

INTERNATIONAL SOCIETY for ENGINEERING EDUCATION (IGIP)

STATUTES

Agreed by resolution of the General Assembly on 21 September 2010 in Trnava, Slovakia.

1. Name and registered office

The Society is named “International Society for Engineering Education (IGIP)”; its registered office is in Villach.

2. Purpose

The purpose of the Society is:

- ⇒ the continuation of the “International Society for Engineering Education (IGIP)”, which was founded in Klagenfurt on May 9th, 1972;
- ⇒ the promotion of a scientific approach to education in technical disciplines, in particular the exercising of appropriate methodology and didactics. In the broader sense, this term implies the education of all those active in the technical field, i.e. from qualified staff and other male and female registered engineers with a university degree.
- ⇒ the coordination and support of international endeavours to promote engineering education as well as the development of individual corresponding initiatives.

3. Activities to achieve the purpose

- 3.1.** A listing of all university and technical school teachers, as well as of all those providing instruction in industry and of other interested parties.
- 3.2.** A listing of all industrial, trading and commercial enterprises as well as of those businesses and establishments that employ male and female technicians as well as male and female technical engineers, to keep track of their interests in engineering education and in engineering studies.
- 3.3.** Organisation of conferences on issues regarding engineering education as well as engineering studies.
- 3.4.** Establishing and maintaining contacts with national and international societies which deal with engineering education and engineering education science studies.
- 3.5.** Informing the general public of the actual and state-of-the-art levels of engineering education and engineering education science studies, their objectives and opportunities.

4. Financial resources

4.1. The expenses of the Society are covered by:

4.1.1. Fees from members

4.1.2. Fees from listing on the IGIP-Register (ING-PAED IGIP) and in the IGIP-Index (accreditation of institutions)

4.1.3. Events

4.1.4. Private and public grants; donations and allowances.

4.2. The level of the membership fee will be determined by the General Assembly based on a proposal by the Executive Committee. The membership fee shall be paid by the 15th of June of each year at the latest.

5. Members

5.1. All individuals and organisations interested in engineering education and in engineering studies may apply for membership.

5.2. The Executive Committee agrees admission based on an application submitted by a member. The Executive Committee bases its decisions on the recommendations of the respective National Monitoring Committees (NMC) to which such an application for admission shall be submitted. If the country from which the application comes has not yet got an NMC, the application for admission shall be submitted to the International Monitoring Committee (IMC).

5.3. Honorary members may be appointed by the General Assembly based on a proposal by the Executive Committee.

5.4. Membership terminates

5.4.1. If a member leaves of their own free will

A written notification shall be submitted to the Executive Committee to leave the Society; this shall be done one month before the end of the current business year at the latest. The membership fee shall be paid by the end of the current business year.

5.4.2. In case of exclusion

The exclusion of a member occurs

1. if the member's behaviour disrupts the reciprocal agreement, acting in opposition to the statutes/bylaws as well as against the resolutions passed by the General Assembly;
2. if the member disregards the interests of the Society and if the objectives and the reputation of the Society are damaged by the member's actions;
3. if the member has fallen behind schedule with payment of the membership fee for two or more years.

Regarding points 1) and 2) the General Assembly will decide on the exclusion. Any member whose exclusion is pending has the right to apply to the General Assembly for a ballot on their exclusion. The vote of the General Assembly is binding for the enforcement of the exclusion.

The President shall announce the exclusion.

5.5. Rights and duties of members

Full individual members have the right to participate in the General Assembly with voting rights. Legal bodies shall nominate a male or female representative. Voting rights as well as active and passive franchise shall only be assigned to members, not to honorary members.

Members have the right to put forward proposals for the nomination of the members of the Executive Committee, of the Scientific Board, of the International Monitoring Committee (IMC) and, at national level, the National Monitoring Committee.

All members are obliged to respect the laws and bylaws of the Society and to promote its objectives to the best of their ability.

The members are obliged to pay a membership fee.

The Society year corresponds to the calendar year, new members joining after 15th June and paying half of the annual fee for the remainder of the Society year.

6. Statutory bodies of the Society

6.1. The statutory bodies of the Society are as follows

- ⇒ the General Assembly,
- ⇒ the Executive Committee,
- ⇒ the Scientific Board,
- ⇒ the International Monitoring Committee (IMC), which represent the interests of the respective National Monitoring Committees and of members in whose home countries no NMC exists, within the framework of the Society.
- ⇒ two internal auditors/book-keepers that shall be elected by the General Assembly based on the proposal of the Executive Committee which nominates them immediately after the new election of the Executive Committee hereby, the period of operation being the same as that of the newly elected Executive Committee.

6.2. The Executive Committee

The Executive Committee deals with all administrative tasks and business matters of the Society, insofar as they are not the remit of the General Assembly.

The Executive Committee has a quorum if at least half of its members are present. Decisions are made by means of a simple majority of votes. In the case of a tie, the President shall have the casting vote.

6.2.1. The Executive Committee is elected by the General Assembly for a period of four years. The election procedure is organised by the Election Committee which is appointed by the Executive Committee according to these statutes. The Election Committee for ordinary elections shall be appointed twelve (12) months before a scheduled election. Should the position of an elected member of the Executive Committee become vacant due to death or resignation it shall be occupied by co-opting an extraordinary member into that position until an extraordinary election can be carried out by the next General Assembly.

6.2.2. The Executive Committee consists of nine (9) members and of the Honorary President, i.e.

- 1) the President
- 2) two or three Vice Presidents

- 3) a Treasurer
- 4) a Minute Taker.
- 5) three or four further ordinary members of the Executive Committee (depending on whether two or three Vice Presidents have been appointed)

6.2.3 Immediately after every new election of the Executive Committee, the Executive Committee shall propose an Honorary President who shall then be confirmed by the General Assembly. The Honorary President participates in all meetings of the Executive Committee; he or she does not, however, have the right to vote.

6.2.4. The Vice Presidents are appointed by the Executive Committee.

The Executive Committee is responsible for

- ⇒ the tasks of the Vice Presidents
- ⇒ the tasks of the division of business thereby considering the involvement of all other members of the Executive Committee.

6.2.5. If the position of an elected member of the Executive Committee becomes vacant due to death or resignation it shall be occupied by co-opting a member of the Executive Committee onto the Executive Committee until a new member can be elected at the next General Assembly. If the extraordinary member is a Vice President or an Executive Committee member with special function (Treasurer, Minute Taker), the Executive Committee shall decide on the new division of tasks within the Executive Committee until the next election. An Election Committee shall be appointed by the Executive Committee immediately after it has been notified of the death or resignation of a member.

6.2.6. The Executive Committee shall have a General Secretary at its disposal to execute its decisions and to manage its business.

This person is appointed by the Executive Committee and participates in the meetings of the Executive Committee with an advisory vote.

The President can entrust the General Secretary with the power of attorney for all business operations.

The Executive Committee can consign any member of the Society with the execution of specific tasks and the right to sign in this respect.

6.2.7. Election procedure:

The election of the members of the Executive Committee – with the exception of the election of the President – shall be carried out according to the following procedure:

6.2.7.1. The whole Executive Committee shall be elected anew every four years (with the exception of the President (see 6.3.)). The election shall be valid for one term, whereby such a term begins on the election day and ends on the election day for the next Executive Committee which takes place in the above mentioned fourth year and if completed by the election of the next Executive Committee. The date and time of the General Assembly in which a new Executive Committee is elected shall, if possible, be determined in such a way that there be essentially an interval of no more and no less than four years.

6.2.7.2. The acting Executive Committee is obliged to request applications from candidates for the eight positions of members of the Executive Committee (i.e. the whole Executive Committee with the exception of the President) publicly via the Intranet of the Society six months before that General Assembly at which the next election of the Executive Committee is to take place at the latest and to announce publicly the deadline for this invitation for applications that ends three months before the General Assembly.

Interested members shall be asked to submit their applications to a location determined by the Executive Committee (postal and e-mail addresses and Intranet of the Society respectively) until the end of the application deadline at the latest, thereby enclosing all the usual application documents.

The Executive Committee is obliged to publish all the applications that have been submitted in due time inclusive of all enclosed documents within 14 days after termination of the application period on the

Intranet of the Society. In the General Assembly in which the election of the Executive Committee is carried out the Executive Committee, respectively the Election Committee, shall provide a voting form for each member whereby such a voting form shall list the names of all the candidates plus a box which can be ticked.

The election procedure will be held in secret and shall be carried out in such a way that each of the members of the General Assembly who have the right to vote can reject between one and eight candidates on the list. Members who have not paid their membership fee for the current year are not entitled to vote.

If more than eight candidates have been ticked on one voting form, this shall be regarded as invalid.

6.3. The President

6.3.1. The President represents the Society externally and is bound by the decisions of the Executive Committee and of the General Assembly. He invites the members to Executive Committee meetings and to meetings of the General Assembly.

6.3.2. The President is elected by the General Assembly for a period of four years. The term of office of the President is the same as that of the rest of the Executive Committee. The election of the President shall, however, take place one year before the election of the Executive Committee so that the elected President shall have enough time for preparation and for getting used to his new role before he actually takes office. The “President-elect” is entitled to participate in all meetings of the Executive Committee, but without the right to vote.

Furthermore, point 6.2.7. shall be applied for the election procedure.

If a person who is already a member of the Executive Committee is elected as President, the Executive Committee shall co-opt an additional member of the Executive Committee onto the committee for the remainder of the period of time for which the Executive Committee is in operation so that this Executive Committee will once again consist of nine persons. All this has to happen in the same General Assembly in which the co-opting procedure takes place. In this act of co-option the resigning President does not have the right to vote so that eight members of the Executive Committee vote. Deviating from point 6.2.7., voting sheets on which more than one person is ticked shall be regarded as being invalid.

6.3.3. The President and, if he is not able to do so, one of the Vice Presidents

- ⇒ shall represent the Society externally
- ⇒ shall lead the current business operations
- ⇒ shall commission the notification and the execution of all decisions
- ⇒ shall sign all documents that commit the Society in a legally binding form
- ⇒ shall share the meetings of the General Assembly and of the Executive Committee.

6.4. IGIP also has a Scientific Board which acts as an Advisory Council. This Board promotes the global fostering of the objectives of the Society.

The Scientific Board consists of internationally acknowledged experts and of the speakers from the Working Groups. The members of the Scientific Board are elected by the General Assembly following a proposal by the members or by the Executive Committee.

The President can invite certain members of the Scientific Board to answer particular questions in the meetings of the Executive Committee.

6.5. Monitoring Committees

6.5.1. International Monitoring Committee

The Executive Committee of IGIP appoints an International Monitoring Committee (IMC) to implement, administer, monitor and process the IGIP-Index (List of approved and accredited engineering education study courses), as well as of the ING-PAED IGIP-Register (List of all international ING-PAED IGIP graduates), whereby the IMC is appointed for a period of three years so that its term of office overlaps with that of the Executive Committee of IGIP.

The IMC carries out its tasks based on its own bylaws which have been approved by the IGIP Executive Committee.

The members of the IMC that have been nominated by the Executive Committee of IGIP shall elect their own President; procedures for this election shall be regulated by the IMC bylaws.

The General Assembly of IGIP shall have the right to reject the IMC members that were appointed by the Executive Committee by a majority vote. The General Assembly can, however, only reject the whole proposal and not single persons from this proposed list.

In such a case the Executive Committee shall have to present a different proposal for nomination which may then be voted for or against by the General Assembly, etc. If no valid appointment of members of the IMC can be achieved after three attempts, the Executive Committee shall – unanimously – agree to nominate the future IMC members; otherwise the members serving their term to date shall be regarded as having been nominated for a further period (three years).

The tasks of the IMC (guidelines for the IGIP-accreditation and the IGIP-curriculum, monitoring and promoting of the ING-PAED IGIP diploma system) shall end with the transfer of nominations.

In legal matters concerning IGIP the IMC is represented by its President.

6.5.2. National Monitoring Committee

In those countries where IGIP is active the IMC, represented by its Executive Committee, shall appoint a National Monitoring Committee (NMC) that promotes, coordinates and monitors the IGIP activities. In addition, the NMCs provide and prepare the applications for admission, the accreditation of ING-PAED education institutions and the proposals for the awarding of the ING-PAED IGIP diploma.

The legal construction of the NMCs depends on the currently applying legal regulations in the various countries; the construction aimed at shall either be that of a Society respectively that similar to a Society.

The Executive Committee of IGIP shall decide if such a Society of persons fulfils the requirements for an NMC in the sense of this bylaw. IGIP and IMC shall be obliged to support the members who want to found an NMC in the various countries by formulation and discussing the relevant criteria.

6.6. The General Assembly

The General Assembly shall

- 1) approve the minutes of the previous General Assembly
- 2) approve the activity report of the Executive Committee
- 3) approve the activity report of the chair of the IMC
- 4) approve the annual balance sheet
- 5) elect the members of the Executive Committee
- 6) elect the members of the Scientific Board
- 7) confirm the members of the IMC
- 8) elect two people auditing and controlling the annual balance sheet
- 9) determine the amount of the annual membership fee upon the proposal by the Executive Committee

- 10) approve the bylaws of the IMC and their modifications
- 11) decide any modifications to the IGIP statutes
- 12) decide any involvement in the approval of the accreditation regulations
- 13) agree resolutions made on proposals submitted by the members
- 14) agree any exclusion of members
- 15) agree the termination of the Society.

The resolutions of the General Assembly shall be determined by a simple majority of the members present. Changes to the statutes and the termination of the Society require a two-thirds majority.

Voting is usually done by a show of hands. Such a vote shall be carried out secretly if a member demands it, irrespective of the content of the resolution. Presidential elections and elections for the Executive Committee shall, exclusively, be carried out secretly.

Any proposals shall be submitted to the Executive Committee ten days before the General Assembly at the latest. The proposals shall immediately be published on the IGIP Intranet.

Extraordinary General Assembly meetings shall take place at the request of at least one tenth of the members eight weeks after the President has been informed of the request, at the latest.

Every member has the right to transfer their right to vote to any other member as a proxy in elections of the statutory bodies of the Society.

For that purpose, the proxy transfer sheet which is published on the Intranet of the Society shall be used.

7. Working Groups

- 7.1.** A Working Group shall be formed if at least five members of the Society agree in compliance with the Executive Committee to work on a specific project (Topic, Field of Activity).

The existence of the Working Group ends with the completion of the project or should the minimum number fall below five members.

The Working Group elects a spokesperson who represents them before the statutory bodies of the societies.

A spokesperson elected by all Working Groups shall participate in the meetings of the Executive Committee with an advisory vote. This person shall chair the Programme Committee at international conferences.

The Executive Committee shall agree any financial support for the activities of a Working Group within the framework of the budget available.

- 7.2.** Working Groups are generally open to all members. A Working Group can also consult non-members and experts without voting rights.

8. Country Groups and Regional Groups

Members of IGIP in a country or in a region may voluntarily form an IGIP Country Group or a Regional Group.

They are obliged to adopt the purpose of the IGIP Society and to support it.

They also support the work of the MC at Country level.

Each state shall, however, only be represented by one IGIP Group. In the event of a dispute the Executive Committee of IGIP shall decide independently which of several Groups shall be authorised to represent IGIP.

9. Auditing

The necessary accounting processes and the auditing of the management of the Society shall be carried out annually by two auditors who participate in the meetings of the Executive Committee with an advisory vote.

10. Arbitration

10.1. All disputes arising from issues regarding the Society shall be settled by an arbitrary dispute resolution tribunal in the sense of the regulations of the Austrian Code of Civil Procedure (§§ 577 pp)

10.2. The Arbitration Tribunal shall consist of five ordinary members of the Society. Each party involved in the dispute shall appoint two members and submit their names to the Executive Committee within eight days after the founding of the tribunal. The four appointed members vote their chairperson with a majority of votes as the fifth member. In the case of a tie amongst the nominees, the member with the casting vote shall decide.

10.3. The Arbitration Tribunal shall make its decisions to the best of its knowledge and based on the most accurate information available. To make a decision all five members must be present. Abstention from voting is not possible during the voting process. The decisions of the Arbitration Tribunal are final and irrevocable. The Tribunal shall issue its decisions in writing and shall deliver them to the parties, to their legal representatives respectively, in the sense of the Austrian Postal Service Laws regarding the Service of legal actions and court decisions.

11. Termination of the Society

11.1. The voluntary termination of the Society can only be concluded during an extraordinary General Assembly that has been called for this purpose and by a two-thirds majority of the valid ballots cast.

11.2. The General Assembly agree the liquidation of assets, provided that the Society can dispose of such assets at all. In particular, it shall make a decision as to who the remaining assets of the Society shall be transferred to after meeting liabilities. These assets shall exclusively be used to promote the non-profit purposes mentioned in point 2 of these statutes and shall be allocated to an organisation that pursues the same or similar purposes.

With reference to my oath I hereby certify that the foregoing translation is a correct translation of the submitted original.

Dr. Axel ZAFOSCHNIG

(Certified Court Interpreter)