

SIEC-ISBE CONSTITUTION

1. NAME OF THE ORGANIZATION

- 01.1 The name of the organization shall be la Societe Internationale pour l'Enseignement Commercial (SIEC), also known as the International Society for Business Education (ISBE). National Chapters may add a translation of the title into the appropriate language.
- 01.2 The official address of SIEC/ISBE shall be that of the General Secretary/Permanent Office.
- 01.3 The written records of SIEC/ISBE shall be maintained and communicated in English by the Permanent Office.

2. OBJECTIVES

The purposes or objectives of SIEC-ISBE shall be as follows:

- 02.1 to promote the internationalization of business education and training in cooperation with business and professional organizations, educators, and institutions in the private and public sectors.
- 02.2 to foster and develop an international multi-cultural and multi-lingual network of National Chapters and individuals with an interest in business education, and to cooperate with other organizations which have similar objectives and interests.
- 02.3 to encourage and maintain links between education and business, both nationally and internationally.

3. ATTAINMENT OF OBJECTIVES

To attain the objectives, SIEC-ISBE shall perform the following activities:

- 03.1 provide an international forum for the consideration of issues relating to the development of business education and the training of educators.
- 03.2 encourage research in these areas and disseminate the results.
- 03.3 hold an annual conference.
- 03.4 publish a review magazine regularly, and informational bulletins as required.
- 03.5 foster and encourage the activities of National Chapters.
- 03.6 market business and educational opportunities as well as services available through SIEC-ISBE.
- 03.7 undertake such other activities as may support the objectives of the organization.

4. FUNDING

SIEC-ISBE shall seek financial support from the following sources:

- 04.1 National Chapters, in the form of individual and institutional membership fees.
- 04.2 Annual Conference.
- 04.3 constituent associations.
- 04.4 national and international groups and organizations.
- 04.5 industry and commerce.
- 04.6 charitable trusts.
- 04.7 sale of publications and other services.
- 04.8 a share of the profits from the Annual Conference by agreement negotiated with

the hosting National Chapter.
04.9 other sources

5. MEMBERSHIP

The membership of SIEC-ISBE shall be comprised of:

- 05.1 National Chapters, as defined and recognized by the Board and approved by the Assembly of Delegates.
- 05.2 Affiliated organizations, other than National Chapters, plus individuals who are not members of a National Chapter and whose application has been approved by the Board.
- 05.3 Honorary members elected by the Assembly of Delegates.

6. MEMBERSHIP FEES

The financial year of SIEC-ISBE shall be 1 June - 31 May, but National Chapters may elect a different financial period. The following rules apply to annual fees paid to the organization:

- 06.1 A National Chapter shall pay an annual affiliation fee calculated on the basis of the number of members in the Chapter. The amount of the fee shall be proposed by the Board and approved by the Assembly of Delegates.
- 06.2 A separate fee for individuals and other organizations as defined in Article 5.2 shall be decided by the President and General Secretary, and approved by the Assembly of Delegates.
- 06.3 Honorary members are exempt from payment of fees.
- 06.4 Fees shall be payable to the Permanent Office in the currency of the Permanent Office by 31 October for the current financial year.
- 06.5 A National Chapter that has not paid the affiliation fee by the end of the SIEC-ISBE financial year (31 May) shall forfeit the right to vote on any resolution at the Assembly of Delegates, the Board, the Executive Committee, or any other committee.

7. ORGANIZATION OF SIEC/ISBE

- 07.1 SIEC-ISBE shall operate through:
 - 07.1.1 National Chapters
 - 07.1.2 the Assembly of Delegates
 - 07.1.3 the President, Vice Presidents, the Board, and the Executive Committee
 - 07.1.4 the General Secretary and the Permanent Office
 - 07.1.5 the Pedagogical Committee
 - 07.1.6 the Network Committee
 - 07.1.7 other Standing Committees as appointed by the Board
- 07.2 Proposed changes to the above organization shall be considered first by the Board, whose recommendations will be submitted to the Assembly of Delegates for approval. The decision of the Assembly of Delegates shall be final.

8. NATIONAL CHAPTERS

- 08.1 Normally, only one National Chapter from each country can be a member of

SIEC-ISBE. Each Chapter shall designate a person responsible for communication with SIEC-ISBE, to be known as the Official Correspondent, who shall be charged with the responsibility of circulating information to the members of the National Chapter.

- 08.2 Upon dissolution of a SIEC-ISBE National Chapter, any assets or surplus funds shall be:
 - 08.2.1 used to start up a new National Chapter in that country,
 - 08.2.2 transferred to an organization having objectives similar to those of SIEC-ISBE, or
 - 08.2.3 applied to a public benefit approved by the Assembly of Delegates.

9. THE ASSEMBLY OF DELEGATES

- 09.1 The Assembly of Delegates is comprised of the members of each National Chapter who attend the Annual Conference. The Assembly of Delegates shall meet at least twice a year during the Annual Conference.
- 09.2 Meetings of the Assembly of Delegates shall be chaired by the President or, in the event of the President being absent, one of the Vice Presidents.
- 09.3 The Assembly of Delegates shall perform the following duties:
 - 09.3.1 elect the President.
 - 09.3.2 approve the appointment of Vice Presidents.
 - 09.3.3 appoint the General Secretary.
 - 09.3.4 approve the appointments of the chairpersons of the Pedagogical Committee, Network Committee, and any other standing committee.
 - 09.3.5 approve National Chapters.
 - 09.3.6 confer the titles of Honorary Members.
 - 09.3.7 adopt the Annual Reports and Financial Statements for the accounting period preceding the meeting date of the Assembly.
 - 09.3.8 approve the budget for the forthcoming period.
 - 09.3.9 approve revisions to the Constitution.
 - 09.3.10 approve membership fees.
 - 09.3.11 elect two auditors: one from the National Chapter hosting the next conference, and one from the country of the General Secretary.
 - 09.3.12 consider any other matters, and approve proposals submitted in advance for consideration by the Board, Executive Committee, or National Chapters.
- 09.4 The meeting agenda for the Assembly of Delegates shall be approved by the President and the Executive Committee and distributed to National Presidents at least six (6) weeks before the date of the Annual Conference. Items for inclusion in the agenda must be submitted to the General Secretary by 1 May preceding the conference.
- 09.5 All members of SIEC-ISBE may participate in the debates of the Assembly of Delegates, but each National Chapter shall nominate one person to cast the vote(s) of the Chapter, whether or not the Chapter's vote on any resolution is unanimous.
- 09.6 Each National Chapter shall have one vote and one further vote per 25 members, with each corporate member counting as two individual members.

- 09.7 No National Chapter shall cast more than 40% of the total number of votes cast at the Assembly.
- 09.8 Resolutions of the Assembly of Delegates shall be decided by a simple majority of votes cast. Votes may be cast by the representative of a National Chapter, as described in Article 9.5, or, in cases where the National Chapter is unable to be represented in person, by a person mandated by the National Chapter. In the event of a tie, the Chairperson will cast the deciding vote.
- 09.9 Amendments to the Constitution and any resolution related to dissolution of SIEC-SBE will require a two-thirds majority of the total votes cast.

10. THE BOARD

- 10.1 The Board shall be comprised of the President, the immediate Past President, the General Secretary, the Presidents of National Chapters, and the Vice Presidents.
- 10.2 The Board shall, subject to the approval of the Assembly of Delegates, appoint at least two (2) and not more than four (4) Vice Presidents to serve on the Executive Committee, giving consideration to language groupings and the overall balance of the Executive Committee. Any National Chapter having more than 25% of the total membership shall be entitled to appoint a Vice President to serve on both the Board and the Executive Committee.
- 10.3 The Board shall meet at least once during the Annual Conference and shall be responsible for the following:
 - 10.3.1 establishing standing committees as necessary.
 - 10.3.2 recruiting membership in SIEC-ISBE.
 - 10.3.3 receiving reports on national or regional meetings of Chapters.
 - 10.3.4 considering the Annual Report and Accounts for the preceding year and the Budget for the current financial year before they are submitted to the Assembly of Delegates.
 - 10.3.5 making arrangements for the nomination of candidates and election of the International President by the Assembly of Delegates.
 - 10.3.6 encouraging and promoting research in the area of Business Education.
 - 10.3.7 determining priorities and procedures in the conduct of its business.
 - 10.3.8 fostering the image of SIEC-ISBE throughout the world.

11. THE EXECUTIVE COMMITTEE

- 11.1 The Executive Committee shall be comprised of the President, General Secretary, two to four Vice Presidents appointed by the Board, Vice Presidents appointed by National Chapters having more than 25% of the total membership, the Chairpersons of the Pedagogical and Network Committees, and the Chairperson of any other standing committee.
- 11.2 The Executive Committee shall be responsible for the following:
 - 11.2.1 consider bids by National Chapters to host and organize a future Annual Conference.
 - 11.2.2 approve the programme outline for the Annual Conference.
 - 11.2.3 consider the arrangements and requirements for the appointment

of the General Secretary.

11.2.4 market and promote SIEC-ISBE internationally.

11.2.5 receive reports from the Pedagogical Committee, Network Committee, and any other Standing Committee established by the Board.

12. PRESIDENT

12.1 Presidential candidates shall be nominated by the Board. The President shall be elected by the Assembly of Delegates, shall hold office for two years, and may be re-elected for a maximum of one more two-year period.

12.2 The President shall chair all meetings of the Assembly of Delegates, the Board, and the Executive Committee.

12.3 The President shall represent SIEC-ISBE internationally and promote SIEC-ISBE's activities, policies, and objectives, and prepare for the Assembly of Delegates meetings with the assistance of the General Secretary.

13. VICE PRESIDENTS

13.1 Vice Presidents shall be appointed under the terms of Articles 10.2 and 11.1 of this Constitution.

13.2 Vice Presidents shall serve for a period of two years and may be re-elected.

13.3 Vice Presidents shall have particular duties and responsibilities allocated to them by the Executive Committee. The Chairpersons of the Pedagogical and Network Committees, as well as the Chairperson of any other Standing Committee, shall share those particular responsibilities with the Vice Presidents. Responsibilities allocated by the Executive Committee shall include but not be limited to Marketing, Membership, Conferences, and Research.

14. GENERAL SECRETARY

14.1 The General Secretary shall be nominated by an Election Committee (comprised of three members of the Executive Committee appointed by the International President and Vice-Presidents), approved by resolution of the Assembly of Delegates at the Annual Conference, and shall hold office for a term of five years. The General Secretary may be reappointed by the Executive Committee to serve one further five-year term, subject to approval by the Assembly of Delegates.

14.2 The General Secretary shall be responsible for maintaining the Permanent Office of SIEC-ISBE and performing all secretarial and financial duties as well as other duties assigned by the President, Executive Committee, and/or the Board.

15. THE PEDAGOGICAL COMMITTEE

15.1 Each National Chapter shall appoint one member to serve on the Pedagogical Committee.

15.2 The Committee shall elect a Chairperson, Vice Chairperson, and Secretary from its membership.

- 15.3 The Chairperson shall serve as a Vice President and as a member of the Executive Committee and Board and shall serve a term of three years.
- 15.4 The Chairperson shall be neutral in the conduct of the Committee's business; therefore, the National Chapter of which the Chairperson is a member may appoint a second Chapter member to represent its interests on the Pedagogical Committee.
- 15.5 The Pedagogical Committee shall compile a schedule of pedagogical events to be held during the Annual Conference.
- 15.6 The Pedagogical Committee shall conduct its business by following procedures which its members decide are appropriate.

16. THE NETWORK COMMITTEE

- 16.1 Each National Chapter shall appoint one member to serve on the Network Committee.
- 16.2 The Committee shall elect a Chairperson, Vice Chairperson, and Secretary from its membership.
- 16.3 The Chairperson shall serve as a Vice President and as a member of the Executive Committee and Board and shall serve a term of three years.
- 16.4 The Chairperson shall be neutral in the conduct of the Committee's business; therefore, the National Chapter of which the Chairperson is a member may appoint a second Chapter member to represent its interests on the Network Committee.
- 16.5 The Network Committee shall compile a schedule of events related to networking to be held during the Annual Conference.
- 16.6 The Network Committee shall conduct its business by following procedures which its members decide are appropriate.

17. OTHER STANDING COMMITTEES

- 17.1 The Board shall establish other Standing Committees as required.
- 17.2 Each National Chapter shall appoint one member to serve on such Standing Committees.
- 17.3 Each Standing Committee shall elect a Chairperson, Vice Chairperson, and Secretary from its membership.
- 17.4 The Chairperson shall serve as a Vice President and as a member of the Executive Committee and Board.
- 17.5 The Standing Committees shall conduct business by following procedures agreed upon by its members.

18. DISSOLUTION OF SIEC/ISBE

- 18.1. The SIEC-ISBE organization may be dissolved by a resolution presented to and approved by the Assembly of Delegates at the Annual Conference.
- 18.2 A resolution recommending dissolution must be:
 - 18.2.1 signed by a minimum of 25% of the total membership, and

- 18.2.2 submitted to the President not less than six (6) months prior to the meeting of the Assembly of Delegates, at which the resolution will be considered.
- 18.3 Upon the dissolution of the organization, any assets or surplus funds shall be:
 - 18.3.1 transferred to an organization having objectives similar to those of SIEC-ISBE, or
 - 18.3.2 applied to a public benefit approved by the Assembly of Delegates.
- 18.4 Any transfer of SIEC-ISBE assets or surplus funds must be approved by the Assembly of Delegates.

Approved August 1, 1998