

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 - Rue Hobbema 67 1000 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.

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 3rd 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.

INTERNAL REGULATIONS

These have been established by the provisional Board of Directors of the ATEE on 7 January 1977, for the transitory period going until the first ordinary General Assembly of the association, and have been revised during the General Assembly on 1 September 2009.

Section I - Name

1. Complementing Article 1 of the Statutes, which specifies the official name of the association in French, the name will be:

in English: "Association for Teacher Education in Europe",
in German: "Vereinigung für Lehrerbildung in Europa".

If need be, the Board can agree on different translations.

2. The initials of the association will be "ATEE" for all languages.

Section II – Candidacies for membership

1. Candidates for membership must present their candidacies on the forms published by the secretariat. All candidacies will be submitted for approval to the Board of Directors during the first meeting that follows after they have been deposited. The Board will take into account the information in the form, and it is authorised to request any additional information that it finds necessary (Article 4 of the Statutes).

2. The Board may refuse a candidate but must, in this case, explain to the interested party the reasons for refusal.

Section III - General Assembly

1. The scale of votes of institutional members in the General Assembly (article 10 of the statutes) will be set forth in six categories, and will be as follows:

Institutions of less than 300 students and Research Institutes	2 votes
Institutions of 301 to 600 students	4 votes
Institutions of 601 to 1200 students	6 votes
Institutions of 1201 to 2000 students	8 votes
Institutions of 2001 to 4000 students	10 votes
Institution of more than 4000 students	12 votes.

Under the term “Institutions” both those of initial and continuing teacher education are included. The number of students taken into account will be calculated by the institution itself in terms of full time equivalent, according to the statistical regulations applied in the institution’s own country.

Individual members have 1 vote.

2. Institutional members will be represented at the General Assembly by one person only, and this person is entitled to cast all the votes of the institution, as well as the written proxies that the member institution may have received. This person may be accompanied by a number of persons (without voting rights) equal to the number of votes which the institution disposes, excluding proxies.

3. Procedure for election:

3.1 The election of vice-president and that of members of the Board of Directors will be made by secret ballots. For the election of the Board of Directors, every member may vote “yes”, “no” or “abstention” for each candidate. Members that have more than one votes must express them collectively; in other words, they must cast their votes “yes”, “no” or “abstention” for every candidate.

3.2 In order to be elected, a candidate must obtain an absolute majority of the votes cast. The number of candidates to be elected will be established by the General Assembly before the election begins. In the case of a number of candidates larger than the number of seats to be filled, candidates with the larger number of “yes” votes will be declared to be elected.

3.3 For the election of the vice president, every member can vote “yes” for only one candidate. Members that have more than one vote must cast their votes collectively for one candidate. In the event of an election with only one candidate, members must have the possibility to vote “yes”, “no” or “abstention”. In order to be elected, a candidate must have the absolute majority of the votes cast; otherwise a second voting session must take place and as many additional sessions as necessary, until one candidate receives the absolute majority, the candidate having the smallest number of “yes” votes being eliminated after every session.

Section IV - Correspondents

The member institutions can designate from among their personnel or their internal services (libraries, secretariats, etc.) a number of correspondents equal to half the number of votes which the institution disposes in the General Assembly. These persons or services will receive individually the publications to which they are entitled as institutional members of ATEE.

One of these persons will be specifically designated for maintaining the administrative relationship with the secretariat of ATEE.

Section V - Board of Directors

1. Candidates for nomination to the Board of Directors must be backed by at least three other members of the association. These three members cannot be all of the same nationality. The candidates representing institutional members must be supported by at least two institutional members out of the three. One and the same member cannot back more than two candidates. The members of the Board of Directors cannot support candidates at the Board.

2. The candidates must be known in advance and their names must be sent to all the members of the association along with the invitation to the General Assembly, at least one month before the date fixed for the meeting (Article 8 of the statutes). This procedure applies mutatis mutandis to the election of vice president.

3. The lists of candidates will make a distinction between institutional and individual candidates (Article 13 of the statutes).

4. The procedure shown in V.2 and 3 must apply to new candidates as well as to those who request renewal of their mandate.

5. The decisions of the Board must be taken by a majority of the votes. Every member of the Board, institutional or individual, has only one vote.

Section VI - Organisation of Activities

The general principles for grouping particular activities within the frame of ATEE will be as follows (Article 12 of the Statutes authorising the creation of ad hoc committees).

1. The establishment of ad hoc committees may be proposed by the Board of Directors or by a group of members. The activity proposed must correspond to the general objectives of the association.
2. These committees must be open to all the members of the association who would like to participate.
3. The chairman of every committee will be chosen among the members and will be nominated by the Board of Directors. Every year, the chairman will submit to the Board a report on the activities of his committee. The committees cannot make any public declaration or publication committing the association without prior approval of the Board.
4. The Board ensures the co-ordination of the activities of the various committees and controls their financing.
5. On the recommendation of the Board of Directors, the General Assembly can terminate the existence of a committee, particularly if this committee has had no activity during the period of one year.

Section VII - Annual Subscription Fees

1. Annual subscription fees of institutional members will be different (Article 22 of the statutes) according to the categories retained for the scale of votes in the General Assembly (see above Section III).
2. Annual subscription fees must be paid before the General Assembly.

Section VIII – Handover to the President

The handover between the President elect and the former President, who chairs the General Assembly, takes place during the same meeting of the General Assembly. The General Assembly is concluded by the President elect.

The former President has the obligation to present:

- the report of the past three years,
- the financial report of the last year, jointly with a record of the amounts in the bank accounts;
- a report on unresolved problems or eventual open projects.

Once the handover is concluded, the Bureau and the Secretary General are appointed by the Board of Directors after the election of the President.

Section XI - Publications

1. An Editor and a Deputy Editor are appointed by the Board of Directors every three years: they are in charge for any scientific publication, such as the EJTE, and they are responsible for the autonomous decision making and judgement in both professional and scientific fields, complying with the Association's policy and mission;
2. The appointment has to be approved by the General Assembly
3. The mandate may be renewed only twice for the following three years;
4. They represent the Association vis-à-vis the Publishers with regard to scientific matters of publications;
5. They have to present an annual report, both to the Board of Directors and to the General Assembly, detailing their tasks and perspectives;
6. The Editors should be preferably chosen among the members.

Section X – The Conferences

1. The Annual Conferences, and other conferences, represent the most defining moment for scientific debate;
2. The conferences may be managed directly by the Association either by a local committee by means of a partnership agreement;
3. In the case they are managed by a local committee, the guidelines approved by the Board of Directors have to be applied;
4. All the conferences organised in the name of ATEE must have the approval of the Board of Directors.

Section XI - Amendment to Internal Regulations

The internal regulations are approved (Article 7 of the Statutes) by the General Assembly and can be amended only by it. Any proposal for amendment must be examined by the Board and sent to all the members at least one month prior to the date of the General Assembly. Amendments must receive a majority of two thirds of the votes of the members present or represented.