

## Fédération Internationale des Professeurs de Langues Vivantes

### THE STATUTES

#### **Article 1. The Federation**

The Fédération Internationale des Professeurs de Langues Vivantes (FIPLV) is a world Federation of associations of teachers of living languages. It is a non-profit-making, autonomous, independent, non-governmental organisation with consultative status in UNESCO and the Council of Europe.

#### **Article 2. Membership**

There are four categories of membership.

- 2.1 multilingual associations of teachers of living languages,
- 2.2 international unilingual associations of teachers of languages,
- 2.3 national unilingual associations where there is no existing national multilingual association or where the language is not represented by an international unilingual federation which is a member of FIPLV
- 2.4 associate members, to include institutes, language centres and other organisations with a similar philosophy. Member associations are legally and financially autonomous. The conditions of membership are:
  - 2.5 applications for membership are approved by the World Council on the recommendation of the Executive Committee,
  - 2.6 member associations encourage positive attitudes towards different languages, cultures and nations, and do not discriminate against any person on the grounds of colour, race, sex, language, political opinion, creed or religious conviction,
  - 2.7 member associations promote the teaching and learning of living languages,
  - 2.8 membership fees are paid annually.

#### **Article 3. Aims**

The aims of the Federation are:

- 3.1 to promote the teaching and learning of languages in order to facilitate and improve communication, understanding, cooperation, mobility and friendly relations among all peoples of the world,
- 3.2 to develop, support and promote policies designed to improve the quality of language learning and make language learning available to all,
- 3.3 to work towards greater opportunities for and the continuity and coherence of multilingual education in primary, secondary, further, higher and adult education,
- 3.4 to improve the professional training and development of language teachers in all sectors of education,
- 3.5 to help and advise on the founding of professional associations of teachers of living languages,
- 3.6 to support, coordinate and develop the work of its member associations,
- 3.7 to encourage members of different language associations in the same country to cooperate with each other and promote their common concerns on matters relating to the teaching and learning of living languages,
- 3.8 to support nationally and represent internationally the views of member associations.

#### **Article 4. Functions**

In order to achieve its aims the Federation shall:

- 4.1 act in a consultative role by making its professional advice and expertise available to UNESCO, the Council of Europe and other international organisations which promote the teaching of living languages,
- 4.2 convey to member associations information on languages and language education emanating from the work of international organisations,
- 4.3 promote research into the teaching and learning of languages and related disciplines,

- 4.4 hold world congresses and regional conferences,
- 4.5 organise international meetings to examine specific issues,
- 4.6 disseminate information on the teaching and learning of living languages,
- 4.7 keep member associations informed about the work of other member associations.

#### **Article 5. Internal Language Policy**

- 5.1 *Fédération Internationale des Professeurs de Langues Vivantes* is the Federation's official title.
- 5.2 The Statutes are printed in the official languages of UNESCO and the international unilingual member associations and may be translated into any additional language. In instances of dispute the English version of the Statutes is the sole legal authority.
- 5.3 At all meetings of the Federation participants have the right to use the languages of their choice. For FIPLV World Congresses at least three official congress languages must be named in advance.

#### **Article 6. The World Assembly**

The supreme authority of the Federation is the World Assembly. It may decide on any matter concerning the Federation.

- 6.1 The World Assembly consists of the Executive Officers, the Regional Representatives and two delegates from each member association.
- 6.2 The World Assembly meets at least once every three years.
- 6.3 A special meeting of the World Assembly may be called by the Executive Committee on the written request of at least one third of the member associations.
- 6.4 Each member association excluding associate members has two votes. Executive Officers and Regional Representatives may vote only if delegated by their respective member associations. Votes may be cast by post or by proxy.
- 6.5 The World Assembly's specific responsibilities are to:
  - 6.5.1 determine policy,
  - 6.5.2 approve the Election Procedure,
  - 6.5.3 elect the officers of the Executive Committee,
  - 6.5.4 elect the representatives of the multilingual member associations to the World Council,
  - 6.5.5 set the membership fees,
  - 6.5.6 approve the Statutes,
  - 6.5.7 approve the report of the World Council.

#### **Article 7. The World Council**

The World Council advises the Executive Officers and the Regions and reports to the World Assembly.

- 7.1 The World Council consists of:
  - 7.1.1 the Executive Officers,
  - 7.1.2 appointed representatives of the Regions,
  - 7.1.3 elected representatives of multilingual member associations not in a Region,
  - 7.1.4 appointed representatives of the international unilingual member associations.
- 7.2 The number of votes under 7.1.2, 7.1.3 and 7.1.4 are equal.
- 7.3 The World Council meets at least once a year.
- 7.4 At World Council meetings Executive Officers have no vote. The three member categories (as set out in 7.1.2, 7.1.3 and 7.1.4) each have an equal number of votes. The number of votes for each category depends on the number of international unilingual member associations. If, for example, the latter is eight, the total number of votes is 24, which is distributed thus: unilingual and multilingual representatives present at the meeting have one vote; the eight votes are distributed among the Regions according to the number of member associations in the region. The distribution of these votes is done by the World Assembly for the subsequent three-year period.
- 7.5 The World Council's specific responsibilities are to:
  - 7.5.1 decide on membership of the Federation,
  - 7.5.2 approve the budget and all financial reports and audited accounts,
  - 7.5.3 decide on the allocation of regional funds,
  - 7.5.4 receive an annual activity report from the Executive Committee and from each member association or Region,
  - 7.5.5 coordinate the work of the Federation with that of its member associations and of the Regions,

- 7.5.6 approve the formation, title, grouping and any subsequent modifications of the Regions,
- 7.5.7 approve all Regulations,
- 7.5.8 approve the conferment of the title *Honorary FIPLV Counsellor* on any individual who has served the Federation with distinction.

#### **Article 8. The Executive Committee**

The Executive Committee is responsible for the continuous pursuit of the aims of the Federation and answerable to the World Assembly. It is empowered to act on any matter not covered by the Statutes and to report such action to the next meeting of the World Council for ratification.

- 8.1 The President, Vice-President, Secretary-General, Treasurer-General and Editor are elected by the World Assembly. These Officers form the Executive Committee which reports to the World Council.
- 8.2 The Executive Committee meets at least once a year and, where financially viable, at least twice a year.
- 8.3 Decisions made by the Executive Committee should be by majority vote.
- 8.4 The Executive Committee's specific responsibilities are to:
  - 8.4.1 implement policy,
  - 8.4.2 take initiatives to further the aims of the Federation,
  - 8.4.3 maintain regular communications with member associations and the Regions,
  - 8.4.4 coordinate and publicise the activities of the Federation and its members,
  - 8.4.5 recruit new members,
  - 8.4.6 act in a consultative role nationally and internationally,
  - 8.4.7 ensure that the Federation is properly represented,
  - 8.4.8 initiate and develop relations with other international organisations,
  - 8.4.9 ensure proper financial control, management and support.

#### **Article 9. The Regions**

A Region is a freely joined group of member associations who wish to co-ordinate their activities in a defined geographical area and formalise this relationship in accordance with these Statutes. Article 9 states the minimal requirements.

- 9.1 The formation, title, grouping and formal recognition of a Region, and any subsequent modification, is agreed by the member associations concerned and approved by the World Council.
- 9.2 Each Region organises regular meetings and a Regional Assembly at least every third year.
- 9.3 Each member association in the Region has the right to vote at the Regional Assembly.
- 9.4 The Regional Assembly elects at least three officers to its Regional Executive Committee, one of them to act as President.
- 9.5 The Regional Assembly agrees a mechanism for electing or appointing its representative to the World Council.
- 9.6 The Regional Assembly adopts regulations for the conduct of its affairs. These are approved by the World Council and may not contravene these Statutes.
- 9.7 The Regions have their own accounts. The Treasurer-General will pay funds approved by the World Council within the limits of the budget.
- 9.8 The Regional Executive Committee submits annually to the World Council the activity report for the Region and its own audited accounts and financial report.

#### **Article 10. The Election of Officers**

- 10.1 Any individual member of a member association except associate members, as defined under Article 2, may be nominated for election.
- 10.2 The period of office is three years. Officers may be re-elected but may not serve for more than three consecutive periods in the same office.
- 10.3 Elections are conducted by secret ballot and in accordance with the approved Election Procedure.

#### **Article 11. Offices**

- 11.1 The Head Office is located in a place approved by the World Council or World Assembly.
- 11.2 Regional Offices are established or relocated with the approval of the appropriate Regional Assembly.
- 11.3 FIPLV Offices are subject to the law of the country in which they are located.

**Article 12. Finances**

- 12.1 The Federation has a central account into which all membership fees are paid in their entirety.
- 12.2 The Treasurer-General is in charge of the finances of the Federation within the limits of the budget, which is agreed upon by the World Council annually in advance. The President or another member of the World Council checks the accounts.
- 12.3 In unexpected circumstances of expenses of more than 500 Euros, the Treasurer-General consults automatically with the President and one other Executive Officer. The Executive Committee at the beginning of its term of office recommends to the World Council what this sum would be.
- 12.4 The Treasurer-General submits the proposed budget to the World Council in the year preceding the budget year.
- 12.5 The Treasurer-General submits annually to the Executive Committee and to the World Council the financial report and the audited accounts. Every three years he/she submits the audited accounts and the financial report to the World Assembly for approval.

**Article 13. Statutes and Election Procedure**

- 13.1 Any changes to these Statutes or to the Election Procedure must be approved by a two-thirds majority of the World Assembly.
- 13.2 The Executive Committee must consider proposed amendments at least six months before a meeting of the World Assembly and must notify members at least three months beforehand.

**Article 14. Regulations**

All Regulations and any subsequent changes must be approved by the World Council.

**Article 15. Dissolution**

Any proposal to dissolve the Federation must be notified to members at least six months before a meeting of the World Assembly. It must be approved by a two-thirds majority of the World Assembly, which would also decide on the disposal of all remaining assets.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Additional sentence to Article 8 approved by the FIPLV General Assembly, Hamburg, 14 November 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

Amended by the FIPLV World Assembly, Graz, 1 September 2009.

## **Fédération Internationale des Professeurs de Langues Vivantes**

### **ELECTION PROCEDURE**

1. Elections are held every three years.
2. The World Assembly elects the Federal Executive Officers. It also elects the representatives of multilingual member associations to the World Council. The number of persons representing the multilingual associations not in a Region and of those representing the Regions is equal to the number of persons representing the international unilingual member associations. This number may be changed by a majority vote at the World assembly provided equality of representation and a balance of power are maintained.
3. The Secretary-General informs member associations nine months in advance of the election which of the members of the Executive Committee and representatives on the World Council do not wish to be renominated. At the same time the Secretary-General calls for nominations to be returned by a fixed date which is no later than six months before the elections. The list of candidates is sent to member associations three months before the elections. The Secretary-General co-ordinates preparations for these elections with the regional elections.

4. Regional Assemblies elect their Executive Officers and appoint one representative to the World Council. The Regional Executive Committee instructs one of its Officers to inform the Region at least six months in advance of the names of those Executive Officers who do not wish to be renominated, to call for nominations and to send the list of nominations to members of the Regional Assembly one month before the elections.
5. Any individual member of a member association may be nominated for election provided the nomination is:
  - 5.1 formally proposed by that member association or by another,
  - 5.2 supported by the candidate's own association in the latter instance
  - 5.3 accompanied by a signed declaration of readiness to assume the duties of office if elected and a summary of the candidate's professional activities.
6. Officers may be re-elected but may not serve for more than three consecutive periods in the same office.
7. Nominations must state the office for which the candidate is standing. Candidates are also advised to indicate other offices for which they would be prepared to stand.
8. The respective Executive Committees may nominate candidates for those offices for which no nominations have been received by the time of the elections.
9. The respective World or Regional Assembly elects an Election Committee of three persons to conduct the election. These persons do not forfeit their right to vote. The Election Committee chooses a chairperson from its own membership.
10. The chairperson of the respective World or Regional Assembly hands over the entire conduct of the elections to the chairperson of the Election Committee.
11. Elections are by secret ballot. Officers are elected by a majority vote. Where there are three or more candidates for one post, a majority vote in favour of one of these candidates must be clearly established. If no candidate receives a majority of the votes cast, further ballots are conducted until a decision is reached by eliminating the candidate with the least number of votes in each round. The results of the ballot for each office are declared before proceeding to the next round.
12. Each member association excluding associate members has two votes. If a member association cannot attend, votes may be sent to the Secretary-General or Regional Executive in a sealed envelope bearing the name of the association and marked "FIPLV Votes". These should be set out in order of priority. The envelope may be opened only by the chairperson of the Election Committee at the time of the election. The identical procedure must be followed to inform the chairperson of the Election Committee which associations are exercising a proxy vote on behalf of another. A member association may not register votes by proxy on behalf of more than two other member associations. The votes are valid only in round one.
13. Any wish to contest the election must be declared before the chairperson closes the respective World or Regional Assembly. The Assembly declares the election should be repeated and, if so, in whole or in part.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

Amended by the FIPLV World Assembly, Graz, 1 September 2009.

## Fédération Internationale des Professeurs de Langues Vivantes

### REGULATIONS

#### **Regulation 1. Duties of the Executive Officers**

In the context of Article 8 of the Statutes, the responsibilities of the specific officers include:

1.1 The President chairs the World Assembly, World Council and Executive Committee. The President represents the Federation or arranges for the Federation to be represented by other Officers.

1.2 The Vice-President deputises for the President. The Vice-President has the special tasks of promoting the founding and development of new associations, finding sponsors and publicising the work of the Federation.

1.3 The Secretary-General is responsible for the overall administration of the Federation, the supervision of Head Office and liaison with member associations and the Regions. An assistant secretary may be appointed.

1.4 The Treasurer-General accounts for the income and expenditure of the Federation and reports to the Executive, World Council and World Assembly. The Treasurer-General notifies member associations at least one month beforehand that membership fees are due each year on 28 February.

1.5 The Editor has editorial responsibility for all publications which bear the Federation's imprint.

#### **Regulation 2. Official Meetings of the Federation**

2.1 Meetings of the World Assembly, World Council, Executive Committee, Regional Assemblies and Regional Executive Committee

The Secretary-General and the Regional Executive Officers ensure that suitable arrangements are made for these meetings, that formal invitations and agenda are received by all observers and committee members three months before the meeting, and minutes not more than two months after the meeting. Executive Committees may co-opt persons for special tasks and set up working parties.

2.2 Minutes

Minutes should be kept to a minimum and, wherever practicable, record only the decisions taken, a brief explanation, the action required and the persons responsible. The minutes record the languages used.

2.3 Observers

Observer status may be granted to organisations which support the work of the Federation. It is granted by the Federal or Regional Executive Committee. Observers have the right to attend meetings and to speak, but not to vote or hold office.

2.4 The FIPLV World Congress

The World Congress is normally held every three years. The organisation of the Congress is the responsibility of the World Council and the member association which issues the invitation. Ordinary meetings of the World Assembly are normally arranged in conjunction with the World Congress.

2.5 FIPLV Regional Conferences

Regional Conferences are held in order to stimulate and co-ordinate work in a Region. The organisation is the responsibility of the Regional Executive Committee and the member association which issues the invitation. Other Regions should also be invited to be represented.

#### **Regulation 3. Communications**

3.1 Regular and reliable communications are vital for the welfare of the Federation. Member associations should keep the FIPLV President and the Secretary-General informed of any change to their official and email address, telephone and fax numbers and of the identity, address, telephone and fax numbers and email addresses of their official FIPLV Representative.

3.2 Under the direction of the Secretary-General, Head Office will request these details annually from member associations and return to them a comprehensive list of the information collected and of the names, addresses, telephone and fax numbers and email addresses of all FIPLV Officers.

3.3 Member associations are entitled to print the acronym, full title and/or statement of membership of the Federation on their official stationery and other official documents, journals and publications.

#### **Regulation 4. Honorary FIPLV Counsellors**

4.1 The World Council may confer the title of *Honorary FIPLV Counsellor* on any person who has served the Federation with distinction.

4.2 A proposal must be supported by three Federal or Regional Executive Officers and three member associations. A statement justifying the proposal must be included. The title can be conferred only by a two-thirds majority vote of those present at the World Council. The proposal is passed to the World Council through any Federal or Regional Executive Officer.

4.3 The former titles of *Honorary FIPLV President* and *Honorary Member of the FIPLV Executive* are retained for those persons on whom they have been conferred earlier.

4.4 Persons on whom these titles have been conferred may be asked to perform special tasks on behalf of the Federation. They are kept informed about the Federation's activities.

#### **Regulation 5. Finance**

5.1 Expenses incurred by FIPLV Officers shall be reimbursed by the Treasurer-General or Regional Treasurers. The annual expenses for each Officer must not exceed the budget allowance unless special approval is given by the Treasurer-General and the President or, in the case of the Regional Officers, by the Regional Treasurer and a second Regional Officer. Expenses normally include the cost of travel and maintenance while away from home on FIPLV business and of telephone, fax, email and postage.

5.2 25% of all profits arising directly from any meetings or projects organised in the name of the Federation or its Regions must be paid to the Federation.

#### **Regulation 6. Membership Fees**

6.1 Membership fees are paid annually into the Federation's account.

6.2 They are set by the World Assembly and will be due on 28 February each year.

6.3 There are three grades of membership fees for multilingual members: (1) 170.00 euros for associations with up to 312 members (minimum rate); (2) 0.50 euros per capita for associations with from 313 to 2500 members (differentiated rate based on the number of individual members); (3) 1300.00 euros for associations with more than 2500 members (fixed rate)

6.4 The membership fee for international unilingual associations is 230.00 euros (fixed rate)

6.5 The membership for national unilingual associations is (1) 85.00 euros for associations with up to 312 members (minimum rate); (2) 0.25 euros per capita for associations with from 313 to 2500 members (differentiated rate based on the number of individual members); (3) 650.00 euros for associations with more than 2500 members (fixed rate)

6.6 The membership fee for associate members is 170.00 euros (fixed rate)

6.7 The annual rate for sponsorship of the FIPLV Website is 130.00 euros (fixed rate)

6.8 Member associations which cannot afford to pay their membership fee in a particular year must submit a copy of their accounts or an official statement to the Treasurer-General before 28 February. The Treasurer-General may as a result recommend to the Executive Committee that payment be reduced or waived for the year or postponed.

6.9 Member associations faced with prolonged hardship may, with the Treasurer-General's approval, pay a reduced fee over a fixed period or have their fee paid by another member or other source.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Council, Brussels, 1 October 2004 (ie Regulations only)

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

Amended by the FIPLV World Assembly, Graz, 1 September 2009.