

INTERNATIONAL SOCIETY FOR ENGINEERING EDUCATION

IGIP

STATUTES

According to the plenary meeting on 19 September 2006 in Tallinn, Estonia.

1 Name and registered office

The association is named „International Society for Engineering Education, IGIP“ and its registered office is located where the chairperson operates.

2 Goal

The goal of the association is

- the continuation of the association „International Society for Engineering Education, IGIP, founded in Klagenfurt on 9 May 1972 ;
- the promotion of the scientific method of educating technical disciplines, particularly with regard to their pedagogy and methodology . In the broader sense, this term implies the education of all those being active in the technical field, from qualified people up to female and male engineers with a university degree,
- the coordination and support of international attempts to promote the engineering education as well as the development of corresponding own initiatives.

3 Activities to achieve the goal

- 3.1** A listing of all teachers at universities and technical schools, of all those instructing in the industrial field as well as of other interested parties.
- 3.2** A listing of all industrial, trading and commercial enterprises as well as of every business and establishment employing female and male technical engineers, female and male engineers to keep track of their interests in engineering education and studies
- 3.3** Organisation of conferences on issues regarding engineering education and studies.
- 3.4** Establishing and maintaining contacts with national and international associations, dealing with engineering education and studies of engineering education science. .
- 3.5** Informing the public about the actuality and the state of the engineering education and studies of engineering education science, their goals and opportunities.

4 Financial resources

4.1 The expenses of the association are covered by:

- 4.1.1** Fees from the members,
- 4.1.2** Fees from the admittance into 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 amount of the membership fee is determined by the executive board's proposal during the plenary meeting.

5 Members

- 5.1** All people and organisations that are interested in the engineering pedagogy and studies can apply for the membership.
- 5.2** The executive board decides on the admittance.
- 5.3** Honorary members can be appointed upon the proposal of the executive board of the plenary meeting.
- 5.4** The membership expires

5.4.1 when leaving on his/her own free will

A written notification to the executive board is necessary to leave the association, one month before the cycle of the current year at the latest.

The membership fee has to be paid by the end of the current year.

5.4.2 In case of exclusion

The exclusion of a member occurs ,

- 1) when the member's behaviour disrupts the mutual agreement, and acts in opposition to the statutes/by laws as well as to the resolutions passed at the plenary meeting;
- 2) when a member disregards the interests of the association and when the goals and reputation of the association get damaged because of the member's action.
- 3) when the member has been behind schedule with the payment of the membership fee for two years.

The plenary meeting decides on the exclusion

5.5 Rights and duties of members

Full members have the right to participate in the plenary meeting with the right to vote. For this purpose, legal bodies have to name one male or female representative. The members have the right to vote as well as the active and passive voting right.

Members have the right to bring in proposals to assign the board management, the scientific board, the International Monitoring Committee (IMC), and at national level, the Monitoring Committee

All members are obliged to respect the laws and bylaws of the association and to handle their goals to the best of their ability. The members are committed to the payment of a membership fee.

The association year corresponds to the calendar year. New members that join after 1 July pay half of the yearly fee for the ongoing association year.

6 Statutory organs of the association

6.1 The statutory organs of the association are the following

- the executive board or executive committee,
- the management,
- the scientific board or advisory council,
- the plenary meeting or general assembly,
- the International Monitoring Committee (IMC)
- the Monitoring Committee at national level (MC),
- national and regional federations.

6.2 The executive board consists of

- a) the chairman or chairwoman / president,
- b) the vice chairperson,
- c) a male or female treasurer ,
- d) a male or female general secretary ,
- e) two to five further members.

The executive board is voted by the plenary meeting over a period of four years. In case the position of a voted member of the executive board becomes vacant due to death or resignation, it is occupied by the cooptation of the executive board until the re-election, which has to be carried out during the next plenary meeting. .

The chairman or chairwoman / president is voted in an own ballot. For the rest, the executive board determines the distribution of the offices and responsibilities themselves.

The executive board is obliged to attend all administrative tasks and business matters of the association, as far as they are not reserved to the plenary meeting.

The executive board has the quorum when at least half of their members are present. Decisions are made by means of simple majority of votes. In case there is a tie vote, it is chairperson / president who decides.

6.3 A male or female general secretary for the management is at the disposal of the executive board to carry out their decisions.

This man or woman is appointed by the executive board and participates in meetings of the board with an advisory vote. The chairman or chairwoman can consign him/her with the subscription of transactions.

The board can consign any member of the association with the implementation of expert tasks and the right to sign in this regard.

6.4 The scientific board acts as advisor to IGIP. It supports the worldwide promotion of the goals of the association.

The scientific board consists of the internationally designated male or female experts as well as the spokesmen or women of the Working Groups. The members of the scientific board are voted upon the proposal of the members and/or of the executive board of the plenary meeting.

The chairman or chairwoman can invite single members of the scientific board to the board meeting with regard to particular issues.

6.5 The executive board appoints an International Monitoring Committee (IMC) for a period of three years each with overlapping terms of office. Their members are approved upon the proposal of the members and /or the board of the plenary meeting.

The tasks of IMC (regulations IGIP- accreditation and curriculum, control and maintenance of the diploma system ING-PAED IGIP, controlling of IGIP-country activities etc.) are performed by an IMC-ordinance.

IMC appoints in each country IGIP takes an active part in a Monitoring Committee (MC) that promotes, coordinates and monitors IGIP-activities.

Members of MCs at land level are appointed by the executive board. Proposals can be made by each member, wisely though by those members of the respective countries.

The tasks of MCs at land level are regulated by an MC-ordinance.

The plenary meeting has to be called at least once a year. The chairman or chairwoman has to notify about the calling of this meeting as well as about the agenda on the internet (in particular cases also in a written form on demand) at least four weeks before the fixed date

Full members can assign their voting right to another member.

The plenary meeting decides on

- 1) the approval of the minutes of the previous plenary meeting,
- 2) the approval of the activity report of the board ,
- 3) the approval of the activity report of the chairperson of IMC,
- 4) the approval of the balance sheet ,
- 5) the election of the members of the executive board ,
- 6) the election of the members of the scientific council,
- 7) the confirmation of the members of International Monitoring Committee,
- 8) the election of two people to control the balance sheet,
- 9) the determination of the amount of the yearly membership fee upon the proposal of the executive board,
- 10) the approval of the ordinance of IMC and their modifications,
- 11) the modification of the statutes/bylaws ,
- 12) the participation and approval of the accreditation regulations,
- 13) the resolution about proposals made by the members ,
- 14) the decision about the exclusion of members ,
- 15) closure of the association.

6.6 The presence of at least half of the members is necessary for the quorum of the plenary meeting. In case the duly convened should not have the quorum at the fixed time, the quorum can only be determined upon request of the chairman or chairwoman / president.

The resolutions of the plenary meeting are made by ordinary resolution. Modifications of statutes and the closure of the association require two thirds of the majority.

Voting is usually done by show of hands. The voting has to be done sub rosa if a member wishes so.

Elections are performed sub rosa.

The executive board must have proposals ten days beforehand at the latest. The proposals are released on the internet without delay.

Extraordinary plenary meetings take place at the request of at least a tenth of the members.

7 Working Groups

7.1 A Working Group is formed when at least five members of the association agree in compliance with the board to work on a specific project (topic, field of activity).

The existence of the Working Group ends with the completion of the project or in case the minimum number of five members falls below.

The Working Group elects a spokesperson, who represents them with regard to the organ bodies of the association.

An elected spokesman or spokeswoman of the Working Group participates in the board meetings with an advisory vote. He/she chairs the program committee of the international symposia.

The board decides in line with the available budget on a financial support of the activities of a Working Group.

7.2 Working groups are in principle open to all members. A Working Group can also consult non members and experts without a voting right. .

8 Country groups and regional groups

Members of IGIP of a country or a region can align voluntarily with an IGIP country group or region.

They are committed to the association purpose of IGIP and support it.

They support the work of MC at country level. .

9 Representation of the association vis-à-vis third parties and issuing

The chairperson or in case of being prevented the vice chairman or woman is responsible for

- the representation of the association vis-à-vis third parties ,
- the management of the current transactions,
- the publication and the execution of the resolutions ,
- issuing certificates that are legally binding and the commitment of the association ,
- the chair during the plenary meeting and of the board

The management can consign members of the board to do certain tasks and entitle accordingly to sign.

10 Audit

The internal audit and the audit of the management committee are carried out once a year by two people that have been elected by the plenary meeting for a period of four years. Those participate in the meetings of the board with an advisory vote.

11 The arbitration

11.1 All disputes arising from issues regarding the association are settled by the arbitration.

11.2 The arbitration consists of five full association members. Each party involved in the conflict appoints two members to the board within eight days. The four appointed members vote with majority of votes the chairperson as fifth member. In case of a tie vote amongst the nominees, the casting lot decides.

11.3 The arbitration makes decisions in all conscience. All five members must be present to make a decision. Abstention from voting is not possible during the voting. The decisions of the arbitration are irrevocable..

12 Termination of the association

1) The voluntary termination of the association can only be concluded during an extraordinary plenary meeting that is called to this end and with a majority of three quarters of the casted valid ballots.

2) This plenary meeting has to decide about the liquidation, provided that the association disposes of assets. In particular, it has to make a decision as who the remaining assets of the association after meeting liabilities are to be transferred to. These assets are to be used only to promote the nonprofit purposes mentioned in paragraph 2 of these statutes and are to be devolved on an organisation that has the same or similar purposes.