



The International Association of Physics Students
6 Rue des Frères Lumière
68200 Mulhouse, France
email: ec@iaps.info
website: www.iaps.info

IAPS Regulations

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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

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Acronyms

AGM Annual General Meeting

EC Executive Committee

EGM Extraordinary General Meeting

EPS European Physical Society

GM General Meeting

GNI Gross National Income

IAPS International Association of Physics Students

ICPS International Conference of Physics Students

IM Individual Member

jIAPS Journal of IAPS

LC Local Committee

TC Territorial Committee

OC Organising Committee

PLANCKS Physics League Across Numerous Countries for Kick-Ass Students WESP World Economic Situation and Prospects



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Article 1. General

1.1 Charter and Regulations

1.1.1. IAPS is governed by its Charter and Regulations.

These documents serve different purposes. The Charter covers only legal matters, the contents of which remain unvaried for extended periods of time. This is also to avoid the translation and submission to the Court that is required in case of any modifications. The Regulations cover additional rules and procedures that are more specific and might require modifications after shorter periods of time.

The Charter is a legal document which defines IAPS for the benefit of external bodies such as courts and banks. It is worth noting that the law that IAPS is registered under is the 1908 law that is valid only in AlsaceMoselle, not the 1901 law which is valid in the rest of France.

1.1.2. It is necessary for the Charter to be submitted to the authorities in the country in which IAPS is registered, and therefore it should contain nothing that is not relevant to this function. In particular, the Charter should contain no references to the Regulations other than a brief acknowledgment of their existence, their preparation and their adoption by the Association, as detailed in Article 27 of the Charter

1.1.3. All matters that are not dealt with by the Charter, are the subject of the Regulations and further documents, which are internal and subordinate to the Charter.

1.1.4. In the case of any discrepancy between the Charter and the Regulations, the Charter overrides the Regulations.

1.1.5. The Regulations may contain references to the Charter. Therefore, if the Charter is amended, the Regulations must be checked to ensure that all references are still correct

1.1.6. The Regulations can only be modified at a General Meeting (GM), the needed majority being specified by Article 27 in the Charter.

According to the Charter, the needed majority is three-quarters.

1.1.7. Proposed modifications to the Regulations must be submitted to the EC at least 8 weeks before the GM, otherwise the EC is not obliged to include them in the final agenda.

Submitting a proposal to the EC 8 weeks in advance gives the EC 4 weeks to act before the deadline to officially distribute the agenda of the meeting (similarly to modifications to the Charter, see Charter Article 23). Proposals originating from the EC are naturally not subject to the dead line of 8 weeks; proposals from committees convened by the EC, however, are.



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1.1.8. Proposed modifications to the Regulations should be distributed to all voting members 4 weeks in advance of the meeting. If proposed modifications are included on the confirmed agenda of the meeting but the proposals themselves were distributed late, the GM may vote by a three-quarters majority of votes present to discuss them regardless.

If the GM votes to discuss the proposals, it may also pass resolutions on them.

1.1.9. The modified Regulations take effect immediately after the GM.

The Regulations contain many parts that affect the way a GM works. The rules of the meeting

cannot change during a GM, thus the new rules come into effect only after the GM.

1.1.10. Throughout the Charter and Regulations, where a deadline is set, it comes due at 23:59:59 UTC on the date that it is set for.

1.2 Archive

1.2.1. IAPS maintains an archive consisting of all relevant documents, including minutes, correspondence, Charter, Regulations, event booklets, proceedings, grant calls and applications event reports, member committee applications, and so on.

1.2.2. The IAPS Archive is maintained by an archivist, who is appointed by the GM whenever appropriate.

1.2.3. The physical archive is kept in the registered office of IAPS. An electronic archive must also be kept on the IAPS server.

1.2.4. Any new documents of the types mentioned in Article 1.2.1 that are generated must be stored in the archive, at least electronically.

1.2.5. Further documents may also be archived, if they are considered worth preserving by the archivist.

1.2.6. Any IAPS member may request access to specific documents of the IAPS Archive. No sensitive information should be shared.

Article 2. Members data

2.1 Duties of Members

2.1.1. All NCs, LCs and IMs must ensure that the EC has their updated contact details, physical address, and essential membership information.



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Failure to update the EC may result in membership renewal invoices being lost, and finally to the expulsion of the member.

For NCs and LCs, essential membership information includes memberships statistics, names and contacts of officers, website address, etc. For IMs, only personal details are relevant.

2.2 Communication with Members

2.2.1. The EC may use various platforms for communication with members about IAPS activities. These platforms may not be used for information that is unrelated to the Association or its aims.

2.2.2. Communication platforms may be used for commercial purposes or distribution of job offers only with explicit consent of registered members.

2.3 Data Protection

2.3.1. Any information collected by the Association should be handled in accordance with standing data handling policies in France, where the registered office of IAPS is located.

EC members and others trusted with member data may not use this for personal purposes or provide such information to others without the explicit consent of the member in question.

Article 3. Accounting

3.1 Currency

3.1.1. The currency used in IAPS accounting is the Euro.

Since IAPS is registered in France and most of its members have the Euro as their national currency, this is the easiest choice. As a result, all financial reports presented to IAPS should refer to amounts in Euros.

It is recommended to allow the OC of an IAPS major event to use a different currency for their internal financial affairs if useful.

3.2 Activities

3.2.1. No IAPS event shall plan to make a substantial loss.

3.2.2. IAPS events must not plan to make a substantial profit. However, if a surplus remains after fulfilment of contractual obligations, it must be paid into the IAPS Account no later than three months after the fulfilment of the



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obligations. An extension can be granted by the EC. The EC shall have complete freedom to use this money in the same manner as any other IAPS funds. The finances of IAPS major events differ from these norms and are regulated in article 10.4.

3.2.3. NCs and LCs may apply for IAPS grants in order to organise IAPS events.

3.2.4. The EC decides on the award of financial support and informs applicants of its decision within one month of receiving the application.

3.2.5. An applicant receiving grant(s) from IAPS for an IAPS event must abide by the terms of the EC, and must present a report and a written article for jIAPS of the event no later than three months after the event. The report must include details of how the grant awarded by IAPS was used. The deadline for the report may be extended by another two months by the EC.

For example, the EC may request that, in return for the money, the applicant places the IAPS logo on an event poster.

Major events are regulated by Article 10.

3.3 Role of Auditors

3.3.1. The role of the Auditors is to check that all IAPS transactions are in accordance with Article 21 of the Charter. Moreover, they have to ensure that the sums in the Financial Statement match the receipts in the bookkeeping and bank statements.

3.3.2. The Auditors shall check that every transaction in the Financial Statement corresponds to an action in the Report of Actions (see Article 6.3). The Auditors also check all accounts used by the EC, including the IAPS bank account.

3.3.3. The Auditors shall prepare a written, signed report and send it to the EC within the time specified by the Charter.

3.4 Membership fees

3.4.1. The membership fees are calculated by the Treasurer based on the rules hereby formulated, consistently with the requirements of Article 8 of the Charter. Membership fees must be approved by the EC between September 1st and October 1st in each financial year. In case of new applicants for TCor LC status, the calculation is done by the Treasurer and approved by the EC within one month of the application.

3.4.2. Definitions:

- Developed countries: Countries classified as developed economies by the United Nations' latest World Economic Situation and Prospects (WESP) report.



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- $d = (1 \text{ if TC or LC is from a developed country; } 1/2 \text{ otherwise})$. If an TC consists of more than one country, it should be considered from a developed country if any constituent country is a developed country.
- G: equals the Gross National Income (GNI) of the country the TC or LC is from, in millions of US dollars, based on the atlas method, using the latest figures as provided by the World Bank. If an TC consists of more than one country, G equals the sum of the GNI of the constituent countries.

3.4.3. Calculating Fees:

- a. The fee for NCs is $\min(d \cdot (75 + 2 \cdot p_s(G)), 400)$ EUR.
- b. The fee for LCs is $1/3$ of the fee for an TC from the same country.
- c. The fee for individual members is 10 EUR.

3.4.4. Membership Fee Reductions:

- The membership fee for probationary NCs or LCs is 50% of the normal fee that is specified in Article 3.4.3. This reduction does not apply if the applicant was a member of IAPS in the last three financial years.
- The membership fee for the first financial year for a new TC or LC is 75% of the normal fee as specified in 3.4.3, if the applicant was not a member of IAPS in the last three financial years.
- If the applicant referred to in a) and b) is an TC or an LC which is or was formed by merger of one or more LCs that were already IAPS members, it is treated as not having been a member of IAPS before and benefits from the reduction.
- In the event of national severe economic downturn due to a global catastrophe as evaluated and resolved by the EC, a reduction of up to 30% of the membership fee shall be offered to all NCs and LCs who request it. This request shall include evidence backing the NC/LC economic upheaval.

[The COVID-19 pandemic is an example of a global catastrophe.](#)

[An annual GDP fall greater than 5%, as reported by the NC/LC national economic authorities, is an example of evidence backing the NC/LC economic upheaval.](#)

3.4.5. Membership fees cannot be paid to IAPS in cash, and should be paid in a single transaction. IAPS will cover service fees related to receiving membership fees via PayPal and the expenses that are specific to IAPS' bank in receiving bank transfers.

Article 4. General Meetings

4.1 Convening a General Meeting

4.1.1. The convener of the General Meeting (GM) must specify the electronic voting system and distribute an agenda to all members, as per Article 17 of the Charter. The EC is responsible for convening the Annual General Meeting (AGM). If the EC fails to distribute an agenda for the AGM, the meeting will follow the standing agenda in article 17.7 of the Charter.



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4.1.2. When a General Meeting is convened the EC shall put its notice on the main page of the IAPS website and send it to the announcement list of NC/ LC contacts and IMs.

If the convener of the meeting is not the EC, the EC should still announce the General Meeting and support the distribution of the agenda. If the EC does not react, the announcement list and all available contact information of IAPS members on the IAPS website should be used instead.

4.2 Distribution of Documents

4.2.1. The EC must distribute the following documents along with the final agenda of the AGM to all IAPS members, so that they may study the documents and discuss the matter beforehand and form an opinion for the AGM:

- Minutes of the preceding GM;
- List of probationary members;
- List of proposed expulsions and any received written public defence(s) by the member(s) in question;
- Accounts of the previous EC;
- Auditors' report on the accounts of the previous EC;
- Activity report by each outgoing EC member regarding his/her office;
- Current accounts for outgoing EC (an updated version shall be presented in the AGM);
- Provisional budget and plans of action for the following accounting period;
- Any modification of the Charter and/or Regulations.

Reports by outgoing EC members are expected to communicate their objectives, actions and achievements over their mandate. These documents are expected to be specific to the EC role that was covered by the individual.

It is the responsibility of the previous EC and Auditors to provide their respective reports. The EC in power should not be held responsible if the Auditors fail to provide their report.

Missing documents related to any point on the final agenda should be made available to the members as soon as possible.

4.2.2. If the agenda of the GM includes discussion on additional documents, these should also be distributed along with the final agenda.

4.2.3. No documents aside from the agenda should be sent in the email notice of the meeting, instead the notice should include the online location of all documents related to the GM.

Large attachments should not be sent by email.

4.2.4. All documents related to the GM should be made available in a member-restricted space of the IAPS server.

4.2.5. Candidates for EC positions should send the EC their letters of candidacy including desired responsibilities, preferably a month before the AGM, which must be made available to all members.



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Proclaiming candidacy during an AGM is still an option

4.2.6. Organising committee (OC) candidates of IAPS major events, defined in Article 19 of the Charter, should send their bids to the EC, preferably a month before the AGM, which must be made available to all members.

4.2.7. Upon explicit consent of the EC and OC candidates, the EC will make their contact details available to all members. The EC shall also allow the candidates to update their information.

The updates must be sent to the whole EC just in case the person who is supposed to do the updates does not do her/his job correctly. As this is related to elections, it is of utmost importance that everything is done properly

4.3 Delegates

4.3.1. Delegates are individuals who represent the views of an TC or LC within IAPS, acting in the interest of the members they represent and, more generally, of the IAPS community as a whole. Delegates are appointed by their respective TC or LC.

4.3.2. Every TC and LC has the right to appoint up to two delegates participating in the GM.

This is a right, not an obligation! NCs / LCs may choose not to send any delegates at all, or just one, although this is not to be encouraged.

4.3.3. Delegate names and contact details should be communicated to the meeting convener in advance of the GM via official communication by a NC/LC representative

4.3.4. An individual may not represent more than one TC or LC.

4.4 Opening the Meeting

4.4.1. The GM is opened by its convener.

Normally this is the President or Vice-President of IAPS, however if the meeting has been convened by a group of members, the opening of the meeting must be done by one of them.

4.4.2. When opening the meeting, the convener must read the agenda to the members. New items cannot be added to the agenda unless they have been distributed in a new agenda. If there is any dispute regarding the agenda, it must be confirmed by vote, and this requires a three-quarters majority of votes present.

This allows for critical modifications of the agenda to be made after the deadline; for example, if an agenda item is found to be malformed, or a new item becomes legally necessary. In general, if any member with voting rights objects to a late agenda, the GM should reject it.



4.4.3. If the agenda of the meeting is rejected due to items having been added or removed invalidly, it is then automatically confirmed without those changes. If it is rejected for any other reason, and no alternative agenda is available, the GM may be postponed.

4.4.4. After the opening of the GM, the convener calls for the election by open ballot of the meeting officials. The Chair is elected first. The convener is responsible for the count of votes in the election of the Chair and shall announce the election result. The Chair shall preside over the rest of the meeting, starting with the election of Tellers and a Minute Taker and is responsible for counting the votes for these elections.

4.4.5. None of the meeting officials may belong to an EC whose accounts will be checked in the meeting nor be a candidate in an upcoming election to avoid conflicts of interest. If a meeting official has a conflict of interest on any other issue, they must make the GM aware before that issue is addressed.

As the current EC will naturally have their activities to date assessed or will have put forward many of the proposals during a GM, its members also may not serve as meeting officials.

4.4.6. If no individuals fulfilling the criteria of Article 4.4.3 are able and/or willing to take the necessary roles, others may take them. If any of the meeting officials have a conflict of interest on a specific issue, they must be replaced, by vote of the GM, by individuals with no conflicts of interest.

4.4.7. At the beginning of the meeting, a list must be created in which every individual must write her/his name, country of residence and participation status (i.e. TC delegate, LC delegate, IM or observer). This list must be attached to the minutes of the meeting.

Chair

4.4.8. The Chair is the meeting leader. The person covering this role must follow the agenda, assign the right to speak, call for votes and declare their results.

It is recommended for the Chair to call for a helper to keep a record of requests of speech, which the Chair will use to give the floor to the members.

4.4.9. If the Chair does not operate as required, she/he may be replaced upon request of any member with voting rights via a simple majority of votes of the GM. If the vote is passed, the meeting must elect a new chair.

Tellers

4.4.10. Tellers must be chosen in order to assess the votes of any ballot during a GM. They report directly to the Chair.

4.4.11. The GM must elect at least three Tellers.

4.4.12. The Tellers must be chosen from at least three different countries to guarantee their in- dependence.

Minute Taker

4.4.13. The Minute Taker takes notes of the votes and decisions of the Meeting.



4.4.14. The Minute Taker should be aware before his/her election that a final version of the minutes of the General Meeting must be provided within 4 weeks after the meeting according to Charter Article 17.10.

4.4.15. The Minute Taker may appoint or request an assistant, who however is not responsible for the quality and content of the final minutes.

4.4.16. Upon unanimous agreement of the GM, the Minute Taker or her/his assistant may use a recording device to collect evidence of the discussions taking place during the GM.

4.4.17. The Minute Taker must add the list of names with all attendees and the corresponding committees to the minutes according to 4.4.5 of the Regulations.

4.5 During the Meeting

4.5.1. Due to possible lack of space, the Chair may ask any non-delegates, except of individual members, to leave the meeting room. Any IAPS member may still virtually attend the meeting.

4.5.2. Anyone who acts in a violent or threatening manner may be expelled by the Chair from the meeting, regardless of her/his position. In the case of NC/ LC representatives a replacement representative may take her/his place.

4.5.3. Anyone joining or leaving while the meeting is undergoing must make sure that the Chair and Minute Taker are aware of this.

4.5.4. During breaks, refreshments should be made available by the convener in the proximity of the meeting hall.

The convener may delegate the task to others, e.g. the ICPS OC.

4.5.5. After each break the number of votes physically or virtually present must be recounted.

4.6 After the Meeting

4.6.1. At the end of the GM, the Minute Taker must immediately provide a preliminary electronic version of the minutes, including all notes, to the EC that is currently in charge. Any paper documents must be photocopied and made available, too.

4.6.2. Following the meeting, the Minute Taker must complete the minutes and send them to the EC, which must distribute them to all members.

4.6.3. After publication, the members may propose changes and additions to the minutes, which must be documented by the EC. The minutes and the proposed changes must be voted upon in the next GM.

Article 5. Voting and decision-making during the General Meeting

5.1 Vote Distribution

5.1.1. The distribution of votes for NCs, LCs and IMs is regulated in Charter Article 18.1-18.4 and further specified here.

5.1.2. In the event of there being more than three Local Committees from a country, these must agree and declare the distribution of six votes at the start of the GM. If they are not able to agree on how to divide their votes, the situation must be dealt with as follows:

- a. Calculate the integer quotient of the six votes.
- b. If the result is one or greater, give every LC that number of votes.
- c. If the result is zero, give one vote each to six randomly selected LCs.
- d. Any remainder of the votes is counted as abstentions.

This distribution of votes is valid for the whole duration of the GM and covers also the distribution of votes in case of delayed online voting.

This is an incentive for countries with multiple LCs to form NCs.

5.1.3. Individual members from a given country must decide among themselves how they use their single vote. If they are not able to come to an agreement, their vote is counted as an abstention.

5.1.4. The delegates shall cast the votes in secret ballots together.

Both shall be aware of the vote they have cast, to make them accountable in their NC/LC

5.2 Proposals and voting procedure

5.2.1. Anywhere the Charter or Regulations mention cast votes, abstentions are not counted as cast vote.

5.2.2. Voting on elections follows Article 18 in the Charter and is further specified below:

- Any IAPS member or individual from any IAPS member committee may propose candidates both at the meeting or before in writing. If an individual proposes someone else, her/his consent is required.
- In Charter Article 18.12, if in the elimination round the candidates with the least votes are tied, all the tied candidates are eliminated, unless this would reduce the number of candidates standing to one. If it would



reduce the number of standing candidates to one, a secret ballot is called to determine which of the tied candidates progresses to the final stage (with two candidates standing).

- In Charter Article 18.12, if in the final stage with two candidates is tied, the vote must be repeated as many times as necessary, until a clear result is achieved.
- In Charter Article 18.13, if the candidates with the most votes for the number of positions cannot be determined, any candidate who unambiguously has enough votes to be elected is considered elected. Any candidate who unambiguously does not have enough votes is eliminated. The remaining candidates are voted upon as if they were running for the number of posts left open by the just elected candidates.
- In case the above rule would not change the number of candidates, the vote must be repeated as many times as necessary, until a clear result is achieved.

5.2.3. Voting on other resolutions proceeds as follows:

- Proposals for a resolution are put forward by a petitioner. Any IAPS member may be a petitioner.
- If the petitioner is not physically or virtually present, the petitioner may name a representative (in writing to the EC) to act as petitioner.
- A proposal needs to be supported by at least one other member with voting rights at the GM to be considered. If the petitioner is the EC it does not need to be supported.
- Suggested changes to the resolution may be incorporated by the petitioner without a ballot. In other cases, the petitioner, Chair or members representing 20% of the present votes may call for a ballot.
- If there are no more suggested changes called to a ballot, a final ballot is called by the Chair on the modified proposal.

5.2.4. Ballots proceed as follows:

- a. In ballots, the Chair should call for a vote.
- b. In case of open ballots, the vote is public.
- c. In case of secret ballots, the vote is anonymous and confidential.
 - The Tellers must monitor votes and abstentions and report the results to the meeting.
 - The Minute Taker must write down the results of the vote and include them in the minutes.

5.3 Voting Systems

5.3.1. By default, the GM uses an electronic voting system, which allows voting over an internet connection. The convener must provide such system, specifying it when communicating the final agenda, and must make reasonable attempts to allow members to preevaluate the system's effectiveness.

If possible, the convener should share the source code or show third-party evaluations.

5.3.2. Any member participating in the GM may call a vote against the electronic voting system if the evaluation of the system shows that it does not adhere to the IAPS Charter and Regulations. This will be an open ballot and a physical vote for all members physically present. Members participating online will vote by sending an email to a



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designated email address. If the electronic voting system is voted to not be trusted, the GM shall decide how to proceed further.

All previous ballots might be reconsidered and possibly repeated.

Open ballots may proceed through alternative means, such as email.

Possible ways to proceed in the case of secret ballots:

- a. Members who are virtually present may choose to abstain
- b. Members who are virtually present may choose someone to proxy for them
- c. Secret ballots will be postponed and be done via a third and neutral party such as the EPS.

5.3.3. In case of ineffectiveness of the electronic system, if reasonable attempts to fix it have failed, the Chair may decide to revert to other voting systems. Attending members may suggest alternative ways for open and secret ballots (see Article 5.3.2). The GM should decide on an updated voting procedure by open ballot, following the procedures outlined in Article 5.3.2.

5.3.4. The role of the tellers is to supervise the online voting system, or otherwise the counting of votes in case of use of an alternative voting system, and to keep track of attendance at the meeting.

This is best done with one teller creating and displaying votes, one keeping track of the attendance and the third replacing either of them if needed.

5.4 GM Online Voting

5.4.1. Online voting during the GM contributes towards achieving the quorum given in Article 18.7 of the IAPS Charter.

5.5 Delayed Online Voting

5.5.1. Delayed online voting should take place whenever the GM quorum cannot be reached and the meeting is continued.

5.5.2. Delayed online voting takes place for the two weeks following the GM, as described in Article 18.8 of the Charter.

5.5.3. To set up delayed online voting, the EC should send a vote description to all members with voting rights, including details of the number of votes they are entitled to cast and the maximum possible number of votes.

5.5.4. By default, delayed online voting should be performed via the electronic voting system if not agreed otherwise by the GM.

5.5.5. All delayed online votes received will be counted by the Tellers. The latter will notify all members of the outcome within one week from the deadline for voting.

Tellers should send results to the IAPS EC, which should then share these through the IAPS announcements list.

5.5.6. In case of a vote with more than two options, voters should list all options in order of preference. The counting of votes proceeds as follows:

- a. The option with the least number of first-choice votes is eliminated;
- b. Votes that are eliminated are replaced by the next choice of the same voter;



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c. The same elimination procedure is repeated until a binary choice remains.
In case of a tie, the entire voting procedure is repeated, as many times as it takes for a decision to be achieved.

This procedure is used since delayed online voting would take too long otherwise.

Article 6. Executive Committee

6.1 General

6.1.1. EC members shall work for the good of all of IAPS, not just for their local/national benefit.

6.1.2. As described by the Charter Article 10.1, the EC must comprise of a President, a Treasurer and a Secretary which are elected in this order according to Charter Article 18.12.

6.1.3. Additional positions within the EC are elected according to Charter Article 18.13.

6.1.4. Each candidate can run for a maximum of three desired roles within the EC.

6.1.5. The EC may appoint assistants or form subcommittees to help in its tasks of running IAPS. Giving specific tasks of an EC member to an assistant does not give the assistant a right to vote in the EC. The EC may refund any costs covered by an assistant due to her/his work for IAPS. If the work of the assistant is deemed important enough, the EC may propose for them to be elected at an AGM.

6.2 Meetings

Summoning meetings

6.2.1. The EC meets whenever requested by the President or Vice-President, whenever requested by at least a quarter of its membership or at a time chosen in an EC meeting. The meetings should be summoned well in advance.

A week is normally enough, however meetings in person should be summoned at least one or two months ahead of time.

6.2.2. The EC should meet whenever there are matters to discuss, in order to keep the Association in effective operation.

6.2.3. The EC may make decisions using emails. The following procedure applies: the President or Vice-President sends an email with the matter/question of vote to the EC mailing list, to which other EC members should reply with their vote and optional comments. Once a simple majority of all EC members has been obtained the vote has taken place.



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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

It is preferable to take decisions in meetings, so that a direct exchange of opinions within the EC may occur.

6.2.4. If a decision is needed quickly or people are not responding to a request for a vote, it is acceptable to send an email with a specified deadline for voting after which, if no objections are submitted, the sender will count missing votes as abstentions, provided the deadline is deemed reasonable by the rest of the EC.

A reasonable deadline is a few days or a week or two, not just a couple of hours or minutes.

6.2.5. EC meetings are open to everyone, unless there are confidential items on the agenda in which case the EC may vote to hold parts of the meeting private (e.g. due to laws on information privacy); however, it should be noted that meetings in private are to be held in extreme situations only.

6.2.6. The Secretary is responsible for taking the minutes of EC meetings. If she/he is not present in a meeting, the EC must elect someone to act as Minute Taker of the Meeting. In the case of virtual meetings, no replacement needs to be chosen, if it has been arranged with the Secretary that s/he will make the minutes using the logs of the meeting.

Meetings in person

6.2.7. The EC should meet in person at least three times per year.

The EC will follow this requirement to the best of their ability. If a few members absolutely cannot attend one of the physical meetings, it should still be organised.

6.2.8. If the AGM is held during ICPS, as in Charter Article 17.3, the first meeting of this incoming EC must be there with the outgoing EC to go over the situation of the Association and the tasks of new EC members. Another meeting of the EC should be in Mulhouse after the term has begun. The main purpose of this meeting is to meet with EPS representatives and to make the necessary declarations to the French court. One further meeting must be at an ICPS. The EC will also meet with the next incoming EC after the AGM where it is elected, although this meeting may be informal.

Normally the third meeting is before the AGM, to discuss any upcoming matters, such as proposals to be made to the AGM about expulsions of members who have not paid.

6.2.9. As for other meetings in person, they can be held if the EC thinks they are worth the expense and if funds are available. Other meetings can take place at whatever location is cheapest in terms of costs of transport, food and accommodation. Any EC member wishing to spend time at this location for leisure purposes will pay extra costs herself/himself.

IAPS will pay transport costs, food and reasonably priced accommodation during the meeting, however if an EC member wishes to stay an extra few days, s/he must pay for the extra nights her/himself. If however one extra night works out cheaper overall (such as allowing the EC member to get a much cheaper flight, with a difference greater than the cost of one night's accommodation), IAPS may pay for the EC member's accommodation for the extra night.



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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

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Note that cost of accommodation should be kept to a reasonable minimum, so EC members should expect to stay in youth hostels or cheap hotels. However, slightly more expensive accommodation may be justified if it has a positive effect on the amount of work that can be done during the meeting, such as by minimising travel time to and from the meeting place or, for example, booking IAPS-only rooms rather than beds in dorms at a youth hostel, so that EC members are not kept awake by others who get in later or leave earlier than them.

6.2.10. The GM can request that EC members reimburse IAPS for their meeting attendance costs if it is judged that no work took place at said meeting, or that the location was excessively expensive.

Virtual Meetings

Virtual meetings are generally recommended, since they are inexpensive and allow effective operation of the EC. They also require little time and organisation, enable people around the world to take part.

6.2.11. Virtual EC meetings must take place using appropriate media, allowing for the participation of all interested parties. Both telephone and video conferences may be used.

6.2.12. If it is not possible to make the meeting open due to the limitations of the medium used, reasons for choosing such medium should be explained and an open meeting held soon afterwards if requested by a member.

For example, the EC may hold a telephone conference because an EC member does not have Internet access where she/he is; the meeting may not be made open to an unlimited number of participants because of the costs involved.

Unanimity

6.2.13. If the EC is not unanimous on a decision, this must be put to a ballot.

6.2.14. All ballots in EC meetings are open, unless any EC member requires the ballot to be secret.

Secret ballots should only be used in delicate matters, for instance whether or not to request members for a vote of no confidence in a person (present or not) who they think is either not doing their job or damaging IAPS. If this ends up being a 'no', or if the matter is sent to the membership and the vote of no confidence does not pass, they have to work with that person for the remainder of the year, so it is best if the person in question does not know who voted to hold the vote of no confidence, for the sake of minimising chances of problems in future meetings.

6.2.15. The Minute Taker of the meeting must record a summary of votes of EC members in the minutes of the meeting.

6.3 Obligations to the AGM

6.3.1. The EC shall formulate a Report of its Actions during its term for the Auditors in order to enable the AGM to release it from liability.



The International Association of Physics Students

6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

The Report of Actions should be sufficiently thorough, so that anyone can see from it what the EC has done during its term, and justify all of the expenses the EC has decided on.

6.3.2. The Report should include a text outlining what the EC has done during its past term, and also an event calendar with detailed information of the IAPS events and other activities having taken place during the term.

6.3.3. The Report of Actions shall also include a detailed list of EC member activities, stating who did what during their term.

Article 7. Alumni

7.1 General

7.1.1. The IAPS Alumni comprises individuals who were once individual members or members of an TC or LC and no longer qualify for membership, or do not wish to continue their membership.

7.1.2. Both IAPS members and the IAPS Alumni are responsible for their fruitful collaboration, which serves to promote and support the aims of IAPS.

7.1.3. The IAPS Alumni should not be a burden to running IAPS. Funding from the IAPS budget is not to be used for Alumni activities. However, the IAPS Alumni may choose to contribute financially to the IAPS budget, specific IAPS events, or scholarships.

The Alumni can choose to support any activities, not only IAPS events.

7.1.4. The liaison between the IAPS Alumni and IAPS shall be the Alumni Representative(s). **7.1.5.** The Alumni Representative(s) is (are) elected at a GM for a predetermined amount of time, chosen by the GM which elects them.

Article 8. External Organisations

8.1 General

8.1.1. IAPS may accept assistance from external organisations such as national and international professional physicists' bodies.

8.1.2. Assistance from external organisations may include: the use of meeting, storage and archive facilities, professional advice, the maintenance of a bank account, auditing, and assistance with remote ballots.



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6 Rue des Frères Lumière

68200 Mulhouse, France

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In particular, the European Physical Society (EPS) has had a long-standing collaboration with IAPS and has hosted the Association's bank account and archive. It is also an ideal organisation for assistance with remote ballots, since it is neutral, given that it does not have any links with a particular TC or LC.

8.1.3 IAPS is recognised by the International Union of Pure and Applied Physics (IUPAP) as one of its affiliated commissions. The operation of this affiliation is outlined in the separate "IUPAP AC5 Structure" document.

Article 9. Journal of IAPS (jIAPS)

9.1 General

9.1.1. jIAPS is the official journal of IAPS, containing articles on IAPS activities, scientific topics, student experiences, and other content relevant to physics students.

9.1.2. jIAPS can be issued in printed and digital format.

9.1.3. The EC shall endeavour to maintain production of the journal at least once per year, and to that end one or more jIAPS Editors may be elected at the AGM or appointed by the EC.

One possible strategy is to maintain an online edition during the year and produce a printed edition for distribution at ICPS, containing the best articles from the online edition. Copies of the printed version may also be sent to potential sponsors or collaborators to promote IAPS. High quality PDFs can also be supplied to NCs and LCs for local printing in member countries.

9.2 Reprinting

9.2.1. Articles first published in jIAPS may be reprinted elsewhere if agreed by the editing team or the EC, provided a note indicating that the first publication was in jIAPS is included,

and with the agreement of the original author(s), artists(s), photographer(s) and interviewee(s).

9.2.2. Copyright remains with the original author(s), artist(s) and photographer(s), who may arrange republication of their own work without interference from IAPS.

9.2.3. Likewise, jIAPS may reprint interesting articles from elsewhere with the agreement of the copyright holder(s).

9.2.4. Advertisements may be included, charged at an appropriate rate, provided these do not conflict with the IAPS Charter.



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6 Rue des Frères Lumière
68200 Mulhouse, France
email: ec@iaps.info
website: www.iaps.info

9.2.5. Other matters related to jIAPS are regulated in the document named “jIAPS Editorial Policy”.

Article 10. Events

10.1 General

10.1.1. As described in Article 19 of the Charter, any event that is formally approved or supported by the IAPS EC or GM in any form for the year of interest should be considered an IAPS event. Major events (see Charter Article 19.2) have an annual rotating-host system and are regulated by section 10.4. All other IAPS activities are regulated in section 10.2.

10.1.2. Only individuals who are members of IAPS, of any of its member committees, or of an association with which IAPS has an agreement that would permit them to, may take part in IAPS major events, as defined in Article 19 of the Charter. IAPS membership may be required for other IAPS events, as agreed by the OC and the IAPS EC.

10.1.3. Non-members who wish to attend an IAPS event for which membership is required may acquire membership upon registration for the event, as long as they fulfil the membership criteria specified in Article 7 of the Charter. Responsibility for collecting their membership fees rests with the IAPS EC.

10.2 IAPS events

10.2.1. IAPS may organise and sponsor any activities which are deemed to be in the interests of members and are considered to be financially sustainable as IAPS events or otherwise. Such activities may include summer schools, exchanges and visits.

The association's activities also go beyond events, for instance in the production of jIAPS, and support of outreach activities in schools. These are supported by its aims.

10.2.2. The organisation of IAPS events may be commissioned by the IAPS EC to an IAPS NC, LC or IM. NCs, LCs or IMs may also volunteer to host an event in collaboration with IAPS.

10.2.3. As stated in Article 3.2.5, organisers of an IAPS event for which an IAPS grant has been awarded must produce a report within three months of completion of said events, and this must include final accounts. If this deadline is not met the received funding may be withdrawn. Extensions on this deadline may be granted by an IAPS EC when considered to be appropriate.

Reports are expected from any organising committee, regardless of whether this is directly led by the IAPS EC, a NC, a LC or an IM. It is encouraged that such a report be produced for any event, regardless of an IAPS grant being awarded.



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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

10.2.4. Reports of IAPS events must be submitted in digital format to the IAPS EC and filed in the IAPS archive for the benefit of future organisers.

Participants of any activity organised by an IAPS member should be encouraged to write an article for possible inclusion in [jIAPS](#) and/or the IAPS website.

10.3 Participation

10.3.1. All individuals who are members of IAPS or are part of an IAPS member committee, or of an association with which IAPS has an agreement that would permit them to, may register for an IAPS event. However, limited availability of places may require event organisers to select participants from the list of registered students.

10.3.2. Members of IAPS may not use materials, support or sponsorship, such as the IAPS logo and network, nor require that registrants be members of IAPS, for events that have not been approved by the IAPS EC or the GM, as stated in Article 10.1.1.

This is to ensure that IAPS is consciously aware of the events that it supports. Organisers should reach out to the IAPS EC before advertising as an IAPS event. This does not prevent members of an IAPS TC or LC from registering for their own committee's events, nor members registering for anything unrelated to IAPS.

10.3.3. Selection rules for IAPS events may be set by event organisers in advance with respect to the opening of registration. Such rules, if any, should be agreed by the IAPS EC before being published and must respect the basic principles of fairness described in the IAPS Charter.

10.3.4. Under no circumstances may someone take part in an IAPS event who did not agree to abide by the Terms and Conditions of the event and the Code of Conduct.

10.3.5. If deemed to be appropriate, the event organisers may exclude someone from an IAPS event while it is in progress. The decision must be in consultation with the IAPS EC, the Terms & Conditions of the event, the Code of Conduct and the principles outlined by the IAPS Charter (see Article 19).

10.4 IAPS major events

10.4.1. IAPS major events occur annually and aim at reaching a wider audience within the IAPS community. They constitute opportunities for IAPS members and individuals from IAPS member committees to experience a wealth of scientific and social activities, as well as to take part in the life of the Association through assemblies and workshops.

10.4.2. The OC of any IAPS major event must consist solely of IAPS members or individuals who are part of an IAPS member committee.

The committee may include non-students as consultants, but they must have no right to vote within the committee, if an internal vote is called by any member of the OC.



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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

10.4.3. Prospective organisers of IAPS major events must usually submit a bid to the IAPS AGM two years ahead of the event taking place.

10.4.4. Bids to host IAPS major events must include the expected duration of the event, the expected number of participants and a preliminary timetable. They must give details on the location, activities and accommodation. Furthermore, a provisional budget, including the estimated participation fee and a list of potential sponsors must be presented.

10.4.5. Following the selection of the OC of an IAPS major event, a representative of the latter is required to sign an agreement with the IAPS EC. Such agreement, to be originally drafted by the IAPS EC, must ensure complete observance of the IAPS Charter and Regulations over the course of the event organisation, as well as support effective communication between the OC and the IAPS EC. It must also include the amount of the financial guarantee granted by IAPS, see article 10.4.13.

This agreement exists so that some details of the event and its regulations are agreed upon to start with. The agreement may contain upper/lower limits on budget and participation fees.

10.4.6. OCs of IAPS major events must update the IAPS EC on a time basis and through appropriate means that must be agreed between the two committees.

If the OC is understood to be unacceptably behind on preparation for their event, the EC may convene a GM to call for a vote of no confidence on the OC and thus obtain a replacement from any country that may wish to undertake the required organising tasks.

10.4.7. OCs of any IAPS major event must present an update on their work to the IAPS AGM one year before the event is planned to take place. Such update must provide details on the OC composition, location, activities and accommodation. It must include a presentation of the event website, a list of potential guest speakers, a list of sponsors and a detailed budget, including participation fees. Contracts for accommodation and venues should also be presented.

10.4.8. The website and all publicity materials of any IAPS major event must contain links and explicit references to IAPS, including all materials that the EC wishes to be included.

10.4.9. The OC of an IAPS major event must produce a report within six months of concluding the event, incorporating final accounts together with any information that may be useful to subsequent OCs. Such report must be sent to the IAPS EC, filed in the IAPS archive and be presented by a representative of the OC at the following AGM.

In case no one from the past OC is able to attend the following AGM, the report may, under exceptional circumstances, be presented by the IAPS EC, although this should not be encouraged.

10.4.10. The IAPS EC may accept sponsorship on behalf of the OC of an IAPS major event. This funding should be included into the OC budget when confirmed by the IAPS EC.



The International Association of Physics Students

6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

10.4.11. Additional sponsorship for an IAPS major event through IAPS is possible upon an agreement between the organisers and the IAPS EC.

IAPS additionally maintains a separate fund for each IAPS major event in order to compensate for possible financial losses of an OC.

10.4.12. The amount in each major event fund is limited. If this maximum amount is exceeded, the surplus will go into IAPS' regular budget.

These funds correspond each to a reserved amount of money on the IAPS bank account. Of course, in the case that the maximum amount in the fund for a particular major IAPS event is exceeded, the IAPS EC may decide to use the surplus to fill the fund of another IAPS major event.

10.4.13. The IAPS EC must give a financial guarantee of one third of the maximum amount of the corresponding fund to the OC of a particular IAPS major event, conditional on the availability of this amount in the corresponding fund. Whenever this amount cannot be guaranteed immediately after the selection of the OC of an IAPS major event, this must be done as soon as the corresponding fund contains enough resources to do so.

This article relates the amount of financial guarantee to the maximum amount that the fund of the corresponding event is allowed to contain. Moreover, when granting the financial guarantee, the IAPS EC has to consider all IAPS major events of a particular kind, which have already been accepted by a GM.

10.4.14. In the case of a loss from organising an IAPS major event, the OC will automatically obtain a compensation from the respective IAPS fund in order to break even, unless the OC has violated its agreement with the IAPS EC, see article 10.4.5, when a compensation requires the approval of the IAPS EC. However, any compensation paid by IAPS is limited by the amount of the financial guarantee, see article 10.4.13.

In case of financial loss from organising an IAPS major event, the organiser should automatically receive the promised compensation unless they did not abide the agreement with IAPS.

10.4.15. The OC of any IAPS major event should not plan on making a substantial profit under any circumstances. In case of a profit, this must be divided between IAPS and the OC as follows. First, all sponsorship received through IAPS according to article 10.4.10 must be transferred back to IAPS. Second, the remaining profit should be split equally between IAPS and the OC. IAPS must deposit its share in the fund of the corresponding IAPS major event.

This is to prevent excessive profit from IAPS support. However, IAPS will not demand the full amount of money. Note that an organising NC/ LC will typically receive less sponsorship in the year after collecting a large sum for an IAPS major event.

10.4.16. Any payment into the IAPS bank account must be made no later than three months after all contracts have been fulfilled. An extension may be granted by the IAPS EC.

This is to account for extended times that may be taken by sponsors to fulfil agreements.



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6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

10.4.17. Whenever a particular fund does not contain sufficient resources, the IAPS EC may choose to transfer money to the fund, but is not obliged to do so.

10.5 Event cancellations

10.5.1. Where an IAPS event is postponed to a later date or is cancelled, the organisers must inform the IAPS EC of this circumstance as soon as possible.

The IAPS EC will work with the organisers until a GM can be called, if this is necessary.

10.5.2. In the case of the cancellation of an IAPS event to which an IAPS grant was awarded, the organisers must provide a statement giving the justification for cancellation in lieu of the expected report. If this statement is not received or if the IAPS EC determines the justification given to be insufficient, the received funding may be withdrawn.

If the IAPS EC determines that IAPS resources are being misused or claimed fraudulently, they should be recovered.

10.5.3. After an IAPS event has been cancelled, a justifying statement has been accepted by IAPS if any, and financial liability has been resolved, the organisers no longer have the responsibilities they would otherwise have for that event under the Charter and Regulations.

If the organisers entered into another agreement with IAPS, the terms of that agreement decide if and how it terminates.

10.5.4. The organisers of an IAPS major event can propose to the GM a postponement to a time outside of the period fixed in the Regulations for that event, or a cancellation, for a stated reason. If a proposal to postpone is accepted by the GM, the event is organised at the proposed time as if it were validly organised in the fixed time period.

As governed by Charter Article 19.9, it is always the right of the GM to, at any time, propose a vote of no confidence in the organiser of an IAPS major event if it feels a postponement is not feasible (or for any appropriate reason). It may then award the event to an appropriate host, or cancel it for that year.

10.5.5. The GM decides what financial support should be given to organisers of an IAPS major event to support its postponement to another time or the costs resulting from its cancellation. The GM decides if IAPS should withdraw any financial support given to the organisers and if the financial guarantee should be honoured.

It is recommended that the GM leaves flexibility in its decisions for the EC and the event OC, who are more familiar with the details, to adapt in the face of changing circumstances.

10.5.6. Before a GM can be convened, the IAPS EC works with the event OC to address how financial issues arising from the postponement or cancellation will be handled. In exceptional circumstances the EC can take action without first consulting the GM.



The International Association of Physics Students
6 Rue des Frères Lumière
68200 Mulhouse, France
email: ec@iaps.info
website: www.iaps.info

This applies even if a GM has already made a decision concerning the event, but it later becomes necessary for another GM to be convened. The GM may override any action that the EC has taken or plans to take in light of the postponement or cancellation of a major event.

Article 11. International Conference of Physics Students (ICPS)

11.1 General

11.1.1. The International Conference of Physics Students (ICPS) is an IAPS major event organised annually in August and constitutes the central part of IAPS' associative life. It lasts at least four days.

11.2 Organisation

11.2.1. The organisers of ICPS must inform all IAPS members of the essential details of the conference (including dates, locations, costs and all other information available for early dissemination) at least nine months in advance.

11.2.2. The registration and payment process for ICPS must open at least six months in advance of the event.

11.2.3. The program of ICPS must be presented to the IAPS EC at the latest four months in advance of the conference. This program should be presented alongside a finalised, detailed budget.

11.3 Delegate Day

11.3.1. Before the official start of the ICPS, a Delegate Day should take place. During this, Delegates of IAPS member committees should meet and work on topics of relevance to IAPS.

11.3.2. Upon registration, the ICPS OC must collect contacts of participants who are in charge of representing their TC or LC as Delegates. A list of such contacts must be shared with the IAPS EC at the same time as data is collected by the ICPS OC.

It is suggested that contact details are shared in an online spreadsheet.

11.3.3. The IAPS EC is in charge of setting the agenda for the Delegate Day.

11.3.4. The ICPS OC must provide accommodation, meeting facilities, food and drinks that are required by the IAPS EC in order to carry out the Delegate Day program. The IAPS EC may request that additional materials that are not strictly necessary are made available, but these may be provided at the ICPS OC discretion.



The International Association of Physics Students
6 Rue des Frères Lumière
68200 Mulhouse, France
email: ec@iaps.info
website: www.iaps.info

11.4 Annual General Meeting

11.4.1. It is the duty of the organisers to fit the IAPS AGM into the program of the ICPS and to make the necessary technical arrangements, as agreed with the convener of the meeting.

This includes the possibility of streaming and electronic voting as specified in Articles 4 and 5 of these Regulations. Care should be taken with ICPS scheduling conflicts as not to discourage members from attending the GM.

11.4.2. ICPS organisers must make sure that any IAPS member who wants to physically attend the AGM, even if not attending the conference, obtains the necessary information and access to the meeting.

Physical disabilities of any IAPS member must be considered when setting the time and location of the AGM.

11.5 ICPS Programme

11.5.1. ICPS activities should include:

- a. Student talks
- b. Guest lectures
- c. Poster sessions
- d. Scientific excursions
- e. Cultural or social excursions
- f. Tour of the host city g. Lab tours
- h. Sporting activities
- i. Conference dinner
- j. National party
- k. Welcome and farewell parties
- l. Costume party
- m. Opening and closing ceremonies

The conference may also include other types of activities.

At the National Party, a long time IAPS tradition, ICPS participants have the opportunity to share samples of their national foods and drinks. National groups may also put on short “shows” in turn, often consisting of song, dance or drama/comedy sketches.

11.6 Finances

11.6.1. The amount of the registration fee must be the minimum required to break even after all costs and sponsorship has been taken into account. It must be discussed and agreed with the IAPS EC before registration opens. If the IAPS EC considers participation fees to be unreasonably high, the OC should suggest options to reduce costs, until an agreement is reached.



The International Association of Physics Students

6 Rue des Frères Lumière

68200 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

The costs may be reduced by avoiding excessively expensive activities, cutting down the number of gadgets (e.g. t-shirts, notebooks, etc.) or even reducing the duration of the conference or the number of places. ICPS organisers can, of course, apply for an IAPS sponsorship, but they should expect to raise the needed funds themselves.

11.6.2. The ICPS budget must cover both the ICPS and the Delegate Day.

11.6.3. ICPS participants may apply for financial support for the registration fee and/or travel costs. They must apply to the IAPS EC at least four months prior to the event. The EC decides on the award of such support and informs applicants of its decision at least three months prior to the conference.

11.6.4. The ICPS-fund of IAPS is limited to €30,000.

Article 12. Physics League Across Numerous Countries for Kick-Ass Students (PLANCKS)

12.1 General

12.1.1. The Physics League Across Numerous Countries for Kick-Ass Students (PLANCKS) is an IAPS major event organised annually in May or June and constitutes the primary scientific

competition in IAPS. It lasts at least three days.

12.1.2. There may exist national preliminary competitions of PLANCKS organised by IAPS members whose organising role is accepted by the PLANCKS OC. Any team from this country may only participate in PLANCKS by qualifying via the preliminary competition. A preliminary competition accepted by the PLANCKS OC in this way is considered to be an IAPS event as if it was approved under Article 10.1.1, unless the EC objects.

12.1.3. If no national preliminary competition is organised in a particular country, any team from this country may register directly for the PLANCKS competition.

The organisation of a national preliminary competition is encouraged in countries where multiple teams register in any one year.

12.2 Organisation

12.2.1. The organisers of PLANCKS must inform all IAPS members of the essential details of the competition (including dates, locations, costs and all other information available for early dissemination) at least six months in advance. Furthermore, the PLANCKS OC should distribute the information of all available preliminary competitions to all IAPS members.



The International Association of Physics Students
6 Rue des Frères Lumière
68200 Mulhouse, France
email: ec@iaps.info
website: www.iaps.info

12.2.2. Organisers of PLANCKS preliminaries should inform the PLANCKS OC of national preliminary competition winners.

12.2.3. Team registration for PLANCKS must open at least five months in advance.

12.2.4. The program of PLANCKS must be presented to the IAPS EC at least three months in advance of the competition. This program should be presented alongside a detailed budget.

12.3 Finances

12.3.1. PLANCKS participants may apply for financial support for the registration fee and/ or travel costs. They must apply to the IAPS EC at least three months prior to the event. The EC decides on the award of such support and informs applicants of its decision at least two months prior to the event.

12.3.2. The PLANCKS-fund of IAPS is limited to €10,000.

12.4 Competition

12.4.1. The competition must involve teams of three to four individuals who are members of IAPS or of its member committees studying for bachelor's or master's degrees in Physics or a related discipline.

12.4.2. All IAPS members are encouraged to organise a national preliminary competition to choose their teams for the wider PLANCKS competition. The PLANCKS OC should be informed of any preliminary events. The PLANCKS OC may offer resources to run such national competitions, but is not obliged to.

12.4.3. The rules of the PLANCKS competition are regulated in the document named "PLANCKS General Rules".