

The International Association for Research on Textbooks and Educational Media

STATUTES

The members have founded an Association which is decided to be an independent, international, non-profit-making organization. The activities of the Association shall be extended to as many countries as possible.

Article I

The objectives of this Association are:

Firstly, to promote research on textbooks and educational media. The focus shall be on their conception and development, production and use. The activities of the Association shall concern texts and context such as information systems, web sites, libraries, class activities etc.

Secondly, to secure and develop contacts with all parties interested in educational media and textbook publishing.

Article II

In order to achieve these ends the Association intends to promote and encourage international scientific cooperation in fields relating to textbooks and educational media and, in particular, in fields concerning the development, production, selection and use of textbooks. This promotion shall include:

- a) the participation, at an international level, of researchers and academics who share an interest in specialised work on textbooks and educational media;
- b) the organizing of a biannual international conference for research on textbooks and educational media;
- c) keeping its members informed by means of digital channels, such as homepage, newsletters, social media etc.
- d) the edition of an e-journal containing contributions in the field of research on textbooks and educational media.

Article III

The registered office of the Association was until the autumn of 2004 located in Paris, France. The location of the Association has been changed to Kongsberg, Norway, in the premises of The University of South-Eastern Norway, Department of Languages and Literature Studies, Post office box 235, NO-3603 Kongsberg, Norway.

The Board may decide to change the location of the registered office, in which case the decision must be ratified by the General Assembly.

Article IV

Membership of the Association shall be open to researchers and academics working in the field of textbooks and educational media. Only individual shall be considered. Applications must be registered at the IARTEM web site.

The biannual subscription is set by the General Assembly.

Article V

All members of the Association may participate in the activities of the Association such as they are defined in the statutes. All members may participate in the General Assembly and other meetings organized by the Association.

All members of the Association will have a seat in the General Assembly. They shall have the right to vote and shall be eligible for election.

All members shall receive the publications of the Association free of charge or at cost price.

Article VI

The Association shall comprise the following:

- the General Assembly
- the Board
- the Nominating Committee
- the Editors of the e-journal and News Letter

Article VII

The ordinary General Assembly shall comprise all the members of the Association who are present or represented at the time of the session. A member who is present may not act as proxy for more than three members. It shall be incumbent upon the ordinary General Assembly to:

1. elect the President, Vice-President, Executive Secretary, Treasurer and the other members of the Board;
2. determine the location of the Secretariat for the next two years;
3. approve or not approve the report concerning the status of the Association submitted by the President every two years;
4. approve or not approve the report concerning the financial management and the balance sheet submitted by the Treasurer every two years;
5. set the biannual subscription fee for the next two years;
6. elect the members of the Nominating Committee;
7. reach a decision regarding all amendments to the statutes of the Association;
8. consider all the questions placed on the agenda by the Board or at the request of one or more members of the Association.

The ordinary General Assembly shall convene every two years on the occasion of the Biannual Conference for Research on Textbooks and Educational Media.

At least three weeks before the date fixed, the members of the Association shall be sent a notice of the meeting by the Executive Secretary. The agenda shall be stated in the notice.

Decisions of the General Assembly shall be taken by a simple majority vote of the members present or represented. Amendments to the statutes require a two-thirds majority.

Article VIII

If necessary, or on the request of more than a third of the registered members of the Association, the President may convene an extraordinary General Assembly, following the same procedure as described in article VII.

Article IX

The Board shall comprise the President, Vice-President, Executive Secretary, Treasurer and between five and eleven additional members.

The President may be elected for a period of two years, as are the other members of the Board. Board members may be re-elected. However, the General Assembly must ensure the replacement of at least one member of the Board at each election.

The Board shall be convened at least once a year by the President. The President shall organise the meetings of the General Assembly. At least three weeks prior to the meeting of the General Assembly, the President shall issue to the members of the Association all necessary documents, all proposals for activities and any proposal for amendments to the statutes etc.

The decisions of the Board shall be taken by simple majority. If the votes are equal, the President's vote counts as a double vote. Decisions shall only be valid when at least two thirds of the board members are present at the Board meeting.

The President shall be responsible for general matters. The President shall chair the meetings of the Association and sign all the correspondence and statements issued by the Association. Documents concerning financial matters must, with the exception of day-to-day business (postage, costs, etc.), be countersigned by the Treasurer.

All day-to-day business matters are the responsibility of the Executive Secretary.

Article X

The Nominating Committee shall comprise two members elected by the General Assembly. They shall not belong to the Board. The task of the Committee shall be to present proposals concerning the election of a new Board.

Article XI

Internal regulations may be established by the Board. These must be approved by the General Assembly. Such regulations are intended to address the various matters not provided for in the statutes, particularly those relating to the internal administration of the Association.

Article XII

A proposal to dissolve the Association may be submitted to the General Assembly by the Board or by a resolution passed by at least a quarter of the registered members of the Association. If at least two-thirds of the members present or represented in the General Assembly approve dissolution, one or more liquidators shall be appointed by the Assembly. Any assets shall be transferred to an independent, international, non-profit-making organisation concerned with international understanding and tolerance.