



CONSTITUTION OF EDUCATION INTERNATIONAL

Article 1 NAME

The organisation shall be named:

- (a) Education International (EI)
- (b) Internationale de l'Education (IE)
- (c) Internacional de la Educación (IE)
- (d) Bildungsinternationale (BI)

Article 2 AIMS

The aims of the Education International shall be:

- (a) to further the cause of organisations of teachers and education employees, to promote the status, interests and welfare of their members, and to defend their trade union and professional rights;
- (b) to promote for all peoples and in all nations peace, democracy, social justice and equality; to promote the application of the Universal Declaration on Human Rights through the development of education and of the collective strength of teachers and education employees;
- (c) to seek and maintain recognition of the trade union rights of workers in general and of teachers and education employees in particular; to promote the International Labour Standards, including freedom of association and the right to organize, to bargain collectively and to undertake industrial action, including strike action if necessary;
- (d) to enhance the conditions of work and terms of employment of teachers and education employees, and to promote their professional status in general, through support for member organisations and representation of their interests before the United Nations, its specialized agencies and other appropriate and relevant intergovernmental organisations.
- (e) to support and promote the professional freedoms of teachers and education employees and the right of their organisations to participate in the formulation and implementation of educational policies;
- (f) to promote the right to education for all persons in the world, without discrimination, and to this end:
 - (i) to pursue the establishment and protection of open, publicly funded and controlled educational systems, and academic and cultural institutions, aimed at the democratic, social, cultural and economic development of society and the preparation of every citizen for active and responsible participation in society;
 - (ii) to promote the political, social and economic conditions that are required for the realisation of the right to education in all nations, for the achievement of equal educational opportunities for all, for the expansion of public educational services and for the improvement of their quality;
- (g) to foster a concept of education directed towards international understanding and good will, the safeguarding of peace and freedom, and respect for human dignity;
- (h) to combat all forms of racism and of bias or discrimination in education and society due to gender, marital status, sexual orientation, age, religion, political opinion, social or economic status or national or ethnic origin;
- (i) to give particular attention to developing the leadership role and involvement of women in society, in the teaching profession and in organisations of teachers and education employees;
- (j) to build solidarity and mutual cooperation among member organisations;
- (k) to encourage through their organisations closer relationships among teachers and education employees in all countries and at all levels of education;

- (l) to promote and to assist in the development of independent and democratic organisations of teachers and education employees, particularly in those countries where political, social, economic or other conditions impede the application of their human and trade union rights, the advancement of their terms and working conditions and the improvement of educational services;
- (m) to promote unity among all independent and democratic trade unions both within the educational sector and with other sectors; and thereby contribute to the further development of the international trade union movement.

Article 3 GENERAL PRINCIPLES

- (a) The Education International shall be guided by the ideals of democracy, human rights and social justice.
- (b) The Education International shall be independent of every government. It shall be self-governing and not subject to control by any political party or ideological or religious grouping.
- (c) The Education International shall be associated with the International Trade Union Confederation (ITUC), work closely with the other Global Union Federations (GUFs) and participate in the Council of Global Unions. Its association with the ITUC and involvement with the Council will not affect its status as an independent and autonomous body. Neither ITUC nor the Council may interfere in Education International's internal affairs. Furthermore:
 - (i) any change in this relationship shall be subject to ratification by the Education International's World Congress;
 - (ii) affiliation of member organisations with national trade union centres is a matter to be determined solely by those member organisations.
- (d) The Education International shall not interfere in the internal affairs of member organisations. It shall respect internal freedom and diversity of expression in accordance with the principles of the constitution.

Article 4 MEMBERSHIP

- (a) The Education International shall be composed of organisations of teachers and education and research employees upholding the principles of independent trade unionism and aspiring to enhance democracy, human rights and social justice in their respective nations, to improve the living and working conditions of their members and to advance education through trade union action.
- (b) Any national organisation composed predominantly of teachers and education employees¹ shall have the right to apply for membership and shall be admitted as a member of the Education International by the Executive Board, provided that the applicant:
 - (i) subscribes to the aims and principles as described in Article 2 and 3 - and is thereby actively engaged in promoting the overall professional and trade union interests of its members;
 - (ii) pledges to fulfil the obligations of membership as described in Article 6;
 - (iii) is, to the extent possible, national in character and scope and representative of teachers and/or other education employees in its country. The term country is defined according to membership in the United Nations. Nevertheless applications may also be considered from organisations at the regional level in a country where there is no national member.

Exceptions to this provision may be made by a two-thirds majority of those present and voting at the Executive Board.
 - (iv) practices internal democracy in the designation of its leadership, in the determination of its goals, policies and activities and in the management and administration of all of its affairs;
 - (v) is self-governing and not under the control of any political party, government and ideological or religious grouping;
 - (vi) is not affiliated to or formally associated with other international teacher's trade union bodies or with their regional structures. This restriction does not apply in the case of affiliation to autonomous regional bodies.

¹ **Definition of scope of membership:** References throughout this constitution to teachers and educational employees should be interpreted in the broadest sense, since member organisations may also include, for example, employees engaged in research or in cultural or youth services.

- (vii) is not part of an organisation already in membership, such that acceptance of the application would create double affiliation.
- (c) If an application is received from an organisation operating in a country in which the Education International already has a member organisation, the Executive Board will consult with the member organisation(s) concerned before making its decision. In the event that the decision of the Executive Board on a membership application is contested, an appeal may be made to the World Congress in accordance with the By-laws. The decision of the World Congress shall be final.
- (d) Only applications duly authorised by the applicant's governing body shall be taken into consideration by the Executive Board.
- (e) Education International may also admit into a special category of associate membership, as defined in the EI By-Laws, for a fixed period or periods, organisations which do not meet fully the membership criteria set out in (b) above. Applications for such associate membership shall be processed in accordance with the conditions set out in (c) and (d) above.

Article 5 COMMITTEE OF EXPERTS ON MEMBERSHIP

- (a) A Committee of Experts shall be established to report to the Executive Board on the application of membership criteria in cases where the Executive Board considers further inquiry to be necessary in order to reach a decision, or in cases where charges are brought against a member organisation.
- (b) Procedures for the establishment and operation of the Committee of Experts shall be determined in the By-laws.

Article 6 RIGHTS AND OBLIGATIONS

- (a) Every member organisation shall have the same constitutional rights and shall be bound by the same constitutional responsibilities, including the payment of membership fees as provided under Article 19.
- (b) From the date of admission to the Education International every member organisation shall accept the following obligations:
 - (i) to promote their members' awareness of the aims and work of the Education International;
 - (ii) to promote the interests of the Education International;
 - (iii) to inform the Education International about all major actions taken in pursuance of the Education International's aims;
 - (iv) to keep the Education International informed about national activities.

Article 7 SUSPENSION, EXCLUSION AND WITHDRAWAL FROM MEMBERSHIP

Suspension of membership and investigation of charges

- (a) In the event that it is charged that a member organisation violates or ceases to fulfil the requirements of the Constitution, on the basis of a complaint lodged by the governing body of another member organisation, or on the initiative of the Executive Board itself, the Executive Board shall refer the matter for investigation to the Committee of Experts established under the provisions of Article 5.
- (b) Pending the outcome of such an investigation by the Committee of Experts the Executive Board may decide, by a two thirds majority of those who are present and voting at a quorate session, to suspend the organisation under investigation from membership.
- (c) An organisation which is suspended from membership shall not be eligible to be represented at activities of the organisation, shall not receive grants from the organisation under any scheme and its representatives will also be suspended from participating in the governing structures of the organisation at any level.
- (d) An organisation which is suspended from membership must continue to fulfil its obligations to pay membership fees in accordance with the provisions of Article 19.
- (e) An investigation initiated under (a) or (f) must be completed within twelve months of the decision of the Executive Board to initiate the investigation. If the investigation has not been completed within twelve months the suspension must be lifted automatically.

- (f) The Executive Board may also decide to suspend an organisation from membership by a two thirds majority of those who are present and voting at a quorate session on the basis of complaints from within the organisation that it has not adhered to the terms of its own constitution and by-laws. Such complaints may be investigated initially by the secretariat and, if the outcome of such investigation is not satisfactory, may be referred to the Committee of Experts for investigation.

Procedures for investigation by the Committee of Experts

- (g) In the event that the Executive Board initiates a referral of an organisation to the Committee of Experts, the following requirements shall be met:
 - (i) The Committee of Experts shall enquire into the charges and conduct a due hearing before presenting its finding to the Executive Board.
 - (ii) The organisation whose membership status is under review by the Committee of Experts, shall be given due notice, a copy of the charges, the right to respond to the charges, and a copy of the finding of the Committee of Experts.
 - (iii) The finding of the Committee of Experts shall be communicated to the Executive Board for action as specified in the By-Laws.

Conclusions of investigation and exclusion from membership

- (h) If the findings of an investigation conclude that the matter has been resolved or that the complaint was unfounded the member organisation shall be re-instated at the next Executive Board meeting.
- (i) If the findings of an investigation conclude that the charge against the organisation is justified the Executive Board may exclude the organisation from membership or may grant the organisation a period of not more than six months within which to rectify the situation to the satisfaction of the Executive Board. The organisation will remain suspended until the six month period has elapsed or until it rectifies the situation. If it has not rectified the situation within the specified six month period it shall be excluded from membership.
- (j) A two thirds majority of those who are both present and voting at a quorate session shall be required for the Executive Board to exclude an organisation from membership.
- (k) The member organisation concerned shall be informed of the decision of the Executive Board and of the reasons justifying that decision.
- (l) Any organisation which is more than twenty four (24) months in arrears of the payment of its membership dues, without the approval of the Executive Board, shall be excluded from membership.
- (m) Any member organisation that has been suspended or excluded by the Executive Board, other than for being in arrears of the payment of membership dues, shall have the right of appeal to the World Congress under conditions to be specified in the By-Laws.

Withdrawal from membership

- (n) An organisation which seeks to withdraw from membership in Education International shall provide notification of such intention six months in advance. Financial obligations to Education International shall not expire until the end of the six month period.
- (o) Only notifications of withdrawal duly authorised by the member organisation's governing body, shall be taken into consideration by the Executive Board."

Article 8 ORGANISATION

The organisation of the Education International shall be:

- (a) Governing Bodies
 - (i) World Congress; and
 - (ii) Executive Board;
- (b) Committee of Experts on Membership
- (c) Regional Structures
- (d) Standing Committees

- (i) Advisory Bodies
 - (ii) Status of Women
 - (iii) Finance
 - (iv) Constitution and By-laws
- (e) Other Committees
- (f) The Secretariat.

Article 9 WORLD CONGRESS

- (a) The World Congress shall be the supreme authority of the Education International.
- (b) An ordinary session of the Congress shall:
- (i) adopt its rules of procedure and agenda;
 - (ii) elect the President, Vice Presidents, General Secretary and other members of the Executive Board;
 - (iii) appoint the auditors;
 - (iv) appoint the internal Audit Committee
 - (v) determine the policies, principles of action and programme of the Education International;
 - (vi) consider the activity report of the General Secretary;
 - (vii) consider the audited financial report, adopt the general budget, and determine the membership fees.
- (c) The Congress shall have the authority to amend the Constitution by a two-thirds majority vote or the By-laws by a majority vote and to take final decisions in case of appeals concerning applications for membership, the suspension or expulsion of member organisations or the removal of members of the Executive Board.
- (d) The Congress shall be composed of delegates representing member organisations and of the Executive Board.
- (e) Each member organisation shall be entitled to one delegate; additional delegates shall be allocated to each member organisation whose membership fees have been paid in full prior to the World Congress in accordance with the following scale:
- (i) up to 10,000 members 1 delegate; and
 - (ii) more than 10,000 members, 1 additional delegate for every 10,000 members or a part thereof with a maximum of 50 delegates for any one organisation.
- (f) Votes shall be allocated to each member organisation whose membership fees have been paid in full prior to the World Congress in accordance with the following scale: up to 5,000 members 1 vote; and more than 5,000 members, 1 additional vote for every 5,000 members or a part thereof.
- (g) A fully paid up organisation may vote by proxy provided it has given advance notice in writing to the General Secretary.
- (h) Member organisations shall receive provisional notification by the General Secretary of the number of delegates and votes to be allocated to them. A Credentials Committee to be appointed by the Executive Board shall verify and determine the allocation of delegate credentials and voting rights for each member organisation. No roll-call voting or election shall take place until the World Congress has adopted the report of the Credentials Committee.
- (i) The venue, date and provisional agenda of the Ordinary Congress shall be determined by the Executive Board, taking into account the recommendations made by the preceding Congress, and by the Regional Committees. Notification of the convening of the Ordinary Congress shall be given at least nine (9) months prior to the scheduled date.
- (j) The Congress shall meet in ordinary session at least every four years.
- (k) An Extraordinary Congress may be convened on the authority of the Executive Board (by a two-thirds majority vote) or shall be convened at the formal and properly substantiated request of at least twenty five (25) member organisations together representing at least one quarter of the paid membership.

Article 10 EXECUTIVE BOARD

- (a) The Executive Board shall direct the affairs and activities of the Education International between World Congresses in conformity with the resolutions and decisions of the latter.
- (b) The Executive Board shall:
- (i) draft the agenda for the World Congress;
 - (ii) review implementation of the resolutions and decisions of the World Congress;
 - (iii) initiate policies and actions in accordance with the resolutions and decisions of the World Congress and with the aims and principles of the Education International;
 - (iv) review and approve financial statements, establish annual budgets, and submit a general budget to the World Congress;
 - (v) consider applications for membership, in accordance with Articles 4 and 5;
 - (vi) consider suspensions or exclusions of member organisations, in accordance with Article 7;
 - (vii) determine standards, in accordance with recognised trade union practice, and procedures regarding the appointment, suspension, salary and conditions of employment of staff;
 - (viii) determine the salary and conditions of employment of the General Secretary;
 - (ix) submit to the World Congress a report on its decisions and activities.
- (c) The Executive Board shall be composed of twenty-six (26) members, including:
- (i) the President and five (5) Vice Presidents, one Vice President from each Region;
 - (ii) a General Secretary;
 - (iii) ten (10) members, two from each region, and
 - (iv) nine (9) members;
- at least three (3) of the group comprising the President and Vice Presidents, and at least one member from each region shall be women.
- (d) The term of office of each member of the Executive Board shall expire
- (i) at the end of each ordinary session of the World Congress. Each member of the Executive Board shall be eligible for reelection for two additional terms in the same position, except that there shall be no limitation on the number of terms which may be served by the General Secretary;
 - (ii) at such time as an organisation to which the member belongs is no longer a member of the Education International.
- (e) A person holding a position outside the Education International or its member organisations which would be in conflict with his/her independent responsibility to the Education International cannot be a member of the Executive Board.
- (f) The Executive Board may remove a member from office under the following conditions:
- (i) an objection raised by a member organisation in writing to the continuance in office of a member of the Executive Board who at the time of his or her election was a member or officer of that member organisation;
 - (ii) cessation of eligibility for membership of the Executive Board under article 10(e).
 - (iii) grave misconduct or dereliction of duty.
- (g) An Executive Board member whose removal from office is under consideration shall have the right to be informed in writing of the objections raised and to respond before a meeting of the Executive Board. In the event of removal, the member concerned shall have the right of appeal to the World Congress.
- (h) In the event of a vacancy the Executive Board may appoint a replacement. If it so decides and the vacancy occurs:
- (i) in the position of President, a Vice-President shall be appointed as President until the next Congress;
 - (ii) in the position of Vice-President, a member of the Executive Board shall be appointed until the next Congress;
 - (iii) in the position of General Secretary, a replacement shall be appointed until the next Congress.

- (iv) in any other position, the Executive shall invite nominations from the Board and also seek a nomination, to which it shall give strong consideration, from the national organisation of the member being replaced. The person shall be appointed until the next Congress.
- (i) The Executive Board shall meet in ordinary session at least once a year.
- (j) An extraordinary session of the Executive Board may be convened on the authority of the President or General Secretary and shall be convened at the formal and properly substantiated request of a two-thirds majority of members of the Board from organisations together representing at least one quarter of the paid membership.

Article 11 FUNCTIONS OF PRESIDENT, VICE-PRESIDENTS AND GENERAL SECRETARY

- (a) The President shall be the principal representative of the organisation; he/she, or in his/her absence, one of the Vice-Presidents shall:
 - (i) chair the World Congress;
 - (ii) chair the meetings of the Executive Board;
 - (iii) represent the Education International, in consultation with the General Secretary.
- (b) The General Secretary shall be the Principal Executive Officer of the organisation; he/she shall:
 - (i) maintain liaison with member organisations, Regional Structures, Sectoral and other Standing Committees, and other bodies within the Education International; with the International Trade Union Confederation (ITUC), the Global Union Federations and other non-governmental organisations; and with inter-governmental bodies;
 - (ii) convene and prepare meetings of the Executive Board and of the World Congress in accordance with decisions of the Executive Board;
 - (iii) keep a record of the proceedings of the Congress and of the Executive Board;
 - (iv) implement the decisions of the World Congress and the Executive Board;
 - (v) submit activity reports to the Executive Board and to the World Congress each time they meet;
 - (vi) conduct the affairs of the Education International between meetings of the Executive Board, in accordance with the decisions taken by the Executive Board and the World Congress.
 - (vii) be responsible to the Executive Board and the World Congress for the work of the Secretariat and for all staffing matters;
- (c) The President, Vice-Presidents and General Secretary shall meet at least once between Executive Board meetings.

Article 12 SECRETARIAT

- (a) The General Secretary shall be assisted by a secretariat staff to fulfil the tasks mentioned in Article 11(b).
- (b) The secretariat staff shall include at least one Deputy General Secretary to be appointed by the Executive Board in consultation with the General Secretary.
- (c) The standards and procedures regarding the appointment, suspension, salaries and conditions of employment of staff members shall be determined by the Executive Board.
- (d) The appointment, suspension, salaries and conditions of employment of staff members, with the exception of the appointment of a Deputy General Secretary, shall be attended to by the General Secretary in accordance with standards and procedures set out by the Executive Board.
- (e) In the event of suspension by the General Secretary, the individual suspended shall have the right of appeal to the next meeting of the Executive Board, or, with the approval of the suspended employee, through an alternative procedure to be established by the Executive Board.

Article 13 REGIONAL STRUCTURES

- (a) The Education International shall establish five (5) regions:

- (i) Africa;
 - (ii) North America and the Caribbean;
 - (iii) Asia and the Pacific;
 - (iv) Europe; and
 - (v) Latin America
- (b) The definition of regions and the allocations of countries to them shall be established in the by-laws.
- (c) A regional structure may be established to:
- (i) advise the Executive Board on policies and activities to be undertaken by the Education International in the concerned region;
 - (ii) develop and promote policies in relation to any regional intergovernmental body and represent member organisations at that body.
- (d) A Regional Structure shall be governed according to By-Laws approved by the Executive Board. Reports of such a Regional Structure shall be submitted to the Executive Board.
- (e) The Education International may also establish such sub-regional and cross-regional structures as it deems necessary to provide advice to the Executive Board on policies and activities which may be undertaken in countries in a sub-region or in countries in more than one region, where the countries are linked by the existence of an intergovernmental body for the governments of the countries concerned, or by a cultural or linguistic inheritance. Such structures shall be governed by By-Laws approved by the Executive Board.

Article 14 ADVISORY BODIES

- (a) Advisory bodies may be established for the purpose of advising the Executive Board on specific policies and activities concerning but not limited to sectoral and cross-sectoral educational and professional areas of interest to EI and its member organisations.
- (b) Advisory bodies may include round tables, working groups, task forces, or similar bodies
- (c) The Executive Board may seek recommendations from member organisations regarding the composition of such advisory bodies, where appropriate, and shall determine their purposes and procedures, in line with the programme and budget priorities established by the World Congress.

Article 15 STATUS OF WOMEN COMMITTEE

- (a) A Status of Women Committee shall be established to recommend policies and activities to be undertaken by the Education International to promote equality of women and girls in society, in education and in the trade union movement.
- (b) The Status of Women Committee shall be composed of women by the Executive Board from among its members. The Chairperson shall be elected by the Committee. The Executive Board shall determine its purposes and procedures.

Article 16 CONSTITUTION AND BY-LAWS COMMITTEE

- (a) The Executive Board shall establish a Constitution and By-laws Committee to:
- (i) review all proposals to amend the Constitution and By-laws and advise the Executive Board accordingly;
 - (ii) provide advice on constitutional matters referred to it by the Executive Board.
- (b) The Constitution and By-laws Committee shall be composed of members of the Executive Board. The Chairperson shall be appointed by the Board.

Article 17 FINANCE COMMITTEE

- (a) The Executive Board shall establish a Finance Committee to supervise the management of the financial affairs of the Education International and to report accordingly to the Executive Board and the World Congress.
- (b) The Finance Committee shall be composed of members of the Executive Board and shall meet at least once a year. The Chairperson shall be appointed by the Board.
- (c) The Chairperson of the Finance Committee shall present financial reports to the Executive Board and on its behalf to the World Congress.

Article 18 FINANCES

- (a) The General Secretary shall be entrusted with the management of income and expenditures. Expenditures shall be governed by Financial Regulations within the framework of the annual budget, drafted by the Finance Committee upon the basis of proposals submitted by the General Secretary. This budget shall be submitted to the Executive Board for its endorsement.
- (b) The accounts of Education International shall be closed on December 31 of each year, and shall be audited by a qualified accountant registered according to international standards. The financial and auditors' reports shall be presented to the annual meeting of the Executive Board, and the auditors' reports shall be presented to the Congress.
- (c) Only Education International tangible properties shall be considered as security for financial liabilities. Elected members of the Education International shall not be held legally responsible for such liabilities.
- (d) The financial year shall be the calendar year.

Article 19 MEMBERSHIP DUES

- (a) Dues to be paid by the member organisations shall be determined by the World Congress on a per capita basis according to a scale which allows for the different economic circumstances of countries. Specifications shall be given in the By-laws.
- (b) Membership fees shall be paid before March 31 of each year, and shall be computed on the membership reported as of September 30 of the preceding year.
- (c) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Executive Board shall have the authority to grant a delay, a temporary reduction or, in extreme cases, a temporary exemption from the payment of such fees. Such special agreements must be established in writing, and shall be limited to a maximum of two years, extension being subject to review by the Executive Board.

Article 20 SOLIDARITY FUND

- (a) The Education International shall establish a Solidarity Fund.
- (b) The Education International shall regularly invite member organisations to contribute on a voluntary basis to the Solidarity Fund.
- (c) Rules governing the Solidarity Fund shall be given in the By-laws.

Article 21 OFFICIAL LANGUAGES

The official languages of the Education International shall be English, French, German and Spanish.

Article 22 HEADQUARTERS AND OTHER OFFICES

- (a) The location of the headquarters office of the Education International shall be Brussels.
- (b) The Education International shall be incorporated under the laws of the country in which the Headquarters office is located.
- (c) The location of other offices shall be determined by the Executive Board upon the recommendation of the General Secretary.

Article 23 BY-LAWS AND RULES OF PROCEDURE

By-laws and rules of procedure shall be appended to this constitution in order to regulate such matters as elections, conduct of the Congress and Executive Board meetings, and other matters referred to it by the Constitution.

Article 24 INTERPRETATION

In the event of question or doubt as to the interpretation of the provisions of the Constitution or By-laws, the English text shall be considered as original and authentic. The interpretation of the Constitution and By-laws is within the purview of the Executive Board.

Article 25 AMENDMENTS TO THE CONSTITUTION

- (a) Notices of motion to amend the Constitution must be submitted in writing to the General Secretary not less than six (6) months before the opening date of the Congress. They shall be circulated to all member organisations at least three (3) months prior to the opening of the Congress together with any comments which the Executive Board may wish to communicate to members.
- (b) A proposed amendment to the constitution shall be declared adopted if supported by not less than two-thirds of the eligible votes of member organisations which have registered their attendance at the Congress.

Article 26 DISSOLUTION

- (a) The World Congress shall be the only body authorised to decide upon the dissolution of the Education International, provided that a proposal to that effect has been placed on the Congress agenda, and provided that at least six months notice has been given to a specific motion to this effect.
- (b) A resolution calling for dissolution shall be implemented, provided that it has secured at least a two third majority of the votes cast. It shall be binding upon the World Congress to make specific provision for the discharge of any financial obligations of the Education International, including obligations to its staff and for the disposal of its assets.

Article 27 TRANSITION

The provisions contained in the document entitled "Transitional Arrangements" shall have constitutional force so long as those provisions are applicable.

BY-LAWS OF EDUCATION INTERNATIONAL

MEMBERSHIP

1. MEMBERSHIP APPLICATIONS

- (a) An application for membership, duly authorised by the applicant's governing body (ref. Article 4d of the Constitution) shall be lodged with the General Secretary and shall include a completed application form, a statement that it will subscribe to the aims and principles of the Education International and a copy of the Constitution of the applicant organisation.
- (b) Applications shall be considered by the Executive Board at the first meeting following receipt. At this meeting the General Secretary shall inform the Executive Board about the results of the consultations with any member organisations in the country of the applicant organisation.
- (c) Notice shall be sent to the applicant organisation and any member organisation in the same country within fifteen days of the decision of the Executive Board. An appeal to the World Congress may be filed by:
 - (i) a member organisation in the same country contesting a decision to admit;
 - (ii) any member organisation supporting an application for membership that has been denied.Any appeal must be filed in writing to the General Secretary not more than 120 days after the decision of the Executive Board. The decision of the World Congress shall be final.
- (d) Where a membership matter is referred to the Committee of Experts by the Executive Board the appeal procedures shall be as specified in 3 (j).

2. ASSOCIATE MEMBERSHIP

- (a) An organisation which applies for membership of Education International but which, in the opinion of the Executive Board or of the Committee of Experts, does not meet fully the criteria for membership may be offered associate membership by the Executive Board for a limited period in order to enable it to adjust to meet fully the criteria for membership.
- (b) Associate membership may be granted initially for a period of four years or less. Associate membership may be granted by the Executive Board to an organisation for a further period of four years or less but such membership shall be limited in all circumstances to periods totalling not more than eight years.
- (c) The list of organisations with the status of associate member must be reported to each Congress.
- (d) An organisation with the status of associate member will be entitled to
 - (i) Participate in EI activities and programmes
 - (ii) Receive EI publications, advice and assistance
- (e) An organisation with the status of associate member will be required to
 - (i) Meet the Constitutional obligations provided for member organisations in Article 6 (b),
 - (ii) Pay membership dues at a rate to be determined by the Executive Board but which will not, in any event, be less than seventy-five per cent of the rate applying to other member organisations in the country concerned, if such exist, and
 - (iii) Report annually to the EI Executive Board on the steps which the organisation has taken to meet fully the EI membership criteria.
- (f) An organisation with the status of associate member will not be allowed
 - (i) to vote in elections to EI governing bodies at global or regional level
 - (ii) to nominate a representative to stand for election to an EI governing body at regional or global level
 - (iii) to participate in meetings of EI governing bodies at regional or global levels, other than as an observer.

- (g) At the end of each period of associate membership the Executive Board shall satisfy itself that the organisation either
 - (i) meets fully the membership criteria, in which case it shall be admitted into membership, or
 - (ii) has made satisfactory efforts to meet the membership criteria but does not fully meet the criteria and should be granted a further period of associate membership, subject to the overall limit in (e) (i) above, in which to complete its adjustment, or
 - (iii) has made no effort to meet fully the membership criteria, in which case associate membership shall be withdrawn.

3. COMMITTEE OF EXPERTS ON MEMBERSHIP

- (a) The Committee of Experts shall be composed of a minimum of five and a maximum of seven members to be appointed by the Executive Board. One of the members of the Committee shall be designated by the Executive Board as the Committee's Chairperson. In agreement with the Chairperson, the General Secretary, who shall serve as the Committee's Administrative Secretary and provide all administrative services needed for the accomplishment of the Committee's tasks, shall convene and prepare Committee meetings.
- (b) Members of the Committee shall be selected according to their experience and expertise related to teachers' organisations and the trade union movement in general. They shall not be members of the Executive Board, of governing bodies of member organisations, or hold other positions in organisations which may create conflicts of interests affecting the impartiality of judgments.
- (c) The term of office of the Committee shall be four (4) years. The Committee shall be appointed at the first Executive Board meeting following an ordinary session of the World Congress. Members are eligible for re-appointment. In case of misconduct or dereliction of duty, the Executive Board may remove a member from office.
- (d) In the event of a vacancy occurring on the Committee of Experts, a replacement shall be appointed by the Executive Board for the remainder of the term of the member whose place becomes vacant.
- (e) The Committee shall only examine cases referred to it by the Executive Board regarding:
 - (i) applications for membership in respect of which the Board considers that conformity with the membership criteria is not evident;
 - (ii) member organisations which have been charged by another member organisation or by the Board with failure to conform to the membership criteria.
- (f) When a case is referred to the Committee the Chairperson may designate one or more members to conduct an enquiry. The organisation concerned shall be notified that enquiry has been opened. The enquiry must respect rules of due process, including the right of the organisation concerned to a hearing and to present documentation. The enquiry shall be completed according to a time-scale pre-determined by the Committee. The report resulting from this enquiry must be considered by the Committee as a whole, which is required to make a finding as to whether the member or applicant organisation is in conformity with the membership criteria of the Education International;
- (g) If the Committee of Experts finds conformity with the criteria:
 - (i) in the case of a member organisation of the Education International, it shall be proposed that the Executive Board confirm its membership status;
 - (ii) in the case of an applicant organisation, the Executive Board shall be notified that there is no statutory obstacle to admission.
- (h) If the Committee of Experts finds non-conformity with the criteria, unless the Executive Board determines that the procedures followed by the Committee of Experts were not impartial, or that due process was not respected:
 - (i) in the case of a member organisation of the Education International, the organisation shall be suspended for a period of three years, unless the Executive Board
 - by majority vote, provides for a shorter period of suspension;
 - by two thirds majority, votes to exclude the organisation from membership. At the end of the period of suspension the question of whether the organisation is in conformity or non-conformity with the membership criteria shall be re-examined by the Committee of Experts.
 - (ii) in the case of an applicant organisation, the application shall be rejected. The Executive Board may offer to assist such organisation to meet the membership criteria.

- (i) The Committee shall present its finding to the Executive Board, together with a written report describing its enquiry and showing, in the event that the Committee's conclusions are not unanimous, details of its votes on the finding.
- (j) The member or applicant organisation concerned shall be informed of the Committee's finding. The organisation has the right to lodge an objection to the Executive Board if it considers that the enquiry was not impartial or that due process was not followed. If such an objection is lodged, the Executive Board must satisfy itself that the Committee's finding was arrived at in an impartial manner and with respect for due process. If the Board is not so satisfied, it shall refer the case back to the Committee for a new enquiry.
- (k) Notice shall be sent to any member or applicant organisation which has been a party to a case shall be informed within fifteen days of the decision. Appeals to the World Congress concerning cases considered by the Executive Board on the basis of a finding by the Committee of Experts may be filed only by:
 - (i) an organisation which has been suspended or excluded from membership;
 - (ii) a member organisation which has been party to a case before the Committee of Experts involving another member organisation;
 - (iii) an organisation whose application for membership has been denied because of a finding of the Committee of Experts.

In these cases any appeal must be filed in writing to the General Secretary not more than 120 days after the decision of the Executive Board and must be based upon the proposition that the procedures followed by the Committee of Experts and the Executive Board were not impartial or that due process was not respected. The decision of the World Congress shall be final.
- (l) The Executive Board shall make the budgetary allocation necessary to cover the Committee's expenses.

CONGRESS

4. DELEGATES

- (a) At least six months prior to the opening of the Congress member organisations shall be sent provisional notification by the General Secretary of the number of delegates and votes to be allocated to them.
- (b) Member organisations entitled to send delegates to the Congress shall, three months prior to the opening of the Congress, furnish the General Secretary with the names of such delegates. One month prior to the opening of the Congress the General Secretary shall issue to each delegate a credential certifying that he/she has been named as a delegate by a member organisation.
- (c) A delegate who is unable to attend the Congress may be replaced by a substitute from the organisation concerned provided that written notice of such substitution signed by an authorized officer of the organisation concerned is received by the General Secretary.
- (d) In order for the Congress to open at least one third of the member organisations having at least 50% of the total voting entitlement must be registered. A majority of the registered delegates shall constitute a quorum.

5. OBSERVERS AND GUESTS

- (a) At the discretion of the Executive Board organizations and individuals may be invited to attend the Congress as guests.
- (b) A member organisation may designate a reasonable number of observers from among its membership or staff.
- (c) Observers and guests may address the Congress if invited to do so by the Chair.

6. PLENARY SESSIONS

The Plenary Sessions shall be public except when the Congress decides to declare a closed session at which time only delegates and observers shall be present.

7. CHAIR

The President shall preside over the Congress. In his/her absence, a Vice-President shall preside, preference being given to the Vice-President with longest service in this office. If neither the President nor a Vice-President is available the meeting shall elect a chairperson from among the members of the Executive Board.

8. COMMITTEES OF THE CONGRESS

(a) Credentials Committee

In accordance with Article 9(h) of the Constitution, the Executive Board shall appoint a Credentials Committee which shall be composed of at least three members. The Committee shall:

- (i) verify and determine the allocation of delegate credentials;
- (ii) verify and determine the voting rights for each member organisation;
- (iii) submit a report to the Congress during the first business session.

Pending the adoption of the Committee's report by the Congress, any delegate whose credentials are challenged shall enjoy full rights as a delegate.

(b) Elections Committee

The Congress shall elect an Elections Committee which shall be composed of at least five members and shall include delegates from all regions. The Committee shall:

- (i) ensure that elections are conducted fairly and in accordance with the Constitution and with By-law 14;
- (ii) report the results of each election to the Congress.

(c) Resolutions Committee

The Congress shall elect a Resolutions Committee. The Committee shall be composed of a Chairperson and fifteen members and shall include delegates from all regions.

The Committee shall:

- (i) consider all resolutions and amendments to resolutions submitted to the Congress;
- (ii) prepare and present to the Congress if necessary recommendations regarding these resolutions and amendments, including the order of debate;
- (iii) prepare, if necessary, and present composite texts to the Congress;
- (iv) present recommendations regarding receivability and content of urgent resolutions.

The Resolutions Committee shall invite a member organisation which is not represented on the Committee to be represented at the Committee's meeting when a resolution or an amendment proposed by that member organisation is discussed.

(d) Audit Committee

- (i) Congress shall appoint an internal Audit Committee consisting of one representative of a member organisation from each of the five regions.
- (ii) The Chair of the Finance Committee and the President and General Secretary, or a designate, shall also be ex-officio members of the Audit Committee.
- (iii) The role of the internal Audit Committee is to examine the annual audited accounts of EI and report thereon to the next Congress.
- (iv) The Audit Committee shall meet between Congresses to review the accounts and prepare a report on the financial statements for the next Congress.
- (v) The members of the Audit Committee referred to in (i) above, shall be nominated by member organisations to the Executive Board prior to Congress on the basis of their expertise in financial matters.
- (vi) The Executive Board shall recommend one such nominated representative from each region to the Congress for appointment to the internal Audit Committee.
- (vii) The term of office of each member of the Audit Committee, other than the ex-officio members, shall expire at the end of the Congress after the one at which the member is appointed.

- (e) Meetings of the Credentials Committee, the Elections Committee, Resolutions Committee and the internal Audit Committee shall meet in closed session.
- (f) Voting in Committees shall be by show of hands and decisions shall be made on the basis of a simple majority.
- (g) The Congress may establish other Committees for the conduct of its business.

9. RULES OF DEBATE

- (a) A delegate or member of the Executive Board shall speak only once in a debate, unless otherwise agreed by the Congress. The representative of a Congress Committee presenting a report or a mover of a motion, resolution or amendment (not concerning a motion of procedure) shall have the right of reply at the close of debate on an item.
- (b) A request to speak shall be made in writing to the Chair, except when related to a point of order or procedure. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
- (c) The time limit applicable to all proposers of resolutions and contributors to debates or discussions other than on resolutions shall be five minutes, except on procedural questions, when the Chair shall limit each intervention to a maximum of three minutes. All speakers in a debate on a resolution or an amendment to it, other than the proposer of the resolution, shall be allowed to speak for no more than three minutes. When a delegate exceeds the allotted time, the Chair may call that delegate to order without delay. In the interest of completing particular items of business, the Chair may, with the permission of the Congress, reduce the length of time speakers are permitted to two minutes.
- (d) The General Secretary shall have the right to speak on any subject.

10. RESOLUTIONS AND AMENDMENTS

- (a) Resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary at least four months prior to the opening of the Congress. They shall be translated and distributed to the member organisations at least three months prior to the opening of the Congress.
- (b) Amendments to resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary at least one month prior to the opening of the Congress. They shall be translated and distributed to the delegates as soon as possible.
- (c) The Resolutions Committee shall determine whether a resolution or amendment is in order. If the determination of the Resolutions Committee is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.
- (d) Urgent resolutions

Urgent resolutions may be considered in the case of matters arising less than three months prior to the opening of the Congress.

 - (i) Urgent resolutions, written in one of the four official languages, shall be submitted to and received by the General Secretary prior to the end of the opening session of the Congress. If exceptional events occur during a Congress, urgent resolutions on those events may be considered with the approval of two-thirds of the delegates present and voting. Urgent resolutions shall be translated and distributed to the delegates as soon as possible.
 - (ii) The Resolutions Committee shall determine whether an urgent resolution is in order. If the determination of the Resolutions Committee is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.
 - (iii) Amendments to urgent resolutions may be presented verbally to the Congress during debate.
 - (iv) The Chair shall determine whether an amendment to an urgent resolution is in order. If the determination of the Chair is challenged by a delegation, it shall then be put to the Congress whose decision shall be final.
- (e) The debate on a resolution or amendment shall not commence before the texts have been translated and distributed to the delegates, except in the case of an amendment to an urgent resolution presented verbally.
- (f) If a member organisation submitting a resolution accepts an amendment to that resolution, the amended resolution shall form the basis for further debate.

11. POINTS OF ORDER, MOTIONS OF PROCEDURE

- (a) The debate on a question may be interrupted at any time by a point of order or by a motion of procedure. The Chair shall give an immediate ruling in response to a point of order.
- (b) A motion challenging the ruling of the Chair shall be put immediately to a vote.
- (c) A motion of procedure shall be required in order:
 - (i) to adjourn the sitting;
 - (ii) to adjourn the debate;
 - (iii) to close the debate and/or vote on the item under discussion;
 - (iv) to proceed with the next item on the agenda.
- (d) The above or any other motion of procedure shall be put immediately to a vote, except that the delegation submitting the resolution under discussion, may exercise its right to reply.

12. VOTING

- (a) Upon registration each delegate shall be given a voting card.
- (b) Voting shall be by show of voting cards. If a delegation requests a roll call vote, the request must be supported by at least five delegations holding 20 percent of the total voting rights before such a vote shall be taken.
- (c) The Chair shall appoint a maximum of six tellers who shall assist in:
 - (i) counting of voting cards, if requested;
 - (ii) in a roll call vote, distributing ballot papers to each delegation, collecting and counting them;
 - (iii) any other related activity that the Chair may require
- (d) A resolution, motion or amendment shall be declared defeated if an equal number of votes has been cast in favour and against it.
- (e) An amendment to a resolution shall be voted upon before the resolution concerned is put to a vote.
- (f) If there is more than one resolution on the same matter, the Chair shall determine the order in which these resolutions or amendments shall be voted upon by the Congress, starting with the text farthest from the status quo. In the event that a majority vote is carried in favour of a resolution or an amendment to a resolution, which renders the alternative(s) redundant, the latter(s) shall not be put to a vote.
- (g) In the event that none of the resolutions or amendments to a resolution is farther from the status quo than the other, the Congress shall determine the order in which these resolutions and amendments to a resolution shall be voted upon. In the event that a majority vote is carried in favour of such a resolution or amendment, the alternative(s) shall be considered redundant and shall not be put to a vote.

13. VOTING RIGHTS

- (a) The number of votes to which each organisation is entitled shall be determined as provided in Article 9(f) of the Constitution, whereby the membership of each organisation be calculated on the basis of the average amount of affiliation fees paid since the preceding Congress or between the year of affiliation and the Congress.
- (b) Any proxy must be presented in writing, signed by an authorised officer of the concerned member organisation, to the General Secretary prior to the opening of the Congress. No organisation may exercise more than three proxies, and proxies may only be exercised on behalf of organisations from the same region.

14. ELECTIONS

- (a) Elections shall be conducted by the Elections Committee.
- (b) Prior to the elections each delegation shall receive a copy of the report of the Credentials Committee, showing the voting entitlement of delegations and proxy voting rights.

- (c) Elections shall be conducted by secret ballot in the following order: President, Vice-Presidents, General Secretary, regional members of the Executive Board and other members of the Executive Board. The Congress programme shall specify the period of time between each of the above elections.
- (d) For each ballot, voting papers shall be prepared showing the names of candidates, listed in alphabetical order of family names. The Elections Committee shall give to a representative of each member organisation the number of voting papers indicated by the report of the Credentials Committee.
- (e) Votes must be cast for a number of candidates equal to the number of positions to be filled. A voting paper with votes cast for a greater or lesser number shall be invalid.
- (f) If the number of candidates for any position is equal to the number of vacancies for that position, the candidate(s) shall be declared elected, unless
 - (i) at least five delegations holding 20 percent of the total voting rights request a secret ballot, or
 - (ii) the candidates do not meet the requirements of the relevant Articles or By-Laws.
- (g) For the position of President and General Secretary a candidate must receive at least half plus one of the total votes cast in order to be elected. If no candidate receives such majority on the first ballot, a run-off ballot shall be held between the two candidates receiving the most votes.
- (h) In the election of Vice Presidents, if there are more than five (5) candidates, delegations shall vote for five (5) candidates only. To meet the requirements of the final sentence of Article 10 (c), the necessary number of women candidates, not from the same region, with the highest number of votes shall be elected first. To meet the requirements of Article 10 (c)(i), the number of candidates from the other regions necessary to fill the remaining positions with the highest number of votes shall be elected next.
- (i) In the case of
 - (i) an uncontested election for which a secret ballot is held under 14 (f) and the candidate(s) do(es) not obtain the majority specified in 14 (g),
 - (ii) the candidates do not meet the requirements of the relevant Articles and By-Laws;
 new nominations shall be called and a new election conducted according to deadlines determined by the Congress.
- (j) Subject to the provisions of Article 10 (c) (iii) and subject to the last sentence of Article 10 (c), for other positions on the Executive Board and for any other elections conducted at the World Congress, candidates receiving the highest number of votes corresponding to the number of positions to be filled, shall be declared elected.
- (k) A candidate for the office of President, Vice-President or General Secretary must be nominated by at least four member organisations from different countries, including his/her own organisation. Nominations for these offices, together with a statement signed by the candidate accepting nomination, must be filed with the General Secretary not less than four months before the opening of the Congress. The names of all candidates shall be sent to all member organisations at least three months before the opening of the World Congress.
- (l) A candidate for other positions on the Executive Board must be nominated by at least two member organisations, including his/her own organisation. Nominations for these positions, accompanied by a statement signed by the candidate accepting nomination, shall be filed with the General Secretary in accordance with deadlines determined by the Congress.
- (m) If as a result of withdrawal or other reason the number of candidates is less than the number of vacancies, electoral arrangements shall be made at the Congress.

15. RECORD OF PROCEDURE

The General Secretary shall be responsible for ensuring that a record is kept of every vote and all the proceedings of the Congress.

16. OTHER QUESTIONS

In all questions of order not specified above, the Chair shall recommend appropriate procedures to the Congress.

EXECUTIVE BOARD

17. MEETINGS OF THE EXECUTIVE BOARD

- (a) The President of the Education International shall be chairperson of the Executive Board. In his/her absence, a Vice-President shall preside, preference being given to the Vice President with longest service in this office. If neither the President nor a Vice-President is available, the Executive Board shall elect a chairperson from among its members.
- (b) The first meeting of the new Executive Board shall be held before the members leave the place of the Congress.
- (c) The Executive Board shall meet at least once in any calendar year in addition to meetings immediately before and after the Congress. An extraordinary meeting of the Executive Board may be convened in accordance with Article 10(j) of the Constitution.
- (d) The President, Vice-Presidents and General Secretary shall meet at least once between two Executive Board meetings.

18. COMMITTEES OF THE EXECUTIVE BOARD

- (a) Finance Committee

At its first meeting after the Congress the Executive Board shall appoint the Finance Committee. The terms of reference of the Finance Committee are given in By-law 26 (c).

- (b) Constitution and By-laws Committee

At its first meeting after the Congress the Executive Board shall appoint at least three of its members to form the Constitution and By-laws Committee. The Executive Board shall appoint the Committee's Chairperson who shall preside over the Committee's meetings and who shall be the Committee's spokesperson.

REGIONAL STRUCTURES

19. DEFINITION OF REGIONS

The regions are defined in Article 13 of the Constitution. Allocation of countries to these regions shall be determined by the Executive Board which shall undertake any necessary consultations. These allocations shall be published in the Handbook. The Executive Board shall also allocate countries to sub-regional or cross-regional structures, where applicable, after undertaking the necessary consultations with the member organisations concerned.

20. BY-LAWS OF REGIONAL STRUCTURES

- (a) By-laws of a regional structure, submitted to the Executive Board in accordance with Article 13(c) of the Constitution, must satisfy the following conditions:
 - (i) A region shall be defined as one of the five regions named in Article 13(a) of the Constitution.
 - (ii) All member organisations in a region shall be included in the regional structure.
 - (iii) The designation, functions, method of election and term of office of regional office holders shall be clearly set out at the first meeting of the regional grouping, convened by the General Secretary.
 - (iv) The organisation and methods of governance of the regional structure, the frequency of meeting of its various bodies, and the quorum applicable to each meeting shall be clearly specified.
 - (v) Provision shall be made for the permanent presence of at least one member of the Executive Board of the Education International in the governing body of the regional grouping. Unless regional by-laws provide that they are members of regional governing structures, members of the Executive Board who are not elected

members of their region's governing structures, shall be ex-officio members of the structures, without voting rights.

- (vi) Ultimate responsibility for administration and communication shall rest with the General Secretary of the Education International who shall present reports to each meeting of the Executive Board.
 - (vii) In the event of any conflict over provisions of the regional structure and those of the Education International, the provisions of the Constitution and the By-laws of the Education International shall prevail.
- (b) Any proposal for an activity of a regional structure which involves expenditures by the Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

21. SUPPLEMENTARY MEMBERSHIP DUES

Subject to approval by the Executive Board, a regional structure may establish supplementary membership dues to be paid by member organisations in the concerned region. The supplementary membership fee shall be:

- (a)
 - (i) a percentage in addition to the membership dues of the Education International.
 - (ii) collected by the Education International.
- (b) In no instance shall the supplementary membership dues paid to the regional structure be greater than or calculated on a different basis to the membership dues paid to EI.

COMMITTEES OF THE EDUCATION INTERNATIONAL

22. COMPOSITION OF COMMITTEES

In composing all committees, the Executive Board shall take into account regional and gender balance.

23. ADVISORY BODIES

- (a) The purpose of an advisory body shall be specified by the Executive Board, in line with the programme and budget priorities established by the World Congress.
- (b) Advisory bodies may include round tables, working groups, task forces, or similar bodies established in order to:
 - (i) advise the Executive Board on educational, professional or other issues of concern to teachers and other educational employees;
 - (ii) recommend activities to be undertaken by Education International, including seminars, conferences, studies or other activities, and advise on their implementation;
 - (iii) implement activities upon the mandate of the Executive Board; or
 - (iv) assist with the drafting of future policy or program proposals.
- (c) Advisory bodies shall account for all activities in written reports presented through the General Secretary.
- (d) The staff providing services to an advisory body, shall be assigned by the General Secretary.
- (e) Any proposal for an activity of an advisory body which involves expenditures by Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

24. STATUS OF WOMEN COMMITTEE

- (a) The Status of Women Committee shall:

- (i) advise the Executive Board on issues related to women and girls;
 - (ii) recommend policies and activities to be adopted and undertaken by the Education International, including seminars, conferences, studies or other activities, and advise on their implementation,
 - (iii) provide written annual reports through the General Secretary to the Executive Board.
- (b) The Committee shall meet in conjunction with meetings of the Executive Board.
 - (c) The staff providing service to the Status of Women Committee shall be assigned by the General Secretary, who shall, in consultation with the Chairperson, convene and prepare Committee meetings.
 - (d) Any proposal for an activity of the Status of Women Committee which involves expenditures by the Education International must be accompanied by a full statement of costs and shall not be undertaken without the prior approval of the Executive Board or the General Secretary.

25. EX OFFICIO MEMBERSHIP

The President and General Secretary shall be ex officio members of all Committees of the Education International, with the exception of the Elections Committee, and shall have voting rights.

FINANCIAL REGULATIONS

26. FINANCE COMMITTEE

- (a) The Finance Committee shall be composed of the Officers and two additional members of the Executive Board, to be appointed by the Executive Board. The Executive Board shall appoint the Committee's Chairperson who shall preside over the Committee's meetings and shall be the Committee's spokesperson.
- (b) A member shall be appointed for a term of four years and shall be eligible for re-appointment.
- (c) The Committee shall:
 - (i) present the financial report and propose a budget to the Executive Board and on its behalf to the Congress;
 - (ii) make recommendations to the Executive Board concerning the management and financial administration of the Education International;
 - (iii) inform the Executive Board about arrears of membership dues and make recommendations regarding the implementation of Article 7(I) of the Constitution and of By-law 27;
 - (iv) make recommendations to the Executive Board concerning salaries and conditions of employment of staff members;
 - (v) make recommendations to the Executive Board concerning salary and conditions of employment of the General Secretary;
 - (vi) inform the Executive Board about the financial implications of any decision or proposed decision;
 - (vii) analyze and report upon any other question which the Executive Board may refer to the Committee concerning the revenue, expenditure, investments, accounts, properties and operational costs of the Education International.
- (d) The Committee shall meet in conjunction with each ordinary meeting of the Officers and immediately prior to each meeting of the Executive Board.
- (e) In each year the Committee shall consider an audited statement and balance sheet for the preceding year, a revised budget for the current year and a budget for the following year, presented by the General Secretary.
- (f) In a year in which a Congress is to be held, the Committee shall consider an audited statement and balance sheet for the preceding year, a revised budget for the current year and a general budget for the following years including the year in which the next Congress is to be held. This general budget shall be drafted by the General Secretary.
- (g) The Committee shall receive any other information from the General Secretary that it deems relevant for the accomplishment of its tasks.

27. MEMBERSHIP DUES

- (a) The dues payable to the Education International by a member organisation shall be determined by the Congress.
- (b) The membership dues shall be receivable not later than March 31 each year and shall be computed on the total membership of the member organisation on September 30 of the preceding year.
- (c) Each member organisation shall notify the Education International not later than November 30 of each year of its membership figures on the preceding September 30 of the year and shall provide any other information required for the calculation of dues. The Executive Board may request a member organisation to substantiate such information.
- (d) In the event that a member organisation fails to provide the required information before November 30 or to meet a request to substantiate such information within one month, the Executive Board, may determine a per capita amount on the basis of information provided by other sources, which shall then be due to the Education International.
- (e) Membership dues shall be paid in a convertible currency to be determined by the Executive Board.
- (f) If in any year the payments received prior to March 31 are less than the amount determined in accordance with the previous paragraphs, the member organisation shall be informed that it is in arrears, and all payments received subsequent to March 31, whether in that year or in following years, shall in the first instance be applied to the reduction or elimination of the arrears.
- (g) If a member organisation is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Executive Board shall have the authority to reach a special agreement with that organisation entailing:
 - (i) a delay of payment; or
 - (ii) a payment on a reduced membership; or
 - (iii) payment in a non-convertible currency; or, in extreme cases,
 - (iv) an exemption from part or all of the payment of membership dues.
- (h) Special agreements shall expire normally at the end of the financial year in which they are reached, but may be renewed in the following year. In exceptional circumstances a special agreement may be approved for a period of up to three years. Agreements that concern payment in a non-convertible currency shall establish the real value of the agreed payment in a convertible currency which shall constitute the basis of the calculation of the number of delegates and votes at the Congress to be allocated to the organisation concerned. Special agreements shall be reported to each Congress.
- (i) The number of delegates and votes at the Congress to be allocated to a member organisation shall be calculated according to the average number of members for which membership dues have been paid since the preceding Congress or since the year of affiliation, after adjustment has been made in respect of any arrears owing for preceding years.

28. OTHER INCOME

The Executive Board shall establish a policy for the receipt of other income.

29. EXPENDITURE

- (a) Authority for the expenditure of funds is provided within the framework of the budget, and, subject to decision of the Congress and the Executive Board, is vested in the General Secretary, who has power to delegate.
- (b) Bank accounts in the host country of the main office or elsewhere may be opened on the instructions of the General Secretary with the approval of the Executive Board. Statements for each account shall be presented to the Finance Committee at each of its meetings.
- (c) The General Secretary shall be a signatory for all accounts. Signing authority may also be held by other persons designated by resolution of the Executive Board on the recommendation of the General Secretary.
- (d) Cheques, payment orders and other negotiable instruments having a value in excess of an amount to be determined by the Executive Board must bear the signatures of two duly authorised persons.

- (e) The Executive Board shall establish regulations to govern the payment of expenses to those traveling on Education International business, financial procedures relating to the Congress, banking, and such other matters as it considers necessary.

30. SOLIDARITY FUND

- (a) The Solidarity Fund shall be used
 - (i) To develop co-operation programmes with individual teacher organizations to help them achieve their goal of strengthening their functioning.
 - (ii) To assist member organizations in emergencies such as natural disasters, famine, war, persecution or other life-threatening situations; this short-term relief will help to ensure the survival of the organization and/or its members during a particular crisis.
- (b) All member organisations shall be invited to contribute to the Fund according to their means. Member organisations shall be requested to renew their contribution to the Fund on an annual basis.
- (c) Education International shall make an annual contribution to the Fund equal to 0.7% of its annual dues income.
- (d) The Fund shall be established in a special interest bearing account separate and apart from other Education International accounts.
- (e) The member organisations in need shall present a request for assistance outlining the purposes for which that assistance will be used.
- (f) The General Secretary shall obtain such information as is necessary to make a decision and shall report that decision to the Finance Committee.
- (g) The receiving organisation(s) shall provide a report on the use of the funds allocated.
- (h) Reports on the use of the Fund shall be provided on an annual basis to all member organisations which contributed.
- (i) The Fund will be subject to external audit, a report of which shall be set out separately in the financial report to the World Congress.

AMENDMENTS

31. AMENDMENTS TO THE BY-LAWS

- (a) The Congress shall have the authority to amend the By-laws.
- (b) Proposals for amending the By-laws shall be submitted to the General Secretary not later than six months prior to the opening of the Congress. The General Secretary shall circulate the proposed amendments to the member organisations not later than three months prior to the opening of the Congress.
- (c) Any amendment to the By-laws shall be valid only if it obtains a majority of the votes cast.