



STATUTES

(2005-05-31)

**Regulations for the governance and operation of the
International Association for Educational and Vocational Guidance
(IAEVG)**

Maximizing the World's Potential Through Guidance



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Foreword

The following statement of Policy was prepared by the Board of Directors of the International Association for Educational and Vocational Guidance, approved by the General Assembly of this Association, at Annecy, in September 1987, and reaffirmed by the General Assembly at Lisbon in 2005. It was then agreed that such a statement would help members, in their efforts to promote the goals of this Association, thus providing more effective Educational and Vocational Guidance services in all parts of the world.

The following principles are set forth for users of this document and to encourage them to bear in mind a number of over-arching considerations related to the provision of guidance services.

1. Educational and vocational guidance services are shaped by local and national cultural, economic and political circumstances. Thus policy statements made by this Association contain only general principles to assist local experts in constructing and operating programmes which are suitably responsive to local and national needs.
2. Educational and vocational guidance services have very different histories in various parts of the world. In some countries, they have been well established for several decades and in others, the need for services is just beginning to emerge. It is necessary to remember that the needs are changing and developing constantly, wherever guidance services exist.
3. Educational and vocational guidance services can be offered through a variety of agencies, including schools, colleges and universities, community agencies, government departments, trade unions and private enterprises. The combination of services which is most suitable in a particular location must be determined by local circumstances.
4. Educational and vocational guidance, including career development, is conceived as a life-long process. Although historically most guidance services have been offered during the years of formal education and at the point of transition into training or employment, changing world conditions make it imperative that similar services be provided throughout the life span.
5. Most effective guidance services are developmental. This means that providers anticipate individuals' needs for professional assistance rather than making assistance available only at points of crisis.
6. All people, regardless of age, gender, race, ethnicity, belief, disability or sexual orientation, are entitled to educational and vocational guidance services, irrespective of their employment status, occupation level, geographic remoteness, the mode of compensation they receive or whether they participate within or outside the formal labour market.
7. Those who need guidance should receive it from competent practitioners. In addition to professional training, in-service training and continuing education are essential for professionals employed by agencies who seek to offer a competent and up-to-date guidance service.
8. It is understood that well established services, in the main, function more closely to the ideal than do newly designed services, but all services are enriched by international experience and exchange of information relating to all aspects of guidance.



9. The guidance practitioners' responsibilities to the client may not always be discharged fully by direct service to the individual. They therefore have the right and duty to engage in advocacy with those who influence and control the range and number of opportunities available to the client.

1. Name, Headquarters, and Purpose

The International Vocational Guidance Association was founded in Paris in 1951. The extraordinary General Assembly held in 1963 in Geneva decided that this organization should adopt the name: The International Association for Educational and Vocational Guidance (IAEVG). The Association shall be governed by the following Statutes. Its Headquarters shall be the office or residence of the incumbent Secretary-General.

The Association shall be a non-profit making body. It shall represent individuals and national and regional associations and institutions concerned with educational and vocational guidance in all continents. The Association shall put forward recommendations at an international level, and support development of guidance services at a national level, in order to further the development of guidance policy and practice.

2. Mission

- 2.1. The aims of educational and vocational guidance are to assist people in making their personal decisions about learning and work. This is achieved by helping them to:
 - (a) understand and appreciate their needs, values, skills, and abilities in the context of the dynamic relationship between individuals and their environment;
 - (b) relate effectively with others;
 - (c) explore career alternatives;
 - (d) develop appropriate plans for educational and career management;
 - (e) integrate successfully in society and the labour market.
- 2.2. Therefore, the Mission of IAEVG is to:
 - (a) advocate that all people who need and want educational and vocational guidance and counselling can receive it from a competent and recognised professional;
 - (b) promote better educational and vocational qualifications at all levels;
 - (c) contribute to addressing diversity and social justice issues in education and work;
 - (d) work with policy makers to achieve a basic quality standard of service;
 - (e) recommend minimum qualifications that all educational and vocational guidance practitioners should have;
 - (f) promote training and continuing education programs for counselling and guidance practitioners;
 - (g) support the development of methods for evaluating counselling and guidance;
 - (h) assist in the areas of research, practice, and policy development for the preparation of appropriate and effective methods and materials for guidance;
 - (i) promote the adoption and enforcement of a code of ethics for counsellors and for guidance services in accordance with the IAEVG Ethical Standards.

Maximizing the World's Potential Through Guidance



3. Objectives

In advancing the mission described above, the objectives of the Association are to:

- 3.1. promote and improve communication between people and organizations active in educational and vocational guidance world wide;
- 3.2. encourage the continuing professional development of ideas, practice, research and policy development in the field of educational and vocational guidance and counselling;
- 3.3. collect and disseminate information on the latest educational and vocational guidance practice, study and research;
- 3.4. advocate with international organizations, national governments and other agencies for the development of policy that supports educational and vocational guidance practice, study and research.

4. Scope of Activities

In order to promote and develop educational and vocational guidance, the Association shall:

- 4.1. Organise and/or endorse international seminars, colloquia, symposia, conferences, congresses, workshops and study tours in liaison with related organizations;
- 4.2. Collect and distribute information pertaining to educational and vocational guidance;
- 4.3. Promote the professional training of staff;
- 4.4. Encourage research, by suitable means;
- 4.5. Collaborate with international governmental and non-governmental organizations, and individuals involved in educational and vocational guidance and related matters;
- 4.6. Participate in other activities relating to educational and vocational guidance in the field of research as well as in practical application;
- 4.7. Maintain a list of experts who are available to give advice, speak as specialists on guidance topics and carry out research.
- 4.8. Maintain a programme of publications.

5. Languages

The main languages used in activities of the Association are English, French, German, and Spanish.



6. Members

- 6.1. The Association shall consist of the following categories of members: Full members and Honorary members.
- 6.2. Full members shall be:
 - (a) Individual members;
 - (b) National and trans-national associations of guidance counsellors;
 - (c) Associations whose aims involve educational and vocational guidance;
 - (d) Institutions whose work involves educational and vocational guidance;
 - (e) Supportive members (international organizations, governmental bodies, state agencies, states and individuals who are not necessarily involved in educational and vocational guidance, but who give financial or moral support to the Association).

The above shall be considered full members only if they have paid their membership fee for the year in question.
- 6.3. Honorary members are those who, because of their merits for the association and contributions to educational and vocational guidance, are thus designated by a two-thirds majority vote of the Board of Directors.
- 6.4. All members of IAEVG must agree with the Ethical Standards of the Association and accept the United Nations Universal Declaration of Human Rights (adopted by the General Assembly of United Nations on December 10, 1948).
- 6.5. Membership fees shall be determined by the Board.

7. The General Assembly

- 7.1. The General Assembly, consisting of all members, shall meet at least once every four (4) years, under the chairmanship of the President of the Association who, in the event of his absence, will be replaced by a Vice-President. The President shall be assisted by Vice-Presidents, the Secretary General, and the Treasurer.
- 7.2. An Extraordinary General Assembly may be called upon a vote of the Board of Directors, provided that greater than 50% of the Directors are in agreement with holding the Extraordinary General Assembly.
- 7.3. An Extraordinary General Assembly also may be called at the request of more than 50% of the full members of the Association. Clearly formulated objectives and a proposed agenda for such an extraordinary meeting must be submitted to the Secretary General and President in writing at least one hundred and twenty (120) days prior to the proposed meeting date, in order to permit proper notice being given to the membership.
- 7.4. The time and place of the General Assembly meeting shall be decided by the Board of Directors and shall be announced to the membership at least ninety (90) days in advance.
- 7.5. The agenda for the General Assembly meeting shall be decided by the Board of Directors and shall be distributed to the membership not less than sixty (60) days in advance of the General Assembly. The agenda for the General Assembly shall



include all matters deemed necessary by the Board of Directors and all matters put forward by at least one-third of the full members of the Association.

- 7.6. The function of the General Assembly shall be to:
- (a) determine the future policy of the Association;
 - (b) elect or approve the members of the Board of Directors;
 - (c) examine and formally approve the activities of the retiring Board of Directors;
- 7.7. At meetings of the General Assembly, the following voting procedures shall apply:
- (a) decisions concerning the revision of the statutes or the winding-up of the Association shall require a two-thirds majority;
 - (b) all other motions shall be carried by a vote that receives more than 50% of the votes cast.
- 7.8. All full members of the Association shall have voting rights at the General Assembly.
- 7.9. For members in membership categories 6.2.b, 6.2.c, 6.2.d, and 6.2.e the Secretary General shall be notified in writing, prior to the General Assembly, of the name of the delegate or delegation from each association or institute with the right to vote on behalf of that association, institute, or supportive member.
- 7.10. The voting strength shall be distributed as follows:
- (a) Members referred to in article 6.2(a), 6.2(d) and 6.2(e) shall be entitled to one vote;
 - (b) associations (members referred to in article 6.2.b and 6.2.c) with 100 members or less shall be entitled to one vote for each 10 members or fractions of 10;
 - (c) associations (members referred to in article 6.2.b and 6.2.c) with more than 100 and up to and including 1,000 members shall be entitled to 10 votes, plus one additional vote for each 50 members or fraction of 50;
 - (d) associations (members referred to in article 6.2.b and 6.2.c) with more than 1,000 members shall be entitled to 28 votes, plus one extra vote for every full and partial fraction of 1,000 members from 1,001 up to 20,000 members.

8. The Board of Directors

- 8.1. The Board of Directors shall consist of the President of the Association, three Vice-Presidents, the Secretary General, the Treasurer, and additionally seven (7) full members. The President shall be a voting member of the Board of Directors. In addition, there also are seven (7) substitute board members. Should any position on the Board of Directors become vacant, the substitute board member who received the most votes will move into the position of a full Board member.
- 8.2. The duties of the Board of Directors shall include the following, to:
- (a) take all necessary action to implement the resolutions of the General Assembly;
 - (b) operate within the framework of the policies of the Association;
 - (c) arrange the Association's annual programme;
 - (d) examine and approve the preceding year's business;



- (e) examine and approve the budget of the Association;
- (f) determine the amount of the membership fees and take the necessary measures to ensure their collection.

8.3. The Board of Directors shall meet at least once per year at the invitation of the President. An Extraordinary meeting shall be held at the request of at least half the members of the Board of Directors.

8.4. All meetings of the Board of directors shall have at least thirty (30) days advance notice.

9. The Executive Committee

- 9.1. The Executive Committee shall consist of the President of the Association, the three Vice-Presidents, the Treasurer and the Secretary General.
- 9.2. The Executive Committee shall conduct the business of the Association under the supervision of the Board of Directors. The Executive Committee shall act on behalf of the Board of Directors to administer the affairs of the Association between meetings of the Board. The Executive Committee shall take, on behalf of the Board, whatever actions may be necessary to deal with matters of urgency.
- 9.3. The Executive Committee shall have the power to grant, refuse or withdraw all categories of membership in the Association.
- 9.4. The Executive Committee shall give an account of its activities at each meeting of the Board of Directors.
- 9.5. The Executive Committee shall meet at the request of the President or on request by three (3) of its members. The request shall be addressed to the Secretary General, who shall distribute to the rest of the Executive Committee.
- 9.6. A quorum of the Executive Committee will exist if at least four members are present. If one member fails to attend, having earlier confirmed that he/she would be present, then decisions can be taken by the three members in attendance providing that they are unanimous. They will, however, be subject to confirmation at the next meeting of the Executive Committee.

10. Elections for the Board of Directors and the Executive Committee

- 10.1. The terms of office for members of the Board of Directors shall be four (4) years. Outgoing members shall be eligible for re-election for one (1) additional term. The terms of office for members of the Executive Committee shall be four (4) years, with the possibility of re-election for one (1) additional term. The terms of office of members of the Executive Committee shall be in addition to the terms of office of any time they spent previously as members of the Board.
- 10.2. Nominations for the Board of Directors and for the Executive Committee shall be submitted to the Secretary General at least ninety (90) days in advance of the General Assembly.
 - (a) Any individual member (membership category 6.2a) of the Association may be nominated for a position on the Board of Directors, including a position on the Executive Committee. Individual members may nominate themselves.



Nominations will only be accepted from people whose membership fees are current and paid in full.

- (b) Individuals who are eligible for nomination to the Board of Directors or Executive Committee by virtue of their membership in an organization or association that belongs to IAEVG (membership category 6.2b, 6.2c, 6.2d, 6.2e) must have their nomination filed by the organization or association which holds membership in IAEVG. Only organizations or associations whose membership is current and paid in full will be eligible to nominate their members to the Board or Executive Committee.

10.3. During the year immediately preceding a General Assembly, the Executive Committee shall prepare a list of names suggested for positions on the next Executive Committee. This list of names shall be incorporated into the list of candidates nominated by the membership for positions on the Executive Committee and the Board of Directors, and shall be presented to the membership in accordance with the terms for advance notice of business to be presented at the General Assembly. As a general principle, one-half of the members of the Executive Committee will be new to their offices at each election.

10.4. Members of the Board of Directors shall be elected in the following manner and in accordance with the process outlined in the Policies and Procedures.

- (a) A ballot shall be prepared by the Secretary General in advance of the General Assembly listing the names of all candidates for the Board of Directors. In addition, the ballot will indicate the names of candidates for the positions on the Executive Committee, i.e., the four candidates for the President/Vice-President pool, the Secretary General, and the Treasurer. In general, the terms of office of the Executive Committee will be constructed so that at each election at least half of the members of the Executive Committee will be new members.
- (b) Members shall cast their votes according to the procedures outlined in 7.10. The thirteen (13) candidates obtaining the most votes shall be the full members of the Board and the seven (7) nominees getting the next most votes shall be substitute members of the Board. In the event of a tie vote for the thirteenth full member of the Board or the seventh substitute member of the Board a second ballot will be held at the General Assembly.
- (c) In addition, the candidates for positions on the Executive Committee must obtain greater than 50% of the votes cast in order for their position on the Executive Committee to be ratified. Of the candidates in the President/Vice-President pool, the four candidates receiving the most votes, subject to the provision mentioned earlier in this clause, shall become the President and the three Vice-Presidents. The person receiving the most votes shall be offered the position of President. If he or she does not wish to accept the presidency, it will be offered to the candidate receiving the next greatest number of votes, and so on, until a president is selected. Candidates for positions on the Executive Committee who do not received more than 50% of the votes cast to ratify their positions on the Executive Committee, may still be elected to the Board of Directors, provided they receive enough votes in accordance with Statute 10.4(b).



(d) The terms of reference described in Statute 8 and Statute 9 will apply to those members of the Board of Directors who have been elected according to the procedures outlined in these terms of reference.

10.5. At the first meeting of the Board of Directors (or the first meeting after a vacancy occurs), the Board shall fill any vacant positions on the Executive Committee from among the members of the Board. Vacancies in the Executive Committee may arise when a person on the list of candidates for an executive position does not receive more than 50% of the votes cast, when a member of the Executive Committee resigns, or when a member is removed from office, according to item 10.7.

10.6. The Executive Committee shall remain in office until the following General Assembly and its members shall be eligible for re-election according to item 10.1.

10.7. A member of the Board of Directors may be removed from office by a resolution of the Board that is passed by a two-thirds majority vote in a secret ballot.

11. The National Correspondents

11.1. The National Correspondent appointed by the members of the country concerned or by the Executive Committee, assumes the responsibility for liaison between the members of his/her country, the Secretary General and the Treasurer concerning news releases, memoranda, and the recruiting of new members. National Correspondents shall act as agents of the Association and shall make a report to the Secretary General each year on their activities, e.g., membership, national meetings, visits, new guidance initiatives etc.

11.2. In countries where a National Association(s) is a member of IAEVG, the appointment of the National Correspondent shall be made in consultation between the National Association(s) and the Executive Committee.

11.3. National Correspondents may resign or be discharged by the established procedures.

12. Finances

12.1. The revenue of the Association shall come from:

- (a) subscriptions (fees) of the members;
- (b) Grants, contracts, and donations;
- (c) income from its publications and other activities;
- (d) donations and bequests.

12.2. The accounts the Association shall be kept by the Treasurer under the supervision of the Board of Directors.

12.3. The budgetary estimates for the ensuing fiscal year shall in general be established by the Executive Committee and shall be submitted to the Board of Directors for inspection. After the end of the fiscal year, the Treasurer shall submit an account of the financial position to the Board of Directors for approval. Such report will be audited according to the policy and procedures of the Association.



- 12.4. The amount of the annual subscription, dues and contributions shall be fixed by the Board of Directors.
- 12.5. In addition to the budget, which contains only the main figures and a general description of income and expenses, Board members should receive, before the Annual Board Meeting, a rendering of accounts, with detailed items, of the preceding year.
- 12.6. As a matter of principle, in the absence of the Treasurer, no financial decisions may be taken unless:
 - (a) the Treasurer has submitted a proposal and it is approved by the meeting;OR
 - (b) the decision does not have a financial implication greater than approved by the Board from time to time.

13. Changing the Statutes and Policies and Procedures

- 13.1. The operating procedures of the Association are provided in the document titled *Policies and Procedures of the International Association for Educational and Vocational Guidance*. This document includes details regarding membership fees, balloting procedures, auditing procedures, research and program development projects, and list of publications.
- 13.2. The *Policies and Procedures* may be changed by a majority vote of two-thirds of the Board members, provided that a notice of motion is circulated to members of the Board at least 30 days in advance of a regularly scheduled board meeting.
- 13.3. Changes to the Statutes may be made upon agreement from greater than two-thirds of the members attending a General Assembly. Notice of Motion for changes to the Statutes must be circulated to the membership at least 60 days in advance of the General Assembly meeting.

14. Dissolution

- 14.1. The winding up of affairs of the Association may be decided upon by a two-thirds majority of its full members convened in an extraordinary meeting of the General Assembly and on a proposal to be properly addressed to the President of the Association at least ninety (90) days before the meeting of the Extraordinary General Assembly.
- 14.2. In the event of such dissolution, the Extraordinary General Assembly shall name two Liquidators and should take all necessary action to dispose of the assets which could be granted to an institution pursuing similar objectives to the IAEVG.