

# Bylaws of the European Association for International Education

## Applications for membership

### Article 1

1. Applications for membership may be sent to the Director of the Association by any person interested in the aims of the Association or by persons on behalf of institutions or organisations.
2. The following information will be included in the application:
  - Full name of applicant
  - Applicant's title
  - Applicant's position
  - Name of applicant's office
  - Name of institution or organisation where applicant is employed
  - Complete office address: street, postcode, city, country
  - Telephone number and, if available, fax, e-mail, web address
  - Professional Section affiliation(s)
  - Special Interest Group affiliation(s)

This information will appear in the Association's membership directory.
3. On receipt of an application for membership, the Director shall assess the application, taking into consideration the Code of Conduct and other relevant criteria formulated by the Board of the Association. The Board of the Association shall make the final decision on the application (in conformity with article 4 section 2 of the Statutes).
4. If the applicant is in principle accepted as a member, an invoice will be sent covering a full year from the month following the receipt of the application for membership. On receipt of payment, the Director shall inform the applicant that he/she has become a member with all the rights, privileges and responsibilities that this entails.

## Rights and duties of members

### Article 2

1. Members of the Association are entitled to:
  - Participate in the annual conference at a reduced fee.
  - Affiliate to up to three Professional Sections and are obliged to affiliate to one
  - Nominate members for election to the General Council, the Board and the Boards of the Professional Sections
  - Participate in the election of members for the General Council, the Board and the Boards of the Professional Sections
  - Be nominated for the Board, the General Council and the Boards of the Professional Sections
  - Receive access to the membership directory
  - Receive EAIE Forum
  - Receive EAIE Occasional Papers in the year of publication
  - Enjoy a reduction of fees for workshops, seminars and other events under the auspices of the Association

2. It is incumbent on members to:
  - Pay the annual membership fee, with the exception of honorary members.
  - Comply with the rule and regulations as stated in the Statutes and Bylaws of the Association
  - Participate in and contribute to the work of the Association and its Professional Sections
  - Follow the Code of Conduct of the Association

## **Termination of membership**

### Article 3

1. If any member wishes to terminate their membership, they must communicate this in writing to the Director. No refund of the membership fee is possible and any outstanding invoices must be paid. Membership is annual; failure to pay membership dues within 3 months of application or renewal date automatically cancels the current application.
2. If, in the opinion of the Board, a member is found to be in breach of the Statutes, regulations (including the Bylaws) or decisions of the Association, the Board can suspend or remove the member. A person whose membership has been suspended or removed has the right to appeal to the General Council within a month of being informed of the decision. If the General Council is in favour of the person whose membership is suspended or removed, the person shall be reinstated.

## **Elections**

### Article 4

#### *Call for nominations*

1. A call for nominations for the offices of General Council member, the office of Vice President and the vacancies of the Board and the Professional Section Chairs, Vice-Chairs and Board members shall be issued to the members not later than 1 February in the year of the elections.
2. The deadline for receipt of nominations shall be set in such a way as to allow the necessary time for potential candidates and their nominators to consult.
3. It is the responsibility of the Board to encourage an active search for candidates with due regard to the needs and aspirations of the Association and reflecting the diversity of the membership.

### Article 5

#### *Nominations*

1. Members may nominate themselves for any post.
2. Any current member may nominate any other current member for election.
3. For election to a Professional Section post the candidate should be affiliated to that section but members not so affiliated may be nominated on condition the candidate gives a written undertaking that if elected they will become affiliated to that Professional Section throughout their term of office.

4. Nominations for Professional Section Chairs, Co-chairs and Boards must be supported in writing by two current members affiliated to the Professional Section for whose Board the nominee is a candidate. Retiring/resigning Professional Section Chairs and Board members shall be immediately eligible for re-election.
5. No person shall be a member of more than one Professional Section Board in the same year. Any member approached for nomination to more than one Board must choose which offer of nomination to accept. Sitting Board members may stand for election to another Board, but if elected must step down from their current Board post.
6. Any persons wishing to hold an office in a Professional Section Board jointly as a job-share, except the chair, may be nominated for election to the office as job-share candidates, and must appear on the ballot material together.
7. A member can only stand for election to a General Council post - as referred to in the Statutes in article 9, section 2 under b - in his or her Professional Section of first affiliation. If elected, sitting Professional Section Board members must step down from their current Board post.
8. Nominations for General Council posts must be supported in writing by two current members with a first affiliation to the same Professional Section. Retiring/resigning General Council members shall be immediately eligible for re-election.
9. Nominations for the Vice Presidency must be supported in writing by four current members in addition to the proposer, from at least three countries in total.
10. Nominations for the Board of the Association must be supported in writing by four current members in addition to the proposer, from at least three countries in total.

## Article 6

### *Consultation and Election*

1. The Director shall notify everyone who is registered as a member and whose dues have been paid, by the date of the ballot notification the names and details of persons nominated for election. This shall normally be not later than 20 days before the date of the spring meeting of the General Council, as referred to in article 11, section 1a of the Statutes.
2. The Board shall recommend the method of the ballot for the coming year to the General Council.
3. The ballot material shall include the names of the proposer and supporters of all candidates.
4. The Director shall count the ballots for each vacancy under the supervision of a Returning Officer who shall be appointed by the Board. The count and the announcement of the results shall take place on a date and in a manner announced in the election notification.
5. The ballot results for the General Council and the Professional Section Boards are binding.
6. The ballot results for the Vice-President and other members of the Board of the Association are recommendations to the General Council, in keeping with article 6.8 of the Statutes.

7. The candidates with the highest number of votes are elected (article 6, section 5 of the Bylaws) or recommended for election (article 6, section 6 of the Bylaws). In the event of a tie for the last vacant seat(s), the result of the ballot shall be decided by the drawing of lots in the presence of the Returning Officer. The Returning Officer shall have the power to decide on any matter concerning the ballot.
8. In accordance with Dutch law the President of the Association shall present the ballot results for the Vice-President and other members of the Board of the Association to the General Council, asking the General Council for approval by acclamation. If any member of the General Council wishes to diverge from the recommendation, a secret ballot shall be held immediately. The candidates with the highest number of votes shall be deemed to be elected. In the event of a tie for the last vacant seat(s), the result of the ballot shall be decided by the drawing of lots in the presence of the President.
9. The newly elected Vice-President, members of the Board of the Association, members of the General Council and members of the Professional Section Boards will assume their functions during the fall meeting of the GC.

#### Article 7

##### *Vacancies*

1. Where a vacancy arises with the President, the Vice President will immediately take up the office of President and will then undertake their full term of elected office. The Board will then nominate one of the directly elected members to act as Vice President until the next scheduled election date.
2. If a vacancy arises with the office of Vice President the Board will nominate one of the Board members to act as Vice President until the next General Council meeting. At that meeting a person will be elected by the General Council to fill the role of Vice President, or to take up the role of President if the term of office of the Vice President would end at the time of the aforesaid General Council Meeting.
3. Where a vacancy arises on the Board, an additional member shall at the next opportunity be elected by the General Council through the normal ballot process.
4. Where a vacancy arises with the Chair of a Professional Section Board, the Vice-Chair will immediately take up the office of Chair and will then undertake their full term of elected office. The Professional Section Board will then nominate one of the Board members to act as Vice-Chair. Where a vacancy arises on a Professional Section Board, an additional member shall at the next opportunity be elected through the normal ballot process. The Professional Section Board may, in consultation with the Director, establish an interim working group of Section affiliates to administer the Professional Section until the vacancy is filled.

5. In the event of a partial vacancy arising for a job-shared seat during the term of office (e.g. through resignation of one of the job-sharers), the remaining member shall assume the full duties and responsibilities of the office for the remainder of the term.
6. If a full vacancy arises for a job-shared seat (e.g. through resignation of both job-sharers), the normal procedures for vacancies shall be followed.

### **Attendance Board Meetings**

#### Article 8

1. All elected members are required to attend all the meetings related to the office they have been elected to.
2. Any Board member unable to attend a meeting will inform the President as soon as possible.
3. Any Professional Section Board member unable to attend a professional section board meeting will inform its Chair as soon as possible.

### **Professional Sections**

#### Article 9

1. The General Council establishes and dissolves Professional Sections on the written recommendation of the Board of the Association.
2. Membership of the Professional Sections is open to all EAIE members having a special interest in the issues of the Sections concerned, to a maximum of three affiliations. Each member of the Association must be a member of at least one Professional Section.
3. Each Professional Section is governed by a Board of four members including the Chair and the Co-chair. In the case of Professional Sections with very large membership, the Board of the Association may approve the election of a fifth Board member.
4. Job-sharing individuals hold jointly a single vote in the Board.
5. The term of office is two years for all Professional Section Board members. Retiring/resigning Professional Section Board members shall be immediately and once eligible for re-election for that Professional Section Board.
6. If the Chair and the Co-chair are both unable to attend a Board meeting, the Chair must appoint in writing a substitute to attend the meeting. This substitute has to be a member of the same Professional Section Board. In this Professional Section Board meeting this substitute has the same rights as the person substituted including voting rights.
7. Each year, every Professional Section Board shall present at its annual Open Meeting a report of its activities during the current year and a plan of activities scheduled for the following year.

## **Special Interest Groups and Networks**

### Article 10

1. Special Interest Groups and Networks may from time to time be established within the Association as groups of members sharing a common interest or profile. They require recognition by the Board, on the basis of a formal application, which is renewable annually and reported to the General Council.
2. A Special Interest Group or Network is managed by a coordinating individual or group, without the need for an elected Board. It may organise activities within its area of interest, with the approval of the Board of the Association.
3. In case of dispute over any management issue relating to a Special Interest Group or Network, a binding decision shall be made by the President of the EAIE.
4. A Special Interest Group may apply to the Board of the Association for recognition as a Professional Section, supporting its application with evidence of its ability to undertake the full responsibilities of a Professional Section. If the General Council approves the written recommendation of the Board of the Association - in accordance with article 9.1 of the Bylaws - the newly established Professional Section shall elect a Board in the following year. Until the elected Board is in office the Professional Section shall be governed by a provisional Board appointed by the Board of the Association.

## **Committees and Task Forces of the Association**

### Article 11

1. In accordance with article 14 of the Statutes, the Board may establish and dissolve Task Forces, appoints its members and determines its tasks and powers.
2. Members of the Task Forces may be recruited from the Board or from the membership at large. Non-members may be added as advisers.
3. All Task Forces report to the Board and operate within the terms of reference and the time schedule set by the Board. If a budget is needed to operate the Task Forces, the budget must be approved by the Board.

### Article 12

#### *Standing Committees*

1. The Association has three Standing Committees: the Editorial Committee, the Conference Programme Committee and the Professional Development Committee.
2. The President serves as Chairperson of the Conference Programme Committee during his/her first year in office; the Vice President serves as Chairperson of the Conference Programme Committee during the President's second year in office.
3. At least once a year the Conference Programme Committee shall have a joint meeting with the chairs of the Professional Sections and the chairs of the Special Interest Groups.
4. The Board appoints the Chair of the Editorial Committee and the Chair of the Professional Development Committee.

5. All vacancies for the three Standing Committees will be advertised to the membership through the usual channels as they arise. A suitable period of time will be allowed to ensure that members wishing to apply for a position on a committee may do so. Applications will be sent to the Chair of the Committee in question. The Chair of the standing Committee will make a written summary of applications for the Board together with his/her recommendation(s) in order of preference. The final decision will be taken by the Board, which will use the Chair's recommendations as a guideline.
6. All changes in the composition of the Standing Committees will be submitted to the Board for approval.
7. A member of the Board will be a member of the Professional Development Committee. The Editorial Committee will also have a member of the Board.
8. The Standing Committees are obliged to look after the interests of all Professional Sections in a balanced way in the fulfilment of their tasks.

### Article 13

#### *Awards Committee*

1. The Awards Committee is composed of the Vice-President and two Board members.
2. The Board is responsible for communicating to the membership the current EAIE Awards and the criteria that must be met by the respective Nominees.
3. Nominations can be made by any member of the EAIE.
4. Nominations may be sent in throughout the year.
5. Nominations that are sent in after 1 June will count for the Award presentation in the following year.
6. No current board members, General Council members or committee members may be nominated for an award.
7. The Awards Committee will provide a standard nomination form for the awards.
8. The Awards Committee will be responsible for making nominations should none be forthcoming from the membership.
9. Any of the awards may be given to more than one person in one year.
10. None of the awards need to be presented every year.
11. The Awards Committee will decide on the winners during a Board Meeting in June.
12. The Awards Committee will reach a unanimous decision.
13. The Awards Committee will inform the nominators of the outcomes through the Secretariat and will communicate with the nominators of the winners to ensure that the winners will be present at the EAIE conference of that year.
14. The Awards Committee will inform the EAIE Director and President of the outcomes. No other member of the association or secretariat staff will be informed unless directly involved in organising the awards ceremony.
15. The winners will be featured in the Forum Conference Report.

## **Code of Conduct**

### Article 14

1. The Board of the Association shall adopt a Code of Conduct, which needs the approval of the General Council.
2. The Code of Conduct shall describe the type of professional and commercial behaviour expected of members of the Association. It will also specify the requirements for active involvement in working areas of the Association, such as the provision of training courses.
3. The Code of Conduct shall include a conflict of interest policy, in which it is stated that members avoid any conflict between their personal, professional or business interests and the interests of the association. In the event such a conflict exists, the member has to refrain from certain specified actions or is forced to give up a certain office. Activities or transactions that (may) constitute a conflict of interest will be specifically mentioned.

## **Courtesy Associates**

### Article 15

The Board may offer the status of Courtesy Associate to organisations with which it wishes to promote good working relations. Courtesy Associate organisations are not members of the Association, although their individual members or staffs are eligible for membership. The benefits of Courtesy Associate status, and the selection of those to whom it is offered, shall be determined by the Board.

## **Procedures for amending the Bylaws**

### Article 16

Members of the Board of the Association and Members of the General Council can propose amendments to the Bylaws. In accordance with article 20 section 1 of the Statutes, these amendments to the Bylaws must be adopted by the Board and approved by the General Council.

## **Petitions**

### Article 17

Proposals to amend the Statutes or to dissolve the Association can be made either by the Board or by means of a petition. Unless otherwise decided by the Board, a petition must be submitted on paper to the President through the Director, and must be signed in writing by at least 10% of the General Council members. The Board can reduce, but not increase, the percent of members required to sign a petition. Petitions must be received in time for the statutory deadlines laid down in the Statutes, where applicable, to be met.