

# SIEC-ISBE CONSTITUTION

## 1 **NAME OF THE ORGANIZATION**

- 1.1 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). Chapters may add a translation of the title into the appropriate language.
- 1.2 The official address of SIEC-ISBE shall be that of the General Secretary/Permanent Office.
- 1.3 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:

- 2.1 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.
- 2.2 to foster and develop an international multi-cultural and multi-lingual network of Chapters and individuals with an interest in business education, and to cooperate with other organizations which have similar objectives and interests.
- 2.3 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:

- 3.1 provide an international forum for the consideration of issues relating to the development of business education and the training of educators.
- 3.2 encourage research in these areas and disseminate the results.
- 3.3 hold an annual conference.
- 3.4 publish an International Journal for Business Education regularly, and informational bulletins as required.
- 3.5 foster and encourage the activities of Chapters and individuals with an interest in business education.
- 3.6 market business and educational opportunities as well as services available through SIEC-ISBE.
- 3.7 undertake such other activities as may support the objectives of the organization.

## 4 **FUNDING** SIEC-ISBE shall seek financial support from the following sources:

- 4.1 Chapters, in the form of individual and collective membership fees.
- 4.2 Annual Conference.
- 4.3 constituent associations.
- 4.4 national and international groups and organizations.
- 4.5 industry and commerce.
- 4.6 charitable trusts.
- 4.7 sale of publications and other service
- 4.8 a share of the profits from the Annual Conference by agreement negotiated with the hosting entity.
- 4.9 other sources

- 5 **MEMBERSHIP** The membership of SIEC-ISBE shall be comprised of:
- 5.1 Chapters, as defined and recognized by the Board and approved by the Assembly of Delegates.
  - 5.2 Individual and collective members. A collective membership is available within Chapters for organizations such as business schools, universities, business or non-business enterprises, and chambers of commerce.
  - 5.3 Affiliated organizations.
  - 5.4 Honorary members elected by the Assembly of Delegates.
- 6 **MEMBERSHIP FEES** The financial year of SIEC-ISBE shall be 1 June - 31 May, but Chapters may elect a different financial period. The following rules apply to annual fees paid to the organization:
- 6.1 A 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 Executive Committee, presented to the Board, and approved by the Assembly of Delegates.
  - 6.2 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.
  - 6.3 Honorary members are exempt from payment of fees.
  - 6.4 Fees shall be payable to the Permanent Office in the currency of the Permanent Office by 31 March for the current financial year.
  - 6.5 A 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**
- 7.1 SIEC-ISBE shall operate through:
    - 7.1.1 Chapters.
    - 7.1.2 the Assembly of Delegates.
    - 7.1.3 the President, Vice Presidents, the Board, and the Executive Committee.
    - 7.1.4 the General Secretary and the Permanent Office.
    - 7.1.5 the Professional Development Committee.
    - 7.1.6 other Standing Committees as appointed by the Board.
  - 7.2 Proposed changes to the above organization shall be recommended first by the Executive Committee, reviewed by the Board, and submitted to the Assembly of Delegates for approval.
- 8 **CHAPTERS**
- 8.1 Only one Chapter from each country can be a member of SIEC-ISBE. Each Chapter President is responsible for communicating with SIEC-ISBE and is charged with the responsibility of circulating information to the members of the Chapter.
  - 8.2 Upon dissolution of a SIEC-ISBE Chapter, any assets or surplus funds shall be:
    - 8.2.1 transferred to SIEC-ISBE International for promotion of SIEC-

ISBE, or

8.2.2 transferred to an organization having objectives similar to those of SIEC-ISBE.

9 **THE ASSEMBLY OF DELEGATES**

- 9.1 The Assembly of Delegates is comprised of the members of each Chapter who attend the Annual Conference. The Assembly of Delegates shall meet at least twice during the Annual Conference. If no Annual Conference is held, the Assembly of Delegates shall meet at least once during the financial year.
- 9.2 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.
- 9.3 The Assembly of Delegates shall perform the following duties:
  - 9.3.1 elect the President.
  - 9.3.2 approve the appointment of Vice Presidents.
  - 9.3.3 appoint the General Secretary.
  - 9.3.4 approve the appointment of the chairperson of the Professional Development Committee and any other standing committee.
  - 9.3.5 approve Chapters.
  - 9.3.6 confer the titles of Honorary Members.
  - 9.3.7 adopt the Annual Reports and Financial Statements for the accounting period preceding the meeting date of the Assembly.
  - 9.3.8 approve the budget for the forthcoming period.
  - 9.3.9 approve revisions to the Constitution.
  - 9.3.10 approve membership fees.
  - 9.3.11 appoint two auditors: one from the country of the General Secretary and one from another country.
  - 9.3.12 consider any other matters, and approve proposals submitted in advance for consideration by the Board, Executive Committee, or Chapters.
- 9.4 The meeting agenda for the Assembly of Delegates shall be approved by the President and the Executive Committee and distributed to Chapter Presidents by June 1. Items for inclusion in the agenda must be submitted to the General Secretary by June 15..
- 9.5 All members of SIEC-ISBE may participate in the debates of the Assembly of Delegates, but each 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.
- 9.6 Each Chapter shall have one vote and one further vote per 25 members, with each collective member counting as two individual members.
- 9.7 No Chapter shall cast more than 40% of the total number of votes cast at the Assembly.
- 9.8 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 Chapter, as described in Article 9.5, or, in cases where the Chapter is unable to be represented in person, by a person mandated by the Chapter. In the event of a tie, the Chairperson will cast the deciding vote.

- 9.9 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 Chapters, the Vice Presidents, and the Chairperson of the Professional Development Committee.
- 10.2 At least two (2) and not more than four (4) Vice-Presidents shall serve on the Executive Committee, with consideration given to regional groupings and the overall balance of the Executive Committee. Any 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. Vice-Presidents representing regional groups shall be selected by their respective designated countries, presented to the Board, and approved by the Assembly of Delegates.
- 10.3 The Board shall meet at least once during the financial year and shall be responsible for the following:
  - 10.3.1 recruiting membership in SIEC-ISBE.
  - 10.3.2 receiving reports on national or regional meetings of Chapters.
  - 10.3.3 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.
  - 10.3.4 encouraging and promoting research in the area of Business Education.
  - 10.3.5 determining priorities and procedures in the conduct of its business.
  - 10.3.6 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 representing regional groups, Vice Presidents appointed by Chapters having more than 25% of the total membership, the Chairperson of the Professional Development Committee, and the Chairperson of any other standing committee. Members of the Executive Committee must be individual members of SIEC-ISBE and members in good standing with their Chapters.
- 11.2 The Executive Committee shall be responsible for the following:
  - 11.2.1 conducting the operational affairs of the organization.
  - 11.2.2 establishing strategic direction and initiatives.
  - 11.2.3 recommending changes to the organizational structure and to the Constitution.
  - 11.2.4 establishing standing and ad hoc committees as necessary.
  - 11.2.5 making arrangements for the nomination of candidates and election of the International President by the Assembly of Delegates.
  - 11.2.6 making arrangements for the nomination and appointment/election of Vice-Presidents and Committee

Chairpersons.

11.2.7 considering bids by entities to host and organize a future Annual Conference.

11.2.8 approving the programme outline for the Annual Conference.

11.2.9 considering the arrangements and requirements for the appointment of the General Secretary.

11.2.10 marketing and promoting SIEC-ISBE internationally.

11.2.11 receiving reports from the Professional Development 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. The President must be an individual member of SIEC-ISBE and a member in good standing with his/her Chapter.

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.

12.4 The President may serve as an ex-officio (non-voting) member at meetings of all SIEC-ISBE international committees, to include the Professional Development Committee.

## **13 VICE PRESIDENTS**

13.1 Vice Presidents shall be appointed under the terms of Articles 10.2 and 11.1 of this Constitution. Vice Presidents must be individual members of SIEC-ISBE and members in good standing with their Chapters.

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

13.3 Vice Presidents shall have particular duties and responsibilities allocated to them by the Executive Committee. The Chairperson of the Professional Development Committee, 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 approved by the Vice-Presidents), approved by resolution of the Assembly of Delegates, 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. The General Secretary must be an individual member of SIEC-ISBE and a member in good standing with his/her Chapter.

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

**15 THE PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR**

15.1 The Chairperson shall be appointed from the general membership of SIEC-ISBE by the Executive Committee and approved by the Assembly of Delegates.

15.1.1 The Chairperson must be an individual member of SIEC-ISBE and a member in good standing with his/her Chapter.

15.1.2 The Chairperson should have attended three of the most recent six international conferences prior to appointment.

15.1.3 The Chairperson shall attend all Executive Committee meetings, all Board meetings, and all International Conferences during his/her time as Chairperson.

15.2 The Chairperson shall serve as a member of the Executive Committee and the Board and shall serve a three-year term with the possibility of a second three-year appointment.

**16 THE PROFESSIONAL DEVELOPMENT COMMITTEE**

16.1 Each Chapter shall appoint two members to serve on the Professional Development Committee.

16.2 Each appointed Chapter member or his/her designee shall have one vote on the Committee.

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

16.4 The Committee may elect additional officers as needed to operate efficiently.

16.5 Any interested SIEC-ISBE Member may volunteer to join the Professional Development Committee as a Member-at-Large.

16.5.1 Members-at-Large do not have voting privileges on the Committee; however, the member-at-large is encouraged to discuss and offer opinions to facilitate the work of the Committee.

16.5.2 Members-at-Large may serve on the committee as long as they are contributing to the work of the Committee.

16.5.3 Members-at-Large may be elected to a position of leadership within the Committee.

16.6 The Committee shall compile a schedule of professional development activities to be held during the Annual Conference.

16.7 The Committee shall conduct its business by following procedures deemed appropriate by the Committee.

**17 OTHER STANDING COMMITTEES**

17.1 The Board shall establish other Standing Committees as required.

17.2 Each 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 member of the Executive Committee and

Board and shall serve a term of three years.

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.

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 dissolution of the organization, any assets or surplus funds shall be transferred to an organization having objectives similar to those of SIEC-ISBE.

18.4 Any transfer of SIEC-ISBE assets or surplus funds must be approved by the Assembly of Delegates.

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