INTERNATIONAL PROFESSIONAL DEVELOPMENT ASSOCIATION
Founded 1968

CONSTITUTION

ARTICLE 1: THE TITLE AND AIMS OF IPDA

1.1 Title
The name of the organisation shall be the International Professional Development Association (IPDA).

1.2 Aims
a) Provide a forum for, and promote networks of individual educators and institutions concerned with professional learning and development;
b) Support, develop and promote practice and research into effective professional learning and development;
c) Encourage and support the establishment of IPDA regional associations. 'Emerging status' will be given to new regional associations in their first two years.
d) Gather information on all aspects of professional learning and development in education and allied professional service sectors, through publication and other forms of dissemination;
e) Monitor, evaluate and provide an evidence base for the development of policy and practice in professional learning and development;
f) Develop effective relationships with other educational and training organisations;
g) The Chair of each Regional Association including 'emerging associations' to be represented on the IC.

ARTICLE 2: MEMBERSHIP AND FELLOWSHIP

2.1 Membership
a) There shall be both individual and group membership. There are five categories of individual membership:

- ordinary
- registered student
- senior/retired
- life
- online individual membership

There are five categories of group membership:

- 3-4 members from an established network or institution eg a school
- 5 or more members from an established network or institution eg a school
- 10 or more members from an established network or institution eg a school
- 2-5 online members from an established network or institution eg a school
- 6 or more online members from an established network or institution eg a school

b) Members may choose to affiliate to a regional association once the appropriate annual membership fee has been paid to IPDA.

2.1.1 Admissions to membership

a) Ordinary, student, senior/retired members and group membership: by application to the Honorary Treasurer and approved by the International Committee.
b) Members whose renewal subscriptions have not been received within three months of the start of a calendar year shall be deemed to have resigned from IPDA and therefore not entitled to any member benefits.

2.1.2 Privileges of membership

Ordinary, student, senior/retired members, groups

a) To have full voting rights in IPDA and additionally within their regional association or chapte**r** if affiliated;
b) To receive notice of all meetings of IPDA, save that meetings with a specific national/regional focus may be advertised to those particular members;
c) To be eligible to stand for elected office under the constitution;
d) To attend all conferences of IPDA at membership rates;
e) To receive copies of the Professional Development in Education journal (PDiE); Practice: Contemporary Issues in Practitioner Education journal; electronic copies of five further journals; discount from Taylor Francis publications; reduced fees for conference; the right to submit for the IPDA scholarship and nominate themselves or their students for an IPDA/PDiE prize.

Online members (individual or group)

a) To have full voting rights in IPDA and additionally within their regional association if affiliated;
b) To receive notice of all meetings of IPDA, save that meetings with a specific national/regional focus may be advertised to those particular members;
c) To be eligible to stand for elected office under the constitution;
d) To attend all conferences of IPDA at membership rates;
e) To receive electronic copies of the Professional Development in Education journal (PDiE); Practice: Contemporary Issues in Practitioner Education journal; electronic copies of five further journals; discount from Taylor Francis publications; reduced fees for conference; the right to submit for the IPDA scholarship and nominate themselves or their students for an IPDA/PDiE prize.

Life members

a) Life membership is bestowed on an individual by the International Committee. Life members are nominated and elected by the International Committee in recognition of a lifetime of contribution to IPDA.
b) A life member is entitled to all the privileges of membership;
c) New life members will be invited to an annual event, at which the title will be

formally conferred.

2.2 Fellowship
Fellowship shall be conferred by the IPDA International Committee.

2.2.1 Eligibility
Persons who have distinguished themselves in the field of professional learning and development and/or have given outstanding service to IPDA shall be eligible.

2.2.2 Nomination
a) Nominations for the title of Fellow may be made by the International Committee, a regional association, a chapter or an existing Fellow of IPDA;
b) Such nominations should in the first instance be submitted to the Honorary Secretary together with a completed application form (available on the website);
c) The Honorary Secretary shall ensure that all members of the International Committee receive the above information.

2.2.3 Election
a) The International Committee shall be responsible for the election of Fellows;
b) All members of the International Committee shall be invited to vote;
c) The support of two-thirds of the votes received from the International Committee shall be required to confirm election;
d) The Honorary Secretary will report the result to all members of the International Committee;
e) Newly elected Fellows will be informed of their success by the Honorary Secretary.;
f) Fellowship is an honorary title and does not equate to membership with its associated privileges.

2.2.4 Conferment
New Fellows will be invited to an annual event, at which the title will be formally conferred. They will also be announced on the IPDA website.

ARTICLE 3: OFFICERS AND INTERNATIONAL COMMITTEE, ELIGIBILITY AND DUTIES

3.1 Management
The elected officers and the elected members of the International Committee with the advice and assistance of the President shall manage the affairs of IPDA.

3.2 President
The President shall be a person of recognised distinction in the field of professional learning and development. He or she, shall be nominated and invited by the International Committee, to occupy the position for a period of two years.

This is an honorary position and as such all travel and subsistence expenses as under section 9.6 will be reimbursed. The membership and annual conference fee of the President will be paid by IPDA.

Duties

a) To deliver a presidential address at the annual international conference in the years of their office;
b) To advise and assist IPDA in the furtherance of its aims.

3.3 Elected Officers

These four positions (Chair, Vice-chair, Honorary Secretary and Honorary Treasurer) form the executive officers of the International Committee.
The executive officers of IPDA International Committee have delegated responsibilities:

a) The appointment of administrative and academic support for, up to two years;
b) The engagement of web designers and managers for up to two years;
c) Agreeing a venue for the annual conference, in line with guidance on location from the International Committee;
d) Agreeing and negotiating the fee for the annual conference;
e) Overseeing and monitoring allocated budgets for IPDA research bursaries, IPDA publication or other related projects.

3.3.1 Chair and vice chair

The International Committee shall have a chair and vice-chair. The vice-chair of IPDA shall be nominated and elected by the International Committee for a term of two years. At the expiration of this term of office, the vice-chair shall become the chair of IPDA for a subsequent two years, pending a majority approval vote by the International Committee. If a majority approval vote is not obtained, an election shall be held for the role of Chair.

At the expiration of this term of office, the Chair shall become the Immediate Past Chair for a term of two years. If the Chair, at the expiration of their term of office, does not wish to continue as Immediate Past Chair, this vacancy will be available for the International Committee, should they see necessary, to co-opt an individual with the necessary expertise and historical association knowledge to support the executive officers.

Duties

a) The chair oversees the strategic direction of IPDA and operates in accordance with the constitution.
b) The chair shall act as chair of International Committee meetings and the association's AGM.
c) The vice chair shall support the work of the chair under their direction and deputise or preside in the chair's absence.
d) The immediate past chair shall support and advise the executive officers under the direction of the chair.

If a vacancy arises mid-term, the following procedures will be adopted:
For replacement of the chair: the vice-chair to take over the remainder of the period.
For replacement of vice-chair: an election to be held at the International Committee meeting.

3.3.2 The Honorary Secretary

The International Committee members shall appoint from amongst that committee a person who shall each serve for a period of three years in the first instance, as the IPDA Honorary Secretary.

Duties[2]

a) Together with the support officer, arranging details of the business sessions of the annual general meeting and notifying members of the time, date, place and preliminary agendas of these meetings;
b) Calling, in consultation with the chair or vice-chair, International Committee meetings and liaising with sub-committee chairs;
c). Notifying members of all meetings in the name of IPDA and of vacancies on the International Committee and responsible for voting procedures;
d) Circulating to members the minutes of general meetings and arrangements for election of International Committee members and officers;
e) Co-ordinating a response, at the request of the International Committee, in the name of IPDA upon matters of academic and professional interest;
f) Such other duties as are assigned by the International Committee including representing IPDA on external bodies as appropriate;
g) Administration of the IPDA prizes in collaboration with the Honorary Treasurer;
h) Receiving reports from Honorary Treasurer, membership secretary and all regional associations and chairs of the journal Editorial Boards which will subsequently be published on the IPDA website (members only area) to support transparency and openness.

IPDA will pay such expenses as incurred by the secretary. This role is eligible for an honorarium as agreed by the International Committee.

3.3.3 The Honorary Treasurer

The International Committee members shall appoint from amongst that committee a person who shall serve for a period of three years in the first instance, as the IPDA Honorary Treasurer.

Duties

a) Arranging payments on behalf of IPDA and collecting any monies due to IPDA;
b) Collecting the membership fees;
c) Writing or advising upon any financial proposal made in the name of IPDA;
d) Reporting at annual general meetings and meetings of the International Committee, on income, expenditure and the general financial health of IPDA and presenting annual accounts of IPDA which will subsequently be published on the IPDA website (members only area). Care will be taken to ensure commercial sensitivity;
e) Receiving from the organiser of any event, or the person responsible for the sale of publications in the name of IPDA, a balance sheet pertaining to such event or sales;
f) Liaising with the chairs of regional associations to secure a sound financial basis for such organisations, to agree within the limits laid down by the IPDA International Committee, the amount of any subsidy, the treatment of balances and to receive an annual statement of account;

g) Receiving the annual accounts of the PDiE and Practice: Contemporary Issues in Practitioner Education;
h) A summary of the regional associations and journal accounts will be published on the IPDA website (members only area);
i) Seeking and securing a value for money venue for the annual conference;
j) Preparing forecast budgets for the IPDA International Committee for all new initiatives;
k) Such other duties as are assigned by the International Committee.

IPDA will pay such expenses as incurred by the treasurer. This role is eligible for an honorarium as agreed by the International Committee.

3.3.4 Membership Secretary

The International Committee members shall appoint a support officer who shall serve for a period of three years in the first instance, as the IPDA Membership Secretary.

Duties

a) Issuing all appropriate paperwork and maintaining up-to-date lists of members;
b) Reporting at annual general meetings and meetings of the International Committee, on membership;
c) Liaising with the journal publishers regarding IPDA membership.

3.3.5 Elected International Committee members

Elected committee members shall serve for three years. Any ordinary member of IPDA shall be eligible for election as a member of the International Committee.

There shall be a maximum of ten elected members of the International Committee, exclusive of ex-officio members. The committee shall have the power to co-opt a further four members should they so decide. The chairs of all regional associations, or their nominees, shall serve as ex-officio members of the International Committee. The Editors of the PDiE and Practice: Contemporary Issues in Practitioner Education shall also serve as an ex officio member of the International Committee.

A list of members of the International Committee shall be published on the IPDA website.

Travel and subsistence expenses of the International Committee members will be reimbursed for attendance at International Committee meetings, see section 9.6

Duties of International Committee

A committee handbook will be issued to all members of the Committee containing role descriptions and a copy of constitution.

Committee members failing to attend two committee meetings in any one year, and are deemed to have been inactive during that period shall be contacted by the Chair with a view to resigning from the position.

a) Annual Meeting: The International Committee shall be responsible for planning the annual general meeting of IPDA;
b) Sub-Committees: The International Committee may appoint such sub-committees and persons as it thinks desirable to be responsible for the organisation of conferences and other activities agreed by the membership, including research and publications, external relations and maintenance of the IPDA web-site, social media, and communications;
c) Delegation of Responsibility: The International Committee may, at its discretion, allocate or reassign particular roles, duties and responsibilities to any member of the International Committee, for the duration of the term of office of the International Committee;
d) Administrative support: The International Committee may at its discretion make arrangements for any administrative support that it deems necessary for the effective and efficient running of IPDA;
e) The IPDA conference fee and travel costs for the President of IPDA can be claimed from the IPDA treasurer as a legitimate expenditure.

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3.4 Annual Conference
The International Committee will appoint a conference sub-committee to oversee and organise the Annual Conference.
a) The International Committee shall approve the proposed theme of the Annual Conference;
b) For the Annual Conference the conference sub-committee shall include members of IPDA to act for a period determined by the International Committee, with oversight of the executive officers;
c) The conference sub-committee shall:
i. Liaise with the IC;
ii. Liaise and collaborate with the support officer, {INSERT RUSSEL'S ROLE} and the social media, and communications sub-committee regarding bookings, programme, online information, advertisement, and platforms;
iii. Liaise with conference committee and IC regarding calls for abstracts and reviewing of abstracts;
iv. Coordinate speakers, and arrange support via writers, publishers, and artists to support the event;
v. Manage the conference programme;
vi. Be available to support the event during the 2 days;
vii. Liaise with all stakeholders, including regional and international associations, regarding the final arrangements for the conference.

ARTICLE 4: ELECTIONS

The International Committee nominations for president and for life membership shall be brought to the Annual General Meeting and the elections of executive officers and elected members of the International Committee shall also be reported at the annual general meeting.
a) A candidate for election as an elected officer or committee member must be proposed by a current member of IPDA, who shall first have ascertained from the nominee that he or she is eligible under the provisions of the constitution;

b) Nominations for election shall be received by the Honorary Secretary a week before the date of the annual meeting. In the event of nominations exceeding available positions, the Honorary Secretary will publish them by circulating voting papers to all members before the election;
c) Completed voting returns must be received by the Honorary Secretary. The returns shall be scrutinised by the Honorary Secretary, the Honorary Treasurer and one other member of IPDA who is not a candidate for election;
d) If for any reason an annual general meeting cannot take place as announced, the results shall be approved by the International Committee at the earliest possible opportunity following the cancelled annual meeting. The new officers and committee will then take office with effect from the declaration of the election result. They shall then make arrangements to ensure that any other business from the Annual General Meeting agenda is presented to members for discussion and resolution, whether by postal communication, electronic communication or by the calling of a special business meeting.

ARTICLE 5: ANNUAL GENERAL MEETINGS

5.1 Organisation
An annual general meeting shall be held at such time as shall be agreed by the International Committee. Normally, the Honorary Secretary shall give at least one month's notice of the date, time and agenda of the annual general meeting or a special business meeting.

5.2 Date and Place
The date and place of the annual general meeting shall be determined by the International Committee. The agenda shall be drawn up by the Honorary Secretary in consultation with the Chair and Vice-chair and confirmed by the International Committee, one month in advance of the meeting.

Members who wish to raise a matter of business at the annual meeting or special business meeting must normally inform the Secretary at least five weeks before the meeting. Items raised less than five weeks in advance of the meeting may have to be placed under 'Any Other Business'.

Minutes of the Annual General Meeting will subsequently be published on the IPDA website (members only area).

5.3 Quorum
Fifteen members of IPDA whose dues are paid for the current year shall constitute a quorum at the Annual General meeting.

5.4 Legislation
When a meeting is declared quorate by the chair, the members so assembled shall act as the legislative body of IPDA They shall determine the general policy of IPDA and may make proposals to amend the constitution of IPDA. Any member shall have the right to bring before IPDA a matter of business not listed on the agenda. When a meeting is in session, a two-thirds majority of those voting is necessary to bring forward to next business any item notified to the secretary for inclusion on the agenda.

A general or special meeting may resolve to submit a motion to the entire membership by instructing the International Committee to organise a ballot within a specified period which may be via e-mail.

If, exceptionally, the annual general meeting of IPDA cannot be held, the International Committee shall have the power to conduct elections if required by a ballot of members. The Honorary Secretary shall oversee the conduct of the ballot.

ARTICLE 6: ANNUAL CONFERENCE AND SPECIAL MEETINGS

6.1 Professional Conferences

Where events are organised in the name of IPDA then the Honorary Secretary, or the Chair of the relevant Regional Association need to be informed.

6.2 Special Business Meetings

Special business meetings of IPDA may be called by the International Committee, or on the written request of at least 12 ordinary members. Such meetings must be held within three months of the request being received by the International Committee.

ARTICLE 7: COMMUNICATIONS

Communications, in whatever format, in the name of IPDA must be endorsed by the Executive of the International Committee or Regional Association Chairs prior to publication.

ARTICLE 8: PUBLICATIONS

All publications, in the name of IPDA, belong to IPDA. Currently these publications are the Professional Development in Education journal (PDiE) and the Practice: Contemporary Issues in Practitioner Education.

A decision to publish on behalf of IPDA (with the exception of IPDA Journals) shall require the endorsement of the executive officers of the International Committee on behalf of IPDA.

The income from the sale of publications in the name of IPDA shall be reported to the Honorary Treasurer who will present an overview to the International Committee.

8.1 The Editors (or managing editors)

a) The Editors **(or managing editors)** shall be appointed by the International Committee in partnership with the Editorial Board for a term normally of four years.
b) The Editors **(or managing editors)** will normally chair meetings of the Editorial Board, take responsibility for determining the agenda and represent the journal on the IPDA International Committee as a co-opted member.
c) Appointment to the post of Deputy Editor and, where appropriate, Reviews Editor shall be the responsibility of the Editor and shall be made from within the Editorial Board, in consultation and the approval of the IPDA International Committee.

d) The Editors **(or managing editors)** shall determine the specific responsibilities of individual members of the board
e) The Editors **(or managing editors)** shall be responsible for appointments to the Editorial Board (associate editors and international advisory board) in partnership with the International Committee.
f) The Editors **(or managing editors)**, in agreement with the Editorial Board, shall present a statement of general policy and particular strategy to the International Committee on an annual basis, this will include the content and style of the Journal, external editorial advisers and their role, and projected expenditure for the coming year to support openness and transparency.
h) This role is eligible for an honorarium as agreed by the International Committee.

8.2 Editorial Boards
a) The Editorial Boards **(or associate editors)** will be expected to become members of IPDA;
b) The Editorial Boards **(or associate editors)** shall have the power to co-opt persons of appropriate academic standing and experience as editors of 'special issues' of the Journal, in partnership with the International Committee;
c) A member of the Editorial Board may serve as Editor, or be a member of the Editorial Board of another academic journal provided that, in the collective judgement of the Editorial Board, there is no likely conflict of interest. When, in the judgement of a majority of the Editorial Board, a conflict of interest is deemed, then the member concerned shall be required to withdraw from the post that causes this conflict of interest;
d) A list of members of the Editorial Boards and any editorial advisors shall be published on the IPDA website;
e) A member of the Editorial Board shall serve for four years in the first instance and reviewed on an on-going basis.

8.3 Journal Finances
a) There will be separate accounts in the name of each journal;
b) The accounts will be managed by the Editors (or managing editors);
c) An annual account shall be given by the Editors (or managing editors) to the IPDA Honorary Treasurer for scrutiny and reporting;
d) Travel and subsistence expenses will be reimbursed for attendance at Editorial Board meetings, see section 9.8.

8.4 Founding Editors
The two 'Founding Editors' of the British Journal of In-Service Education, shall be acknowledged as such in each and every publication of the PDiE Journal.

ARTICLE 9: FINANCES

9.1 Financial Year
The financial year of IPDA shall begin on the 1st August and end on the 31st July of the next calendar year.

9.2 Subscription Rates
The annual subscription for various categories of membership of IPDA shall be determined by members at the annual general meeting, following recommendations from the IPDA Honorary Treasurer.

9.3 Changes to Subscription Rates
Proposals to change the annual subscription of IPDA shall be brought to the attention of members at least five weeks before the annual general meeting at which the proposal is to be put. The posting of the proposal on the IPDA web-site shall be deemed to be sufficient notice to members. Any change to the rate of subscription will normally operate from the 1st of January of the next calendar year.

9.4 Payment of Subscriptions
Subscriptions are due on the 1st January and are payable to the Honorary Treasurer.

9.5 Cost of Publications
The cost to members of all publications of IPDA shall be determined by the International Committee.

9.6 International Committee Expenses
Reasonable travel and subsistence expenses for attendance at International Committee meetings or on agreed IPDA business (agreed with prior agreement of the Executive Committee) will be reimbursed. Expense forms are available from the Honorary Treasurer.

9.7 Regional Association Expenses
Reasonable travel and subsistence expenses for executive member's attendance at Regional Association meetings will be reimbursed from Regional Association funds. Expense forms are available from the Regional Association Treasurer.

9.8 Journal Expenses
Reasonable travel and subsistence expenses for member's attendance at Editorial Board meetings will be reimbursed from the journal funds.

9.9 Representing IPDA at other events
International Committee members who would like to represent IPDA at other conferences and events can apply to the Executive Committee for full or part payment. The expectation would be that the expenses claim form would be submitted within one calendar month of the event, along with a report.

ARTICLE 10: REGIONAL ASSOCIATIONS

a) IPDA actively supports and encourages the establishment of regional associations. Whilst such associations must operate within the framework of the IPDA constitution it is recognised that priorities of regional associations may differ and that this will give each their unique character.
b) Regional associations will normally open a bank account in the name of the regional association.
c) Regional associations will seek to appoint post holders to the positions of Chair, Vice-chair, Secretary and Treasurer.
d) Regional associations will prepare an annual statement of account which shall be returned to the IPDA Honorary Treasurer.
e) The costs of the IPDA conference for the Regional Association Chair or their nominee can be claimed from the Regional Association Treasurer as a legitimate expenditure.

Travel and subsistence expenses for the Regional Association Executive will be reimbursed for attendance at Regional Association meetings, see section 9.7.

ARTICLE 11: AMENDMENTS

This constitution may be amended either at an Annual General Meeting or special meeting held in accordance with article 5 or 6 of this constitution. A recommendation from the International Committee to amend the constitution may be e-mailed to all IPDA members. Any such recommendation shall additionally be posted on the IPDA web-site. A two-thirds majority of members voting, either at the annual meeting or at a special meeting or by response to e-mail, is required to effect a change to the constitution provided that at least fifteen members are in attendance or respond to the e-mailed recommendation.

ARTICLE 13: ENTRY INTO FORCE

The constitution, and any subsequent amendment will come into force at a time and in the form in which it is adopted by an affirmative vote of two thirds majority of the members voting at an annual general meeting of IPDA or by other agreed means.

Constitutional History

1. This constitution, was received and approved at the Annual General Meeting of IPDA held on the 4th November, 2001. It was agreed that the Constitution should come into force from 1st January 2002.
2. Minor editing at the request of the Annual General Meeting, approved by the IPDA International Committee 21st December 2001.
3. Additional editing undertaken following the 2002 Annual General Meeting. The name of the Association changed, the posts of Secretary and Academic Secretary were amalgamated, both changes to come into force on 1st January, 2003.
4. The 2004 Annual General Meeting of IPDA agreed changes to the period of office of the Chair and Vice Chair moving from one to two years of office and changes to the period of office of commit members removing the restriction of 'one further period of office' following election to the committee.
5. Minor changes agreed by the International Committee on the 7th July 2006 to be recommended to the 2006 Annual General Meeting include, clarifying the role of President, extending the term of elected office of the Secretary and Treasurer from one to three years and clarifying the responsibilities of the Treasurer in respect of the Journal.
6. Changes identified by the International Committee in July 2006 were put to the Annual General Meeting on Friday 1st December 2006 and were duly accepted including the adoption of IPDA 'Fellowships'.
7. Changes identified by the International Committee in May 2009 included clarification of the nature of National IPDAs and Chapters and their relationship to IPDA and the use of e-mail balloting to allow members to vote upon proposed constitutional changes. These changes were approved by a majority of members in February 2010, following an electronic ballot.
8. Changes proposed in October 2015 were approved at the Annual General Meeting 2015 following on-line consultation. Key changes included:
* Simplifying and streamlining the constitution to make it more accessible
* Delegation of decision making powers to the Executive Officers of the IPDA International Committee,
* Allowing for the appointment of support officers for IPDA.
9. Changes proposed in November 2016 were approved at the Annual General Meeting 2016. Key changes included new membership benefits, clarification of expenses, the development of the new IPDA journal and the need to support transparency in terms of finances and reporting given the development of the members' only area on the IPDA website.
10. Changes proposed in November 2018 were approved at the Annual General Meeting 2018. Key changes included updating title of new journal; separation of the role of Honorary Treasurer and Membership Secretary; and clarification on appointments to Editorial Boards of journals.

* Remove ‘(working title)’ from PRACTICE: Contemporary Issues in Practitioner Education throughout.
*Separate out the role of Honorary Treasurer and Membership Secretary and removing 3.3.3i overview of development of associated journals and 3.3.3l promoting IPDA at international conferences to secure further membership as these are the strategic responsibilities of all the committee, not just the Honorary Treasurer or Membership Secretary.
* Remove research and publications sub-committee (in ARTICLE 8: PUBLICATIONS, as the remit of this group now falls within the International Committee itself.
* The relationship between the IC and the journals will be a partnership making collaborative decisions. 8.1a, 8.1eand 8.2b are reworded to reflect this, and 8.1c removed, as this falls within 8.1e.
* Clarification of wording around need for Editorial Board members to become members of IPDA.
* Delete 2.1.2d and 8.2e - as this could be misleading because EB members need to be suitably qualified to undertake the role and the advice and guidance from RTF is that membership should draw from the expertise of the wider research community to secure EB credibility in the field/discipline, therefore it may not be a privilege of membership of IPDA.
* Increase in length of time members serve on Editorial Board.
* Journal accounts will be managed and reported directly by the Editors (or managing editors) to the Honorary Treasurer.
* Delete procedures for claiming expenses.

11. Changes proposed at the Annual General Meeting in November 2021 include:

* Section 1.2 (c) To discontinue Chapters and introduce the status of ‘emerging regional associations’ for a two-year period.

* Section 1.2 Insert:(g) The Chair of each Regional Association including ‘emerging associations’ to be represented on the IC.

* Section 2.1 Membership: under five categories of group membership include ‘schools’

*Section 2.2.4 Conferment: insert ‘and celebrated on the website’.

*Section 3.3.2 Honorary Secretary: replace with ‘Business Development Manager’ see below:

Business Development Manager

Duties

a) Act as administrator and retain oversight for IPDA online platforms, as directed by the International Committee, for membership, conference, and networking administration.
b) Organising the business sessions of the Annual General Meeting and notifying members of the time, date, place and preliminary agendas of these meetings;
c) Calling, in consultation with the chair or vice-chair, International Committee meetings, liaising with sub-committee and Regional Association chairs, calling and preparing the agenda of the annual Remuneration Committee;
d) Notifying members of all meetings in the name of IPDA and of vacancies on the International Committee and responsible for voting procedures;
e) Circulating to members the minutes of general meetings and arrangements for election of International Committee members and officers;
f) Co-ordinating a response, at the request of the International Committee, in the name of IPDA upon matters of academic and professional interest;
g) Such other duties as are assigned by the International Committee including representing IPDA on external bodies as appropriate;
h) Administration of the IPDA prizes in collaboration with the Honorary Treasurer;
i) Receiving reports from Honorary Treasurer and all regional associations and chairs of the journal Editorial Boards and preparing the membership report which will subsequently be published on the IPDA website (members only area) to support transparency and openness.
j) Issuing all appropriate paperwork and maintaining up-to-date lists of members;
k) Liaising with the journal publishers regarding IPDA membership.

Section 3.3.4 Membership Secretary: delete this section as it will be subsumed in the new Business Development Manager role, now in Section 3.3.2