

# INTERNAL RULES

## INTRODUCTION

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

## Article 1: MILSET NAME AND LOGOS

### 1.1 Branding Policy

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

### 1.2 Regional Offices

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

### 1.3 National Offices

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

### 1.4 Members

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

## Article 2: Languages and Translation

### 2.1 Languages

2.1.1 MILSET's working language is English.

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

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

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



## 2.2 Translation

- 2.2.1 MILSET recognizes that there is a high proportion of Members for which English is not the native language and therefore must make official documents available to Members on the Organisation's website in order that members and regional offices can translate the pertinent documents.
- 2.2.2 MILSET does not provide simultaneous translation at its official meetings.
- 2.2.3 In the event of any conflict between translations of the MILSET Statutes and Internal Rules, the French version shall take precedence. For any other documents, the English version shall take precedence.

## Article 3: GENERAL ASSEMBLY

### 3.1 Participants

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

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

### 3.2 Voting Procedure

- 3.2.1 The General Assembly shall appoint three (3) electoral commissioners.
- 3.2.2 Electoral commissioners shall be responsible for verifying the voting list and quorum, and for reporting the results of quorum and votes.
- 3.2.3 A request for a secret ballot will be accepted if two thirds (2/3) of the Members that are represented at the meeting and entitled to vote, agree.
- 3.2.4 A simple majority of votes will decide the result.
- 3.2.5 If a tie occurs in a vote that is not an election, then the President shall cast the deciding vote.

## Article 4: ELECTION OF EXECUTIVE COMMITTEE

### 4.1 Nominating Committee

- 4.1.1 The Nominating Committee shall be appointed by the Executive Committee twelve (12) months before the General Assembly. It shall be comprised of three (3) members of the Executive Committee and of three (3) legal representatives of member organisations. The members'



representative shall be ineligible for nomination. All regions shall be represented on the Nominating Committee.

or

- 4.1.2 The Executive Committee may decide to fulfil the responsibilities of the Nominating Committee.
- 4.1.3 The Nominating Committee shall respect the criteria listed below for the recruitment of candidates:
- Required Skills: Governance; Strategic Planning; Communications; Fundraising; Financial Management.
  - General Criteria: Visionary; Leadership; Credibility recognized by peers.
  - Specific criteria with reference to MILSET: Support of MILSET's values; Interest in the promotion of STEAM; Experience on a Board of Directors; Fluent in English.
  - Representation of all regions.

## **4.2 Voting Process**

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

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

### **5.1 General Assembly**

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

### **5.2 Executive Committee**

- 5.2.1 The powers of the Executive Committee are specified in the Statutes.
- 5.2.2 The Executive Committee shall meet on the invitation of the President at least twice a year. The meetings are chaired by the President. The Managing Director, the Communication Manager, and the IT Coordinator participate in the meetings for advice.
- 5.2.3 A special meeting of the Executive Committee may be convened at any time at the request of most of the Directors. The agenda for all meetings shall be circulated at least two (2) weeks before a meeting.
- 5.2.4 Quorum of the Executive Committee shall be achieved if a simple majority of Directors are present.
- 5.2.5 Voting shall be conducted by a show of hands and ruled by simple majority.



- 5.2.6 Voting may be by secret ballot if requested by at least one (1) Executive Committee Director.
- 5.2.7 The Executive Committee may meet remotely using means of communication that permit each Director to communicate adequately with other Directors.

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

### **6.1 President**

- Chairs the Executive Committee and the General Assembly;
- Lead the sharing and promotion of the vision and strategic priorities at all levels of the organisation;
- Represent the organisation in all legal matters, and to the public, including media;
- Sign official documents;
- Sign or countersign all banking documents and any others that require the President's signature.

### **6.2 Vice-President(s)**

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

### **6.3 Secretary**

- Prepare, in collaboration of the President and the Executive Director, schedule and agendas for Executive Committee meetings;
- Ensure that members of the Executive Committee receive the necessary information to make decisions;
- Prepare meeting minutes;
- In collaboration with the President and the Executive Director, ensure the follow-up of actions and decisions taken by the Executive Committee;
- In collaboration with the Executive Director, prepare the agenda, documents and minutes related to General Assembly meetings;
- Manage, in collaboration of the Executive Director, the retention and destruction of governance documents in compliance with the Archives Policy.
- Ensure compliance with legal requirements.

### **6.4 Treasurer**

- Ensure that effective financial measures and procedures are put in place;
- Propose process to the Executive Committee to ensure financial stability of the organisation;
- Present regular report to the Executive Committee;
- Present report to the General Assembly;
- Sign or countersign all banking documents and any others that require the Treasurer's signature;



- Have access, for supervising the bookkeeping process, to the HSBC bank account and the PayPal account;
- Ensure the review and enforcement of Financial Policies;
- Submit recommendations on financial management for approval by the Executive Committee;
- Approve Traveling Expenses accounts presented by EC members and the Executive Director;
- Prepare the annual budget in collaboration with the Executive Director;
- Update the 3-years cash-flow projection in collaboration with the Executive Director;
- Analyse the monthly Financial Reports and the quarterly Financial Position Report, for presentation to the Executive Committee, and, if necessary, make recommendations;
- Analyse and pre-approve the Annual Financial Reports, request approval from the Executive Committee and present them to the General Assembly.

## 6.5 Directors

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

## 6.6 Programmes Advisor

**There is no obligation that the Programmes Advisor is an Executive Committee member, but he/she is nominated by the Executive Committee.**

### 6.6.1 Summary

- Act as an advisor to the President, the Executive Committee, and the Managing Director on the development of MILSET programmes and activities;
- Make sure that the programs and activities are aligned with the mission,
- Is member of the Strategic Planning Committee.

### 6.6.2 Main responsibilities

- Support, the Executive Committee member in charge of the Strategic Planning Committee, in the evaluation of the current Strategic Plan and participate to the preparation of the next plan.
- Monitor the world latest trends in youth STEAM events and activities.
- Review, prepare and propose, for approval by MILSET Executive Committee, modifications to the MILSET programmes in collaboration with the MILSET Managing Director.
- Support the MILSET Managing Director in the preparation of an Annual Programmes Actions Plan for all MILSET programmes, including the activities to be held during ESI.
- Support the Managing Director in the annual evaluation of the MILSET programmes.
- Support the MILSET Managing Director, for the recruitment of the Programmes' coordinators.

### 6.6.3 Selection's Criteria

- High level of knowledge of MILSET Activities characteristics and MILSET values;
- Have attended at least two ESI or ESR;
- Good understanding of youth's interest;
- Visionary;
- Ability to work in team;
- Advance analytical and organisational skills;
- Ability to listen and value other's opinions;
- Effective communication skills.



## **6.7 Code of Conduct**

A MILSET Code of Conduct has been established (see Annex I).

New director shall review the Code and shall acknowledge in writing that he has done so.

## **Article 7: MEMBERS**

### **7.1 Membership Candidature Process**

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

### **7.2 Membership Criteria**

In addition to the definition of Member, as stated in the Statutes:

7.2.1 If a national organisation is already a member, the Regional Office could decide to consult the concerned national member before approving a new national, regional, or local organisation in that country.

7.2.2 If a national organisation exists, the Regional Office shall make every reasonable effort to recruit the organisation as a member.

7.2.4 In countries where one or more national/regional organisations are a MILSET member, local organisations (e.g., schools) must participate in MILSET activities through a member organisation.

7.2.5 When a local organisation applies for membership, the Regional Office shall first determine whether an organisation with a larger (regional or national) scope exists in the country and shall make every reasonable effort to recruit the organisation as a member.

7.2.6 If such an organisation does not exist, the local organisation may become a MILSET member.

### **7.4 Associate Organisations**

7.4.1 The Membership Candidature Process shall be applied to organisations applying to become an Associate Organisation.

7.4.2 Associate Organisations may submit a candidature application to become a member, subject to all criteria.

7.4.3 Associate Organisation is a non-statutory affiliation which might be applicable in a series of cases including:

- Candidate Organisation in its official membership process;
- Organisation willing to be involved within MILSET but not matching the requirements;
- Former member Organisation willing to keep in close contact.

7.4.4 Associate Organisations are not subject to the same rights and duties than the Members.



## **7.5 Membership Fee**

- 7.5.1 The membership fee shall apply to the fiscal year as defined in the Statutes.
- 7.5.2 An annual invoice shall be sent to Members by the relevant Regional Offices and payable at the latest by October 31<sup>st</sup>, or earlier as decided by a Regional Office. In exceptional cases, a Regional Office may defer this responsibility to the Treasurer.
- 7.5.3 The membership fee can be paid:
- to the Regional Office, if requested by the invoice;
  - or
  - to MILSET, via a PayPal transfer or a bank transfer to the HSBC MILSET account, in compliance with the Payment Guidelines.
- 7.5.4 If a fee has not been remitted by the due date, a reminder will be sent by the concerned Regional Office.
- 7.5.5 Regional Offices directly collecting the membership fees, shall be required to transfer the membership fees to MILSET, no later than November 15<sup>th</sup> of each year. A special agreement between a Regional Office and the MILSET Treasurer, could be reached to allow a different process.

## **7.6 ESI and ESR Registration Fees**

Member:

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

Associate Organisation:

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

Member Candidates:

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

## **7.7 Cancellation of Membership**

- 7.7.1 The reasons to cancel a membership are stated in the article 20 of the MILSET Statutes.
- 7.7.2 In the event that a Regional Executive Committee determine that a membership should be cancelled, a thirty (30) days' notice shall be sent to the Member including specific reasons for the proposed action.
- 7.7.3 The Member may submit a written appeal to the Regional Executive Committee within thirty (30) days of receiving the notice of cancellation of its Membership.
- 7.7.4 Following the appeal, if a Regional Executive Committee determine that a membership should still be cancelled, a thirty (30) days' notice of cancellation of the membership, including the Member appeal, shall be sent to MILSET Executive Committee.



- 7.7.5 The MILSET Executive Committee may submit a written appeal to the Regional Executive Committee within thirty (30) days of receiving the notice of cancellation of a membership.
- 7.7.6 If a Regional Executive Committee determine that a membership should be cancelled, a notice shall be sent to the Member including specific reasons for the proposed action. Accordingly, to the concerned Regional Office process, this might require to be presented to the Regional General Assembly for final decision.
- 7.7.7 The MILSET Executive Committee shall have the authority to enter a motivated request to a Regional Executive Committee to consider the termination of a membership.
- 7.7.8 The MILSET Executive Committee and the MILSET Regional Executive Committee's decision on an appeal shall be final and binding the Member without any further right of appeal.

## **7.8 Termination of Membership**

- 7.8.1 The reasons to terminate a membership are stated in the article 19 of the Statutes.
- 7.8.2 Members who fail to pay the annual membership fee, by the prescribed deadline set by the Executive Committee, shall lose the right to vote or stand for election. They can send a team to MILSET events, at the non-member rate.
- 7.8.3 If the membership fee remains unpaid two (2) years after the issue of the invoice, and without receiving a reasonable reason for the non-payment, the concerned Regional Executive Committees should decide if the membership shall be terminated.
- 7.8.4 Termination of a membership is a temporary process; therefore, the organisation shall regain its member status after receiving the approval from the Regional Office or the General Assembly depending on the Regional Statutes

## **Article 8: REGIONAL OFFICES**

### **8.1 Establishment of a new Regional Office**

- 8.1.1 A feasibility study to establish a new Regional Office may be initiated by the Executive Committee. The process shall include consultation with the affected Regional Office(s) and Members.
- 8.1.2 Members may request the establishment of a new Regional Office by sending a written proposal to the Executive Committee, presenting the rationale and benefits. The proposal must include the written support of Members from at least fifty (50) percent of countries that would be included in the new Region.
- 8.1.3 After completion of the consultation process, the Executive Committee shall submit a proposal to the General Assembly.
- 8.1.4 As stated in the Statutes, the General Assembly shall take the final decision.





## **8.2 Merging of Regional Offices**

- 8.2.1 A feasibility study to consider the merging of Regional Offices may be conducted by the Executive Committee upon receipt of a formal request from the affected Regional Executive Committees.
- 8.2.2 Following the study process, the Executive Committee shall forward its recommendation to the General Assembly, as stated in the Statutes.

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

- 8.3.1 A request to modify a geographical area may be considered by the Executive Committee upon the receipt of a formal request approved by the affected Regional Executive Committees.
- 8.3.2 The Members of a country may request a modification to their country's Regional Office assignment. The relevant Regional Executive Committee shall approve the request before it may be submitted to the Executive Committee
- 8.3.3 As stated in the Statutes, all modifications require the approval of the General Assembly.

# **Article 9: NATIONAL OFFICES**

## **9.1 Criteria**

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

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

## **9.2 Decision**

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

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



### 9.3 Agreement

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

### 9.4 Revocation

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

## Article 10: FINANCE

### 10.1 Budget

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

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

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

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

### 10.2 Reporting

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

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

### 10.3 Bank Accounts

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

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

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

## 10.4 Membership Fees

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

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

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

## Article 11: HONORARY PRESIDENT

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

The following rules govern consideration for a nomination:

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

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

## Article 12: HONORARY MEMBERS

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

The following rules govern consideration for a nomination:

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

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

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

## Article 13: HUMAN RESOURCES

### 13.1 Appointment

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

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

### 13.2 Performance Evaluation

A Performance Evaluation process shall be conducted by the Executive Director.

## Article 14: AWARDS

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

## Article 15: ACTIVITIES

### 15.1 Activities targeted to more than two regions

#### 15.1.1 Agreement

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

#### 15.1.2 Criteria and Guidelines

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

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

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

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

### 15.3 MILSET Expo-Sciences International (ESI)

#### 15.3.1 Philosophy

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

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

### **15.3.2 Standards**

The Executive Committee shall approve the MILSET ESI Standards. The Regional Offices and Host Organisations must comply with the Standards. (See Annex I). The MILSET Executive Director is responsible for their implementation.

### **15.3.3 Candidature**

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

### **15.3.4 Agreement**

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

### **15.3.5 MILSET representatives**

The Executive Committee shall name at least one representative to sit on the ESI Executive Committee.

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

### **15.3.6 Participant Accreditation**

#### **MILSET Responsibilities**

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

#### **Host Organisation Responsibilities**

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

## **15.4 MILSET Expo-Sciences Regional (ESR)**

### **15.4.1 Philosophy**

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

#### **15.4.2 Standards**

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

#### **15.4.3 Candidature Process**

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

#### **15.4.4 Regional Offices Responsibilities**

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

#### **15.4.5 Participants Accreditation**

##### **15.4.5.1 Member**

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

##### **15.4.5.2 New member**

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

##### **15.4.5.3 Non-member**

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

##### **15.4.5.4 Individual**

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



## 15.5 MILSET STEAM PHOTO CONTEST

### 15.5.1 Rules

The Executive Committee shall approve the MILSET STEAM Photo Contest Rules and Criteria. The MILSET Managing Director is responsible for their implementation.

### 15.5.2 Coordination

The MILSET Managing Director shall act as coordinator of the programme and be responsible for the recruitment of the jury.

## 15.6 MILSET Young Citizens Conference (YCC)

### 15.6.1 Standards

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

### 15.6.2 Coordinator

The MILSET Communication Manager shall act as coordinator of the programme and be responsible for the recruitment of the Organising Committee.

## 15.7 MILSET Leaders Congress

### 15.7.1 Standards

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

### 15.7.2 Organising Committee

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

## 15.8 Other MILSET activities

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



**ANNEX 1**

**MILSET POLICIES, STANDARDS, RULES**

<b>POLICIES</b>	<b>APPROVAL LAST REVIEW DATE</b>
<b>ADMINISTRATIVE</b>	
Branding Policy	2015.04 R-2017.07
Privacy & Cookies Policy	2020.05 R-2021.07
Data Protection Policy	2019.02 R- 2020.08
Electronic Signature Policy	2019.04 R-2023.01
MILSET Account Policy	2023.01
MILSET Account Acceptable Use Policy	2017.06 R-2021.07
Records Conversation and Archiving Policy	2014.09 R- 2023-05
Website Ownership and Administration Policy	2017.11 R-2023.01
<b>FINANCES</b>	
Cash Advances Policy	2019.12 R-2023.01
Currency Exchange	2019.12 R-2023.01
Financial Management Policy	2019.12
Fundraising Policy	2015.04 R- 2023.02
<b>GOVERNANCE</b>	
Code of Conduct – EC & Committees	2017.01 R-2023.06
Emergency Succession Plan	2018.10 R-2024.05
Code of Conduct – Programmes’ Participants	2023.07
<b>STANDARDS</b>	
Expo-Sciences International	2018.08 R-2022.06
Expo-Sciences Regional	2021.11 R-2022.01







JOSE	2020.12
Leaders Congress	2021.12
STEAM Photo Contest	2022.03
Young Citizens Conferences	2021.04

<b>PROCEDURES</b>	<b>APPROVAL LAST REVIEW DATE</b>
Membership Candidature Process	R- 2021.04
ESI Candidatures – Selection Criteria	R- 2018.12.
ESI Candidatures - Process	R- 2022.10
ESI – MILSET Responsibilities	R-2022.06
Code of Conduct – Participants_ Complaints Process	2023.06
<b>AWARDS - CRITERIA</b>	
Best Delegation	R-2023.03
Cultural Award	R-2023.03
Derek Gray Medal	R-2023.03
Enrique Padilla Award	R-2023.03
MILSET Award	R-2020.02
Volunteer Award	R-2023.03
Ulzahan Yessirkap Excellence Award for Girls	R-2020.05
Young Scientists Award	R-2023.03



## MILSET INTERNAL RULES

VERSION	APPROVAL/REVISION DATE	APPROVED BY:
1	2001.07.12	General Assembly – Grenoble, France
2	2007.07.11	Executive Committee – Durban, South Africa
3	2008.07.15-16	Executive Committee – Budapest, Hungary
4	2014.09.09	Executive Committee – Amman, Jordan
5	2015.07.21	Executive Committee – Brussels, Belgium
6	2017.05.30	Board of Directors – Online meeting
7	2017.12.09	Board of Directors – Online meeting
8	2019.07.21	Board of Directors – Online Approval
9	2020.02.22	Executive Committee – Online Meeting
10	2021.06.23	Executive Committee – Online Meeting
11	2023.06.08	Executive Committee – Online Meeting
12	2024.07.04	Executive Committee – Online Meeting
13	2024.09.19	Executive Committee – Online meeting
14	2024.11.12	Executive Committee – Online meeting