



Policies and Procedures

**Regulations for the operation of the
International Association for Educational and Vocational Guidance
(IAEVG)
(2010-05-15)**

Maximizing the World's Potential Through Guidance



IAEVG - Policies and Procedures

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Foreword

This document is intended to be a companion to the Statues of the Association. It outlines the policies and procedures that the Association follows when conducting its affairs.

Articles in this document may be changed by the Executive Committee of the Association upon a two-thirds majority vote and subject to approval by a two-thirds majority vote of the Board of Directors of the Association.

0. IAEVG-Administration Centre

To support the Executive Committee, in particular the President, the Secretary General, and the Treasurer in administrative and technical work the EC and the Board have approved to commission these tasks to an IAEVG-Administration Centre. The Administration Centre is responsible for all technical work related to membership management, balloting procedures, dissemination of EC- and Board - Communications including the Newsletter dissemination, travel expenses claims, and customer relations management. The Administration Centre reports to the EC in an Annual Report. The Director of the IAEVG-Administration Centre can be asked to attend the EC- and Board-Meetings if appropriate.

To keep costs low the Administration Centre should be commissioned to a non-for-profit professional organisation in the field of career guidance which cooperates with IAEVG also in professional activities. The Canadian Career Development Foundation (CCDF) has offered it's service and the IAEVG-Administration Centre is located at CCDF.

1. Membership Categories

The decision rules for the different categories of membership are as follows:

1. 6.2(a) Individual Members
2. 6.2(b) are associations whose members are guidance workers and/or counsellors, e.g., National Career Development Association, Nordic Association of Guidance.
3. 6.2(c) are associations whose aims and/or work involve educational and vocational guidance and
 - whose members are not guidance workers, e.g., International Association of Applied Psychology or
 - who do not have a membership base, e.g., training or research institutions
4. 6.2(d) includes organisations such as national employment services, ministries of career development or employment.

2. Membership Fees

Membership fees are quoted and payable in any of four currencies: US Dollar, Canadian dollar, Euro and Pounds Sterling (GBP). Individual Members pay a core charge, and membership dues for national associations are a multiple of this core charge, depending upon size of the national association's membership.

The Board of IAEVG will manage a system where membership fees are reviewed annually (at the beginning of November) in the light of currency fluctuations during the past year. The Treasurer will propose an increase in the core charge for any currency (ies) that have weakened in value during the year, to bring it (them) into line with those that have strengthened during the year. After consultation with the Executive Committee, the proposed new membership fees in four currencies will be notified to the Board for their confirmation by 1st December each year.



Table of membership fees and related benefits (votes, journal accesses)

Membership Category, size and number of votes and journal accesses	Membership fee
Individual member (according to 6.2(a) Number of votes: 1 Number of Journal accesses: 1	<ul style="list-style-type: none"> Core charge
Organisations and institutions (according to 6.2(c) of the statutes: Number of votes: 2 Number of Journal accesses: 2	<ul style="list-style-type: none"> Core charge plus 25 %
National & trans-national professional associations (according to 6.2(b)) <ul style="list-style-type: none"> Up to 20 members: Number of votes: 2 Number of Journal accesses: 2 More than 20 members up to and including 100: Number of votes: 2 plus 1 for each additional 10 members or fraction of 10 above 20 members Number of Journal accesses: 2 plus 1 for each additional fraction of 10 above 20 members 	<ul style="list-style-type: none"> Core charge plus 25 % Charge for professional associations up to 20 members plus half core charge for each additional 10 members, or portion thereof, up to and including 100.
<ul style="list-style-type: none"> More than 100 members and up to and including 1,000: Number of votes: 10 plus 1 additional vote for each 50 members or fraction of 50; Number of Journal Accesses: 10 plus 1 additional for each 50 members or fraction of 50 	<ul style="list-style-type: none"> Five times core charge for the first 100 members plus half core charge for each additional 50 members, or portion thereof, up to and including 1,000
<ul style="list-style-type: none"> 1,001 members and more: Number of votes: 28 plus 1 extra for every 1,000 members or fraction of 1,000 Number of Journal accesses: 28 plus 1 additional for each 1,000 members or fraction of 1,000 	<ul style="list-style-type: none"> 14 times core charge for the first 1,000 members plus twice core charge for each additional 1,000 members, or portion thereof
Supportive members (according to 6.2(d) Number of votes: 1 Number of Journal accesses: to be negotiated*	<ul style="list-style-type: none"> To be negotiated*
Honorary members 1 vote; 1 Journal access	<ul style="list-style-type: none"> No charge

* For **Supportive Members** the amount of the annual contribution and the number of Journal accesses is fixed between IAEVG and the respective associations or institutions, but will not be less than twice the core charge paid by an individual member.

Additional online accesses to the Journal or print copies can be purchased separately. The price has to be negotiated with the publisher. Requests can be addressed to the Administration Centre.



3. Balloting Procedures

The closing date for nominations shall be 90 days in advance of the General Assembly. Nominations must be made according to the Nomination form (attached) and must include a biographical sketch that cannot exceed one (1) page in length (see template attached). Notice of the election along with the biographical sketches of candidates will be announced by mail and as well included in an issue of the *Newsletter* and on the IAEVG web site, at least 60 days in advance of the General Assembly.

Ballots will be prepared by the Secretary General in consultation with the Treasurer and the IAEVG Administration Centre and distributed to the membership electronically at least 60 days in advance of the General Assembly. Members shall return their completed ballot to the IAEVG-Administration Centre, at least 30 days in advance of the General Assembly, either via e-mail attachment or post. Ballots returned via post must be post-marked at least 30 days in advance of the General Assembly. Any members who cannot access a ballot electronically can request that a paper ballot be sent to them.

Only full members, whose membership fees are paid in full at the time of ballot distribution, will be eligible to vote.

All individual members, institutional members, supportive members, and Honorary Members [see Statutes 6.2(a), 6.2(c), and 6.2(d)] shall have 13 votes for Board members and one yes/no vote for each position on the Executive Committee. Association members (see Statutes 6.2(b)) shall have a number of votes equal to 13 times their voting power number to distribute for board members, and the number of yes/no votes for each position on the Executive Committee that is equivalent to their voting power.

In the event that a second ballot is necessary [see Statute 10.8. (b)], the Secretary General will prepare a ballot to be distributed at the conference prior to the General Assembly meeting. Ballots can be cast up to the start of the General Assembly.

The new Board and Executive Committee will be announced at the General Assembly.

4. Audit Arrangements

The Association, being a non-profit making body, is not obliged to have its accounts approved by an external auditor. However, the Board of Directors has to examine and approve: (a) the yearly budget and (b) the financial transactions, according to the financial report given by the Treasurer (see Statute 12).

Not-with-standing the above, the financial affairs of the Association shall be scrutinized by an Auditor who is an elected member of the Board, and who is not involved in financial or administrative business of the Association. If the Board meeting where an auditor's report is required is held during a conference or seminar, one additional member of the Association shall be appointed as Auditor. Auditing of the financial records of the Association shall be conducted according to the following guidelines.

- 4.1 The treasurer shall prepare an annual financial report indicating the income and expenditures, compared to the budget projections.
- 4.2 Before the Annual Board Meeting, the elected Auditor should check the statement of accounts, including the list of income and expenses. After auditing the accounts, the Auditor should make a report to the Board, for its approval.
- 4.3 Before the General Assembly, i.e., every four (4) years, two (2) Scrutinizing Auditors shall be identified by the Board. Their appointment will be confirmed by the membership present at the General Assembly. In advance of the General Assembly, the Treasurer shall prepare a four-year financial report and circulate it, together with the audited



financial statements from each of the four preceding years, to the Scrutinizing Auditors for review. The purpose of the Scrutinizing Audit shall be to ensure that due process has been followed over the preceding four years.

4.4 The Scrutinizing Auditors will report to the General Assembly the results of their review.

5. Publications and Communication

Distributing information and communicating with members through publishing are an integral part of the mandate of IAEVG. The Association has several official communication vehicles:

- (a) A regular newsletter published in English, French, German and Spanish
- (b) A professional journal "*The International Journal for Educational and Vocational Guidance*"
- (c) A regularly maintained web site <<http://www.iaevg.org>>

As a benefit to members the access to the publications of IAEVG is free of charge. The online access to the Journal follows the rules according to Section 2 of the Policies and Procedures. Print copies of the Journal are available only to a limited extent for those individual members and organisational members who do not have access or who need print copies for organisational reasons. Requests have to be made to the Administration Centre.

The IAEVG also has published other professional papers and documents important to the Association, including: *IAEVG Statement of Ethical Standards, Paris 2001 IAEVG Declaration on Educational and Vocational Guidance, IAEVG-The First 50 Years, the International Competencies for Educational and Vocational Guidance Practitioners, the EVGP Credential*, etc.

The IAEVG places high value on these types of publication activities and will continue to support and contribute these sorts of endeavors.

6. Scientific Committee

The IAEVG works with numerous government and non-government organisations to become more proactive in matters pertaining to educational and vocational guidance. For the purpose of research and development in methods and innovative practices a special committee (Scientific Committee) has to be established with representatives of researchers and other relevant experienced persons in all guidance domains from different countries.

7. Conferences

IAEVG initiates and endorses international career guidance conferences around the world in collaboration with professional associations, and governmental bodies. There are three types of IAEVG-conferences:

- IAEVG-international conferences
- IAEVG affiliated conferences
- Joint Symposia

A "Conference Handbook" explains the differences and the requirements for partners who wish to organize an IAEVG International Conference. The Conference Handbook is available at the Administration Centre.

The President or the Vice President in charge of conferences negotiates and signs a contract with the conference organizers in which the obligations of IAEVG and the obligations of the conference organisers are confirmed.



NOMINATION FORM

CANDIDATE FOR ELECTION to the BOARD OF DIRECTORS and the Executive Committee at the GENERAL ASSEMBLY to be held in City, Country, Date

1	Name of Candidate	
2	Address of Candidate	
3	Title	
4	Function in the present organization/ institution	
5	Function nominated for (circle one)	<input type="checkbox"/> Board Member only <input type="checkbox"/> Presidential Pool <input type="checkbox"/> Secretary General <input type="checkbox"/> Treasurer
6	Person or organisation making the nomination	
7	Have you obtained the candidate's consent?	Yes No (circle one)
8	Signature	
9	Date	

This form must be returned to the Secretary General by: **specify date**

Linda Taylor
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BIOGRAPHICAL SKETCH

Name	
Address	
Function in the present organization/institution	
Areas of Work in present organization / institution	<i>Here we would ask for the areas of work a person actually is involved in his or her organization or occupational position which must not necessarily refer to guidance?</i>
Special Interests for work in IAEVG	<i>What is the difference between Special Interests and the Areas of Work? Shouldn't we make clear that by "special interest" we ask for interests in connection with work with IAEVG resp. in the field of guidance?</i>
Publications (selection)	