

THE BYLAWS

International Networking Association (I.N.A)

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FUNDAMENTAL PRINCIPLES

Article 1.

The International Networking Association (I.N.A) is a student organization at LUISS founded by international students and open to everyone who shares the ensuing values and visions. The organization seeks to create a platform for international students to make their voices heard and create a more inclusive and friendly environment.

Article 2.

All directive members and committee members are subject to all I.N.A. bylaws.

Article 3.

The formality and respect towards all members of I.N.A. and the association itself must be observed at all times in and outside LUISS grounds.

Article 4.

The organization's prime focus is to facilitate networking between students from all parts of the world who are enrolled in each and every program at LUISS, including both at the bachelor's and master's levels.

Article 5.

The I.N.A. is dedicated to racial and gender equality and denounces any form of homophobia, transphobia, xenophobia, or such.

Article 6.

Each enrolled LUISS student is permitted to partake in all events, activities, and opportunities organized by I.N.A. if there is sufficient availability. There may be other restraints that disallow students from being able to participate, which may include but are not limited to, projects restricted to the directive and budget constraints.

Article 7.

The I.N.A. is dedicated to collaborating with our University's institutions for the purpose of internationalizing LUISS.

Article 8.

English should be the language used for the conduct of the association.

Article 9.

The I.N.A. will not be affiliated with any political ideology and thus aims to maintain political neutrality.

Article 10.

I.N.A. actively seeks to create a bridge between international and Italian students at LUISS to aid their integration into the community.

Article 11.

The current logo may be subject to modifications. However, every approved version must be customary for at least five years. New logos may be proposed by any member of the I.N.A.

but must i) accurately represent the vision and values of I.N.A., ii) be discussed among most members, and iii) must be accepted through a vote of the directive, where a voting platform is to be set up by the legal committee.

Article 12.

The name of the association may not be modified unless there is a higher petition initiated by the LUISS administration.

Article 13.

The bylaws must be made available to all members of the directive and all committee members at all times. Regular members may be given access upon request.

PART I: STRUCTURE AND ORGANIZATION (Art. 14-43)

TITLE I: THE DIRECTIVE BODY

Article 14.

The I.N.A. directive body is composed of a President, three vice presidents, a Treasurer, five committee chairs, and vice committee chairs. Every member of the directive body should be a fluent English speaker, and at least one of the Vice-Presidents should be a fluent Italian speaker.

The Legal Committee is composed of the President, the VPs, and the treasurer.

Article 15.

The structure of the directive body can be subject to modifications if the body collectively votes to do so. Structural changes are restricted to (i) the elimination of the Vice-President and, therefore the addition of a Co-President, (ii) the addition of committees, and (iii) the modification of work done by each committee.

Each change can be proposed by any of the members of the directive body and must be discussed and agreed upon by the majority of the members through a vote conducted preferably at the end of each academic year.

Article 16.

All members of the directive must demonstrate leadership and initiative in seeking the growth and well-being of the I.N.A. by (i) always maintaining ethical conduct, (ii) actively seeking to take advantage of opportunities that will increase the recognition of the association, (iii) fostering interpersonal relations within and without of LUISS to create an international network, and (iv) promote and embody the vision and values of the association.

Article 17.

All members of the directive must encourage everyone to prioritize their academic work and be flexible with the workload during the examination periods; however, this does not mean they can allow themselves or other members to disrespect deadlines or allow continuous absences from meetings without valid excuses and prior notices.

There will be no major association deadlines during examination periods.

Article 18.

All members of the directive must always maintain diplomatic relations among themselves.

Article 19.

At least one member of the directive is required to attend every I.N.A. event to represent the values and mission of the association. If none of the directive members volunteer to attend the event, mandatory attendance will be assigned on a rotating basis created by the president. However, whenever members are available, they are encouraged to attend events to represent I.N.A. regardless of the rotation.

If a directive member cannot attend an event mandated by the rotating attendance outlined by the president, a prior notice of 48 hours with the suggestion of a delegate is required. Ideally, the delegate will be another member of the directive body, however, if absolutely no one in the directive is available then a committee member may be sent as a delegate.

TITLE II: MEETINGS

Article 20.

At the beginning of each academic year, the legal committee is responsible for outlining the dates for the directive meetings throughout the academic year. Changes to the schedule can be made based on the directive body's availability.

Article 21.

The President must hold meetings with the directive body at least twice a month and at least once a month with the whole I.N.A. team.
The president must monitor attendance.

Article 22.

Meetings should be held primarily online to make them more accessible to everyone.

Article 23.

If in-person meetings are encouraged, they can be conducted on or outside LUISS campuses.

Article 24.

In case of an emergency, the President can hold online meetings at any point with the directive but must inform them at least 5 hours in advance.

If this happens, a directive member's inability to attend is entirely justified.

Article 25.

Chairs of the various committees must have meetings with their committees every two weeks, and they must be before the directive meetings. Chairs of the committee must monitor attendance.

Article 26.

After every meeting, the corresponding meeting hosts (i.e., the president or committee chairs) must provide a summary to all corresponding members of that meeting.

Article 27.

Informal meetings amongst members of the directive are possible and can be held at any place and time.

TITLE III: THE ELECTION PROCESS

Article 28.

Elections must be held every year in September at the beginning of the academic year. The newly elected president must receive guidance from the former president once they have assumed the position.

Article 29.

The election process to become a Committee chair goes as follows:

- (i) The President, with the VPs, under the consultation of the concerned committee, organizes the committee chair election process as a whole including:
 - (a) the creation of a platform in which candidates will send their applications,
 - (b) the schedule of interviews, that shall be held by the Legal committee,
 - (c) setting the time of discussions held by the directive to appoint members,
 - (d) the creation of an anonymous voting system in case of disagreement.
- (ii) The Committee chairs are selected by the legal committee based on merit, passion, and shared values demonstrated.
- (iii) in the case of an ex-committee chair representing her/himself, the VPs and the President should not ask for consultation with the committee chair concerned.

Article 30.

All members of the directive will decide the questions that will be asked for the election of the new directive body both in the initial stage when candidates send their applications and during the interviews.

All candidates for any position can reapply and be re-chosen an unlimited number of times.

Article 31.

The election process to become a President goes as follows:

- (i) send the application to the legal committee;
- (ii) the directive organizes the elections and holds the election;

- (iii) the candidate with more votes becomes president;
- (vi) presidents can be reelected.

Article 32.

The process to become a VP goes as follows:

- (i) the second-place candidate for the presidency becomes a VP;
- (ii) two of the candidates for VP are selected by the new President and should be validated by the committee chairs.

Article 33.

The process to become a member of a specific committee goes as follows:

- (i) the candidate asks for an interview with the committee chair concerned;
- (ii) if the committee chair validates the application, then the committee chair should inform, or if needed, ask for advice from, the Legal Committee.

The application process to become part of a Committee is open all year round.
Committee chairs are free to decide how many candidates they will accept into their committee.

Article 34.

The process to become a Treasurer goes as follows:

- (i) present her/his candidacy to the directive;
- (ii) the legal committee selects the Treasurer.

Article 35.

Candidates wanting to apply for the position of President should be at least in their second year at LUISS. Additionally, to apply to become the President, applicants must have a year of experience as an active member of the association.

Article 36.

Candidates wanting to apply for the committee chair position should at least have a year of experience being a committee member, except if decided differently by the legal committee.

TITLE IV: MEMBERSHIP

Article 37.

All members should be added to the general Whatsapp group.

Article 38.

Members of the directive and committee members are entitled to access and participate in exclusive I.N.A. opportunities, activities, events, and services, which must be communicated through the official member's group.

Article 39.

A prospective member of any nationality is welcome. All activities and networking opportunities will be held primarily in English.

Article 40.

Active participation is encouraged for all students. Inactive members may be contacted directly about their status.

Article 41.

All members will be treated on an equal footing.

Article 42.

To apply to be a part of the committee, the individual must be a regular member of I.N.A. for a period of at least 1 semester beforehand unless it is decided differently by an absolute majority.

Article 43.

Any member is able to leave I.N.A. at any time. Nevertheless, they should inform any member of the directive body.

PART II: ROLES OF THE DIRECTIVE (Art. 44-84)

TITLE I: THE ROLES OF THE PRESIDENT AND VICE-PRESIDENTS

Article 44.

The President and Vice-Presidents should represent I.N.A. inside and outside the organization.

Article 45.

The President and Vice-Presidents must always be a role model to everyone in I.N.A. and should lead by example.

They must instill the values and follow the vision of the organization at all times.

Article 46.

The President or at least one of the Vice-Presidents must represent I.N.A. at significant events.

Article 47.

The President and Vice-Presidents must monitor at all times the work of each committee by talking directly to committee chairs.

Article 48.

The President and Vice-Presidents should always seize opportunities and build strong relationships that will benefit I.N.A.

Article 49.

The President and Vice-Presidents should always seek the well-being of I.N.A. and never act for the sake of their own interests.

TITLE II: THE ROLE OF TREASURER

Article 50.

The Treasurer will plan, organize, control, and direct all financial assets of I.N.A.

Article 51.

The Treasurer must decide the budget for each event and project. Decisions must be discussed with the rest of the legal committee.

Article 52.

The Treasurer must propose ways to raise funds. Decisions must be discussed with the rest of the legal committee.

Article 53.

The Treasurer can voice their disapproval of a proposed event or project if they believe that there are insufficient funds.

Article 54.

The Treasurer is required to keep track of the associations' financial assets on a shared document, which will be available to all legal committee members.

TITLE III: THE ROLE OF MARKETING COMMITTEE CHAIR

Article 55.

The marketing committee chair must lead their committee in designing, developing, and executing digital and social strategies to best communicate and generate interest in the values and vision of I.N.A. and its work.

Article 56.

The marketing committee chair leads in maintaining the professional reputation of I.N.A., which should revolve around showcasing all positive aspects of the association, as well as boosting visibility. They are also responsible for developing their own strategy to do so.

Article 57.

The marketing committee chair is responsible for overseeing the management of all social media output by having access to all the necessary passwords. While committee members must contribute ideas and suggestions, any action taken on any social media platform must first be approved by the chair, who should discuss the committee's plans with the President in regular meetings.

Article 58.

It is vital to take advantage of at least some popular social media platforms.

Article 59.

If there is a desire to modify or change the logo after a majority vote, it is the responsibility of any willing member of the directive or committee to participate in the design process, taking into account all the visions and values of I.N.A.

Before implementing the new logo, the final design must be showcased to the legal committee, who may make suggestions for improvement.

TITLE IV: THE ROLE OF NETWORK COMMITTEE CHAIR

Article 60.

The network committee chair is responsible for creating and fostering meaningful and valuable relationships. The I.N.A. must always consider its principles when developing its network.

Article 61.

The Network committee chair must aim to expand membership across all courses and campuses.

Article 62.

In collaboration with members of the networking committee, the chair must plan and hold networking events. These must first be discussed with the legal committee, who will provide ideas and capital if required.

Article 63.

In case there is a desired member/speaker for I.N.A., the network committee chair is directly responsible for contacting them. Every member of the association may suggest such people or request contact information, yet it ultimately lies in the hands of the chair to lead direct communication with them.

Article 64.

It is essential that the network committee chair conserves strictly professional networking strategies under the name of the I.N.A. This includes overseeing any other committee member.

Article 65.

The network committee chair is responsible for advertising upcoming events and opportunities to prospective members. In collaboration with the events committee chair, the network committee chair may suggest or set up events which could be advantageous to attracting new members.

TITLE V: THE ROLE OF EVENT PLANNING COMMITTEE CHAIR

Article 66.

The events committee chair is responsible for leading the committee in effectively organizing, implementing, and maintaining a coherent flow of events throughout their term.

Article 67.

All events proposed by members of the committee must be approved by the chair of the committee.

Article 68.

The events committee chair must always ensure that the decision on budget management taken by the Treasurer is respected and followed.
If there is a complication, the events committee chair is responsible for, after deliberation with its committee, presenting the difficulty to the legal committee.

Article 69.

The events committee chair must create a comprehensive agenda consisting of activities, meetings, and events, in collaboration with the committee members. It is their sole duty to diligently monitor attendance and deliver regular schedule reminders to the I.N.A. directive.

Article 70.

The events committee chair must cooperate with the marketing committee chair, who will be responsible for advertising the event schedule on social media platforms. This indicates consistent reminders about upcoming events, which should be done with a comprehensive agenda.

TITLE VI: THE ROLE OF JOURNAL COMMITTEE CHAIR

Article 71.

The I.N.A. Journal follows its own statute, laid out by the chair. Modifications must be confirmed by the Legal Committee through an informal voting procedure.

Article 72.

The Journal committee chair is responsible for overseeing and executing the association journal. This will include maintaining a uniform format, monitoring content, and organizing unique entries to boost engagement.

Article 73.

Publications and articles of the association journal should be published in English.

Article 74.

The I.N.A. journal supports freedom of expression within the journal and around the world. We recognize the importance of the freedom of the press to cultivate a healthy democracy, a well-informed public, and a free society.

Article 75.

The I.N.A. journal is open to collaboration with LUISS' Italian counterparts. This may include translation, cooperative entries, 'interviews', and more.

Article 76.

The Journal committee chair is responsible for building and organizing their own committee, over which they shall have the oversight function. This means that publications should not be published without direct permission from the chair.

The chair should closely monitor their committee to maintain a professional standard.

TITLE VII: THE ROLE OF CULTURAL BRIDGE COMMITTEE CHAIR

Article 77.

The cultural bridge committee chair has the responsibility to find ways in which Italians and Internationals can meet and interact. The cultural bridge committee chair must discuss with his committee the best ways to achieve this with the goal of integrating international students into the LUISS community.

Article 78.

The cultural bridge committee chair with its committee must work with the networking and event planning committees in the organization of events.

Article 79.

The cultural bridge committee chair with its committee should provide advice and help to internationals regarding visas, housing, and other issues that international students face.

Article 80.

The cultural bridge committee chair must collect feedback from events and provide that feedback to the directive; they must then review the feedback with the directive and evaluate improved options for future events.

Article 81.

The cultural bridge committee chair should be able to speak English and Italian.

TITLE VIII: THE ROLES OF VICE COMMITTEE CHAIRS

Article 82.

Vice committee chairs are part of the directive body of I.N.A. and as such are stewards of the values, image, and mission of the association. As members of the directive body, vice committee chairs are expected to attend bi-weekly directive meetings, as well as monthly full team meetings.

Article 83.

The selection process of the vice committee chairs is left to the discretion of the respective committee chairs. A vice committee chair is not mandatory but strongly encouraged to lighten individual workload.

Article 84.

The vice chairs, as part of the directive, are subject to the mandatory rolling attendance to I.N.A. events outlined by the president, and are expected to attend events whenever available.

PART III: VIOLATION OF BYLAWS: SANCTIONS (Art. 85-98)

TITLE I: THE DIRECTIVE

Article 85.

All directive members who fail to comply with the bylaws, demonstrate poor leadership, or are ineffective in fulfilling their responsibilities are liable to face sanctions. They may not utilize any aspect of their authority to override these sanctions, and any such attempt, if uncovered, will lead to immediate expulsion.

Article 86.

If a directive member fails to attend three consecutive meetings without prior notice or a valid excuse, their position within the directive will be revoked. Nonetheless, they will still have the opportunity to remain a part of the I.N.A. as a regular member, without their prior position within the directive or any committee, except if the directive decides differently under a qualified majority.

Article 87.

Any behavior that damages the reputation of I.N.A. or opposes any of the values or visions of the association, will lead to the immediate expulsion of the offender.

The legal committee must thus attentively monitor the actions taken by any member of the directive. Any violations of the bylaws will be dealt with at the discretion of the legal committee, who will act according to the severity of the infringement.

Article 88.

Presidents may face demotion if the majority of the directive votes that they are not adequately fulfilling their roles as outlined by the bylaws.

Article 89.

If a directive member is expelled, an election regarding their position should be held within a week of the expulsion. That member will consequently not be able to join the I.N.A. again unless it is decided differently by the directive under a qualified majority.

If the President or Treasurer is expelled, the rest of the directive is in charge of appointing another member of the directive which will assume that position until the official elections at the beginning of each academic year. If this person happens to be a committee chair, they must decide which committee member will fill their prior role under the consultation of the legal committee.

If a committee chair is expelled, the President must take it upon themselves to interview and appoint members of that committee as committee chair.

Article 90.

If a directive or committee member has reasonable suspicion that a directive member has violated any of the bylaws, their initial step should be to seek guidance from the legal committee, which will verify the allegation. If the allegation is confirmed, the President must report to the rest of the directive and implement necessary sanctions.

If a member of the Legal committee violates the bylaws, the directive must execute any corresponding sanction.

Article 91.

In the case of the mandatory rotating attendance to I.N.A. events outlined by the president, if a directive member fails to justify their absences and to find a delegate three times, this person is subject to dismissal. In case of expulsion from the directive board, a new directive member will then be chosen by the legal committee through a nomination and voting system.

In case said directive member is from the legal committee then a replacement must be found by the president alone.

Article 92.

In case of inefficiency, absences, or any failure to fulfill the role of the vice committee chair, the respective committee chair alone has the authority to replace them.

TITLE II: MEMBERS OF THE COMMITTEES

Article 93.

All members of the committees who fail to comply with the bylaws or consistently fail to complete their tasks are subject to sanctions.

Article 94.

If a committee member fails to attend three consecutive meetings without prior notice or a valid excuse, their position in their respective committee will be revoked. Yet, they will still have the opportunity to be a part of the I.N.A. as a member, which excludes the possibility of being in the directive or any committee, except if decided otherwise by the concerned committee chair.

Article 95.

In case of committee-associated troubles, which include but are not limited to lack of work ethic, the consistent missing of deadlines, or insufficiency of communication, any member of any committee may be sanctioned by their respective committee chair, or the directive in case of special fault.

(a) In the first case, the committee chairs are required to notify the legal committee regarding their decision. Only once the legal committee confirms that the decision aligns with the bylaws, can the committee chair process the implementation of the sanction.

(b) In the second case, the directive must act on a qualified majority, and act under the consultation of the committee chair.

Article 96.

If a member of their committee has been expelled, transferred, or has decided to leave, the respective committee chair may decide if they want to replace that member or not. If so, they must follow the selection process outlined in the bylaws.

TITLE III: I.N.A. MEMBERS

Article 97.

If any member of I.N.A. demonstrates any misbehavior or partakes in any activity that notably damages the image and reputation of I.N.A., the directive may immediately expel them without prior warning.

Article 98.

In case an I.N.A. member must be expelled,

(a) The directive can decide on further measures regarding work legacy.

(b) The member will not have the chance to join I.N.A. again, except if decided differently by the directive of a qualified majority.

PART IV: AMENDMENT OF THE BYLAWS (Art. 99-102)

Article 99.

Any amendment to the bylaws must be made as a collective. If any individual member attempts to amend the bylaws, it must result in their immediate expulsion.

Article 100.

Amendments to the bylaws are strictly allowed under the following conditions:

1. In case a bylaw proves to create disorganization or functions ineffectively.
2. There has been an agreed-upon shift in the structure of any organ of the I.N.A.
3. It is agreed by a majority of members of the I.N.A. to modify an amendment.

Article 101.

Directive members are allowed to ask the legal committee to enact a vote for bylaw amendments, which shall proceed according to *Article 102*.

If a committee member wishes to propose a change, this must be communicated through their committee chair who will set up a vote within the directive.

Article 102.

The amendment procedure will function according to the following process:

- I. A member of the directive must present the amendment to the bylaws to the rest of the directive, stating his justification. The legal committee will set up a voting platform.
 - A. The legal committee has the option to review the proposal before setting up a voting platform. If the majority of the committee decides the justification given is not reasonable, the same proposal may not be made until the following semester.
- II. If the voting platform is installed, the remaining members of the directive will participate in a vote to enact this amendment; the member who proposed the amendment will not be allowed to partake in the vote. The committee chairs may discuss the obligation of the proposal with their committee but are not required to.
- III. Only amendments with an absolute majority (50+1%) shall be implemented into the bylaws. Each member of the association must be made aware of the change and members of the directive should be sent the updated bylaws.