

ISIC Bylaws

Chapter 1 – Governance and Meetings

§1 Annual Calendar

The ISIC year follows the calendar year. All committee and financial reports must reach Exec by 15 June.

§2 Meeting Format

The annual ISIC event consists of four sessions, as defined in §9 of the Constitution:

- **Seminar** – open lectures and presentations.
- **Common Session** – closed joint meeting for chairmen, breeding representatives, and invited observers.
- **Chairmen Meeting** – formal decision-making session.
- **Breeding Meeting** – technical breeding-focused session.

The Executive Committee coordinates the program, ensures documentation and reports are circulated in advance, and defines which agenda items belong to each session.

Observers may participate without voting rights in accordance with the participation rules defined in §9 of the Constitution.

§3 Notice and Documentation

Official notice of meetings and draft agenda shall be sent at least three months in advance and published on the ISIC website.

Chapter 2 – Elections

§4 Election Preparation (3–2–1 Rule)

3 months – announcement of positions.

2 months – nomination deadline.

1 month – final candidate list distributed.

If any deadline is missed, the **chairmen decide if the election is to be postponed.**

§5 Voting Method

Each country casts one vote.

Elections are decided by simple majority of votes cast, while all other decisions follow the voting thresholds set in Constitution §12.

ISIC strives to achieve consensus in all matters.

Voting is used only when agreement cannot be reached by discussion.

In case of a tie, the **chairmen** shall decide by revote. If still tied **the chairmen can decide the next step.**

§6 Transition and Apprentices

Outgoing members support handover to new Exec or committee within one month. Apprentices may shadow subcommittee members to gain experience.

Chapter 3 – Executive Committee Operations

§7 Responsibilities

Exec acts collectively to implement **General Assembly** decisions, coordinate ISIC activities, and ensure transparent financial management.

The detailed mandate of the Executive Committee is defined in the Constitution (§16).

§8 Internal Roles

- **Chair:** represents ISIC externally, coordinates agenda.
- **Vice-Chair:** supports Chair, oversees subcommittees.
- **Secretary:** handles **the protocol**, and official records.

§9 Communication and **protocol**

Exec communicates regularly with clubs and publishes **the protocol** within 30 days after meetings.

Chapter 4 – Subcommittees

§10 Mandate Approval

Subcommittees are governed by **the Terms of Reference** approved by the **Executives** and ratified by the **General Assembly**.

§11 Reporting

Committees deliver annual reports to the **Executives** by 15 June for inclusion in the **General Assembly** package.

§12 Budget and Support

Committees operate digitally and are self-funded unless the **General Assembly** allocates specific grants.

Chapter 5 – Finance and Administration

§13 Budget Process

Executives prepares annual budget and membership fee proposal for **the General Assembly** approval.

§14 Invoicing and Payments

Invoices issued by end of February, due by end of March. Fees are defined in the Financial Regulation **Appendix**.

§15 Auditing

As defined in the Constitution §22.

Chapter 6 – Information and Transparency

§16 Data Ownership

All ISIC data and digital assets are owned collectively by ISIC and managed by **Executives** for the benefit of all clubs.

§17 Publication of Documents

Approved **protocol**, financial reports, and committee summaries must be published on the official **ISIC** website within 30 days after approval.

§18 Official Language

English is the official working language of ISIC. Translations may be provided for reference.

Chapter 7 – Amendments and Implementation

§19 Amendments

These Bylaws may be amended by a two-thirds (2/3) majority of the General Assembly upon proposal from **Executives** or any member club.

§20 Effective Date

These Bylaws enter into force upon approval of the ISIC General Assembly and replace any previous Rules of Procedure.

Appendix References

1. Financial Regulation
2. **Subcommittee** Terms of Reference
3. Digital and Hybrid Meeting Protocol
4. Election Procedures (3–2–1 Rule)