

Statutes

Association for the Promotion and the development of joint international programmes in higher education (ProDeJIP) – v2.1

SECTION 1 – NAME AND DOMICILE

1. The Association is named *Association for the promotion and the development of joint international programmes in higher education*, abbreviated as *ProDeJIP*¹.
2. The Association has its legal *domicile* in Rome, Italy.

SECTION 2 - MISSION AND ACTIVITIES

1. The *mission* of ProDeJIP is to support the promotion and the development of joint international programmes in higher education. ProDeJIP is a non-profit association whose members are individuals or institutions committed to the association's mission. The Association does not distribute economic benefits among its members.
2. In order to realize its mission the Association:
 - a. supports the promotion and the development of joint international programmes in higher education, wherever appropriate;
 - b. offers means for communication, including a *Newsletter*, a *web-site* and an *electronic communication network*;
 - c. founds and coordinates *Task forces*;
 - d. supports cooperative activities of its Members;
 - e. organizes *Conferences*; in particular it organizes the *Congress* of the Association, to be held once a year;
 - f. represents the views and interests of its Members in political and administrative contexts within Europe;
 - g. contributes to the coordination of the activities of its Constituents through the Constituent Council;
 - h. cooperates with relevant institutional and professional bodies in and outside academia, at the national and international level;
 - i. promotes the availability to its Members of services produced by its Constituents and conversely;
 - j. contributes to efforts to improve the professional recognition and to facilitate the mobility of joint international programme coordinators throughout the world;
 - k. supports *Dedicated Networks*;
 - l. stimulates the development and supply of continued education on issues and methods of particular concern to the promotion and development of joint international programmes;
 - m. researches further ways of promoting joint international programmes throughout the world.

SECTION 3 – INSTITUTIONAL MEMBERS (CONSTITUENTS) AND PARTNERS

1. Eligible for election as *Constituent/Partners* is any institution, association, or division or section of such an institution or association, or a similar organisation, which satisfies the following criteria:
 - a. it counts among its aims or missions to contribute to the promotion and the development of international higher education;
 - b. it has shown its involvement/interest in the development and the promotion of joint international programmes in higher education.

Furthermore, a Constituent has to be willing:

¹ Further abbreviations and definitions are collected in the Appendix at the end of the Statutes.

- c. to supply certain services to the Association;
- d. to take part in the Constituent Council, through a nominated Representative.

SECTION 4 – INDIVIDUAL MEMBERS

1. The Association has the following, mutually exclusive categories of individual members:
 - a. Active members;
 - b. Experts;
 - c. Honorary members.
2. Eligible for election as *Active member* or *Expert* is any applicant, provided that she/he:
 - a. has a track record in promoting or developing joint international programmes in higher education;
 - b. is willing to contribute directly to the activities of the Association.

Furthermore, Experts have to provide proof of an endorsement by a Constituent.

3. Eligible for election as *Honorary member* is any individual who has contributed greatly to the promotion and the development of joint international programmes in higher education.

SECTION 5 – RIGHTS AND OBLIGATIONS OF MEMBERS

1. Constituents are elected by the Assembly according to the Procedure described in the Rules.
2. Individual members are admitted by the Executive Committee. The admittance takes place in accordance with the procedure described in the Rules.
3. Partners and constituents have the right to obtain selected services from the Association.

SECTION 6 - ASSEMBLY

1. The highest authority within the Association is held by the *General assembly*. The Assembly is presided over by the President.
2. The Assembly is composed of the individual members and the nominated representatives of the Constituents.
3. The Assembly
 - a. decides on all issues of policy;
 - b. approves the annual report of activities prepared by the Executive committee and sets the budget;
 - c. establishes the Rules;
 - d. may change the Statutes;
 - e. admits the Constituents of the Association;
 - f. elects the members of the Executive Committee and the President of the Association;
 - g. sets the rates of memberships fees and other subscriptions.
4. The Assembly convenes at a meeting, called the *General meeting*, which is held once a year. The General meeting takes place at the yearly Congress organized by the Association, unless the Assembly decides differently. The Executive Committee, any 25 Full members from at least 3 countries, or any 5 of the Representatives can decide to call an *Extraordinary meeting* of the Assembly.
5. Decision making in the Assembly.
 - a. *Principle of double majority*: except where noted explicitly, the individual members and Representatives shall be counted separately; if a proposal is not supported by a majority of both individual members and Representatives it is rejected.
 - b. Decisions on the Statutes are taken by a 2/3 majority of votes of both the individual members and the Representatives present.
6. The procedure of voting is described in the Rules.

SECTION 7 - EXECUTIVE COMMITTEE AND PRESIDENT

1. The *Executive Committee* has 7 members, including the President. The Committee may comprise both academics and administrative staff. As many different countries as possible will be represented

in the Executive Committee.

2. Eligible for election as *President* is any Full member of the Association who has been nominated as candidate by the Executive Committee, or by 10 Full members or any 3 of the Representatives. The President is elected for a term of four years by the Assembly according to the procedure of election described in the Rules. However, no person can be President and/or member of the Executive Committee for a total period of more than six years and, if there is a contradiction with article 3, a different decision should be made.

3. Eligible for election as other member of the Executive Committee is any Full Member of the Association who has been nominated as candidate by any single Representative or by any 5 Full Members. The members of Executive Committee are elected for a term of four years by the Assembly according to the procedure described in the Rules. At every General meeting between two and four members of the Committee shall retire. Retirement takes place in accordance with a scheme presented by the Executive Committee and approved by the Assembly at every General meeting.

4. The Executive Committee shall decide the offices of *Secretary* and *Treasurer* as well as any other offices.

5. The Executive Committee shall:

- a. execute the decisions taken by the Assembly and submit proposals to it;
- b. at each General Meeting, present a general report on the past year and propose a plan of activities for the following year;
- c. conduct the general business of the Association;
- d. supervise the expenditure of moneys in accordance with the budget of the Association;
- e. inform the members on the activities of Task Forces and Dedicated Networks, as well as on all other relevant issues;
- f. represent the Association to public authorities, institutions and other associations, in accordance with the general policies set by the Assembly;
- g. take all appropriate actions in order to achieve the objectives of the Association, in accordance with the general policies set by the Assembly.

6. The Executive Committee convenes at least two times a year.

SECTION 8 - CONSTITUENT COUNCIL

1. The *Constituent Council* is composed of the nominated representatives of the Constituents.

2. The Constituent Council shall convene at least once a year for:

- a. exchange of information between the Constituents;
- b. mutual consultation;
- c. providing advice to the Executive Committee on any matter it may judge relevant for the Association.

3. The meetings of the Constituent Council shall be chaired by the President or by any other member of the Executive Committee appointed by the President.

SECTION 9 - TASK FORCES

1. In order to achieve the objectives of the Association the Assembly and the Executive Committee may delegate tasks to *Task Forces*.

2. Task Forces receive their task assignment for a limited time of maximum 2 years.

3. Task Forces shall keep regular contact with the Executive Committee.

SECTION 10 - DEDICATED NETWORKS

1. *Dedicated Networks* are autonomously operating groups of Constituents, and/or Members, created on their own initiative, that produce services for Members.

2. Dedicated Networks shall maintain regular contact with the Executive Committee.

SECTION 11 - SECRETARIAT

1. The *Secretariat* collects, orders, maintains and distributes information that is relevant for the Association.
2. The Secretariat supports the ongoing activities of the Association.
3. The Secretariat shall report on a regular basis to the Executive Committee. The Executive Committee has the ultimate responsibility for the Secretariat.

SECTION 12 – FINANCIAL RESOURCES

1. The financial resources of the Association will derive from:
 - a. membership fees of its members and constituents;
 - b. donations and legacies;
 - c. counselling and training activities;
 - d. the conferences;
 - e. subsidies;
 - f. interests;
 - g. other incomes.
2. The Constituent Council and Dedicated Networks are self-supporting: the Association carries no responsibility for their finances.
3. The administration of the Association's finances is carried out by a *Treasurer*, under the responsibility of the Executive Committee.

SECTION 13 – SERVICE PROVIDERS

The Association may rely on the support of external service providers. The relations between the Association and these entities will be detailed in a specific agreement prepared by the Executive committee.

HISTORY AND TRANSITORY REGULATIONS

A first version of these Statutes was first accepted by the Founding Assembly during its meeting in Bordeaux, France on July 12th, 2013. On that occasion were considered to be members all those meeting the requirements set out in Section 4, on the basis of a personal written declaration, which had been submitted to the EM-iDEA Secretariat. The Steering committee of the EM-iDEA project had authority on the assessment of the declaration submitted. The members thus elected formed the Assembly in its first configuration and had the right to vote or to be represented at the Assembly. No fees were requested. The EM-iDEA Secretariat also received intention letters from a number of institutions interested in becoming members.

Candidates to the Executive committee had been invited to submit their applications to the EM-iDEA secretariat by July 1st, 2013 and were elected by the Founding Assembly. The Executive Committee has been running the Association's business since its election.

The present version of the Statutes is the result of an overall simplification of the first version, following comments made over time by the members of the Association. Its terms have been accepted at the General Assembly held in Rome on June 24th, 2015.

APPENDIX: ABBREVIATIONS AND DEFINITIONS

In these Statutes we use the following abbreviations and definitions:

- (i) *Association* stands for the Association for the promotion and the development of joint international programmes in higher education (introduced in Section 1, Art. 1); the Association will also be designated by the acronym *ProDeJIP*;
- (ii) *Assembly* stands for the General assembly mentioned in Section 6, Art. 1;
- (iii) *Congress* stands for the conference organized every year and which hosts the Assembly, see Section 2, Art. 2.e and Section 6, Art. 4.
- (iv) *Constituents* are introduced in Section 3;
- (v) The *Constituent Council* is introduced in Section 8;

- (vi) *JIP* stands for joint international programme;
- (vii) *Members* stands for all members defined in Section 4;
- (viii) *Representatives* stands for the nominated representatives of Constituents as in Sections 3;
- (ix) *Rules* stands for the rules attached to and following these Statutes;

Rules

Association for the Promotion and the development of joint international programmes in higher education (ProDeJIP)-v2.1

SECTION 1 - LANGUAGE

Any European *language* may be used within the Association. The language used by the General Assembly, the Executive Committee, the Constituent Council, and the Task Forces is English. The founding texts and reports required to run the Association, will be written in English and will be translated from English into any other language as and when required.

SECTION 2 - REGISTRATION, ELECTION AND NOTIFICATION

1. Constituents and Partners

- a. The application for being a Constituent or Partner shall be made at least 7 days before the next meeting of the Assembly. Candidates have to submit:
 - a description of their name, domicile, aim, and activities, preferably accompanied by a copy of their statutes;
 - a statement of endorsement of the ProDeJIP statutes;
 - a list of services that will be made accessible to ProDeJIP Members.
- b. Constituents and Partners can be elected in any meeting of the Assembly.
- c. Constituents and Partners shall be notified about their election, and subsequently be invoiced.
- d. Constituents will be asked to nominate Representatives and may endorse up to five individual members according to their own policy (see below).

2. Members

- a. The application for membership as Active member or Expert shall be made in writing. Applicants shall provide the following:
 - name, postal address and electronic address;
 - citizenship;
 - positions/activities in the field of promotion and development of joint international programmes;
 - a statement of endorsement of the Statutes;
 - for Active members and Experts only: a list of activities that the applicant will engage in if elected
 - Experts also have to provide a letter giving proof that they are endorsed by a Constituent.
- b. Members and in particular Honorary members can be admitted in any meeting of the Executive Committee.
- c. the Executive Committee shall inform the Assembly as well as the Members on the admittance of new members by a publication of names in the Newsletter.

SECTION 3 - TERMINATION OF MEMBERSHIP

1. Membership may terminate: upon written request of the member; upon death of the member; upon non-payment of the subscription; by expulsion. Decisions to terminate membership are taken by the Executive Committee. In the case of expulsion, the Member has the right to appeal about the decision (see below). The Executive Committee can terminate the membership of the Active members, Experts and Honorary Members:

- a. before the end of the year, in case of written request by the Member;
- b. immediately, in case of death of the Member;
- c. by July 1st of the current year, in case of non-payment of fees.

2. The membership of Constituents terminates: upon written request from the Constituent; upon non-payment of the subscription during two consecutive years; by expulsion.

3. Experts endorsed by a Constituent, which leave the Association and who do not wish to become Active members may be excluded from the Association by the Executive Committee.

4. Expulsion of a Member

- a. Expulsion can take place on the initiative of the Executive Committee or by at least five Members of the Association, who can ask the Executive Committee to make a proposal for the Expulsion of a Member.
- b. Grounds for expulsion can be: not meeting the criteria for being a Member, violation of Statutes or Rules, any behaviour that has caused damage to the Association or that runs counter to the Association's interests.
- c. Notification of expulsion takes place in writing to the Member. The act of expulsion shall be mentioned in the Newsletter.
- d. The Member in question has the right:
 - i) to defend him/herself before the decision takes place in the Executive Committee, and
 - ii) to complain about the decision to the Assembly, who in that case makes the final decision.

3. Expulsion of a Constituent

- a. Expulsion can only take place on the basis of a proposal by the Executive Committee to the Assembly. The proposal shall contain the grounds for expulsion as well as the defense by the Constituent, as established in a hearing.
- b. Any five or more Members or Representatives of the Association can ask the Executive committee to make a proposal for the Expulsion of a Constituent.
- c. Grounds for expulsion can be: unpaid membership fees, not meeting the criteria for being a Constituent, violation of Statutes or Rules, any behaviour that has caused damage to the Association or that runs counter to the Association's interests.
- d. Notification of expulsion takes place in writing to the Constituent. The act of expulsion shall be mentioned in the Newsletter.

SECTION 4 - NOMINATION OF REPRESENTATIVES

Each Constituent has the right to appoint a single Representative for a period of not more than four years:

- a. Constituents shall inform the Executive Committee of the nomination of Representatives and other possible liaison persons at the time of application.
- b. The Constituent shall confirm the nomination of Representatives by an official letter sent to the Executive Committee. A Representative may also prove his/her nomination by showing a proxy before the Assembly or Constituents meetings. The nomination is valid for 4 years maximum, but may be renewed. A new Representative may be nominated at any time.
- c. A Representative cannot be member of the Executive Committee.

SECTION 5 - MEETINGS OF THE ASSEMBLY

1. Announcement and agenda

- a. The General Assembly meeting takes place during the annual Conference and shall be

announced in the Conference programme. Extraordinary Meetings shall be announced with 30 days notice.

b. Items and motions for the agenda shall be sent to the President at least 7 days before the meeting.

c. The agenda shall be sent out at least 7 days before the meeting.

d. Decisions can only be taken about items mentioned on the agenda.

2. Voting

a. The right to vote can only be exercised when fees are paid. The fee shall be paid not later than the day of the meeting.

b. In order to take votes at least 25 Active Members and one-third of the Representatives have to be present or represented. If this number is not met another (Extraordinary) Meeting has to be called, at which meeting decisions can be taken without any restrictions.

c. Voting by proxy is allowed by written authorization of the Member or Representative who is absent, indicating the item on the agenda to which the vote pertains. The authorization shall be shown to the President before the voting takes place.

d. A Member or Representative cannot take proxy votes from more than two other Members or Representatives.

e. As a general rule, the Assembly shall vote during the General meeting or the Extraordinary meeting by show of hands, unless a poll (written voting) is demanded by any member or representative present. On a show of hands or poll, every Full member and Representative present in person or in proxy, and on a postal ballot every Full member and Representative has one vote.

f. The election of the President and of the Executive Committee members shall always be by poll.

g. A postal ballot may be demanded on grounds of urgency, a need for further preparation, or a limited quorum by the President or any 25 Full members, from at least 3 countries or any 5 of the nominated Representatives. A postal ballot shall take place within 60 days after it is decided on, or at a time set by the Assembly.

3. Approving minutes by the Minutes examiners

a. At the beginning of the meeting, the Assembly designates two persons to check and approve the meeting minutes after the meeting (*Minutes examiners*). Whenever possible, one of these persons shall be selected among the full members attending the meeting and one of the persons shall be selected among the Constituent representatives attending the meeting.

b. The Assembly meeting minutes shall be submitted to the Minutes examiners by the Executive Committee within two weeks after the meeting. The examiners have two weeks time to make the changes they deem necessary in the minutes and approve the final version.

c. The minutes are officially approved when the examiners and the President have approved them.

SECTION 6 - ELECTION OF PRESIDENT AND EXECUTIVE COMMITTEE

1. President

a. Candidates shall be proposed to the Executive Committee 30 days before the Meeting.

b. Each Full Member and each Representative shall vote for one candidate. Next, the proportion of votes per candidate shall be ascertained for both categories. A candidate who obtains most votes in both categories will be elected. In case of a tie the procedure shall be repeated. If still no candidate is elected a third round is organized. The candidate who receives the highest proportion of votes from Members and Representatives together is elected.

c. If the president resigns before the next Assembly meeting, the Executive Committee shall nominate one of the members of the Executive committee as a new president, who holds the position only till the next Assembly meeting takes place.

2. Executive Committee

- a. Candidates shall be proposed to the Executive Committee 30 days before the Meeting.
 - b. Each Full Member and each Representative shall vote for as many places as are vacant. Next, the proportions of votes per candidate shall be ascertained for both categories. The candidates with most votes in both categories will be elected. Persons who are elected in the first round are not permitted to participate in the second round. In case of a tie the procedure will be repeated. If still no candidate is elected a third round is organized. The candidate who receives the highest proportion of votes from Members and Representatives together is elected
 - c. The Executive Committee may present a list of candidates for the new Executive Committee members. In this case the Assembly decides by vote whether to accept the list. The list shall get the majority of votes in both categories (members and representatives). If this does not happen, a second round is organised by using the procedure described in point b.
 - d. In the event of the President or any other member of the Executive Committee resigning before the end of the four-year term, he/she will be replaced for the remainder of the term. If a member of the Executive Committee resigns before the next Assembly meeting, the candidate who had obtained the best score among the non Executive Members shall be elected as a new member of the Executive committee. The election will be valid only until the next Assembly meeting. The same procedure takes places when the President resigns and the Executive Committee shall be completed.
 - e. The Assembly can decide that one member of the Executive Committee is a co-opt member, who is elected by the Executive Committee. The co-opt member nomination is in force for the period of one year maximum and always terminates by the next General assembly meeting.
 - f. In the Assembly a *motion* can be made by any 10 of the Full members or any 4 of the Representatives about the dismissal of the President or any individual member of the Executive Committee. The notice of the motion shall be sent to the Executive Committee up to 45 days before the next meeting.
3. The Executive Committee votes by simple majority of votes of those present. In the event of a tie the President's vote is decisive.

SECTION 7 - SUBSCRIPTIONS

- 1. The *annual rates of subscription* for Constituents and Full Members shall be established by the General Assembly. Endorsed, Associate and Honorary members are not required to pay any subscription.
- 2. The General Assembly can decide on reduced subscription rates for persons and constituents from low budget countries.
- 3. Modifications of subscription rates cannot become effective before the next year. They shall be made public in the first Newsletter after the meeting of the Assembly in which the modifications were made.
- 2. Subscriptions rates shall be paid to the Treasurer of the Association.
 - 2.1. Constituents. Invoices shall be sent during the first quarter of each year. Payment shall be made before July 1st of the year of subscription.
 - 2.2 Members
 - a. The ProDeJIP annual Congress fee includes the yearly subscription for the Full and Associate members. The Executive Committee shall make a contract of the procedure of payments with the Congress organiser. The Congress participant shall register his/her membership by sending ProDeJIP administrative secretary the membership application form in the case he/she has not been ProDeJIP member during the preceding year.
 - b. In case a member does not participate in the Congress or he/she has not paid the Congress fee, the subscription can also be paid separately.
 - c. The membership services are ensured for a period of one year for every yearly subscription paid.

HISTORY AND TRANSITORY REGULATIONS

These Rule complement ProDeJIP's Statutes. The first version of these Rules was accepted by the Assembly on July 12th, 2013 and has been revised by the Assembly during its meeting of June 24th, 2015 in Rome.