

## STATUTES

### Company Name, Registered Address

**Article 1.** An international association has been constituted in the scientific and pedagogical field under the name: “Association pour la Formation des Enseignants en Europe”, having its registered address in Belgium and temporarily at Rue de la Concorde 60, 1050 Brussels.

The constitution of the company has been made according to the Belgian law of 25 October 1919, as modified by the law of 6 December 1954.

The Internal Regulations specify the name of the association in the other languages.

### Objectives

**Article 2.** The objectives of the association are:

- a) to contribute to the development and the improvement of initial and continuing teacher training at all levels in Europe;
- b) to favour, in this purpose, the communication, the exchanges and the co-operation between universities and other institutions and the people responsible for teacher training in European countries;
- c) to gather, analyse, exchange, compare and disseminate information on the changes that influence teacher training;
- d) to promote the European dimension in teacher training;
- e) to promote teacher training.

### Members

**Article 3.** Three categories of members have been established: institutional members (legal entities engaged in teacher training), individual members interested in teacher training, associate members (other institutions).

Institutional membership can be granted to all types of institutions or groups of institutions having responsibility for or being actively engaged in initial and/or continuing teacher training. Individual membership can be granted to individuals interested in teacher training in Europe. Associate membership can be granted to institutions which express interest in the activities of the association but do not qualify as institutional members.

**Article 4.** Membership is granted without time limits. The internal regulations determine the form and procedure for application. Membership is granted by the Board of Directors who present the member list to the General Assembly annually.

**Article 5.** Membership is terminated:

- at the request of the member;
- when membership fees remain unpaid the year following expiration;
- by decision of the General Assembly, upon recommendation of the Board of Directors.

Any member that ceases to participate in the association, due to death or other reasons, has no rights to its funds.

### Decision-Making Structures

**Article 6.** The structures for decision-making are:

1. The General Assembly
2. The administrative council
3. The office
4. The secretariat.

The other structures are:

1. The editorial team
2. Working groups.

## **General Assembly**

*Article 7.* The General Assembly has the full power to achieve the objectives of the association, including specifically:

- to modify the statutes;
- to approve the internal regulations;
- to exclude members that fall under the 3<sup>rd</sup> paragraph of article 5;
- to nominate, discharge and revoke members of the Board of Directors;
- to approve the budget;
- to elect the vice-president;
- to create and dissolve the working groups;
- to dissolve the association.

*Article 8.* The General Assembly meets once a year, either at the address of the association, or in another European city. It is called by the president or, in his name, at least one month before the date of the meeting. An extraordinary session can be called at the request of one third of the members.

*Article 9.* The right to representation by proxy is extended to all members; however, they cannot represent more than two other members in total and exercise more than twice the number of votes to which they, themselves, are entitled.

The associate members are authorised to attend the General Assembly, but they have no voting rights.

*Article 10.* Institutional members have a number of votes in the General Assembly corresponding to the size of the institution they represent, according to a scale established by the internal regulations.

*Article 11.* The General Assembly can take no resolutions on points that are not on the agenda or on points to which at least half of the institutional members present or represented are opposed.

With the exception of the cases described in the statutes, decisions are taken by majority vote of the members present or represented; they are communicated to all the members of the association and are recorded in a register.

*Article 12.* Upon the recommendation of the Board of Directors, the General Assembly may decide the creation of any ad hoc committee consisting of institutional, individual and associate members in accordance with the activities of the association.

The General Assembly approves the objectives of these committees.

## **Board of Directors**

*Article 13.* The Board of Directors is responsible for the general policy of the association and provides management. It is made up of the president, the vice-president and a number of members no less than five and no more than fifteen. Three fifths of the members of the Board of Directors must be elected from among the representatives of institutional members. The internal regulations establish the procedure for candidacy for nomination to the Board of Directors.

In conformity with the dispositions of the Belgian law of 25 October 1919, modified by the Belgian law of 6 December 1954, at least one member of the Board of Directors must be Belgian. The treasurer is an ex-officio member of the Board of Directors.



**Article 14.** The Board of Directors meets at least twice a year. At least one third of its members must be present for its decisions to be valid. These decisions must be recorded in a register.

**Article 15.** The members of the Board of Directors are nominated for a maximum period of three years. Their mandate is immediately renewable only once. The members of the Board of Directors are not remunerated.

**Article 16.** Judiciary actions, either as a plaintiff or as a defendant, are followed and taken care by the Board of Directors, represented by its president or a member of the Board of Directors designated for this purpose by the president.

**Article 17.** The Board of Directors can designate within itself an office, whose composition and length of operation are determined by the Board, in order to accomplish specific tasks in the general frame of decisions taken by the Board, and to which it can delegate powers. The Board will decide the composition of the office on the basis of a list of names that will be proposed by the president. At the time that the president makes his proposal, he will ensure that the office is normally made up of at least one member representing the English, French and German communities, as well as of one member of a country of another language. The office can assign specific tasks to its members according to the needs of the moment.

All actions committing the association, with the exception of those for which there is a special proxy, are signed by two members of the Board of Directors who do not need to account to third parties.

**Article 18.** The association is multilingual.

## **Duties**

**Article 19.** The president carries out his functions for a period of three years and cannot be re-elected immediately as vice president. He presides over the Board of Directors and the General Assembly and represents the association. If the president is unable to perform his duties, the vice-president will take over his activities until the Board of Directors elects an interim president. This will not affect the mandate of the vice-president.

**Article 20.** The General Assembly elects every three years, from a list of candidates proposed by the Board of Directors, a vice-president who assists the president in his tasks and succeeds him as president at the end of his mandate. The president and vice-president cannot be of the same mother tongue.

**Article 21.** The Board of Directors can establish a permanent secretariat directed by a secretary general and nominated by the Board. The duration of the functions of the secretary general will be decided by the Board of Directors. The secretary general and the members of the permanent secretariat are remunerated. They implement the decisions of the Board of Directors and contribute to the determination of the policy of the association, under the supervision of the Board. The secretary general is responsible for the day to day administration of the association and the engagement and working conditions of the personnel, subject to approval by the Board of Directors.

## **Finances**

**Article 22.** The annual subscription fee that members must pay to the association is determined by the General Assembly on the recommendation of the Board. This fee can be different for different members depending on their specifications.

**Article 23.** The Board annually submits the budget for the following year to the General Assembly for approval. The fiscal year corresponds to the calendar year.

**Article 24.** The Board of Directors designates among persons who are not members of the Board, one or more account commissioners who report to the Board of Directors and the General Assembly.

## **Modification of the Statutes, Dissolution**

*Article 25.* The Board of Directors must advise the members of the association of any proposal of modification of the Statutes or of the dissolution of the association, as well as the date of the General Assembly that must decide on this proposal, at least two months prior to the date of the meeting. No decision is valid if it does not receive a majority of two thirds of the votes of the members of the association. If a General Assembly does not consist of two thirds of the votes of the members of the association present or represented, a new General Assembly must be called, under the same conditions as above and at a location easily accessible, during which a positive and valid decision on the proposal in question will be reached by a majority of two thirds of the members present or represented.

The modifications of the Statutes are not effective before approval by Royal Decree and after the conditions of publication required by Article 3 of the Belgian law of 25 October 1919 have been fulfilled.

The General Assembly decides the method for the dissolution and liquidation of the association.

## **Provisional Measures**

*Article 26.* During the Constituent Assembly the founder members elect a president and a vice president with a mandate until the first ordinary General Assembly.

The founder members also designate directors whose mandate is provisional until the first ordinary General Assembly.

The dispositions of non-renewal of mandates do not apply to these first elections.

## **General Dispositions**

*Article 27.* Whatever has not been provided for in the present statutes, and specifically the publications to be made in the Moniteur Belge, will be regulated in conformity with the dispositions of the law.