

CONSTITUTION AND BYLAWS

Preamble

The International Association for Educational Assessment, Inc. grew out of an International planning conference held in Princeton, New Jersey, U.S.A. on April 19-21, 1974. Some 35 individuals representing 18 countries met on that occasion to consider the desirability and feasibility of establishing an organisation to foster intercommunication among agencies throughout the world which are concerned with the application of assessment techniques for the improvement of educational processes and to provide a framework within which such agencies could undertake cooperative projects. It was decided that the Association, if established, would fill an important need and that an effort should be made to bring it into being.

On May 27, 1975 an organising meeting was held in Geneva, Switzerland, with logistic assistance from the International Bureau of Education, and the participants then decided to set up the Association.

The Association believes that international cooperation in educational research and assessment is essential if education throughout the world is to be improved and if its benefits are to be extended to increasing numbers of people. It encourages the establishment of closer ties among individuals, agencies, and institutions who influence and serve educational systems and processes, to the end that nations may learn from each other, may help each other, and may do so with no diminution of their cultural autonomy.

In order for the Association to be able to perform legal acts, it must have a Constitution, a set of norms governing the relationship between it as a legal entity and any third parties. Such a constitution should initially be drawn up simply so that the Association can develop with a minimum of bureaucracy. As new needs arise, it can be gradually made more complete.

The initial Constitution and Bylaws were approved on May 29, 1975

at the meeting in Geneva. On various occasions since then the Constitution and Bylaws have been reviewed in whole or in part, and changes have been made by ballot of their primary members.

This version was approved on 24 October 2013 when the membership accepted the changes as indicated by a ballot of the primary members.

TITLE I: Name, Duration and Head Office

Article 1: The “International Association for Educational Assessment, Inc.” founded on May 29, 1975 in Geneva, Switzerland, shall have provisional head offices located at Rosedale Road in the city of Princeton, New Jersey, USA. The Board of Trustees (Executive Committee) may from time to time determine the location of the head office.

TITLE II: Objectives

Article 2: The broad purpose of the Association is to assist educational agencies throughout the world in the development and appropriate application of educational assessment techniques toward the improvement of the quality of education. The term “educational assessment techniques” refers to any means of systematically describing the behaviour of individuals, educational institutions, educational systems and their processes. Included are measures intended to help in decisions relating to progress at all levels of education, to gauge the quality of individual performance within levels, and to evaluate the functioning of educational institutions and systems. More specifically, the Association shall seek to fulfil the following purposes:

1. To improve communication among organisations interested in educational

assessment through publications, through sharing of professional expertise, through the accumulation and dissemination of information about research in assessment and its application in education by arranging conferences, and the like.

2. To make expertise in assessment techniques more readily available for the solution of educational problems wherever they may occur.
3. To provide a framework within which cooperative projects involving educational assessment can be undertaken.
4. To cooperate with other organisations having complementary interests.
5. To engage in other activities leading to the improvement of assessment techniques and their appropriate use by educational agencies throughout the world.

TITLE III: Members

Article 3: Members shall be admitted to the Association in one of six classes:

- 1) Full Institutional Members
- 2) Full Individual Members
- 3) Affiliate Institutional Members
- 4) Affiliate Individual Members
- 5) Associate Members
- 6) Honorary members
- 7) Courtesy members

Questions of eligibility for membership shall be resolved by the Board of Trustees (Executive Committee).

Members shall not be made liable for any acts performed by the Association, which shall be liable through its own assets.

Suitable academic and professional qualifications in fields with relevance to educational assessment shall be required of staff of member organisations and individual members.

Full Institutional Members shall be governmental or private not-for-profit organisations in which educational assessment is a primary function.

For-profit organizations shall not be admitted as Full Institutional Members, but the Board of Trustees (Executive Committee) shall have the discretion to recommend their admission as Affiliate Institutional Members.

Affiliate Institutional Members shall be for-profit organisations whose business is educational assessment, in whole or in part.

The Board of Trustees (Executive Committee) shall have the discretion to recommend the admission of for-profit organisations as Affiliate Institutional Members, taking care to ensure that such recommendations are not excessively restrictive and that candidates for membership have a genuine interest in educational assessment, as well as professional competence in the field, and show willingness to cooperate actively towards the achievement of the Association's objectives.

Full Individual Members shall be individuals with a professional interest in educational assessment.

Affiliate Individual Members: Students and retirees

Associate Members shall be not-for-profit associations usually organised on a regional basis, that share IAEA's objectives.

Honorary Members shall be appointed by the Board of Trustees (Executive Committee) usually in recognition of service and leadership to the Association.

Courtesy Members shall be appointed by the Association on the recommendation of the Board of Trustees (Executive Committee).

The vote of each Full Institutional Member counts as 5 votes and the vote of each Full Individual Member counts as one vote. Hence the number of votes cast is equal to the number of Full Institutional Members who vote, multiplied by five, plus the number of Full Individual Members who vote.

TITLE IV: Organisational Bodies

Article 4: The Association shall have the following bodies:

- a) Administrative Council
- b) Board of Trustees (Executive Committee)
- c) General Assembly

TITLE V: Administration

Article 5: The Association shall be administered by an Administrative Council consisting of one President, one Vice-President, one Executive Secretary and one Treasurer.

The Administrative Council and a maximum of five other members, one of whom may be a Full Individual Member, shall constitute the Board of Trustees (Executive Committee).

Article 6: The President shall preside over meetings.

Article 7: The Association shall be represented before the law and in all other respects by its President.

Article 8: Given the international nature of the Association, the Board of Trustees (Executive Committee) shall, whenever possible, be representative of the various geographic areas of the world.

Article 9: Only official representatives of Full Institutional Members and Full Individual Members are eligible to be elected to the Board of Trustees (Executive Committee).

Article 10: The General Assembly of the Association shall consist of all the members of the Association, with all members having the right to speak and only Full Members (Institutional and Individual) having the right to vote in the proportion specified in Article 3.

The General Assembly shall meet during the Association's Annual Conferences at times and places previously determined by the Board of Trustees (Executive Committee).

TITLE VI: Officers' Incumbencies

President's Incumbencies

Article 11: It shall be incumbent upon the President to:

- a) represent the Association before the law, actively or passively, and in general, in all relations with third parties;

- b) call meetings of the Administrative Council as provided for in Article 5;
- c) call and preside over special assemblies;
- d) resolve cases which require a rapid decision and inform the Administrative Council of the decision taken at the first subsequent meeting of that Council;
- e) appoint individuals as necessary to carry on the work of the Association and to dismiss them when necessary;
- f) attend events of interest to the Association in person or through a representative;
- g) use all legal means to hinder any action which is contrary to the provision of this Constitution;
- h) sign the Association's correspondence, and decide upon when the Secretary should do so;
- i) guarantee compliance with decisions taken by the Administrative Council, Board of Trustees (Executive Committee) and the General Assembly;
- j) acquire the fixed assets by approval of the General Assembly, required for the Association's development, paying at sight or on credit and/or through financing, with prior authorisation by the General Assembly;
- k) sell or alienate assets when duly authorised by the General Assembly;
- l) receive any grant or subsidy from municipal, State, Federal, private or international agencies in the name of the Association or delegate responsibility to do so, in compliance with accounting practice established by the legislation currently in force;
- m) obligate the Association on bills, notes or other papers related to supplies payable by the Association or to contracts, if duly authorised by the Board of Trustees (Executive Committee).

Vice-President's Incumbencies

Article 12: It shall be incumbent upon the Vice-President to replace the President when absent and to assist in carrying out the President's duties whenever asked to do so.

Executive Secretary's Incumbencies

Article 13: It shall be incumbent upon the Executive Secretary to:

- a) sign correspondence when appropriate;
- b) take charge of all the work of the Secretariat;
- c) ensure the dispatch of notices and circulars, and write or supervise the writing of minutes of Administrative Council, Board of Trustees (Executive Committee) and General Assembly meetings, which the Executive Secretary shall also sign;
- d) make provision, when necessary, for the drafting of reports;
- e) give members written notices of any decisions by the Administrative Council, Board of Trustees (Executive Committee) or General Assembly concerning them within the next thirty days;
- f) comply with decisions of the Board of Trustees (Executive Committee) and make sure they are complied with;
- g) take charge of the Association's records.

Treasurer's Incumbencies

Article 14: It shall be incumbent upon the Treasurer to:

- a) collect the moneys due to the Association and keep the relevant accounts, as well as draw up the requisite interim and annual financial statements;

- b) make payments authorised by the President in compliance with this Constitution;
- c) deposit all moneys collected on the Association's behalf at a reputable banking establishment;
- d) transmit any information requested by the Administrative Council, by word of mouth or in writing;
- e) examine and report on accounts rendered by those in charge of the Association's finances;
- f) be responsible for the activities and finances of the Association's Treasury;
- g) supply financial data for overall planning of activities and for the drafting of the Administrative Council annual report;
- h) issue banking checks and other documents relating to the Association's financial affairs;
- i) organise and keep up-to-date the Association's accounts, for which purpose the Treasurer may request any material deemed necessary for the efficient performance of the work;
- j) prepare the annual budget, when necessary together with the President, for discussion by the Board of Trustees (Executive Committee) and approval by the General Assembly;
- k) **Maintain the membership register.**

TITLE VII: Administrative Council's Incumbencies

Article 15: It shall be incumbent upon the Administrative Council to:

- a) call special or extraordinary General Assemblies;
- b) comply with and enforce compliance with the Constitution and Bylaws of the Association and any decision taken by General Assemblies;
- c) administrate all the Association's assets and

- ensure their development;
- d) plan and organise all activities entailed under the terms of this Constitution;
- e) dispatch invitations;
- f) provide General Assemblies with all necessary information and ensure their access to the files of the Treasury and Secretariat;
- g) authorise extraordinary expenditure;
- h) undertake such duties that may be conferred upon it from time to time by the Board of Trustees (Executive Committee).

Meetings of the Administrative Council may only be held with a voting majority present.

All items on the agenda of Administrative Council meetings shall be decided by a voting majority.

TITLE VIII: Board of Trustees' (Executive Committee) Incumbencies

Article 16: It shall be incumbent upon the Board of Trustees (Executive Committee) to:

- a) appoint a Committee to nominate members of the Board of Trustees (Executive Committee) or of other Committees which may be deemed necessary;
- b) approve admission of new members, ad referendum, by the General Assembly;
- c) authorise the acquisition of the fixed assets required for the Association's development, as well as any financing for this purpose, ad referendum, by the General Assembly.

Article 17: Officers and members of the Board of Trustees (Executive Committee) shall be elected by correspondence by the official representatives of all Full Members (Institutional and Individual organisations) who cast their vote within the stipulated period. Votes shall count as in the proportion specified in Article 3.

Article 18: Officers and members of the Board of Trustees (Executive Committee) shall take office as soon as the votes have been counted.

Article 19: Individuals voting as proxies shall present the Secretary with documents proving their official status as proxies before the election.

Article 20: The ultimate authority of the Association's actions is vested in the Full Membership (Institutional and Individual) and shall be exercised through voting at meetings or by correspondence. A simple majority of votes cast shall prevail and in the proportion specified in Article 3 unless otherwise noted in the Constitution or Bylaws.

Article 21: The Board of Trustees (Executive Committee) shall conduct the activities of the Association and be the holder of all power within it.

Official meetings of the Board of Trustees (Executive Committee) may be held only with a majority present.

All items on the agenda of the Board of Trustees (Executive Committee) meetings shall be decided by a voting majority

Article 22: Decisions taken by the General Assembly shall be voted upon at its meetings or by correspondence and passed by a simple majority of Full Members (Institutional and Individual) in the proportion specified in Article 3, except for amendments to this Constitution, which shall require two-thirds of Full members (Institutional and Individual) in the proportion specified in Article 3, voting.

Article 23: The General Assembly shall be called and presided over by the President of the Association.

Article 24: The Association may only be dissolved by the written consent of all of its Full members (Institutional and Individual) or by a 2/3 vote on a resolution put forward by the Board of Trustees (Executive Committee) and voted on at a General Assembly which may be called specifically for this purpose, at which it shall also be decided how to dispose of the Association's assets.

Article 25: Amendments for alterations to the Constitution and proposals to dissolve the Association shall be submitted to the Board of Trustees (Executive Committee) and circulated to members not less than thirty days before voting.

TITLE IX: Bylaws

1. Meetings of the Association shall take place at times and places determined by the Board of Trustees (Executive Committee).
2. The officers of the Association shall be a President, a Vice-President, an Executive Secretary, and a Treasurer. Each of the officers shall serve a two-year term. The President and Vice-President may serve a maximum of two consecutive terms in their respective offices. **The Executive Secretary and the Treasurer shall serve at the pleasure of the Board of Trustees.**
3. **The Board of Trustees (Executive Committee) shall consist of four officers and four other members. The non-officer members shall serve for a three-year term and shall be eligible for only one further successive term except for the representative of the Full Individual Members, who may serve only one term. Two non-officer members shall be elected every third year and one in each of the other two years of the three-year cycle. In the case of a non-officer member of the Board of Trustees (Executive Committee) not being available to complete a three-year term for resignation or for any other reason, the Board of Trustees**

(Executive Committee) shall designate another eligible person to complete the unexpired term.

The terms of the Trustees (Executives) who are officers shall expire when they relinquish their terms as officers.

4. The President of the Association shall be Chair of the Board of Trustees (Executive Committee). Meetings of the Board of Trustees (Executive Committee) shall be held as determined to be necessary either by the president or by three other members of the Board of Trustees (Executive Committee).
5. In so far as possible the Board of Trustees (Executive Committee) shall represent, by its regional spread, the international character of the Association.
6. Nominating committees shall be appointed by the Board of Trustees (Executive Committee).
7. Individuals nominated to be an Officer of the Association or a member of the Board of Trustees (Executive Committee) shall be official representatives of Full Institutional Member organisations at the time of election and throughout the term of office, with the exception that a Full Individual Member may be nominated to be a non-officer member of the Board of Trustees. Votes for officers and for members of the Board of Trustees may only be cast by the official representatives, or their proxies, of Full Institutional Members. Only Full Individual members may vote for individuals nominated to be Full Individual Members of the Board.
8. The President and Vice-President of the Board of Trustees (Executive Committee) shall be elected biennially and the five other members at the conclusion of their three-year terms as specified in Bylaw No. 3.

Elections shall be by postal ballot by official representatives of all primary member organisations who respond within the

specified period of time.

The term of office of this Board of Trustees (Executive Committee) shall begin immediately after the close of the balloting, except in the case of the Treasurer, where the transfer may occur at the close of the fiscal year.

Individuals voting as proxies shall produce documented evidence to the Executive Secretary prior to the election that they have official designation of that proxy.

The Executive Secretary and the Treasurer shall be elected by the other members of the Board of Trustees (Executive Committee).

The term of office shall begin immediately after the close of that meeting except where the Board of Trustees (Executive Committee) shall determine a later date to allow time for hand-over to a new Executive Secretary or Treasurer.

9. The Treasurer shall be responsible for preparing draft budgets for the approval of the Board of Trustees (Executive Committee), for reviewing with staff the fiscal affairs of the Association, and for presenting financial reports to the Board of Trustees (Executive Committee) and the Association. The Treasurer shall also be responsible for arranging to have the books of the Association audited according to normal accounting procedures. The Treasurer shall also perform the functions of a membership secretary.
10. Members other than Full Institutional and Full Individual members may be present at meetings but may not vote.
11. Members should be characterised by appropriate academic and professional qualifications of staff in fields pertinent to educational assessment.
12. Agencies shall not ordinarily be eligible for Full Institutional membership if they are commercial but the Board of Trustees (Executive Committee) may recommend membership at its

discretion under the provision of Bylaw No. 14.

13. Applications for membership shall be screened by the Board of Trustees (Executive Committee) which may grant provisional membership. Permanent membership shall be decided by the membership at the first full meeting following application.
14. It is expected that the policies governing Association membership shall be administered in such a way as to avoid being unduly restrictive and at the same time to ensure that the agencies and individuals composing the membership have a genuine interest in educational assessment, have technical and professional competence in that area, and are willing to cooperate actively in realising the aims of the Association. The Board of Trustees (Executive Committee) may wish on occasion to recommend membership when the guidelines, strictly interpreted, would not call for such action, eg., in the case of an organisation of particular professional eminence in educational assessment or where a distinct independent interests develops among a subgroup. **When qualifications are not clear, however, the Board of Trustees (Executive Committee) is urged to submit questions of admission to the Full membership (Institutional and Individual) for an advisory vote for provisional membership.**
