

STATUTE of
THE ASSOCIATION OF INTERNATIONAL AND AREA
STUDIES OF JAGIELLONIAN UNIVERSITY (AIAS)
UPDATED on 04/11/2015

Chapter I

GENERAL PROVISIONS

Art. 1

1. The Association of International and Area studies of Jagiellonian University, in short AIAS (thereafter Association), holding also the polish name “Koło Studiów Międzynarodowych i Regionalnych Uniwersytetu Jagiellońskiego” (KSMiR UJ) is a self-governed, self-forming, academic student Association working with the Faculty of International and Political Studies of JU.

Art. 2

1. Due to the specific case of the Association joining international and Polish students, the Association’s primary language of operation is English.

Art. 3

1. The Association will function in Kraków.

Art. 4

1. A scholar from the Faculty of International and Political Studies will be an academic advisor when it comes to substantial matters.

2. The academic advisor supports the functioning of the Association by serving as a source of advice when it comes to substantial matters.

Chapter II

GOALS AND FUNCTIONING OF

Art. 5

The aims of the Association are to:

- a. To develop the academic interests and curiosities of students, in regard to international affairs as well as the many regions of the world.
- b. To expand the knowledge and the competence within the range of these matters.
- c. To integrate the students who study in Polish, with the students who study in English.
- d. To allow for individual self-development, based on active participation of the members in: the different functions of the Association, the workshops, the group discussions, the conferences, as well as the educational trips.

Art. 6

The Association achieves its aims through:

- a. the activities of discussion groups and group tasks
- b. organizing a Debating Society,
- c. organizing meetings and discussions, which guest lecturers and experts may attend.
- d. active participation in seminars, open lectures, as well as conferences
- e. creating and maintaining relationships with Polish and international organizations, along with the institutions responsible for the challenges within international relations and regional studies.
- f. academic, research-based, or otherwise educational trips
- g. the preparation of electronic publications touching upon questions of International Affairs as well as those regarding the many regions of the world.
- h. other undertakings in accordance to the spirit of this statute.

Chapter III

MEMBERSHIP

Art. 7

1. All students of Jagiellonian University may become members of the Association.
2. Membership status is achieved after: (1) entering a written declaration according to the accepted structure, which is in the form of a request to be accepted as one of the members of the Association (2) paying the entrance fee.

Art. 8

Membership is annulled through:

- a. the giving up of one's membership voluntarily – one's desire to quit ought to be declared in writing.
- b. one's ruling out via a general assembly of group members gathering of the members at the request of the Board of Coordinators, the audit commission, or 1/3 of the group members.
- c. not achieving the duties of the statute.

Art. 9

1. Those who work especially hard for the benefit of the organization, can through a general assembly group meeting, be qualified by an open 2/3 majority vote and become an Honorary Member of the Association.
2. The request for declaring an Honorary Membership can be made by the Board of Coordinators of the general assembly, or 1/4 of the members who have the right to vote during a meeting of the Association.
3. An honorary member has the right to:
 - a) attend meetings, but only in terms of being an advisor
 - b) take part in all the activities organized by the Association

Chapter IV

THE RIGHTS AND THE RESPONSIBILITIES OF MEMBERS

Art. 10

1. A member of the Association has the right to:
 - a. take an active part in the election of officials to the Board of Coordinators of the Association.
 - b. inform the Board of Coordinators of any notifications or questions regarding all matters, which have to do with the functioning and work of the Association.
 - c. use all of the tools and the perks in the possession of the Association, with accordance to the rules first set by the Board of Coordinators.
 - d. contact the Board of Coordinators in regard to his/her own work/activity in the Association.
2. Members of the Association are required:
 - a. to take part in the functioning of the Association
 - b. to follow the statute and the decisions of the Board of Coordinators to care for the good image of the Association and to promote its activities – especially around other students.
 - c. to pay the membership fee
 - d. to take part in general assembly meetings

Chapter V
GROUP ORGANS

Art. 11

The Association organs are:

- a. The General Assembly of Members
- b. The Board of Coordinators
- c. The Audit Commission

Chapter VI
THE GENERAL ASSEMBLY MEETINGS OF MEMBERS

Art.12

1. The General Assembly meetings of the members (GAMM) is the highest authority of the Association.
2. The General Assembly meetings of members has the right to:
 - a) decide on the direction of the activities of the Association
 - b) approve a report about the activities of the Board of Coordinators and the Audit Commission.
 - c) adopt resolutions concerning vote of approval to the members of the Board of Coordinators
 - d) elect new members and announce leave of members of the Board of Coordinators
 - e) elect new members and announce the leave of members of the Audit Commission.
 - f) vote on any changes in the Statute.
 - g) adopt resolutions on all matters not reserved for other organs.

Art.13

1. The General Assembly convenes at least once per semester.
2. The Board of Coordinators shall convene a General Assembly via its own initiative or at the request of an absolute majority of the members of the Board of Coordinators, the Audit Committee, or fourth members of the Association, at least 21 days before the meeting.

3. In case of the failure to convene the General Assembly by the President, the meeting shall be ended immediately by the Audit Committee
4. The General Assembly makes decisions in the form of resolutions by a simple majority votes of at least half of the members of the Association, unless the Statute provides otherwise
5. The right to an initiative to adopt resolutions can be carried out by the Board of Coordinators, the Audit Committee, or a group of five members from the Association at large.
6. The course of the meeting and the organization of the General Assembly shall be set by the Board of Coordinators via vote
7. The correctness of the voting process is ensured by the Scrutiny Commission. The Commission consists of three members elected at the beginning of the General Assembly from those who are not members of the Board or the Audit Committee.
8. A report on the proceedings of each General Assembly meeting is required in a written form. Resolutions of the General Assembly are public, archived and published by the protocol within 10 days of the end of the meeting.

Chapter VII

BOARD OF COORDINATORS

Art. 14

1. The Board of Coordinators consists of six coordinators led by the President. Each Coordinator is held accountable for the success of his or her branch. The President oversees the six branches of the Board, coordinates between the branches, and offers advice/aid when necessary.
2. The responsibilities of the Board include:
 - a) the Association and the coordination of teamwork of Association's members.
 - b) representing and caring for the public image of the Association.
 - c) carrying through the resolutions of the General Assembly.
 - d) deciding upon the cost of the admission fee.
 - e) reliably administrating the finances of the Association.
 - f) answering to the requests and questions of members.
3. the members of the Board of Coordinators can only be members of the Association.

4. The function of the Board of Coordinators and the Audit Commission cannot be combined.
5. A member of the Association can serve as the President for only two terms.
6. The President leads the Board meetings, and in the case of his or her absence, a substitute member of the Board of Coordinators is permitted to take charge with the written approval of the President.
7. Board meetings occur once a month or more frequently.
8. The Board of Coordinators adopts resolutions by a simple majority of votes in the presence of at least half of the members of the Board, unless the Statute provides otherwise. In case of equal number of votes, the vote of the President makes the decision.
9. The meetings of the Board shall be drawn up in accordance to generally accepted principles. Resolutions of the Board are public, archived and published by the protocol within 10 days from the end of the meeting.
10. The course of operation of the Board and any issues associated with it, unspecified in the Statute, shall be governed by resolution of the Board of Coordinators.

Art. 15

The Board of Coordinators consists of seven branches which function as a whole:

- a) President of AIAS**
- b) The Media Team Coordinator**
- c) The Coordinator of Academic Affairs**
- d) The Coordinator of the MUN Conference**
- e) The Coordinator of Cultural Affairs**
- f) The AIAS Treasurer**
- g) The AIAS Secretary**

Art.16

1. The Board of Coordinators is chosen by the General Assembly Meeting of Members for the term of 12 months. The form and process of election will be specified by the decision of the Board reached by consensus.
2. The President is chosen by a majority vote through secret ballot. If no candidate obtains the support required by this statute, the choice is made between two candidates which gained the highest about of votes. In this case the majority vote decides the outcome.

3. The members of Board of Coordinators are chosen by a simple majority also done privately, in the form of separate votes.

4. The Board of Coordinators whose term in office ended presents to the General Assembly a report on its activities.

5. A member of the Board ought to gain a vote of approval for his/her functioning in the Committee. The vote of approval is an evaluation of the members work in Board of Coordinators in the specific regard to the functions and laws of the Association. The vote of approval is made through the General Assembly by secret ballot. In the case of not obtaining majority vote, the person is rid of his or her right to be elected in the future.

6. The newly chosen Board begins fulfilling its roles seven days after Election Day.

7. With justifiable reason the Board or its individual members may be dismissed by the General Assembly by a simple majority on a proposal $\frac{1}{4}$ members of the Association or the President. The term of office of the Board is revoked and ends on his/her appeal. The General Assembly shall immediately choose new members of the Board. In this case, one can turn to the provisions of paragraphs 2 and 3.

8. In the event of the resignation of a member of the Board of Coordinators or the suspension of the rights of a member, the Board appoints another member of the association. The new member of Board or the Audit Commission, will perform the function of the outgoing member. This new person is fully entrusted, with responsibilities to the next General Assembly.

9. In the occurrence the person who is relieving himself/herself of their position, suspending their membership, or being removed by force from the group is the President himself/herself, his or her duties will be fulfilled by the President until the next General Assembly plans to meet as soon as possible.

Art.17

1. The tasks and competency of the **President** of the Association include:

a) convening and leading the meetings of the Board of Coordinators,

b) representing the Association in outside spheres,

c) coordinating the work behind the planned academic activities,

d) requesting the meeting of the General Assembly Meeting of Members,

e) giving his/her opinion of the activities of members

f) estimating the competence of members and assigning responsibilities to chosen members of the Board of Coordinators

g) maintaining good relationship with the AIAS members and positively responding to constructive criticism or feedback from any AIAS member

Art. 18

1. The **Media Team Coordinator** will update the President and the other Coordinators of his/her plans and actions regularly. He/she will attend all Board of Coordinators meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. The tasks and competency of the Media Team Coordinator include:

- a) The management of the quality of the AIAS Facebook pages (internal and external)
- b) The announcing of events and happenings via both email and Facebook, in an effective, professional, and aesthetic manner.
- c) The coordinating of media coverage of said events, via AIAS Media Team or the external AIAS Newspaper. Coverage should be published on social media within three days following the event.
- d) The overall coordination of the media team, how big it will be, and who will be on it
- e) The media team coordinator will announce, through the media, that he/she needs team members for certain positions, such as: photographers, graphic designers, etc.

Art. 19

1. The **Coordinator of Academic Affairs** will update the President and the other Coordinators of his/her plans and actions regularly. He/she will attend all Board of Coordinators meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. The tasks and competency of the Media Team Coordinator include:

- a) The active up-keeping the academic integrity of the Association
- b) The complete coordination of at least two guest lectures per semester – preferably with professionals from the field or external academics.
- c) The complete coordination of a monthly thematic discussion group, which will happen cyclically on a certain day of every month. (While the coordinator does not have to be the moderator of the discussion group every time, he/she is responsible for the proceeding and the quality of the meetings.)
- d) Finally, the forwarding of finalized guest lecture/discussion group info to **the Media Team Coordinator** at least 1 week in advance, so that AIAS and UJ stays excited and informed.

Art. 20

1. The **Chairman of the MUN Conference** will update the President and the other Coordinators of his/her plans and actions regularly. He/she will attend all Board meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. Tasks and responsibilities include, but are not limited to:

- a) The seeking out advice from individuals who have organized MUN or other academic conferences in Kraków in the past.
- b) The proceeding according to the careful requirements/restrictions of our sponsors
- c) The acquiring of substantive information, like costs
- d) Organizational planning, pre-conference logistics, and coordination with the Treasurer
- e) External relations - working with the media team coordinator
- f) Appointment and coordination of other AIAS members who declare their desire to assist the coordinator in the planning and the carrying out of the conference. Creation of a formal MUN team with appointed positions.

Art. 21

1. The **Coordinator of Cultural Affairs** will update the President and the other Coordinators of his/her plans and actions positions. He/she will attend all Board meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. Tasks and responsibilities of the Coordinator of Cultural Affairs include,

- a) The coordination of a fun/safe welcome week for the incoming freshmen, which would take place in the October of the following academic year.
- b) The securing of one AIAS trip in the Spring, which will be affordable to AIAS members. This trip should be planned mostly in the Winter Semester, so that AIAS can ask for funding well in advance.
- c) The securing of one AIAS outing in the Winter Semester, to a museum/opera/etc.
- d) The Coordinator of Cultural Affairs may also choose to organize smaller happenings, such as movie screenings or integration parties.

Art. 22

1. The **AIAS Treasurer** will update the President and the other Coordinators of his/her plans and actions regularly. He/she will attend all Board meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. Tasks and responsibilities of the Treasurer include,

- a) The lowering of AIAS costs – such as the MUN Conference
- b) The seeking out of sponsorship via research and acquired knowledge from contacts such as older students and experienced professors.
- c) The organization of at least one large fundraising event in the Winter Semester.

Art. 23

1. The **AIAS Secretary** will update the President and the other Coordinators of his/her plans and actions regularly. He/she will attend all Board meetings and will arrive to them punctually, respecting the time of his/her fellow coordinators. Exceptions can be made, if deemed just by the majority of the Board of Coordinators. He/she is strongly encouraged to attend most AIAS meetings and AIAS events as well.

2. The tasks and the responsibilities of the Secretary include,

- a) Collecting a database of documents and materials which are crucial for AIAS success
- b) The assisting his/her colleagues in the carrying out of AIAS activities
- c) Writing clear and concise reports summarizing each AIAS General Assembly meeting
- d) Archiving the reports so that they may be accessed when needed
- e) Publishing the reports within 10 days following the meeting, with accordance to **Chapter VI, article 13.8** of the statute.
- f) Writing, archiving, and publishing one additional report at the end of each completed semester. This report should summarize successes of AIAS in a given semester.

Art. 24

1. In case of inability to convene a meeting of the Board of Coordinators, the President can single-handedly take decisions regarding the actions of the Association.

2. Decisions of the President taken in an official way, maintain in force after their approval by the Board of Coordinators at the next meeting.

Art.15

1. If the President of the Board may not exercise his functions, they ought to temporarily be undertaken by a Board Coordinator assigned the responsibility.
2. If the application of the provision noted in point 1 is not possible, the Audit Commission shall appoint the acting President of the group from among the members of the Board of Coordinators.

Chapter VIII

AUDIT COMMISSION

Art. 21

1. The Audit Committee shall consist of a chairman and two members elected by a simple majority vote by the General Assembly.
2. Membership of the Audit Committee cannot be combined with membership in other organs.

Art. 22

The powers of the Audit Committee include:

- a) the expression of opinion on discharge in respect to the Board of Coordinators,
- b) Giving one's opinion about actions taken by a member of the Association with regard to compliance to the statute,
- c) the decision to initiate the procedure of annulling membership
- d) the settlement of disputes between members of the Association.

Art. 23

The Audit Committee has the right to:

- a) examine the documentation,
- b) participate at Board meetings in an advisory capacity,
- c) request to convene a special meeting of the GAMM,
- d) request to amend the Articles of the Association.

Chapter IX
CONCLUSIONS

Art. 27

1. The following can try to make changes to the statute:

- a) The Board of Coordinators
- b) The Audit Commission
- c) 1/3 of the General Assembly Meeting of Members

2. The vote of the General Assembly in this situation would be via open ballot made by 2/3 majority of members during a convened meeting

Art. 28

1. An application to terminate the organization can be submitted by:

- a) the Board of Coordinators, a unanimous vote
- b) 2/3 organization members

2. Termination of the organization occurs under the power of the GAMM, with the majority of $\frac{3}{4}$ of the members attending.

3. In the event of termination – the wealth of the organization is transferred to the Faculty of International and Political Studies

Art. 29

The statute becomes accepted as the code of conduct the day it is announced.