



BYLAWS

Membership

Article 1

(Ref: Art 3 of the Constitution)

The Association has two types of membership: Membership upon Application and Membership by Award. Within the category of Membership upon Application, EAIR recognises the following categories:

1.1 Regular Membership

Regular membership is open to any individual who pays the full membership fee. In case of 5 or more regular members coming from one and the same institution or body, a discount in the membership fee may be granted.

1.2 Student Membership

Student membership is open to any individual who is a student in a full-time Higher Education programme. Student members pay half of the full membership fee.

1.3 Emeritus Membership

Emeritus membership is open to any individual who is retired and has been a member of the Association for a minimum of four years preceding retirement. Emeritus members pay two-thirds of the full membership fee.

Membership by Award

Article 2

(Ref: Art 3 of the Constitution)

2.1 Distinguished Members are exempt from paying the annual membership fee.

2.2 Nomination of Distinguished Members

2.2.1 All members of EAIR can nominate persons for Distinguished Membership;

2.2.2 A nomination for Distinguished Membership shall be sent to the Executive Committee furnished with sufficient information on the nominated candidate for the Executive Committee to judge eligibility;

2.2.3 The information furnished shall include **three letters** of personal reference, one of them being from the person making the nomination;

2.2.4 The Executive Committee shall make a decision using a two-thirds majority of votes.

Application for Membership

Article 3

(Ref: Art 3 of the Constitution)

3.1 Applications for membership shall be sent to the EAIR Secretariat.

3.2 Information on the application for membership shall include the full name and address details.

3.3 On receipt of an application for membership, an invoice for the annual membership fee will be sent covering the calendar year in which the application is made.

Terminating Membership

Article 4

(Ref: Art 4 of the Constitution)

4.1 Notification of termination of membership by a member shall be done:

4.1.1 In writing to the EAIR Secretariat;

- 4.1.2 At least one calendar month before the end of the membership year.
- 4.2 Members whose fees are not paid within three months after the due date shall be considered to have terminated their membership of the Association.
- 4.3 The annual membership fee is not refundable.

General Assembly

Article 5

(Ref: Art 6 of the Constitution)

- 5.1 The Chairman can ascertain the opinion of the meeting first of all orally and then, if necessary, by a vote.
- 5.2 Business matters shall be voted on orally while matters pertaining to persons shall be voted on using written ballots unless for both sorts of matters the General Assembly shall decide otherwise using an ordinary majority of votes.
- 5.3 Should votes tie then the resolution shall be deemed to have been rejected in matters pertaining either to business and or to persons.

Membership of the Executive Committee – Nomination

Article 6

(Ref: Art 7 of the Constitution)

- 6.1 A Call for Nominations for vacancies for elected members of the Executive Committee shall be issued to all members.
 - 6.1.1 The nomination shall be valid when the nominator obtains and indicates the consent of the nominee on the nomination form;
 - 6.1.2 The nomination shall be valid when the nominator signs the nomination form with his or her name, signature and date;
 - 6.1.3 The members shall have two calendar months between the issue of the Call for Nominations and the deadline for receipt of nominations.
- 6.2 The Executive Committee shall respect amongst its elected members:
 - 6.2.1 Diversity of nationality and gender;
 - 6.2.2 Diversity of representation of the various sectors of Higher Education.
- 6.3 Furthermore the Executive Committee shall respect:
 - 6.3.1 Active engagement in European Higher Education;
 - 6.3.2 Active participation in the Association;
 - 6.3.3 Proven ability to work creatively and effectively in any professional association;
 - 6.3.4 Interest in and willingness to contribute to the work of the Association and the Executive Committee.

Membership of the Executive Committee – Election

Article 7

(Ref: Art 7 of the Constitution)

- 7.1 The Executive Committee shall endeavour to ensure that the ratio between nominations and vacant seats is two.
- 7.2 The Executive Committee shall ensure appropriate rotation among its members.
- 7.3 An Executive Committee Election Document shall be issued to all members, containing all relevant information about the persons nominated for election. The members shall have two calendar months between the issue of the Executive Committee Election Document and the deadline for receipt of votes.
- 7.4 The Executive Committee shall announce the outcome of the election one calendar month before the Annual General Meeting.

- 7.4.1 If any of the members disputes the results of the election, the Executive Committee shall investigate the validity of the dispute;
- 7.4.2 If the dispute is found to be valid, the Executive Committee shall take appropriate action and report to the General Assembly.
- 7.5 The term of office for each elected member shall begin at the end of the first Annual General Meeting to be held after the elections.

The Functions and Responsibilities of the Executive Committee

Article 8

(Ref: Art 9 of the Constitution)

The Executive Committee consists of Elected Members, Co-opted Members and Ex-officio Persons.

Elected Members:

- 8.1 The function of Chair, Vice-Chair, Secretary and Treasurer shall be taken by different persons.
- 8.2 The Chair
- 8.2.1 The Chair shall chair all meetings, unless otherwise stated;
- 8.2.2 The Chair shall be responsible for the EAIR Secretariat;
- 8.2.3 The Chair shall be the first contact on Forum venues and external relations;
- 8.2.4 The Chair shall be the contact for the Leiden University; has this been deleted?
- 8.2.5 The Chair shall decide on general issues in association with EC members.
- 8.3 The Vice-Chair
- 8.3.1 The Vice-Chair shall deputise for the Chair in the above-mentioned duties, if the Chair is temporarily unable to perform his or her role.
- 8.4 The Secretary
- 8.4.1 The Secretary shall coordinate and follow-up all meetings, unless otherwise stated (be responsible for Notice, Agenda and Minutes of Meetings etc);
- 8.4.2 The Secretary shall be responsible for all official (non-financial) correspondence necessary for the establishment and further organisation of the Association;
- 8.4.3 The Secretary shall be responsible for the (non-financial) administration of the membership and any other administrative tasks necessary for upholding the Association and its activities, all in collaboration with the Secretariat.
- 8.5 The Treasurer
- 8.5.1 The Treasurer shall be responsible for the receipt and disbursement of all funds of the Association;
- 8.5.2 The Treasurer shall be responsible for the establishment and maintenance of appropriate records of all fiscal and/or financial transactions;
- 8.5.3 The Treasurer shall ensure that all expenditures are made within the specifications of the approved budgets and have been properly incurred according to the policies of the Association;
- 8.5.4 The Treasurer shall be responsible for all financial reports to the General Meetings;
- 8.5.5 The Treasurer shall be the first contact for the Audit Committee.

Ex-officio Persons:

- 8.6 The Editor-in-Chief¹
- 8.6.1 The Editor-in-Chief of the EAIR journal Tertiary Education and Management (TEAM) shall be appointed by the publisher, in consultation with the Executive Committee;
- 8.6.2 The Editor-in-Chief shall be an ex-officio person with the possibility of taking part in the meetings of the Executive Committee;
- 8.6.3 The Editor-in-Chief shall chair the TEAM Editorial Board;
- 8.6.4 The Editor-in-Chief shall chair the co-editors of TEAM;
- 8.6.5 The Editor-in-Chief shall manage the procedures for commissioning content of the journal;

¹ If the Chief Editorship is shared between two or more individuals, then the term “Editor-in-Chief” should read “Editors-in-Chief”.

- 8.6.6 The Editor-in-Chief shall be the liaison between Executive Committee and publisher. 8.7 The Forum Chair
- 8.7.1 The Forum Chair shall be appointed by the Executive Committee;
- 8.7.2 The Forum Chair shall be an ex-officio person with the possibility of taking part in the meetings of the Executive Committee;
- 8.7.3 The role of the Forum Chair shall be defined in the 'Guidance Notes for Organising EAIR Forums'.
- 8.8 An ex-officio person shall be designated to liaise between Leiden University and the EAIR Executive Committee. He or she shall have the right to participate in meetings of the EC.

The President

Article 9

(Ref: Art 10 of the Constitution)

- 9.1 The President is a member of EAIR.
- 9.2 The President shall be an ex-officio person who can be invited to the meetings of the Executive Committee.
- 9.3 The President, even if appointed for a specific time period, may, at any and all times, be suspended or dismissed by the Executive Committee. A suspension which is not followed up within three months by a decision to dismiss said President, shall terminate after the aforementioned three months have elapsed.
- 9.4 Furthermore, the President ceases functioning as such:
- 9.4.1 Upon his or her death;
 - 9.4.2 By the President handing in his or her resignation in writing;
 - 9.4.3 By the President losing his or her capacity and skills to act.

Financial Matters

Article 10

(Ref: Art 11 of the Constitution)

- 10.1 The Audit Committee shall consist of at least two members who shall not be members of the Executive Committee.
- 10.2 The Audit Committee shall investigate the balance, the profit and loss accounts and all relevant financial information and shall report on their findings to the General Assembly.
- 10.3 The Audit Committee may be assisted by an expert, should the investigation determined in the previous paragraph require exceptional accounting knowledge.
- 10.4 The Executive Committee is obliged to provide the Audit Committee with all the information it requires and shall, if required, provide the Audit Committee with the opportunity of examining and perusing the cash books and all financial documents of the Association.
- 10.5 A member may move that the task given to the Audit Committee be revoked. Such a motion must be submitted in writing to the Executive Committee, at least two calendar weeks in advance of a General Meeting.

Dissolution

Article 11

(Ref: Art 13 of the Constitution)

- 11.1 The Association is dissolved:
- 11.1.1 Through a decision made by the General Assembly;
 - 11.1.2 Because something happened which according to the Constitution causes the dissolution of the Association, which is not a decision in itself and not an act that has as its objective the dissolution of the Association;
 - 11.1.3 After a declaration of bankruptcy;
 - 11.1.4 Because there are only very few members left.