

## **IVETA Constitution**

### **Article 1: Name**

The name of this organization shall be the "International Vocational Education and Training Association" (IVETA), herein referred to as the Association. The Association is incorporated as a non-profit organization in the United States of America.

### **Article 2: Purposes**

The purposes of this Association shall be to:

- 2.1 Promote professional linkages among international vocational educators and trainers;
- 2.2 Serve as a forum for sharing vocational education and training problems and solutions worldwide;
- 2.3 Promote and assist in the development of vocational education and training as an international enterprise;
- 2.4 Facilitate the worldwide dissemination of vocational education and training information.

### **Article 3: Membership**

A member is defined as an individual or organization that has paid the annual membership dues, except for those who qualify for complimentary membership. The Association shall consist of member groups as set out in the IVETA Membership Policy.

- 3.1 Members of the Association shall be persons interested and/or engaged in activities related to international vocational education and training. Such members shall be entitled to all the rights and privileges of the Association without restriction;
- 3.2 Student members of the Association shall be persons interested in vocational education and training and registered as full or part-time students. Such members shall be entitled to all the rights and privileges of the Association without restriction;
- 3.3 Institutional memberships shall be restricted to organizations engaged in international vocational education and training pursuits. Each institutional member shall have the right to [a number of individual memberships as adopted and agreed by the Executive Committee in the Association's Membership Policy](#). ~~three individual memberships~~. Such members shall be entitled to all the rights and privileges of the Association without restriction.
- 3.4 The membership period for new members shall commence on the first day of the month after the payment has been received by the treasurer and last for 12 months.

### **Article 4: Membership Dues**

Annual membership dues shall be determined by the Executive Committee and set in United States currency (\$US) with the dues held in an account approved by the Executive Committee.

### **Article 5: Association Officers**

The Association Officers shall consist of a President; a President Elect; a Past President; Vice Presidents representing distinct geographic regions (i.e., Africa, Eastern Europe and Central Asia, Latin America and Caribbean, Middle East and North Africa, South Asia, East Asia and the Pacific, EU/Europe, and North America); Executive Director; General Secretary; Journal Editor; and Executive Secretariat.

The Officers, except for the Executive Secretariat, [the Executive Director](#) and the Journal Editor shall be elected by the members and form an Executive Committee. The Executive Committee is responsible for overall policy and direction of the Association, is empowered to transact business on behalf of the Association and delegates responsibilities as required to the Executive Secretariat and Committees. The Executive Secretariat, [Executive Director](#) and Journal Editor shall be appointed by the Executive Committee and shall become non-voting members. The Executive Secretariat, [Executive Director](#) and Journal Editor positions and duties are defined by the Executive Committee. The Executive Committee has the prerogative to split the responsibilities of the Executive Secretariat into auxiliary positions on a temporary or permanent basis. The Executive Committee has the authority to adjust the regions and the number of regions for Vice Presidents as conditions warrant.

## **Article 6: Duties of Association Officers**

6.1 The President will preside at all meetings of the Association and of the Executive Committee. The President will be responsible for the functioning of all committees. Should the President be absent or fail to perform the stated duties, the President Elect will then assume this responsibility.

6.2 The President Elect will serve in lieu of the President. In the event the President Elect cannot assume the responsibilities, the Executive Committee will appoint a Chair Pro-tem who will act until either the President or President Elect may again assume such responsibilities or until the next election of officers.

6.3 The Past President provides advice and support to the President and the Executive Committee.

6.4 Each regional Vice President represents the Association in their respective geographic regions. Regional Vice Presidents are responsible for carrying out duties determined by the Executive Committee.

6.5 The Executive Director maintains the IVETA Constitution, Bylaws, policies and procedures, partnerships, and Regional Office and Liaison Officer arrangements to ensure they are current and achieving IVETA's objectives.

6.6 The General Secretary develops agendas and drafts meeting records of Executive Committee and annual business meetings.

6.7 The Journal Editor is responsible for design and publication of the IVETA journal per the journal objectives and IVETA publication requirements developed by the Executive Committee.

6.8 The Executive Secretariat who may also carry out the role of Treasurer is responsible for receiving and accounting for the Association's funds and for carrying out other duties as determined by the Executive Committee.

## **Article 7: Term of Office**

7.1 Each elected officer shall serve for a two year term and may be elected to the same office consecutively for only one additional term, with the exception of the President who serves for only one two year term. In the event that a nominee is not identified for an office for a given election cycle, the Nominating Committee may allow a two-term incumbent to run for an additional two-year term;

7.2 The President Elect succeeds automatically to the Office of the President two years after he/she is elected;

7.3 If an elected member of the Executive Committee cannot complete his or her two year term, the President, with the consent of the majority of the Executive Committee, will nominate and appoint a person to complete the remainder of the term. The replacement may run for office at the end of his/her appointment.

7.4 A vacancy created by the inability to serve in an office shall be filled through an appointment by the Executive Committee from the Association membership. This appointee shall serve until the next election of Officers of the Association. The appointee shall meet the criteria specified in Article 8.

7.5 In the event that an Officer is not performing his/her duties as determined by another Officer, upon written notice the Executive Committee may vote to remove an Officer from their position.

## **Article 8: Officer Eligibility**

To be eligible for nomination for office, a person shall:

8.1 have been an Association member of good standing for one year prior to the nomination date;

8.2 have previously held an Association office if being appointed for the Office of President Elect;

8.3 in the case of a regional Vice President, be a resident of a country in the designated region;

8.4 be prepared to fulfill the functions of the Office and attend Association meetings

## **Article 9: Meetings**

9.1 The Association shall hold an annual business meeting at which will be received reports from the Association Officers and Committee Chairs. The annual business meeting will be scheduled each year with sixty days written or electronic notice to Association members. Additional business meetings may be called at the discretion of the President upon sixty days written or electronic notice to Association members.

9.2 The Association can hold regional meetings of a general nature under the chairmanship of the President of the Association or the respective regional Vice President.

9.3 The Executive Committee will hold meetings as required to conduct the business of the Association and such meetings may be held face to face, by teleconference or other electronic means.

#### **Article 10: Publications**

Association publications shall promote the cause of international vocational education and training and meet the IVETA publication requirements developed by the Executive Committee.

#### **Article 11: Committees**

The President shall appoint committees as the need arises, including a nominating committee to oversee nominations for Association officers, and shall designate an Association member to be responsible for the functioning of a special committee. Special Committees will have start and end dates and can be renewed by the current President.

#### **Article 12: Financial Affairs**

The Executive Secretariat/Treasurer will deposit all funds of the Association in a bank account designated by the Executive Committee. The Executive Secretariat/Treasurer shall be responsible for receiving and accounting for the Association's funds. The Treasurer will report on the financial status of the Association at Executive Committee and Business Meetings and will be responsible for ensuring that required processes are maintained with respect to IVETA's organizational and tax-exempt status so as to retain these designations. The fiscal year of the Association shall begin on 1 January and end on 31 December each year.

#### **Article 13: Amendments**

Amendments to the Constitution and bylaws may be made by a two-thirds vote of Association members present at the Association's annual business meeting and will become effective immediately upon a majority vote. Such amendments must be submitted to the membership at least 60 days before the Association's annual business meeting. The Executive Committee must receive amendments to the Constitution and bylaws from Association members at least 95 days before the Association's annual business meeting.

#### **Article 14: Meeting Procedures and operating policies and procedures**

Robert's Rules of Order shall apply for all meetings. The Executive Committee will adopt necessary operating policies and procedures as needed to implement IVETA activities, and these will be posted on the IVETA web site. Operating policies and procedures may be amended by agreement of the majority of the Executive Committee.

#### **Article 15: Dissolution**

In the event that the Association is dissolved, all assets remaining after the payment of outstanding debts and obligations shall be transferred to the Association for Career and Technical Education.

Adopted December 1995  
Amended December 1998  
Amended December 2006  
Amended December 2008

Amended-December 2012

Amended- November 2014

Amended and adopted August 2016

## **IVETA Bylaws**

Issue 1.2 - Adopted December 2008

Issue 1.3 - Adopted May 2013

Issue 1.4 - Adopted August 2016

### **1. Programs and member benefits**

The IVETA Executive Committee will determine publications, programs and other member benefits as required and will agree on operating policies and procedures to govern such initiatives.

### **2. Executive Committee and Executive Secretariat**

**2.1 The Association Officers (Executive Committee)** are elected for two years, serve without pay (except for the Executive Secretariat who shall receive an honorarium), and include a President; a President Elect; an Immediate Past President, Vice Presidents for a number of regions, an Executive Director, a General Secretary, a Journal Editor, and an Executive Secretariat. The Officers shall form an Executive Committee and except for the Executive Secretariat, [the Executive Director](#) and the Journal Editor which are non-elected positions, have voting rights during meetings. A Vice President can run for only two consecutive terms and a President for one term. Executive Committee members must have been members of IVETA for one year to be eligible for nomination for office, except for the President-elect who must have previously held an Association office.

#### **2.2 Roles of Executive Committee Members**

**2.2.1 President:** The President shall lead IVETA in accordance with the Constitution and the stated purposes of the Association. The President shall preside at all meetings of the Association and of the Executive Committee and shall be responsible for the functioning of all committees. Should the President be absent or fail to perform the stated duties, the President Elect will then assume this responsibility.

**2.2.2 President Elect:** The President Elect shall provide the benefit of his/her experience to the President as suitable and shall serve in lieu of the President as necessary. In the event the President Elect cannot assume the responsibilities, the Executive Committee shall appoint a Chair Pro-tem who will act until either the President or President Elect may again assume such responsibilities or until the next election of officers.

**2.2.3 Immediate Past President:** The Immediate Past President will provide general advice and counsel to the Executive Committee, and provide such assistance as requested by the President, based on past experience and IVETA policies. The immediate Past President shall serve as chair of the nominating committee.

**2.2.4 Vice Presidents:** Each regional Vice President shall represent and promote the Association in his/her respective geographic region and shall take have the ability to identify a liaison contact person (s) in each country in the region in order to help fulfill his/her duties. Each Vice President shall be responsible for initiating and maintaining professional contacts within and between regions, promoting the purposes of the Association, and reporting on significant developments within the region. Regional Vice-Presidents will communicate and coordinate efforts on an intra-regional basis. The North American Vice President shall be the liaison with the Association of Career and Technical Education (ACTE) and responsible for planning or designating someone to plan and/or assist with an annual IVETA conference in the United States, if held. The North American Vice President may identify other organizations in their region with whom to partner in order to conduct conferences and meetings.

**2.2.5 Executive Director:** Supports the President Elect to review and update the Constitution and by-laws to ensure they are aligned and current and to review other IVETA policies, programs, agreements and contracts to ensure they are meeting objectives. Makes recommendations to the President and Executive Committee for any changes. Supports the President Elect to oversee micro funds including overseeing assessment of applications, ensuring guidelines are fit-for-purpose and that reports on outcomes are provided and publicised on the IVETA website. The Executive Committee may determine qualification and experience requirements for the Executive Director.

**2.2.6 General Secretary:** In consultation with the President and the Executive Secretariat, the General Secretary shall develop and distribute meeting agendas, keep accurate records of the Executive Committee and General meetings and deal with non-routine Secretarial issues for the Executive Committee (e.g. special surveys, updating of Official Rules and Regulations based on actions of the Executive Committee and ensuring they are updated on the Intranet).

**2.2.7 Journal Editor:** The Journal Editor is responsible for the design and publication of the IVETA Journal in line with the objectives of the Journal, for review and approval of IVETA's publication guidelines to be endorsed by the Executive Committee, for nomination of journal reviewers to the Executive Committee for approval, and for managing and responding to communications about the journal.

**2.2.8 Executive Secretariat:** When determined by the Executive Committee also holds the role of Treasurer. Provides leadership in advising and interpreting IVETA operating policies for the General Membership, advises the IVETA Executive Committee on the need for development and revision of operating policies, and provides administrative support to the IVETA Executive Committee and general membership in implementation of operating policies and procedures adopted by the Executive Committee. The Executive Secretariat is an individual agreed by the Executive Committee on a biannual basis. The incumbent is paid an honorarium that is reviewed on an annual basis, is provided with travel expenses to allow him/her to attend selected IVETA events, and is reimbursed for all direct costs of implementing his/her duties. The Executive Secretariat is not an elected voting member of the Executive Committee. The Executive Committee may determine qualification and experience requirements for the Executive Secretariat. Within the above framework, the duties of the Executive Secretariat are as follows:

2.2.8 a) Executive Committee Advice and communication with the Membership and General Public

2.2.8 b) Membership Administration

2.2.8 c) Business Meetings and Conferences: provides support to the Executive Committee in organizing and implementing business meetings and conferences.

2.2.8 d) Financial Activities: provides membership and other income information to the Executive Committee (or the Treasurer if the role is separate) on an ongoing basis and approves expense invoices for payment.

2.2.8 e) IVETA Products and Services: provides support for operation of IVETA website, publications, micro fund and awards.

2.2.8 f) Provides administrative support for the nomination of officers for elections and filling of casual vacancies. Supports the Past President and Nominating Committee, coordinates procedures for nomination of officers and provides advice to ensure eligibility requirements are met.

2.2.8 g) Archives: maintains archives of IVETA policies, procedures, products, correspondence, and financial records (in cooperation with the Treasurer if this role is separate).

**2.2.9 Treasurer:** The Treasurer is an individual agreed by the Executive Committee on a biannual basis and may be a role separate to or included within the role of the Executive Secretariat. The Treasurer is reimbursed for all direct costs of implementing his/her duties. The Treasurer is not an elected voting member of the Executive Committee. The Executive Committee may determine qualification and experience requirements for the Treasurer. Within the above framework, the duties of the Treasurer are as follows:

2.2.9 a) The Treasurer shall be responsible for receiving and accounting for the Association's funds. The Treasurer will report on the financial status of the Association at Executive Committee and General Meetings, and will provide quarterly financial reports to the Executive Committee and a final report within 45 days after the end of the Fiscal Year (December 31) and provide other reports when asked by the President. The Treasurer has signature authority on financial transactions, along with the President or his/her designee.

2.2.9 b) The Treasurer is responsible for assuring that processes are maintained with respect to IVETA's organizational and tax-exempt status, including, but not limited to, engaging a CPA (Certified Public Accountant) to complete tax and other required filings. The Treasurer reports to the Executive Committee, and the Executive Committee can conduct an independent outside financial review, appoint an Internal Audit Committee or implement other processes it deems necessary.

### **3. Nominations and elections**

**3.1 Nominating Committee:** In an election year, the President may appoint a committee to nominate a slate of candidates for Association officers for the subsequent term of office. The Nominating Committee shall select candidates for each elected office, check eligibility and confirm their interest, and prepare the election ballot. The immediate Past President serves as the chair of this committee. Association members may submit names of nominees to the Nominating Committee.

### **3.2 Procedures for Nomination of Officers**

- 3.2.1 Elections are held every second year.
- 3.2.2 Eligibility: To run for office, a member must be paid up and in good standing for at least one year. The Executive Secretariat advises the committee of those who meet the criteria of eligibility.
- 3.2.3 Executive Committee members may be elected for two two-year terms with the exception of the President, who serves for one two-year term.

### **3.3 Procedures for Election of Officers**

- 3.3.1 Biographical information about candidates for office must be published at least two months prior to the annual business meeting at which election results will be announced.
- 3.3.2 Ballots must be emailed within six weeks of the annual business meeting to those members eligible to vote via the IVETA web site
- 3.3.3 Ballots must be returned by two weeks prior to the annual business meeting to the Executive Secretariat.
- 3.3.4 Election ballots will be counted and the election results certified by the Executive Committee at an Executive Committee meeting prior to the annual business meeting.
- 3.3.5 The Executive Committee will present the results at the annual business meeting.

## **4. Meeting Procedures**

**4.1 Robert's Rules of Order** shall apply in all General Membership and Executive Committee meetings

**4.2 Minutes** of annual business meetings, any other business meetings, and Executive Committee meetings are to be taken by the General Secretary and submitted to the President for review before dissemination. Draft minutes of annual business meetings and other business meetings held are to be placed on the website.

**4.3 Meetings:** the annual business meeting and meetings of the Executive Committee are to be held at locations and times agreed upon by the Executive Committee.

## **5. Amendment of bylaws**

- 5.1** The bylaws of this association may be amended by a two-thirds majority vote of members in attendance at the annual meeting with notice of such amendments to be provided in accordance with article 13 of the Constitution.

## **6. Organizational Structure**

**6.1 Constitution:** The initial formal Constitution forming IVETA was agreed to in Los Angeles in November 1984. The latest amended version of the Constitution was agreed to on 22 August 2016 and is posted on the IVETA website.

**6.2 Legal Status:** IVETA is incorporated as a non-profit organization in the United States of America. The State of incorporation will be where the Executive Secretariat resides as the Executive Secretariat is responsible for maintaining tax status, filings and is the agent of record with the relevant State Department.