

# Internal Rules of Association for Teacher Education in Europe

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## Section 1. INTRODUCTION

This document sets out the Internal Rules of the Association for Teacher Education in Europe (hereafter: "ATEE"). It complements the Statutes and must be read in conjunction with the Statutes. In the event of a conflict between the Statutes and these Internal Rules, the Statutes shall prevail. Just as the Statutes are binding on ATEE's Institutional Members and Individual Members and ATEE's bodies, so are these Internal Rules. Capitalised terms used in these Internal Rules without definition shall have the meaning assigned to them in the Statutes.

## Section 2. MEMBERS

The present section complements Article 8 of the Statutes.

- If a Representative ceases to represent his/her Institutional Member, he/she shall as of right lose his/her capacity as Representative and the said Institutional Member shall immediately replace this Representative.
- Each Institutional Member shall inform via e-mail the Secretary of the identity and contact details of its Representative.

## Section 3. EDITORIAL BOARD

The present section complements Articles 35 and 36 of the Statutes.

### 3.1. Election and Composition

- The Administrative Council shall elect the members of the Editorial Board upon proposal of the Editors. The members of the Editorial Board are elected for a three (3) years term, renewable only once. Except for the mandate of the Editor(s) and the Co-Editor(s), the mandate of the members of the Editorial Board shall be non-remunerated.
- The Administrative Council shall ensure the co-ordination of the activities of the Editorial Board and shall control its financing.
- The mandate of a member of the Editorial Board terminates by expiry of his/her membership of the Editorial Board. The mandate of a member of the Editorial Board also terminates upon revocation by the Administrative Council. The Administrative Council may revoke a member of the Editorial Board at any time and does not need to motivate its decision, without any compensation or cost becoming due by the Association.
- A member of the Editorial Board who did not attend three (3) successive

meetings of the Editorial Board may be excluded from the Editorial Board upon decision of the Administrative Council.

- The members of the Editorial Board are also free to resign from their office at any time by submitting via e-mail their resignation to the Editor(s), with the President in copy.
- In case of termination of the mandate of a member of the Editorial Board for whatever reason, the member of the Editorial Board concerned shall have no claims for compensation on the Association or for its assets.
- The Editorial Board shall be chaired by the Editor. If the Editor is unable or unwilling to chair the Editorial Board, the Editorial Board shall be chaired by the oldest Co-Editor (in age). If the Editor and the oldest Co-Editor (in age) are both unable or unwilling to chair the Editorial Board, the Editorial Board shall be chaired by the oldest member of the Editorial Board (in age) present.

### **3.2. Election and function of the Editor(s) and the Co-Editor(s)**

The Administrative Council shall, upon proposal of the members of the Editorial Board, elect Editor (s) and one or more Co-Editor(s). The Editor(s) and the Co-Editor(s) are elected for a three (3) years term, renewable once. Their mandate can be remunerated.

The Editor(s) and the Co-Editor(s) shall be:

- (a) A member of the Association; and
- (b) An expert regarding one or more activity(ies) developed by the Association and/or one or more field(s) covered by the Association.

Any new Editor(s) or Co-Editor(s) who is elected by the Administrative Council to replace an Editor or a Co-Editor, whose mandate has terminated, shall only be elected for the remainder of the term of the Editor or a Co-Editor being replaced. The mandate of the Editor(s)/Co-Editor(s) terminates by expiry of the term of their mandate or, as of right and with immediate effect, by expiry of their membership of the Association.

The Administrative Council may further revoke an Editor as Editor, and a Co-Editor as Co Editor at any time and does not need to motivate its decision, without any compensation or cost becoming due by the Association.

The Editor(s) and the Co-Editor(s) are also free to resign from their office at any time by submitting, via registered mail or via any other means of written communication (including e-mail) with acknowledgment of receipt, their resignation to the President. In case of the end of the mandate of an Editor or a Co-Editor for whatever reason, except the cases of automatic termination of the membership of an Editor and a Co-Editor, or revocation, an Editor or a Co-Editor as the case may be, shall continue performing the duties of his/her office until the Administrative Council has provided in his/her replacement within ninety (90) calendar days.

In case of termination of the mandate of an Editor or a Co-Editor for whatever reason, the Editor or the Co-Editor, as the case may be, shall have no claims for compensation on the Association or for its assets.

### **3.3. Powers of the Editor and the Co-Editor(s)**

The Editor(s) and Co-Editor(s) shall have the powers specifically granted to them by the Statutes. In particular, the Editor(s) shall have the following powers:

- (a) Adopting the agenda of the meetings of the Editorial Board;
- (b) Chairing the meetings of the Editorial Board;
- (c) Signing and approving the minutes of the meetings of the Editorial Board;
- (d) Presenting each year the work of the Editorial Board to the General Assembly, including statistics regarding the EJTE;
- (e) Facilitating discussions of key issues within the Editorial Board from papers that have been presented, EU documents, papers published in the EJTE, etc.;
- (f) Holding contact with publishers;
- (g) Reviewing abstracts and/or papers given by the organisers of ATEE conferences;
- (h) Reviewing articles for publication in the EJTE and the ATEE conference proceedings; and
- (i) In the event of a tie vote, having the casting vote within the Editorial Board.

As a rule, the Co-Editor(s) shall support the Editor(s) and the oldest Co-Editor (in age) shall replace the Editor in his/her absence.

### **3.4. Meetings. Proxies. Convening notices. Agenda**

The Editorial Board shall meet at least once a year, in person or online, upon convening by the Editor, and at such time and place as determined in the convening notices.

If the Editor is unable or unwilling to convene the Editorial Board, the Editorial Board shall be convened by the oldest Co-Editor (in age). If the Editor and the oldest Co-Editor (in age) are both unable or unwilling to convene the Editorial Board, the Editorial Board shall be convened by the oldest member of the Editorial Board (in age).

The members of the Editorial Board may not be represented via proxy.

Convening notices for the Editorial Board shall be notified to the members of the Editorial Board by the Editor(s) via e-mail at least fifteen (15) calendar days before the meeting. The convening notices shall mention the date, time and place of the meeting of the Editorial Board. The agenda and the material documents necessary for the discussion shall be attached to the convening notices. The agenda of the meetings of the Editorial Board shall be

established by the Editor(s).

Each member of the Editorial Board shall have the right, before, during or after a meeting of the Editorial Board, to waive the convening formalities and periods required by the present Article. Unless he/she disagrees, any member of the Editorial Board present or represented at a meeting of the Editorial Board shall be considered to have been regularly convened to this meeting.

### **3.5. Quorum. Votes**

The Editorial Board shall be validly constituted when at least one third (1/3) of the members of the Editorial Board are present or represented.

Decisions of the Editorial Board shall be validly adopted if they obtain a majority of fifty percent (50%) plus one (1) vote of the votes cast by the members of the Editorial Board present or represented. Each member of the Editorial Board shall have one (1) vote.

Blank votes, invalid votes and abstentions shall not be counted. In the event of a tie, the Editor shall have the decisive vote and, in their absence, (whether represented or not), the oldest Co Editor (in age) present. If the Editor and the oldest Co-Editor (in age) are both absent (whether represented or not), the oldest member of the Editorial Board (in age) present shall have the decisive vote.

### **3.6. Register of minutes**

Minutes shall be drawn up at each Editorial Board meeting. They shall be signed by the Editor(s) and kept in a register of minutes. Upon prior approval of the Editorial Board, a summary of the minutes of one or more meeting(s) of the Editorial Board shall be sent via e-mail by the Editor(s) or the Co-editor(s) to the members of the Editorial Board.

## **Section 4. RESEARCH AND DEVELOPMENT COMMUNITY(IES) - RDCs**

The present section complements Articles 37 and 38 of the Statutes.

### **4.1. Composition**

The Research and Development Communities are open to members and non-members. Every RDC shall have at least five permanent members to ensure continuity and sustainability. An RDC with less than five participants shall be disbanded or might merge with another community. Proposals for establishing new RDCs, merging, renaming or disbanding inactive RDCs shall be voted by the General Assembly upon proposal of the Administrative Council.

Every proposal of a new RDC shall be submitted by at least five members to the Administrative Council.

### **4.2. Chairs**

#### **4.2.1. Election and function of the Chairs**

For each Research and Development Community the Administrative Council shall, upon proposal of the participants to the Research and Development Community concerned, elect at least two Chairs for a three (3) years term, renewable only once. Their mandate shall be non-remunerated.

Chairs shall be Representatives of an Institutional Member or Individual Members, and shall be experienced researchers, in-service teachers or teacher educators with adequate level of education corresponding to a master's degree and/or a Ph.D.

The mandate of Chairs terminates by expiry of the term of their mandate or, as of right and with immediate effect, by expiry of their membership in the Association.

The Administrative Council may further revoke Chairs at any time and does not need to motivate its decision, without any compensation or cost becoming due by the Association. Chairs are also free to resign from their office at any time by submitting, via email, their resignation to the Administrative Council. In case of the end of the mandate of a Chair for whatever reason, except the cases of revocation, they shall continue performing the duties of their office until the Administrative Council has elected a new Chair.

In case of termination of the mandate of a Chair, they shall have no claims for compensation on the Association or for its assets.

#### **4.2.2. Role of the Chairs**

Each Chair shall carry out the following tasks:

- (a) Adopting the agenda of the meetings of the Research and Development Community;
- (b) Chairing the meetings of the Research and Development Community.
- (c) Signing and approving the minutes of the meetings of the Research and Development Community.
- (d) Presenting the work of the Research and Development Community to the Administrative Council by means of a written annual report.
- (e) Advising the Administrative Council with the review of the Research and Development Community's activities.
- (f) Facilitating discussions of key issues within the Research and Development Community from papers that have been presented, EU documents, papers published in the EJTE, etc.;
- (g) Reviewing abstracts and/or papers given by the organisers of ATEE conferences.
- (h) Chairing parallel sessions, seminars, workshops, round tables, and symposia at ATEE conferences.
- (i) Upon request by the academic committee of the ATEE conferences and/or

the Editorial Board, reviewing articles for publication in ATEE conference proceedings and/or the EJTE; and

(j) Coordinating publications, writing articles, etc.

(k) Maintaining the RDCs webpages and updating the mailing list in accordance with the privacy policy of the Association.

(l) Updating the mission statement of the RDC when needed.

#### **4.3. Meetings. Proxies. Convening notices. Agenda**

The Research and Development Community(ies) shall meet every time the interests of the Association so require and at least once a year, upon convening by the Chairs, and at such time and place as determined in the convening notice. The participants to a Research and Development Community may not be represented via proxy.

Convening notices for a Research and Development Community shall be notified to the participants to the Research and Development Community concerned by the Chair concerned via e-mail at least seven (7) calendar days before the meeting. The convening notices shall mention the date, time and place of the meeting of a Research and Development Community. The agenda and the material documents necessary for the discussion shall be attached to the convening notices. The agenda of the meetings of a Research and Development Community shall be established by the Chair concerned.

Each participant to a Research and Development Community shall have the right, before, during or after a meeting of a Research and Development Community, to waive the convening formalities and periods required by the present Article. Unless he/she disagrees, any participant of a Research and Development Community present or represented at a meeting of a Research and Development Community shall be considered to have been regularly convened to this meeting.

#### **4.4. Consequences**

The Chairs are subject to civil and criminal consequences in case of fraud or other misconduct, e.g. submitting projects or funding proposals without the approval of the Administrative Council. The Administrative Council shall revoke any Chair guilty of such serious infringements of the Statutes.

#### **4.5. Tasks and Role of the RDCs Coordinator**

The RDCs Coordinator is elected by the Administrative Council every three years. The mandate is for three years, renewable only once.

#### **Role and Key Functions:**

- **Coordination:** Aligning activities and messages across the different RDCs and the Administrative Council

- **Strategy:** Developing approaches for communication, reporting, and advocacy.
- **Implementation:** Planning elections of Chairs and managing communications to the RDCs Chairs.
- **Expertise sharing:** Leveraging collective knowledge for better outcomes.
- **Reporting** to the Administrative Council when needed and to the General Assembly once a year.

The RDCs Coordinator shall attend the Administrative Council meetings in an advisory capacity – without voting rights – to ensure smooth coordination and collaborative efforts to strengthen ATEE’s mission and goals through the work of RDCs and support RDCs in their work and their efforts to support ATEE’s mission and goals. The Administrative Council retains the right to hold closed AC meetings or sessions for specific agenda items, during which participation of the RDC Coordinator may be limited.

The RDCs Coordinator is expected to attend ATEE conferences and support RDCs related activities and the General Assembly.

Participation shall be supported by ATEE within the limits of the approved annual budget and in accordance with the travel policy. The absence of available funding shall not create an obligation for the RDCs Coordinator to attend at their own expenses.

The expenses shall be subject to the rules detailed in the travel policy approved by the Administrative Council every year.

The RDCs Coordinator shall act under the responsibility of the Administrative Council.

**The RDCs Coordinator shall perform the following tasks.** The execution of these tasks is subject to the available resources and institutional ATEE support:

- a. Working with the ATEE Administrative Council and RDC Chairs to maintain the mission of the ATEE through coordination of the work of the RDCs;
- b. Applying the Internal Rules of the ATEE in supporting the effective functioning and continuity of the RDCs;
- c. The RDCs Coordinator shall participate in Administrative Council meetings in an advisory capacity, with the right to contribute to discussions on matters related to RDCs.
- d. Maintaining an accurate list of RDCs and their chairs and co-chairs;
- e. Organising and preparing the agenda of the RDC chairs meetings (at least three per year);
- f. Informing the Secretariat and the AC about RDC Chairs’

meetings in order to enable AC members' participation and to establish a lasting relationship between the AC and the Chairs.

- g. Chairing the meetings of RDC chairs and co-chairs;
- h. Preparing and chairing the newcomers' meeting at the ATEE Annual Conference and/or Winter/Spring Conference upon earlier approval of the Administrative Council;
- i. Monitoring the triennial nominations (within RDCs) and elections (by AC) of RDCs chairs and co-chairs;
- j. Writing a summative annual report on the work of the RDCs for the General Assembly;
- k. Ensuring the development of best practice in the work of RDCs, such as reporting via templates for annual reports;
- l. Providing strategic input to the Administrative Council on the development of RDCs and their role within ATEE.
- m. Ensuring the structure of RDCs complies with the best interests of the ATEE;
- n. Assisting Chairs in resolving conflicting issues between or within RDCs;
- o. Supporting RDCs in facilitating innovation and change;
- p. Communicating the mission of the ATEE consistently to the new RDCs chairs and members, such as through guidelines and information;
- q. Acting as critical aid to Chairs;
- r. Working with annual conference hosts to ensure the smooth running of the conference, especially regarding RDC related events and activities;
- s. Advising on the development, integration and/or assimilation of RDCs;
- t. Identifying links and issues of common interest to RDCs; and
- u. Representing the ATEE and its best interests at relevant external events to ensure the voice of the RDCs is heard in developing the ATEE when mandated by the AC;
- v. Systematic reporting on the activities undertaken by the RDCs (including the submission of written reports prior to the meeting), at the request of the AC, during AC meetings to which the RDCs Coordinator is invited.

Convening notices for the Annual Meetings shall be notified to the participants to the Research and Development Communities concerned by the RDCs Coordinator concerned via e-mail at least seven (7) calendar days before the meeting. The convening notices shall mention the date, time and place of the meeting of a Research and Development Community. The agenda and the material documents necessary for the discussion shall be attached to the convening notices. The agenda of the meetings of a Research and Development Community shall be established by the coordinator.

## **Section 6: PROJECTS POLICY**

Members of the Association can submit requests to support a partnership.

In order to do so they must demonstrate compliance with the ATEE mission and statutes and are directly related to teacher education. The ATEE shall only accept partnership proposals submitted by ATEE institutional or individual members. The AC shall reserve the right to consider the proposals of other institutions or persons who are not members of the Association in justified cases, such as potential significant influence on educational policy or significant benefits for the Association itself.

The Project accepted by the AC shall bring benefits to the ATEE and its members, especially increase visibility or reputation of the ATEE. The proposal shall include a brief description of the aims of the project with references to ATEE statutes and RDC activities, list of possible partners, personal data of the representative of the consortium, justification, and description of the ATEE role and tasks, and their timeline. It should also explain the benefits which will accrue to the ATEE on foot of its support. If the application is in support of a research project, then evidence of Ethical Clearance from the home institution should be provided.

All the submitted proposals shall be approved and voted by the AC members. The decision shall be recorded in the minutes of the meeting. The Administrative Council shall normally review and approve/reject the proposal within a six-week period of its submission and inform the applicant about its decision by an email.

The AC shall accept or reject the partnership proposal in alignment with its capacity of engagement without any further explanation of its decision. The AC may request further information/clarification in advance of making a final decision.

The ATEE shall conduct only the activities clearly indicated in the project proposal form and approved by the AC. The partner whose proposal is accepted shall send the list of activities to be carried out by the Association together with any pertinent information.

The ATEE may launch a call for additional project partners among its own members and help in establishing cooperation among them if the partner applies for this kind of support.

The ATEE can support the project partners with:

- (a) support letter used as a part of the application procedure,
- (b) dissemination via ATEE website and newsletter,
- (c) the ATEE members or the AC members participation in the project conferences and webinars being the project dissemination activities,
- and
- (d) project partners participation in the ATEE webinars.

During the project the partner is obliged to:

- (a) put the ATEE logo on the project website and all the official

- documents concerning the projects that are published,
- (b) to tag the ATEE in social media and posts referring to the project
- (c) to include the link of ATEE on the project website, and
- (d) attend at least one ATEE conference during the project duration and present its findings to a wider audience.

Other matters important for the project implementation shall be agreed in accordance with the needs and possibilities of the ATEE involvement and the principles of social coexistence.

The applicant is obliged to submit the official final report of the project in writing or report it to the AC within three months from the official end of the project.

The AC members shall have no financial interests in the project proposals and shall not be directly involved in any work packages. The AC member shall not vote over the project proposal if they are involved in the projects as representatives of the leading organisation(s), or their University/Organisation. Each meeting of the AC starts with a declaration of interest to prevent any conflict of interests.

The ATEE RDCs Chairs who wish to submit a proposal mentioning the ATEE and/or include the ATEE as a project partner shall submit a proposal to the AC. RDC's or other members must indicate all sources of funding including the ATEE whenever applicable. The proposal shall be approved by the AC. Failure to do so will lead to legal ramifications against the RDC's Chairs.

## **SECTION 7: GDPR – Privacy Rules**

The Association is committed to the European GDPR regulations as integrated in the Belgian laws, and ATEE members are expected to act with due diligence in this respect. The ATEE takes no responsibility for the content or privacy practices of projects which are conducted by partners or those seeking support from the Association.