

## INTERNAL RULES

**(The revised Internal Rules will be in force after the Statutes Review's Approval during MILSET General Assembly – September 25, 2019)**

### INTRODUCTION

The MILSET Internal Rules complement the Statutes, and all MILSET Policies, Procedures and Standards are listed in the Annex 1.

### Article 1: MILSET NAME AND LOGOS

#### 1.1 Branding Policy

A MILSET Branding Policy and a Graphic Identity Manual have been developed. They are listed in Annex 1 and are accessible to members on the MILSET website.

#### 1.2 Regional Offices

Regional Offices are authorised to use the MILSET name and the official Regional MILSET logo.

#### 1.3 National Offices

National Offices are authorised to use the MILSET name and the official National MILSET logo.

#### 1.4 Members

A Member is authorised to use the relevant Regional Office logo on its website and on official documents.

### Article 2: Languages and Translation

#### 2.1 Languages

2.1.1 MILSET's working language is English.

2.1.2 As MILSET is an organisation registered in France, the Statutes and the Internal Rules shall be available in French.

2.1.2 A Regional Office is authorized to prepare Regional communication materials in its preferred language(s).

2.1.3 A country hosting a MILSET ESI is authorized, in addition to English, to prepare National communication materials for the event in its preferred language(s).

#### 2.2 Translation

2.2.1 MILSET recognizes that there is a high proportion of Members for which English is not the native language and therefore must make official documents available to Members on the Organisation's website in order that members and regional offices can translate the pertinent documents.

2.2.2 MILSET does not provide simultaneous translation at its official meetings.

**AFRICA**

**AMLAT**

**ASIA**

**EUROPE**

**NORAM**

**VOSTOK**

2.2.3 In the event of any conflict between translations of the MILSET Statutes and Internal Rules, the French version shall take precedence. For any other documents, the English version shall take precedence.

## **Article 3: GENERAL ASSEMBLY**

### **3.1 Participants**

In addition to the members' legal representatives, the following persons are entitled to attend the General Assembly meetings without the right to vote:

- MILSET Executive Committee members;
- Honorary Presidents and Honorary Members;
- Representatives from the current and future MILSET ESI;
- Special guests;
- MILSET staff.

### **3.2 Voting Procedure**

3.2.1 The General Assembly shall appoint three (3) electoral commissioners.

3.2.2 Electoral commissioners shall be responsible for verifying the voting list and quorum, and for reporting the results of quorum and votes.

3.2.3 A request for a secret ballot will be accepted if two thirds (2/3) of the Members that are represented at the meeting and entitled to vote, agree.

3.2.4 A simple majority of votes will decide the result.

3.2.5 If a tie occurs in a vote that is not an election, then the President shall cast the deciding vote.

## **Article 4: ELECTION OF EXECUTIVE COMMITTEE**

### **4.1 Nominating Committee**

4.1.1 The Nominating Committee shall be appointed by the Executive Committee twelve (12) months before the General Assembly. It shall be comprised of: three (3) members of the Executive Committee and of three (3) legal representatives of member organisations. The members' representative shall be ineligible for nomination. All regions shall be represented on the Nominating Committee.

4.1.2 The Nominating Committee shall respect the criteria listed below for the recruitment of candidates:

- Required Skills: Governance; Strategic Planning; Communications; Fundraising; Financial Management.
- General Criteria: Visionary; Leadership; Credibility recognized by peers.
- Specific criteria with reference to MILSET: Support of MILSET's values; Interest in the promotion of STEAM; Experience on a Board of Directors; Fluent in English;
- Representation of all regions.

## 4.2 Voting Process

- 4.2.1 The list of candidates shall be circulated to Members at least thirty (30) days prior to the General Assembly.
- 4.2.2 The Executive Committee shall nominate three (3) scrutineers to ensure that the elections are held according to the procedures.
- 4.2.3 The candidates receiving the greatest number of votes in accordance with the number of vacant positions shall be declared elected.
- 4.2.4 Candidates shall be acclaimed if there are no more candidates than the number of vacant positions.

## Article 5: POWERS AND DUTIES OF THE GOVERNING BODIES

### 5.1 General Assembly

The powers of the General Assembly are specified in the Statutes.

### 5.2 Executive Committee

- 5.2.1 The powers of the Executive Committee are specified in the Statutes.
- 5.2.2 The Executive Committee shall meet on the invitation of the President at least twice a year. The meetings are chaired by the President. The Managing Director and the Communication Officer participate in the meetings for advice.
- 5.2.3 A special meeting of the Executive Committee may be convened at any time at the request of the majority of the Directors. The agenda for all meetings shall be circulated at least two (2) weeks before a meeting.
- 5.2.4 Quorum of the Executive Committee shall be achieved if a simple majority of Directors are present.
- 5.2.5 Voting shall be conducted by a show of hands and ruled by simple majority.
- 5.2.6 Voting may be by secret ballot if requested by at least one (1) Executive Committee Director.
- 5.2.7 The Executive Committee may meet remotely using means of communication that permit each Director to communicate adequately with other Directors.

## Article 6: POWERS AND DUTIES OF THE ELECTED/APPOINTED OFFICERS

### 6.1 President

- Chairs the Executive Committee and the General Assembly;
- Mobilise and stimulate Members and Directors to ensure the achievement of the Organisation's mission; Conduct the Staff Evaluation Process in collaboration with the General Secretary;
- Sign or countersign all banking documents and any others that require the President's signature;
- Sign official documents approved by the Executive Committee;
- Represent the organisation in all legal, and to the public, including media.

## 6.2 Vice-President(s)

- Stand in for the President in case of unavailability or incapacity;
- Receive special mandates from the Executive Committee or President;
- Act as official representative, as required.

## 6.3 General Secretary

### 6.3.1 Administration

- Ensure respect for and review of the Charter, Statutes, Internal Rules and Policies ;
- Oversee and approve the preparation of the MILSET Managing Director's Annual Action Plan and supervise its implementation;
- Prepare and collaborate with the President to conduct the Staff Evaluation Process;
- Prepare, for approval by the President, preliminary agendas for Executive Committee meetings;
- Ensure that members of the Executive Committee receive the pertinent information to make decisions;
- Prepare meeting minutes;
- Ensure the follow-up of actions and decisions taken by the Executive Committee.
- Prepare the agenda and documents related to General Assembly meetings.

### 6.3.2 Communications

- Oversee the preparation and implementation of the Annual Communication Strategy and Plan;
- Oversee and approve the preparation of the Communication Manager's Annual Action Plan, and its implementation;
- Oversee the circulation of information to Regional Offices and Members;
- Approve the production of all publications included in the Annual Communication Strategy and Plan and the Communication Manager's Annual Actions Plan.

## 6.4 Treasurer

- Prepare the annual budget in collaboration with the Staff ;
- Prepare financial reports and statements of financial position;
- Insure reception of revenue consistent with the budget;
- Submit recommendations on financial management for approval by the Executive Committee;
- Ensure the implementation and enforcement of financial policies;
- Establish financial processes (fee collection, expense claims, etc.);
- Sign or countersign all banking documents and any others that require the Treasurer's signature;
- Supervise and support the collection of membership fees by Regional Offices.

## 6.5 Directors –

- Receive special mandates from the Executive Committee or President;
- Act as official representative on occasion, as required.

## 6.6 Code of Conduct

A Code of Conduct for the Executive Committee has been established (see Annex I).  
New director shall review the Code and shall acknowledge in writing that he has done so.

## Article 7: MEMBERS

### 7.1 Membership Candidature Procedure

The Membership Candidature Procedure has been defined and is regularly reviewed; the relevant documents are listed in Annex I and are accessible on the Organisation's website.

### 7.2 Membership Process

- 7.2.1 If a national organisation is already a member, the member should be consulted before approving a new national, regional or local organisation in that country.
- 7.3.2 If a national organisation exists, the Regional Office shall make every reasonable effort to recruit the organisation as a member.
- 7.3.3 If a national organisation does not exist, a regional organisation may become a member.
- 7.2.4 In countries where one or more national/regional organisations are a MILSET member, local organisations (e.g., schools) must participate in MILSET activities through a member organisation.
- 7.2.5 When a local organisation applies for membership, the Regional Office shall first determine whether an organisation with a larger (regional or national) scope exists in the country and shall make every reasonable effort to recruit the organisation as a member.
- 7.2.6 If such an organisation does not exist, the local organisation may become a MILSET member.

### 7.3 Associate Organisations

- 7.3.1 The Membership Candidature Procedure in article 3.1 shall be applied to organisations applying to become an Associate Organisation.
- 7.3.2 Associate Organisations may submit a candidature application to become a member, subject to all criteria.

### 7.4 Membership Fee

- 7.4.1 The membership fee shall apply to the fiscal year as defined in the Statutes.
- 7.4.2 An annual invoice shall be sent to Members by the relevant Regional Offices no later than January 31<sup>st</sup>, payable by November 30, or earlier as decided by a Regional Office. In special cases, a Regional Office may defer this responsibility to the Treasurer.
- 7.4.3 If a fee has not been remitted by the due date, a reminder will be sent to the Member.

7.4.4 Regional Offices shall be required to submit the membership fees to MILSET, no later than November 15<sup>th</sup> of each year.

## 7.5 ESI and ESR Registration Fees

Member:

- May participate in ESI and Regional ES at member rate.

Associate Organisation:

- May obtain direct accreditation to participate in ESI and Regional ES at a non-member rate.

Member Candidates:

Organisations considering membership shall be eligible to participate in one (1) ESI at the member rate.

## 7.6 Expulsion

7.6.1 In the event that a Regional Executive Committee and/or the MILSET Executive Committee determine that a Member should be expelled, a thirty (30) days' notice of expulsion shall be sent to the Member including specific reasons for the proposed action.

7.6.2 The Member may submit a written appeal to the Regional Executive Committee and/or the MILSET Executive Committee within thirty (30) days of receiving the notice of expulsion.

7.6.3 The Regional Executive Committee and/or the MILSET Executive Committee shall consider an appeal for expulsion and notify the Member in writing of its decision within thirty (30) days of receiving the appeal.

7.6.4 The Regional Office shall transfer to the MILSET Executive Committee the results of the expulsion action, and any appeal, within seven (7) days of notifying the Member of a decision.

7.6.5 An expelled Member has the right to submit an appeal to the MILSET Executive Committee within thirty (30) days of receiving a decision from the Regional Office.

7.6.6 The MILSET Executive Committee's decision on an appeal shall be final and binding on the Member without any further right of appeal.

## Article 8: REGIONAL OFFICES

### 8.1 Establishment of a new Regional Office

8.1.1 A feasibility study to establish a new Regional Office may be initiated by the Executive Committee. The process shall include consultation with the affected Regional Office(s) and Members.

8.1.2 Members may request the establishment of a new Regional Office by sending a written proposal to the Executive Committee, presenting the rationale and benefits. The proposal must include the written support of Members from at least fifty (50) percent of countries that would be included in the new Region.

8.1.3 After completion of the consultation process, the Executive Committee shall submit a proposal to the General Assembly.

8.1.4 As stated in the Statutes, the General Assembly shall take the final decision.

## **8.2 Merging of Regional Offices**

8.2.1 A feasibility study to consider the merging of Regional Offices may be conducted by the Executive Committee upon receipt of a formal request from the affected Regional Executive Committees.

8.2.2 Following the study process, the Executive Committee shall forward its recommendation to the General Assembly, as stated in the Statutes.

## **8.3 Modifications to the Geographical Area**

8.3.1 A request to modify a geographical area may be considered by the Executive Committee upon the receipt of a formal request approved by the affected Regional Executive Committees.

8.3.2 The Members of a country may request a modification to their country's Regional Office assignment. The relevant Regional Executive Committee shall approve the request before it may be submitted to the Executive Committee

8.3.3 As stated in the Statutes, all modifications require the approval of the General Assembly.

## **Article 9: NATIONAL OFFICES**

### **9.1 Criteria**

The following criteria shall be used to evaluate a request from a member organisation wishing to be recognized as a MILSET National Office:

- There is no national organisation with a mission similar to MILSET in the country of the requesting member organisation;
- The request is endorsed by all current MILSET members and associate organisations in the country;
- The proposed MILSET National Office would serve at least 50% of the geographic area and/or population of the country;
- The requesting organisation, or at least one in the case of a joint request, has previously participated in MILSET and Regional activities;
- The requesting organisation has provided a clear rationale for recognition as a National Office and a 2-year plan including objectives and activities.

### **9.2 Decision**

The Regional Office shall, after analysis, send its recommendation to the Executive Committee. Following a decision by the Executive Committee:

- Confirmation of the decision shall be sent to the relevant Regional Office;
- Authorisation shall be granted for an initial period of two years after which the relevant Regional Office may extend the designation for an unlimited duration.

### 9.3 Agreement

Approved National Offices shall operate under the direction of the relevant Regional Office and an agreement, including conditions, legal rights and duties of the MILSET National Office and the MILSET Regional Office, shall be signed between the parties.

### 9.4 Revocation

At the end of the two-year initial period of authorisation, or at any time thereafter, the relevant Regional Office, with the approval of the Executive Committee, may revoke the authorisation of a MILSET National Office for failure to comply with one or more criteria in article 5.1.

## Article 10: FINANCE

### 10.1 Budget

10.1.1 The Treasurer shall submit an annual budget to the Executive Committee, for approval.

10.1.2 Total expenditures must stay within the approved budget. The Treasurer shall have flexibility to reallocate expenditures within the overall budget to reflect changing situations during the year.

10.1.3 The Treasurer, in collaboration with the Managing Director, shall actively pursue receivables after a reasonable grace period.

10.1.4 Either the President or Treasurer shall authorise the payment of all invoices; only one officer's authorisation is required.

### 10.2 Reporting

10.2.1 Financial reports shall be on the agenda of each Executive Committee meeting.

10.2.2 The Annual Financial Report, together with the Financial Position Report shall be approved by the Executive Committee. Those reports shall be presented for information at the General Assembly meeting.

### 10.3 Bank Accounts

10.3.1 The bank account is located at HSBC in Paris, France and shall be used for international deposits and transfers.

10.3.2 To facilitate financial operations, the *Universidad Popular Autónoma del Estado de Puebla* (UPAEP) in Puebla, Mexico account is used for daily operations and is under the control of the RED Accountant, who submits monthly reports to the MILSET Treasurer.

10.3.3 The only Officers authorised to manage the HSBC accounts are the President and Treasurer. The Executive Committee may authorise an additional person.



#### **10.4 Auditing**

10.4.1 The Executive Committee shall name two (2) external auditors to verify the financial reports with the support of the Treasurer.

10.4.2 External auditors shall not belong to an organisation represented on the Executive Committee.

#### **10.5 Membership Fees**

10.5.1 The membership fee shall apply to the fiscal year as defined in the Statutes.

10.5.4 The Executive Committee shall review the fees regularly and may propose adjustments to the General Assembly from time to time to reflect changing economic realities.

10.5.5 Fees are calculated in euro and shall be paid in euro.

### **Article 11: HONORARY PRESIDENT**

The Organisation shall have the right to appoint an Honorary President.

The following rules govern consideration for a nomination:

- The appointment shall be approved by a unanimous vote of the Executive Committee;
- The Honorary President receives special mandates from the Executive Committee ;
- The Honorary President may be invited to attend the General Assembly and Executive Committee meetings as an ex-officio (non-voting) member;
- The Honorary President shall abide by the mission and vision of the Organisation.

Upon appointment, the Honorary President receives a certificate and a plaque.

### **Article 12: HONORARY MEMBERS**

The Executive Committee may appoint, from time to time, Honorary Members to recognize individuals who have made outstanding contributions to the development or promotion of the mission and vision of the Organisation, or to the promotion of science and technology education.

The following rules govern consideration for a nomination:

- The appointment shall be approved by a unanimous vote of the Board of Directors;
- No more than one (1) Honorary Member may be appointed in a given year;

Honorary Members may be invited to attend the General Assembly as ex-officio (non-voting) participants.

Upon appointment, the Honorary Member receives a certificate and a plaque.

## Article 13: HUMAN RESOURCES

### 13.1 Appointment

The Executive Committee is responsible for appointing resources to fulfil required positions, ensuring that their duties are clear, and defining the conditions of employment, in case of staff.

Conditions of employment shall be defined in a contract established at the time of hiring, under the signature of the President. Contracts shall be developed in accordance with employment legislation and relevant collective labour agreements of the applicable country.

### 13.2 Performance Evaluation

A Performance Evaluation process shall be conducted by the President, in collaboration with the General Secretary.

## Article 14: AWARDS

Every year, MILSET recognizes volunteers, members and partners who have made outstanding contributions to the organisation or its programs at the regional, national, or international level. The MILSET awards are defined in the documents listed in Annex I.

## Article 15: ACTIVITIES

### 15.1 Activities targeted to more than two regions

#### 15.1.1 Agreement

An activity developed by a Region may become a MILSET activity, subject to approval by the Executive Committee. Activities to be considered should target more than two regions. A written agreement shall be established with each concerned Regional Office.

#### 15.1.2 Criteria and Guidelines

Criteria and guidelines for participation in multi-Region activities shall be approved by the MILSET Executive Committee.

### 15.2 Activities organised by one region and offered to another region

A Region has the right to make an agreement with another region to offer a joint activity or to offer the activity in that region.

A copy of the agreement shall be sent, for information, to the Executive Committee.

## 15.3 MILSET Expo-Sciences International (ESI)

### 15.3.1 Philosophy

MILSET ESI is a youth science promotion, communication and networking event characterized by interactivity and engagement and a focus on motivation and cooperation. The goal of the event is to provide a space where youth can share their science, technology, engineering, arts and mathematics (STEAM) projects with a multicultural and multidisciplinary audience, develop science communication skills and identifies opportunities for collaboration.

MILSET Expo-Sciences International is a non-competitive event. The Host Organisation must respect and support the MILSET mission and values.

### 15.3.2 Standards

The Executive Committee shall approve the MILSET ESI Standards. The Regional Offices and Host Organisations must comply with the Standards. (See Annex I).

### 15.3.3 Candidature

The Board of Directors receives applications for ESI candidature and selects the successful host. A candidature process shall be put in place, together with the criteria for selecting the candidature. (See Annex I).

### 15.3.4 Agreement

An Agreement is signed between the Organisation and the selected Host Organisation. The General Secretary shall prepare the agreement for approval by the Executive Committee.

### 15.3.5 MILSET representatives

The Executive Committee shall name at least one representative to sit on the ESI Executive Committee, together with a representative of the relevant regional office.

The MILSET Managing Director and Communications Manager provide support to the Organising Committee.

### 15.3.6 Participant Accreditation

#### MILSET Responsibilities

- Request a written authorization from the relevant Regional Office before issuing any accreditation for the participation a non-member organisation.

#### Host Organisation Responsibilities

- Authorize the continuation of any registration process only when the accreditation approvals of a non-member organisation have been received from the relevant Regional Offices.
- Refuse the accreditation of student(s) that are not part of an official delegation.

## 15.4 MILSET Expo-Sciences Regional (ESR)

### 15.4.1 Philosophy

MILSET Expo-Sciences Regional are non-competitive events. MILSET Regional Offices and Host Organisations must respect the MILSET mission and values.

### 15.4.2 Standards

The Executive Committee shall approve the MILSET Expo-Sciences Regional Standards (See Annex I). MILSET Regional Offices and Host Organisations must comply with the Standards.

### 15.4.3 Candidature Process

The Regional Offices shall put in place a MILSET ESR Candidature process and set their own rules to select the Host Organisation.

### 15.4.4 Regional Offices Responsibilities

- Manage the overall coordination and realisation of the event together with the host organisation.
- Decide if they accept projects from other regions, and inform the MILSET Managing Director about their decision.
- Determine the number of participants and projects they agree to receive.
- Promote the event to their regional members to maximise participation.
- Ensure application of the accreditation process for participants.
- Request the authorization of the relevant Regional Office before issuing any accreditation for the participation of a member, a new member or a non-member Organisation from another region.

### 15.4.5 Participants Accreditation

#### 15.4.5.1 Member

- A member shall not participate in a MILSET Expo-Sciences Regional outside its region, until it has participated in at least one (1) of its own Expo-Sciences Regional, if there is such an event in its region.
- An exception may be considered for special circumstances by the Member's Regional Office.

#### 15.4.5.2 New member

- A new member may participate in an Expo-Sciences Regional outside its region, if its own Expo-Sciences Regional is held after the event it wants to register for, and if already registered for its own Expo-Sciences Regional. .

#### 15.4.5.3 Non-member

- A non-member cannot receive an accreditation to participate in an Expo-Sciences Regional outside its region, if it has not participated in at least one (1) of its own Regional Expo-Sciences, if there is such an event in its region.
- An exception may be considered for special circumstances by the member's Regional Office.

#### 15.4.5.4 Individual

- Individual applications from student(s) that are not part of an official delegation shall be rejected.

### 15.5 MILSET STEAM PHOTO CONTEST

#### 15.5.1 Standards

The Executive Committee shall approve the MILSET STEAM Photo Contest Standards (See Annex I). The MILSET Managing Director is responsible for their implementation.

#### 15.5.2 Organising Committee

The Executive Committee shall nominate the Chair of the Organising Committee, who will be responsible for recruiting its members. The MILSET Managing Director will support the work of the committee.

### 15.6 MILSET Young Citizens Conference (YCC)

#### 15.6.1 Standards

The Executive Committee shall approve the MILSET Young Citizens Conference Standards (See Annexe I). The MILSET Managing Director is responsible for their implementation.

#### 15.6.2 Organising Committee

The Executive Committee shall nominate the Chair of the Organising Committee, who will be responsible for recruiting its members. The MILSET Managing Director will support the work of the committee.

### 15.7 MILSET Leaders Congress

#### 15.7.1 Standards

The Executive Committee shall approve the MILSET Leaders Congress Standards (See Annex I). The MILSET Managing Director is responsible for their implementation.

#### 15.7.2 Organising Committee

The Executive Committee shall nominate the Chair of the Organising Committee for the Congress to be held during ESI. The MILSET Managing Director will support the work of the committee.

### 15.8 Other MILSET activities

The Executive Committee have the right to establish any other MILSET activities.

## ANNEX 1

### MILSET POLICIES, PROCEDURES, STANDARDS, RULES

POLICIES	APPROVAL/REVIEW DATE
Records Conversation and Archiving Policy	2014.09
Fundraising Policy	2017.06
Branding Policy	2015.04 R-2017.07
Code of Conduct – Board of Directors	2017.01
MILSET Account Policy	2017.06
MILSET Account Acceptable Use Policy	2017.06
Website Ownership and Administration Policy	2017.11
Emergency Succession Plan	2018.10
Data Protection Policy	2019.02
Electronic Signature Policy	2019.04
<b>PROCEDURES</b>	
Membership Candidature	2009.07.26 2017.03
ESI Candidatures – Selection Criteria	2018.12.08
ESI Candidatures - Process	2018.04



STANDARDS	
ESI	2018.08
	R-2019.03
ESR	In process
YCC	
Leaders Congress	
RULES	
Science Photo Contest	2017.11

In force - 2019-09-26

## MILSET INTERNAL RULES

VERSION	APPROVAL/REVISION DATE	APPROVED BY:
1	2001.07.12	General Assembly – Grenoble, France
2	2007.07.11	Executive Committee – Durban, South Africa
3	2008.07.15-16	Executive Committee – Budapest, Hungary
4	2014.09.09	Executive Committee – Amman, Jordan
5	2015.07.21	Executive Committee – Brussels, Belgium
6	2017.05.30	Board of Directors – Online meeting
7	2017.12.09	Board of Directors – Online meeting
8	2019.07.21	Board of Directors – Online Approval

In force