected every year at the Annual General Meeting of the Organisation. The Organisation reserves the right to choose to expand the posts for the Executive Committee by availing the position in due time prior to the Annual General Meeting. At the expiration of the one year period the Executive Committee shall go out of office, however general members of the executive committee are eligible for re-election.
- 7.2.2 The Organisation reserves the right to allow the founding members of the Organisation to serve as members of the Executive Committee until the member is no longer able to be part of the Organisation.
- 7.2.3 The obligations of the Executive Committee are the following:
  - 7.2.3.1 To put into effect the decisions of the General Meeting;
  - 7.2.3.2 To provide information to Members and affiliates regarding the work of the Organisation throughout the year;
  - 7.2.3.3 To draw up a working plan, together with its aims and objectives for the upcoming year.
- 7.2.4 The term of office shall be for one year and shall commence from the date of the election and terminate at the election of the following year. Sufficient time is to be allocated for the transition between the present members and newly elected members.
- 7.2.5 Each member of the Executive Committee is entitled to one (1) vote.
- 7.2.6 In order for a vote to be taken during a meeting of the Executive Committee, a minimum of 50% (fifty percent) plus 1 (one) of executive committee members must be present and vote. In case of a tie, the President of the Organisation will have the casting vote in the absence of one of the executive committee members; provided that the final decision is taken in accordance with these rules and in the best interest of the said Organisation.
- 7.2.7 A new member who wishes to form part of the Executive Committee should be a fully subscribed member of the organisation for a minimum of six full weeks, otherwise the said person can be co-opted and then becomes a full voting member of the Executive Committee at such a date as the Executive Committee sees fit.

- 7.2.8 The affairs of the Organisation, in all matters not in these rules reserved for the Organisation in Annual General Meeting, shall be managed by the Executive Committee of the Organisation. Provided that the Executive Committee shall have, as its primary function but not limited to, the management and allocation of the proceeds of all fund raising activities. Funds received during fund-raising activities are the responsibility of the Executive Committee.
- 7.2.9 In the event of the resignation (or termination from a post for other reasons) of an Executive Committee Member, the Executive Committee will co-opt other member/s to take his/her place. The other official Members of the Executive Committee will pass a vote as to who will be co-opted during a committee meeting. Any Member so appointed shall retain his/her office only until the next Annual General Meeting, but shall then be eligible for re-election.
- 7.2.10 Any Executive Committee member whose attendance is not sufficient to the upkeep of the Executive Committee should be reviewed by the Executive Committee. This will guarantee the continuity of the work of the Executive Committee.
- 7.2.11 The elected members of the Executive Committee will elect a President, a Secretary and a Treasurer from amongst them.
- 7.2.12 The Executive Committee shall be elected to office for a period of one year by secret ballot, electing those Members obtaining the highest number of votes.
- 7.2.13 No person who is not a Member or affiliate of the Organisation shall be eligible to hold office as a Member of the Executive Committee, therefore only members are eligible to be part of the Executive Committee.
- 7.2.14 The Organisation is responsible to hold an interview of all interested parties who are interested in joining the Executive Committee prior to the Annual General Meeting. A letter of motivation is to be sent to the Executive Committee seven (7) days prior to the Annual General Meeting.
- 7.2.15 Executive Committee meetings are strictly held for Executive Committee members only and no other members or affiliates are eligible to follow the said meeting unless advised. A meeting for members and affiliates will be held periodically, at a minimum of once every two months.

## **Article 8**

### **POWERS OF THE EXECUTIVE COMMITTEE**

- 8.1 The business of the Organisation shall be managed by the Executive Committee which may pay all such expenses, preliminary and incidental to the promotion, formation, establishment and registration of the Organisation as they deem fit.
- 8.2. Representation of the Organisation shall vest in the President, Vice-President and the Secretary.
- 8.3 The Executive Committee is authorised to consult and seek the advice of any Associate Member or Affiliate of the Organisation with the aim of improving the welfare or condition of both its members and the Organisation itself.
- 8.4 The Executive Committee is authorised to appoint an External Advisory body, such as the Director of the Institute and the MCAST Principal to support it in its role.
- 8.5 No remuneration, except by way of reimbursement of out of pocket expenses, if any, shall be paid to Executive Committee members or members and affiliates.

**Article 9****President**

- 9.1 The President will preside at all Executive Committee meetings and Annual General Meetings of the Organisation. The President and the Vice-President shall undertake such functions in respect of the Organisation as the Executive Committee may determine from time to time.
- 9.2 The Executive Committee will also elect from among its members a Vice-President and may determine for what period he/she is to hold office. The Vice-President will preside on the Executive Committee with full powers in the absence of the President.
- 9.3 The President is to ensure that decisions are made when required while keeping order and encouraging all Committee Member to express their views. The President is also responsible to delegate and share different responsibilities amongst the group and help to resolve conflicts in a sensitive manner. The Vice-President shall oversee all that is happening and provide help to the President as deemed necessary to the situation.
- 9.4 The President is responsible to ensure that all procedures are carried out according to the statute. The President is to have clear knowledge on all activities which are happening within and concerning the Organisation.

**Article 10****SECRETARY**

- 10.1 The Secretary will be responsible for all the secretarial and administrative work of the Executive Committee.
- 10.2 The Executive Committee may elect from amongst its members an Assistant Secretary to assist the Secretary as necessary. Any Secretary so appointed by the Executive Committee may also be removed by them, in which case however he/she shall remain a member of the Executive Committee.
- 10.3 The Secretary and his/her assistant shall undertake such functions in respect of the Organisation as the Executive Committee may determine from time to time.
- 10.4 The Secretary is responsible to plan all the meetings and set up the Agenda together with the President; to make necessary arrangements for meetings well in advance; ensuring notices of meetings and agendas are drawn up and sent out well in advance; and ensuring that all members receive all necessary information.
- 10.5 The secretary is responsible to take minutes and ensure that all decisions are correctly recorded while all documentation is signed and filed appropriately.
- 10.6 The minutes of the meetings shall be taken by secretary in accordance with *Annex 1, Section 3* of this Statute.
- 10.7 The secretary is responsible for establishing contacts, sending out publicity and building relationships by dealing with correspondence and informing the Executive Committee Members about the correspondence.
- 10.8 The secretary of the Organisation is assumed as vice-president of the Organisation in the absence of the President.

**Article 11****TREASURER**

- 11.1 The Treasurer shall be elected at the Annual General Meeting from amongst the Executive Committee. The Treasurer will be responsible for all the Financial and Accounting work of the Executive Committee. The Treasurer will be responsible to ensure that the Committee receives regular financial income and has enough information to make the right decisions on how the Committee money can be invested.
- 11.2 The Treasurer will be responsible to keep accounts of all the income and expenditure and is responsible to present a report of all financial activity which occurs during meetings which request such reports, such as the Annual General Meeting.
- 11.3 The treasurer will help co-ordinate fund-raising ventures which are organised by the Organisation.
- 11.4 The Executive Committee may elect from among its members an Assistant Treasurer to assist the Treasurer. Any Assistant Treasurer so appointed by the Executive Committee may also be removed by them, in which case however he/she shall remain a member of the Executive Committee.
- 11.5 The Treasurer and his/her Assistant shall undertake such functions in respect of the Organisation as the Executive Committee determines from time to time.

**Article 12****DISQUALIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- 12.0 The office of an Official Member of the Committee shall be vacated:
- (a) If he/she ceases to be a member of the Organisation.
  - (b) If by notice in writing to the Organisation, he/she resigns his/her office.
  - (c) If he/she is removed from office by a resolution duly passed pursuant to Clause 13.1 of this Statute.

**Article 13****SUSPENSION**

- 13.1 The Executive Committee may, by a resolution taken at an Extraordinary General Meeting, remove any Member of the Executive Committee before the expiration of his/her period of office if he/she is guilty of repetitive disruption of meetings, hinders the function of the Organisation or breaks the confidentiality and trust of other Members.
- 13.2 The Executive Committee may, by the same or another resolution, appoint another Executive Committee Member in the said persons' stead; but any person so appointed shall retain his/her office so long only as the Executive Committee Member in whose place he/she is appointed would have held the same office if he/she had not been removed.

**Article 14****PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

- 14.1. Subject as hereinafter provided, the Executive Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The Executive Committee shall meet whenever is deemed necessary. By way as recommended in this Statute, an informal Executive Committee meeting should be held every fortnight while a compulsory Executive Committee meeting should be held once monthly.
- 14.2. If 50% of the committee + 1 Executive Committee member are present for an Executive meeting, then the meeting is held as planned. Cancellation of attendance for both an informal and formal Executive Committee meeting by an Executive Committee member should be notified to the secretary a minimum of 24 hours before.
- 14.3. Matters decided at any meeting of the Executive Committee shall be decided by a simple majority of votes.
- 14.4. On the request of the President or his/her Deputy, the Secretary shall, at any time, call a meeting of the Executive Committee by notice (stating the time and place of such meeting) served upon the several members of the Executive Committee giving a notice of at least two working days. Any accidental failure to give such notice to any member of the Committee entitled thereto shall not invalidate any of the proceedings of such meeting so long as 50% (fifty percent) plus 1 (one) of the Executive Committee Members is present there at.
- 14.5. A meeting of the Executive Committee, at which 50% (fifty percent) plus 1 (one) is present shall be competent to exercise all the authorities, powers and discretion by or under the regulations of the Organisation for the time being vested in the Executive Committee generally.
- 14.6. The Executive Committee may delegate any of its powers to sub committees consisting of such member or members of the Executive Committee or of such other persons as it thinks fit, and any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive Committee.
- 14.7. The Executive Committee shall cause proper minutes of all appointments of officers made by the Executive Committee and of the proceedings of all meetings of the Organisation and of the Executive Committee and of sub committees of the Executive Committee.
- 14.8. All business transacted at such meetings, and any such minutes of any meeting, if alleged, are to be signed by the President and Secretary of such meeting, or by the President and Secretary of the next succeeding meeting, and shall be of sufficient evidence without any further proof of the facts therein stated.

**Article 15****SUBSCRIPTIONS, FINANCES AND ACCOUNTS**

- 15.1 (a) Applications for membership shall not be considered unless accompanied by the Subscription fee.
- b) The membership and affiliation fee shall be payable yearly in advance and shall fall due as determined by the Executive Committee. The fee of the membership is as stated in *Article 7, Membership, Part 7.1.4* of this Statute.
- (c) If the subscription falls due and a Member has not yet paid the previous year's subscription, he/she shall not be entitled to vote in the next Annual General Meeting;



- (d) Any Member who resigns or forfeits his membership shall on re-joining be liable to pay a readmission fee equivalent to one year's subscription.
- 15.2 The funds of the Organisation shall also be collected from voluntary contributions, donations or grants by Members, benefactors, the State, any other institution, and from fundraising activities.
- 15.3 Funds are to be kept in the Organisation's Bank Account. A Log is to be kept by the treasurer and funds are first taken out of personal fee then replaced from the funds of the Organisation. The receipts and necessary documents are to be filed with the said funds log book.
- 15.4. The Treasurer shall keep such proper books of accounts as will enable him/her to present at every Annual General Meeting of the Organisation, or at any other time if required (on reasonable notice to him/her) by the Executive Committee, an accurate report and statement concerning the finances of the Organisation.

## Article 16

### GENERAL MEETINGS

#### 16.1 General

- 16.1.1 The Official organs of IASSO are the following:
- 16.1.1.1 The General Meeting
  - 16.1.1.2 The Executive Committee
- 16.1.2 The General Meeting is the highest institution with the IASSO structure.
- 16.1.3 The General Meetings may be attended by whoever wants to however only members of the Organisation have the right to vote.
- 16.1.4 The affiliates of the Organisation do not hold the right to pass a vote during the General Meeting and in which case, the Chair has the right to ask any affiliate or any member of the public who is not a member of the Organisation to leave the General Meeting in a temporary or permanent manner.

#### 16.2 Annual General Meetings

- 16.2.1 An annual General Meeting of the Organisation shall be held every year between the first (1<sup>st</sup>) November and first (1<sup>st</sup>) December, by the Executive Committee and is referred to as the Annual General Meeting
- 16.2.2 Notice of the day and time of the Annual General Meeting shall be given to each member at least seven (7) working days before such day.
- 16.2.3 Other meetings of the Organisation may be summoned by the Executive Committee, and shall be so summoned immediately upon a request in writing.
- 16.2.4 At any meeting of the Organisation every member of the Organisation shall be entitled to be present, and every member is entitled to one (1) vote upon every matter raised. The secretary shall take minutes of the proceedings at all Annual General Meetings of the Organisation.
- 16.2.5 The secretary shall present the Annual Report of the Organisation to the Annual General Meeting.
- 16.2.6 The auditors or reviewers of accounts shall be nominated and elected by the members. No auditor or reviewer of accounts who has held office on the Executive Committee during the past twelve (12) months will be eligible for nomination. No auditor or reviewer of accounts shall run for office

on the Executive Committee during the coming twelve (12) months. The auditor or reviewer can neither be a member nor an affiliate of the Organisation.

16.2.7 The Annual General Meeting shall proceed according to the procedure listed in Appendix A of this Statute.

16.2.8 The Annual General Meeting shall but not be limited to, consider the following;

- 16.2.8.1 Appointment of Chair
- 16.2.8.2 Approval of the Agenda
- 16.2.8.3 Minutes- report of the minutes and approval
- 16.2.8.4 President's Report
- 16.2.8.5 Administrative Report
- 16.2.8.6 Financial Report
- 16.2.8.7 Discussion on matters arising

### **16.3 Extraordinary General Meetings**

16.3.1 The General Meeting may be called in an extraordinary manner and will be referred to as the Extraordinary General Meeting (EGM).

16.3.2 The Extraordinary General Meeting may be called by the Executive Committee following a vote of not less than 50% (fifty percent) plus 1 (one) of the members forming the Executive Committee of the Organisation.

16.3.3 The Extraordinary General Meeting may be called by the members of the Organisation, provided that a quorum of the members make a written request to the President with the scope. This request must include the following information:

- 16.3.3.1 The request to call the EGM
- 16.3.3.2 The reason for the request
- 16.3.3.3 The identification details of the Members making the request.

16.3.4 The Extraordinary General Meeting shall proceed according to the procedure listed in Appendix A of this Statute.

### **16.4 Quorum**

16.4.1 The Quorum of the General Meeting shall be ten percent (10%) of the members of the Institute of Applied Science Student Organisation. If the quorum is not reached, the meeting shall commence after fifteen minutes with the number of students present.

## **Article 17**

### **SUB COMMITTEES**

17.1 IASSO reserves the right to set up sub-committees to help in the endeavours of the Organisation.

17.2 The Executive Committee may delegate any of its powers to sub committees consisting of such member or members of the Executive Committee or of such other persons as it thinks fit, and any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive Committee.

17.3 Applications for the sub-committee are met through a formal letter of application/motivation letter to the Executive Committee.

- 17.4 Applications/motivation letters will be received and reviewed by the Executive Committee which will approve or disapprove the membership of the applicant on the basis of whether he/she is able to fulfil the criteria required by the nature of the sub-committee.

#### **Article 18**

#### **CONDUCT OF MEMBERS**

- 18.1 Every Member shall conform to the Organisation's Code of Ethics. Any Member or members alleged to have brought, or attempted to bring disrepute on the Organisation, shall be asked to appear before the Executive Committee and if, in the opinion of the Executive Committee, the case be found proven, the Member shall be deprived of his/her membership. If the said Member fails to appear before the Executive Committee without justification, necessary action will be taken by the Executive Committee according to the case.

#### **Article 19**

#### **NOTICES**

- 19.1 Each Member shall keep the Secretary informed of that Member's private address, email address, or of some other address at which communications may be addressed to him/her.

#### **Article 20**

#### **ALTERATION OF STATUTE**

- 20.1 This Statute can go through a review if deemed necessary by the Organisation and/or if 50% (fifty percent) plus 1 (one) of the members who are entitled to vote at the Annual General Meeting of the Organisation of which concern has been duly expressed and specifying the intention to propose the review of the Organisation statute. The final decision to revoke, add to or alter the statute is made by the Executive Committee, provided that revocation, addition or alteration is within the best interest of the organisation, if 50% (fifty one percent) plus 1 (one) of the Executive Committee members deem such activity is necessary. In case of a tie, the President may have the final casting vote; provided that the final decision is taken in accordance with these rules and in the best interest of the said organization.

#### **Article 21**

#### **DISSOLUTION**

- 21.1 If at any time the Organisation needs to dissolve, the Executive Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the Annual General Meeting; and thereupon the Organisation shall for all purposes be dissolved.
- 22.2 In the event of dissolution of the Organisation, any remaining funds and/or property shall be donated to a voluntary non-profit making organisation or a charitable institution chosen by the outgoing Executive Committee.

## **Annex 1**

### **Section 1: The Chair**

- 1.1 Every General Meeting shall be presided by a Chair and shall be appointed from among the members present.
- 1.2 The powers of the Chair are to:
  - 1.2.1 Declare the commencement and closing of the meeting
  - 1.2.2 Direct the discussion
  - 1.2.3 Ensure that the Statute is being followed in accordance
  - 1.2.4 Ensure the right to speak
  - 1.2.5 Announce decisions
  - 1.2.6 Ensure that the discussion is restricted to the subject
  - 1.2.7 Keep order
  - 1.2.8 Refuse to open a discussion on subjects which go beyond the agenda
  - 1.2.9 May adjourn meetings in cases of extreme disorder or a general consensus.

### **Section 2: Procedure of the General Meeting**

- 2.1 The notice of the General Meeting must be published through available means not less than seven working days before prior to the date of the General Meeting as stated in Article 16 of this Statute.
- 2.2 A notice of the General Meeting must be sent out via electronic mail to all Members, Affiliates, partners and all stakeholders somehow involved in the running and participation of the Organisation.
- 2.3 The minutes of the previous General Meeting shall be read at the commencement of the General Meeting.
- 2.4 The General Meeting shall nominate a chair to preside the meeting. This shall be the first point on the agenda of any General Meeting.
- 2.5 In the set Agenda for the Annual General Meeting, the chair shall read out the list of candidates who wish to join the Executive Committee and each are given the right to speak about their candidature for not longer than five (5) minute.
- 2.6 In the case where there is more than one candidate contesting to form part of the Executive Committee, an election will be held on the day of the Annual General Meeting with the amount of present.

### **Section 3: Minutes**

- 3.1 The minutes of the General Meeting shall include but not be limited to:
  - 3.1.1 The date, time and location of the Meeting held
  - 3.1.2 Members of the Executive Committee present
  - 3.1.3 Excused or absent Members of the Executive Committee and the reason for their absence.
  - 3.1.4 The time at which the Executive Committee entered and left the meeting
  - 3.1.5 Quorum of members and affiliates present for the meeting
  - 3.1.6 The agenda for the meeting
  - 3.1.7 The approval of the minutes of the preceding Meeting

- 3.1.8 The main points of the meeting emerging from the Agenda
- 3.1.9 A summary of the discussion
- 3.1.10 Details about the votes being taken
- 3.1.11 Other topics discussed which were important for the purpose of the Meeting
- 3.1.12 Follow-up plan containing the outcomes of the meeting
- 3.1.13 The signature of the person who drafted, finalized and approved the minutes.

Signed today, the 28<sup>th</sup> October, 2015

Signed: \_\_\_\_\_  
President  
IASSO

Signed: \_\_\_\_\_  
Secretary  
IASSO