

Rules of Procedure (*Version 1, 30.05.2017; translation*) *of the association „Diplomatische Akademie, Studenten-Initiative“*

Article 1: General Provisions

- (1) The association is called „Diplomatische Akademie Studenten-Initiative“. This name is to be used in all external communication. Internally, *Diplomatic Academy Students Initiative* and the abbreviation *DASI* can be used interchangeably.
- (2) Changes to the Rules of Procedure take effect immediately upon decision. They do not apply to the past.

Article 2: Membership – Application

- (1) Membership applications can be filed at any time. In case the application takes place during the third trimester of a term, the timing requirements according to Art. 4 Par. 2 of the association’s Constitution start on the first day of the following term.
- (2) In case the Board denies membership, a new application can be filed.
- (3) The Presidium must make sure a current membership directory exists; each Board member will be granted access thereto.

Article 3: Membership – Termination

- (1) In case a member notifies the President of the voluntary resignation from membership, the termination takes place immediately upon receipt.
- (2) The Board decides on expulsions of members by a two-thirds majority. Expulsed members can call upon the Court of Arbitration to appeal the decision. This needs to happen within a week. The affected member keeps the membership until the final decision of the court.
- (3) Grave violations of membership obligations according to Art. 6 Par. 2 are specifically those involving members who whether through gross negligence or deliberate intent:
 1. violate the association’s purpose according to Art. 2;
 2. misuse the association’s financial means thereby violating laws, the association’s Constitution or its decisions;
 3. violate universally accepted rules of behavior and academic integrity.

Article 4: General Assembly – General Provisions

- (1) The Board will call for a General Assembly at the latest 2 weeks before the event, simultaneously announcing the initial agenda.
- (2) A potential document containing a transfer of votes has to include either a general transfer of vote for an entire General Assembly or be limited to specific agenda points.
- (3) All transferred votes will be announced at the beginning of the General Assembly to the chair. In case members fail to do so, the transferred vote becomes void.
- (4) The chair must guarantee General Assemblies proceed undisturbed. He can ban members from participation if said member significantly disrupts the event or repeatedly violates decisions of the chair.

- (5) The minutes of a meeting of the General Assembly have to be signed by the chair and the Secretary.
- (6) Elections by the General Assembly need to be in secret and in written form or using an online-tool. Members can decide by 2/3 majority to vote by showing of hands instead.
- (7) The auditors may propose motions to the General Assembly. They may call for a meeting of the General Assembly and are entitled to call a meeting themselves, if the Board consistently and significantly violates accounting obligations.

Article 5: General Assembly – Agenda

- (1) The Secretary is in charge of the agenda. Each member can ask for agenda points to be added until one week before the General Assembly at the latest. These must be included in the final agenda unchanged except for calls to impeach members of the Presidium that must be in line with Art. 8 Par. 2.
- (2) Only the Board can call for the dissolution of the association, based on a unanimous decision of the entirety of the Board.

Article 6: General Assembly – Chair, Effects of Decisions

- (1) The chair opens, interrupts, reschedules and closes sessions of the General Assembly.
- (2) The chair establishes the results of votes and elections and announces them.
- (3) General Assembly decisions take effect at the end of a session. They must be communicated to all members within one week.

Article 7: Presidium – Elections

- (1) The current Presidium organizes the elections of the succeeding Presidium.
- (2) In general, elections are held using the online tool of the Diplomatic Academy.
- (3) The Presidium decides upon start and end of the elections and announces these dates four weeks prior to the start by e-mail.
- (4) Candidates must announce their application by e-mail until three weeks before the start of the elections, at the latest. The Presidium can decide to reopen applications for another six days, if necessary. Applications shall include a short statement. Applicants for the Presidium positions are advised to candidate as a team covering all Presidium positions.
- (5) The presidium announces the candidates at the latest one week before the start of elections (“nomination”) by e-mail to all members. The e-mail will include the date of the announcement of the results and a date for the physical presentation of all candidates (“hustings”).
- (6) Candidates may conduct a self-financed campaign from the time of nomination until one day prior to the elections. The candidates can use any means they deem appropriate, with campaigning costs no higher than 100€ per candidate. Severely insulting or abusive statements or actions against other candidates are strongly discouraged. This may lead to the expulsion of the candidate from the association according to Art. 5.3 of the statutes.
- (7) Concerning the elections to the Presidium, each member may cast one vote for the President, the Vice-President, the Treasurer and the Secretary respectively. Abstentions are to be counted as an invalid vote. For every position, there is also an option to vote for re-opening nominations (“RoN”). These are valid votes. The re-nomination process is to be defined by the current DASI Board.

- (8) The candidates receiving the most cast and valid votes are elected to their respective positions. In case of a tie, a second vote between the candidates that have received the most votes in the first round must be held within 7 days. The candidate receiving the most votes is elected. In case of another tie, the second round is repeated. Should this third round result in a tie as well, draw by lot shall establish the holder of the position.
- (9) The Presidium establishes the results, guaranteeing anonymity of the voters, and announces the results at the previously defined date.

Article 8: Presidium – Termination of the Position

- (1) Resignation of a member of the Presidium takes effect after a written announcement to the remaining Board has been delivered.
- (2) Motion to impeach a member of the Presidium will be added to the agenda of the upcoming General Assembly upon the support, in writing, of no less than 10% of all association members or by unanimous Board decision – excluding the affected Presidium member from said vote. The Board simultaneously sets a date for the General Assembly. The affected Presidium Member is recused from chairing the General Assembly according to Art. 8 Par. 4 of the association's Constitution.

Article 9: Course Speakers – Elections

- (1) In general, elections are held using the online tool of the Diplomatic Academy.
- (2) The Presidium decides upon start and end of the elections and announces these dates two weeks prior to the start by e-mail to all members having active voting rights.
- (3) Candidates must announce their application by e-mail until one week before the start of the elections at the latest. Applications shall include a short introduction.
- (4) The presidium announces the candidates at the latest six days before the elections (“nomination”) by e-mail to all members. The e-mail shall include the date of the announcement of the results.
- (5) Candidates may conduct a self-financed campaign from the time of nomination until one day prior to the elections. The candidates can use any means they deem appropriate, with campaigning costs no higher than 100€ per candidate. Severely insulting or abusive statements or actions against other candidates are strongly discouraged.
- (6) The two candidates receiving the most cast and valid votes are elected to the respective positions.
- (7) The candidate with the most votes in the respective class of a study program representing a “Höherer Lehrgang”, according to § 4 Abs. 1 Z 2 DAK – Gesetz 1996 is simultaneously elected student representative (“Hörervertreter”) according to § 20 Abs. 2 DAK – Gesetz 1996. In case the number of participants in one of the study programs is lower than 21, according to § 4 Abs. 1 Z 2 DAK – Gesetz 1996, a joint student representative for all classes of that study program is to be elected by a simple plurality.
- (8) The Presidium establishes the results guaranteeing anonymity of the voters and announces the results at the previously defined date.

Article 10: Course Speakers – Impeachment

- (1) Course Speakers are impeached by handing to the Presidium a written declaration supported by no less than 50% of the respective class of a study program.
- (2) The impeachment is to be announced immediately to all students of the affected class of a study program and the Presidium. The impeachment comes into effect once the announcement is received by the presidium.

Article 11: Board - Tasks

- (1) The President represents the association. He coordinates the work of the Board and ensures – jointly with the Treasurer – that the association acts in a lawful way.
- (2) The Vice President substitutes the President. He coordinates, supports and audits the work of the committees (Art. 14).
- (3) The Treasurer is in charge of the association’s book keeping and bank accounts. He prepares Board decisions on financial matters, yearly budgets and financial statements.
- (4) The Secretary is in charge of the internal and external communication of the association and organizes all events of the association that are not covered by committees. He regularly informs the association’s members about upcoming events and other important dates, as well as about decisions of the Board or the Presidium. He compiles the minutes of all Board meetings and General Assemblies and publishes them in a closed online folder that is accessible exclusively to all association members.
- (5) The Course Speakers – in case they are members of the association – represent the interests of their respective class within the Board. They collect ideas, requests and issues of the students they represent and ensure they are included in the Board meeting agenda. Additionally, they have a control function regarding actions of the Presidium. Finally, they inform the students of their respective class about the activities of the Board.
- (6) Each Board member, under his own responsibility, may delegate specific tasks falling into his area of competence to other members of the association; the delegation of voting rights must follow Art. 15 Abs. 3 though.

Article 12: Board – Meetings, Decision Making

- (1) The President chairs the Board meeting. In case of his absence, the Vice President substitutes him. In case he is absent too, the Treasurer chairs the meeting.
- (2) Board meetings shall be held weekly (“regular Board meeting”). The Board can decide otherwise.
- (3) The Presidium announces the Board Meeting, stating the agenda. Each Board member can call upon the Presidium to hold an extraordinary Board meeting in case of important reasons.
- (4) Each Board meeting may propose agenda points that must be included without changes.
- (5) Only Board members may attend Board meetings, unless the Board decides otherwise. Association members can ask the Board to be invited until one day before a meeting. Invited association members have the right to speak, subject to the chair giving them the word. Invited members may use this occasion to highlight serious grievances that could, if not eliminated in due time, lead to the start of an impeachment process of single members of the Board.

- (6) The Presidium and the Board can summon Committee Heads and Treasurers to specific agenda points; these summoned committee representatives have the right to speak.
- (7) Only Board members may be present when Board decisions are being made.
- (8) The Secretary will compile written minutes of all Board Meetings. They need to cover the agenda points discussed, as well as all the anonymized results of votes. This general summary of Board meetings shall be made available to all association members as soon as possible.
- (9) The agreement on decision making in the form of a circular resolution can be decided for the entire business year in advance if all Board members agree to it. Circular resolution decisions must be made in writing.

Article 13: Court of Arbitration

- (1) The Court of Arbitration consist of three association members acting as arbitrators. In case of disagreements, each party names an arbitrator. Both parties name a third arbitrator that serves as chair.
- (2) The Court sets the Rules of the Case unanimously.
- (3) Both parties can ask their respective Course Speakers – given they are members of the association – to support them in front of the Court.

Article 14: Committees

- (1) The Board can form Committees consisting of association members and delegate tasks to them.
- (2) Two association members can apply to found a new Committee. The application needs to provide proof of how and why the Committee would help to fulfil the association's purpose and be of benefit to at least 10% of the association's members. Additionally, the application needs to include the name of the Committee, envisioned activities, a list of potential events and a preliminary budget.
- (3) The name of the new Committee can be freely chosen, but should reflect the purpose of the Committee.
- (4) Each Committee must be headed by a Committee Head and a Committee Treasurer that are inaugurated by the Board. The Committee Head is responsible for the internal organization of the Committee.
- (5) Each Committee must transmit a membership directory to the Vice President within a week of its foundation and regularly update it.
- (6) After the Committee Head and the Committee Treasurer are inaugurated, the Presidium has to provide them with power of attorney covering joint agency of the association, limited to the activities of the Committee. The document shall allow committees to conduct daily business in an unrestrained manner. Power of attorney have to be signed by the Presidium and the Heads of the committees and the Treasurers of the committees respectively. Legal transactions that exceed an initially defined sum must be approved by the Treasurer of the association.
- (7) The Committee Heads answer to the President and are supported by the Vice President. They will regularly inform the Vice President about their activities.
- (8) The Committee Treasurers answer to and are supported by the Treasurer of the Association. They will regularly inform the Treasurer of the association about their activities.
- (9) Each year in September, the Board organizes a "Committee Fair" that gives Committees the opportunity to present their activities.

- (10) The impeachment of Committee Heads or Committee Treasurers can be decided by a majority of Committee members or the Board. Before making its decision, the Board will hear out the affected Committee Head or Treasurer.
- (11) The dissolution of a Committee is decided by the Board. A motion can be filed by the Board or the respective Committee Head. The motion must be discussed in a Board meeting, no earlier than two weeks after it has been filed. The Committee Head has the right to be heard before a decision is taken. Reasons for dissolution are primarily inactivity of the Committee for more than 6 months or committee activities harming the association.
- (12) The Treasurer must prepare a list of all committees and their activities, differentiating between so called “entbehrliche” and “unentbehrliche Hilfsbetriebe” (according to Austrian law). Each member may ask to get access to this list.

Article 15: Financial Matters

- (1) In general, all legal transactions necessitate the decision of the Board. Any legal transactions need to be applied for no later than one week prior to the envisioned due date, using a form prepared by the Treasurer of the association. Applications for transactions not benefitting at least 10% of the association’s members or 50% of any class will not be approved.
- (2) The following exceptions to Par. 1 apply:
 - 1. Spending by the Presidium of a maximum of 50€ per outlay, amounting to a total of 500€ per association per year;
 - 2. Spending of Committees covered by power of attorney according to Art. 14 Par. 6.
- (3) The Board decides on how to allocate unintentional profits (“zufällig erzielte Gewinne”) of each committee. The respective Committee Heads have the right to propose how the funds should be spent.
- (4) The president, jointly with the Treasurer of the association, has the right to decline sponsoring by organizations that are not in line with the association’s purposes. This decision must be discussed in a Board Meeting in case of disagreements and can eventually be addressed by the Court of Arbitration.
- (5) In general, Committees will finance their activities independently. Committees that plan to spend less than 200€ a year are exempted from this provision.
- (6) Both the Treasurer of the association and the Treasurers of the Committees must continuously engage in bookkeeping, listing all income and expenditure. Each expenditure must be accompanied by a corresponding receipt. In case costs occur that can not be proven with a receipt, the member that was responsible for said costs will personally bear these costs. A bookkeeping template will be provided by the Treasurer.
- (7) The financial year equals the calendar year. The Treasurer must prepare a yearly financial statement and a statement covering the first six month of a year when handing over to the succeeding Treasurer.
- (8) All outgoing receipts need to have the form of a “DASI-receipt”. Alternatively, if the clients wish so, the association has the capacity to issue e-receipts. The Treasurer holds the authentication data.
- (9) The association is exempted from Value Added Taxes due to its status as a non-profit organization (“gemeinnütziger Verein”). Accordingly, all receipts need to be issued without taxes and must include a note on the tax exemption.
- (10) The Board must prepare and continuously update a written summary of all applicable tax rules.

Article 16: Contracts of employment

Any contracts of employment (“Dienst- or Werkverträge”) e.g. for sports, dance or fitness instructors may only be concluded after consulting a professional tax advisor.