

***Internal Rules of
Association for Teacher Education in Europe***

***[The official text is in French – English convenience translation for information
purposes only]***

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. Capitalized 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 regular mail or any other means of written communication (including e-mail), the Secretary of the identity and contact details of its Representative.

The Administrative Council can decide to sign partnership agreements with European and International Organisations which are not members of the Association. The agreement shall describe the aim and objectives of the partnership and how the organisation should cooperate. Said agreement shall be drafted by both organisations and signed by the respective legal representatives. Such agreements shall be included in the Annual Report to be presented at the Annual General Assembly.

Section 3. HONORARY PERSONS AND LIFETIME HONORARY PERSONS

The present section complements Article 12 of the Statutes.

The Administrative Council may revoke the status of (Lifetime) Honorary Person granted to one or more natural persons being Representatives, Individual Members and/or third parties at any time. The President may grant (Lifetime) Honorary Persons the right to attend one or more meetings or parts of meetings of the General Assembly.

The decisions of the Administrative Council regarding the appointment or revocation of (Lifetime) Honorary Persons are final, sovereign and must be motivated.

The Administrative Council shall publish each year, in such form as it considers appropriate, a list of the current (Lifetime) Honorary Persons.

Section 4. EDITORIAL BOARD

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

4.1. Composition

The members of the Editorial Board shall be members of the Association.

The Administrative Council shall elect the members of the Editorial Board. The members of the Editorial Board are elected for a three (3) years term, renewable only once. Except for the mandate of the Editor and the Co-Editor(s), the mandate of the members of the Editorial Board shall be non-remunerated.

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 terminates as of right and with immediate effect, (i) by death or incapacity, or (ii) if a member of the Editorial Board ceases to be employed by or is no longer otherwise linked to the Institutional Member he/she is representing, or (iii) if the Individual Member being a member of the Editorial Board, for whatever reason, ceases to be a Member of the Association, or (iv) if the Institutional Member the member of the Editorial Board represents, is in a situation of judicial administration, or bankruptcy, judicial reorganisation, dissolution or liquidation, or is subject to insolvency proceedings of a similar nature under the laws of any jurisdiction.

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 (i) who is an Individual Member and does not pay all his/her membership fees within the stated period or, if the member of the Editorial Board is a Representative whose Institutional Member does not pay all its membership fees within the stated period, or (ii) who did not attend to 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 registered mail or via any other means of written communication (including e-mail) with acknowledgment of receipt, their resignation to the Editor, 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.

4.2. Powers

The Administrative Council shall ensure the co-ordination of the activities of the Editorial Board and shall control its financing.

4.3. Editor. Co-Editor(s).

4.3.1. Election and function of the Editor and the Co-Editor(s)

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

The Editor 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 or Co-Editor who is elected by the Administrative Council to replace the 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/Co-Editor(s) terminate 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 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(s) 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.

4.3.2. Powers of the Editor and the Co-Editor(s)

The Editor shall have the powers specifically granted to him/her by these Statutes. In particular, the Editor 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.

The Co-Editor(s) shall have the powers specifically reserved for him/her/them by these Statutes. As a general rule, the Co-Editor(s) shall support the Editor and the oldest Co-Editor (in age) shall replace the Editor in his/her absence.

4.4. Meetings. Proxies. Convening notices. Agenda

The Editorial Board shall meet every time the interests of the Association so require and at least once a year, 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 via regular mail or via any other means of written communication (including 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.

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 convoked to this meeting.

4.5. 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 his/her 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.

A duly convened meeting of the Editorial Board shall be validly held even if all or some of the members of the Editorial Board are not physically present or represented, but participate in the deliberations via any means of telecommunication that allow members of the Editorial Board to directly hear each other and directly speak to each other, such as a telephone, video or web conference. In such a case, the members of the Editorial Board shall be deemed present.

4.6. Register of minutes

Minutes shall be drawn up at each Editorial Board meeting. They shall be signed by the Editor 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 regular mail or via any other means of written communication (including e-mail) by the Secretary to the members of the Editorial Board who have requested to receive such summary.

Section 5. RESEARCH AND DEVELOPMENT COMMUNITY(IES) - RDCs

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

5.1. 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.

5.2. Chairs

5.2.1. 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 registered mail or via any other means of written communication (including e-mail) with acknowledgment of receipt, 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, said Chair shall continue performing the duties of his/her office until the Administrative Council has elected a new Chair.

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

5.2.2. 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.

5.2.3 Liability

The Chairs are subject to civil and criminal liabilities 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.

5.3. 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 regular mail or via any other means of written communication (including 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 to a Research and Development Community present or represented at a meeting of a Research and Development Community shall be considered to have been regularly convoked to this meeting.

5.4. Tasks and Role of the RDCs Coordinator

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

The RDCs Coordinator shall carry out the following tasks:

- a. Working with the ATEE Administrative Council and RDC Chairs to maintain the mission of the ATEE through co-ordination of the work of the RDCs,
- b. Applying the Internal Rules of the ATEE in ensuring the existence of RDCs,
- c. Maintaining an accurate list of RDCs and their chairs and co-chairs'
- d. Preparing the agenda of the RDCs meetings together with the ATEE secretariat
- e. Chairing the meetings of RDC chairs and co-chairs.
- f. Preparing and chairing the newcomers' meeting at the ATEE Conference
- g. Monitoring the triennial elections of chairs and co-chairs
- h. Writing a summative annual report on the work of the RDCs for the General Assembly
- i. Ensuring the development of best practice in the work of RDCs, such templates for annual reports

- j. Ensuring the structure of RDCs complies with the best interests of the ATEE.
- k. Assisting Chairs in resolving conflicting issues between RDCs.
- l. Supporting RDCs in facilitating innovation and change
- m. Communicating the mission of the ATEE consistently to the new RDCs members
- n. Acting as critical friend to Chairs
- o. Working with annual conference hosts to ensure the smooth running of the conference.
- p. Maintaining the currency of RDCs in the changing world of teacher education
- q. Advising on the development, integration and/or assimilation of RDCs
- r. Identifying links and issues of common interest to RDCs
- s. Representing the ATEE and its best interests at relevant external events to ensure the voice of the RDCs is heard in developing the ATEE.

Convening notices for the Annual Meetings shall be notified to the participants to the Research and Development Community concerned by the RDCs Coordinator concerned via regular mail or via any other means of written communication (including 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.