

**Title of this Document**

Bye-Laws of Department(s) of IBSSA and  
Bye-Laws of IBSSA National Department(s)

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**Status of this document**

This is an IBSSA Working Draft published for review by IBSSA members and other interested parties. As such, the Working Draft may be replaced, updated by other IBSSA Working Draft at any time. It is inappropriate to use IBSSA Working Drafts as reference material or to refer to them as anything other than an IBSSA Working Draft!

**Contributors****Abstract**

This IBSSA Working Draft describes the General Rules of Department(s) of IBSSA and the General Rules of IBSSA National Department(s).

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**1 Department(s) of IBSSA and IBSSA National Department(s)**

The scope of activity of the Department(s) of IBSSA and IBSSA National Department(s) is to elaborate the rules and recommendations, essential supplementary materials that will act as the core backbone of IBSSA.

**2 Establishment of Department(s) of IBSSA and/or IBSSA National Department(s)**

Any **Member of IBSSA (2/II)** registered as

- Honorary Founding Member
- Honorary Member
- Individual Member
- Corporate Member
- Supporting Individual Member
- Supporting Corporate Member

can propose the establishment of a Department(s) within IBSSA.

**2/I The proposal shall describe the**

- Aim of the Department(s) of IBSSA and/or the IBSSA National Department(s)
- Officers of the Department(s) of IBSSA and/or IBSSA National Department(s)
- Supplementary Members of the Department(s) and/or IBSSA National Department(s)

**2/II Member(s) of IBSSA**

Any applicant who has been admitted by the IBSSA and fulfils all obligations set forth in the rules of the International Association shall be mentioned further on as a Member of IBSSA.

**3 Name and abbreviation of Department(s) of IBSSA and/or IBSSA National Department(s)****3/I Department of IBSSA**

Each Department shall be called:..... Department of IBSSA  
Such as: Education and Qualification Department of IBSSA  
Abbreviation such as: EQDept

**3/II IBSSA National Department**

Each Department shall be called: IBSSA (respective country)..... Department  
Such as: IBSSA Hungary Education and Qualification Department  
Abbreviation such as: IBSSA Hungary EQDept

**4 Structure of the Department(s) of IBSSA and/or IBSSA National Department(s)**

Each Department of IBSSA and/or IBSSA National Department consists of five Members of IBSSA with a vote and an unlimited number of Supplementary Members of the Department with a conference right and no vote.

## **5 Officers of the Department(s) of IBSSA and/or IBSSA National Department(s)**

Each Department of IBSSA and/or IBSSA National Department recognises the title of

- I. Chairman of Department
- II. Secretary of Department
- III. Department Coordinator
- IV. Member of Department
- V. Supplementary Member of Department

### **I/A Chairman of Department of IBSSA**

Must be elected with a mandatory procedure.  
The Board of Directors and/or the respective Department shall nominate a Chairman.  
The Board of Directors shall elect the Chairman of Department.  
The Chairman of Department is elected for one year and can be re-elected.  
There is only one Chairman of Department in each Department.  
The Chairman of Department has a vote.  
In case of split decision the Chairman of Department has the casting vote.  
The Chairman of each Department of IBSSA shall be held liable for each decision reached by his/her respective Department.

### **I/B Chairman of IBSSA National Department**

Must be elected with a mandatory procedure.  
A Chairman shall be nominated either by the Department or by the Presidium of the respective country.  
The Chairman of Department shall be elected by the Presidium of the respective country.  
The Chairman of Department is elected for one year and can be re-elected.  
There is only one Chairman of Department in each Department.  
The Chairman of Department has a conference right.  
The Chairman of Department has a vote.  
In case of split decision the Chairman of Department has the casting vote.  
The Chairman of each IBSSA National Department shall be held liable for each decision reached by his/her respective Department

### **II. Secretary of Department**

Elected as appropriate.  
A Secretary of Department can be nominated and elected by the Department.  
There is only one Secretary of Department in each Department.  
The Secretary of Department has a conference right.  
The Secretary of Department has a right to vote.  
The Secretary of Department has one vote.

### **III. Department Coordinator**

Elected as appropriate.  
A Department Coordinator of can be nominated and elected by the Department.  
There can only be one Department Coordinator in each Department.  
The Department Coordinator has a conference right.  
The Department Coordinator has the right to vote.  
The Department Coordinator shall have one vote.

### **IV. Member of Department**

There are one to four Member(s) of Department in each Department.  
Member of Department(s) has a conference right.  
Member of Department(s) has a right to vote.  
Member of Department(s) shall have one vote each.

### **V. Supplementary Member(s) of Department**

There can be an unlimited number of Supplementary Members of Department in each Department.  
Supplementary Members of Department(s) should not necessarily be a member of IBSSA.  
Supplementary Members of Department(s) have a conference right.  
Supplementary Members of Department(s) have no vote.