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 and promote networks of individual educators and institutions concerned with professional learning and development;
b) Support, develop and promote effective professional learning and development practice and research;
c) Encourage and support the establishment of IPDA regional associations[1] and chapters[2];
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 internationally.

ARTICLE 2: MEMBERSHIP AND FELLOWSHIP

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

- ordinary
- registered student
- senior/retired
- life

There are two categories of group membership:

- 3-4 members from a network
- 5 or more members from a network

b) Members may choose to affiliate to a regional association or chapter once the appropriate annual membership fee has been paid to IPDA.
c) All members of the association are entitled to receive copies of the IPDA journal Professional Development in Education(PDiE) and any future associated journals.

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[1] Chapters have a minimum of ten members and there is no entitlement for the Chair to sit on the IPDA International Committee.

[2] Associations have a minimum of twenty members, their own bank account and one representative on the IPDA International Committee.

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 and senior/retired members

a) To have full voting rights in IPDA and additionally within their regional association or chapter 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 be eligible for consideration for appointment to the editorial board of the Journal;
e) To attend all conferences of IPDA at membership rates;
f) To receive all publications of IPDA at membership rates;
g) To receive all other publications of IPDA at such discounted rates as may be negotiated by IPDA.

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 privileges.

2.2.4 Conferment
New Fellows will be invited to an annual event, at which the title will be formally conferred.

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.

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, 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 automatically become the chair of IPDA for a subsequent two years.

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 in his or her absence the vice-chair shall preside.

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

a) 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.

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 and Membership Secretary

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 and Membership Secretary.

Duties

a) Arranging payments on behalf of IPDA and collecting any monies due to IPDA;
b) Collecting the membership fees, issuing all appropriate paperwork and maintaining up-to-date lists of members;
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;

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 and chapters 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 any other associated journals;
h) Maintaining an overview of the development of associated journals;
i) Liaising with the PDiE publishers five times a year regarding membership;
j) Seeking and securing a value for money venue for the annual conference;
k) Promoting IPDA at international conferences to secure further membership;
l) Preparing forecast budgets for the IPDA International Committee for all new initiatives;
m) Such other duties as are assigned by the International Committee.

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

3.3.4 Elected 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 editor of the PDiE and the IPDA Journal shall also serve as an ex officio member of the International Committee.

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

a) Annual Meeting: The International Committee shall be responsible for planning the annual general meeting of IPDA;
b) Conference and other activities: 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;
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.

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

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 organising committee shall include the International Committee executive officers and up to two members of the International Committee;
c) The organising committee shall:
i. prepare a budget with the support of the Honorary Treasurer;
ii. Present a final balance sheet and report to the International Committee at the next International Committee meeting.

ARTICLE 4: ELECTIONS

The International Committee nominations for president and for life membership shall be brought to the AGM 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 AGM 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'.

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: SPECIAL MEETINGS

6.1 Professional Conferences
Where events are organised under the banner of IPDA then the Honorary Secretary needs 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: PUBLICATIONS

Publications, in whatever format, under the banner of IPDA must be endorsed by the International Committee prior to publication.

a) A decision to publish in the name of IPDA shall require the endorsement of the research and publications sub-committee (including the option of Chair's action) on behalf of IPDA.

b) All income from the sale of publications in the name of IPDA shall be reported to the International Committee through the Honorary Treasurer

7.1 Proceedings of the Annual International Conference

a) The International Committee shall ensure that the organising committee of the annual international conference make appropriate arrangements for the proceedings of the conference to be published

b) Conference proceedings shall be made available to members of IPDA and to the general public via a dedicated section of the IPDA website.

7.2 Journal Editorial Boards

a) The Editorial Boards shall have full and complete responsibility for the content and style of the Journal but shall, at the request of the Chair of IPDA, present a statement of general policy and particular strategy to the International Committee.

b) The Editorial Boards shall be members of IPDA

c) Appointment to the posts of Editor and, where appropriate, Reviews Editor shall be the responsibility of the Editorial Boards and shall be made from within the Editorial Boards.

d) Acting upon the advice of the Editorial Board, the International Committee shall approve the criteria for appointment and shall make these known to all members. The Editorial Board shall be responsible for appointments to the board having taken advice from the International Committee. Any ordinary member of IPDA of two years standing shall be eligible for consideration and should make a formal application to the Editorial Board for consideration.

e) The Editorial Boards shall have the power to co-opt persons of appropriate academic standing and experience as editors of 'special issues' of the Journal.

f) A member of the Editorial Boards 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 Board.

7.3 Editorial responsibility

a) The members of the editorial board shall determine the specific responsibilities of individual members of the board

b) The board shall appoint one of its number as Editors. The Editor will normally chair meetings of the board, take responsibility for determining the agenda and represent the Journal on the IPDA International Committee.

c) The editorial boards shall have full responsibility for identifying any external editorial advisers and for determining their role.

7.4 Journal Finance

a) There will be separate accounts in the names of the Journals

b) Each account will be managed by a Treasurer appointed by the Board of editors.

c) Income from sales of the journal will normally accrue to the journal account.

d) Any such income shall be expended for the promotion of the journal and to meet the normal costs of maintaining the effectiveness of the editorial board.

e) An annual account shall be given by the Journal Treasurer to the IPDA Honorary Treasurer.

f) The editorial boards shall not enter into any understanding, nor undertake any commitment, that would result in the Journal account becoming overdrawn. Should the account become overdrawn, the Journal Treasurer shall inform the IPDA Honorary Treasurer immediately and they shall have the right to take such action as is necessary to redeem the situation.

7.5 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 8: FINANCES

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

8.2 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.

8.3 Changes in 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.

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

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

ARTICLE 9: 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 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.

ARTICLE 10: CHAPTERS

a) IPDA will support colleagues in regional and national contexts who seek means to bring together and formally represent colleagues working in the area of professional learning and development;
b) In these early stages, where the groups are restricted either geographically or institutionally they may apply for recognition by IPDA as a chapter;
c) The International Committee of IPDA shall make the decision to recognise the chapter and any later request to be recognised as a regional association.
d) Chapters will prepare an annual report to the IPDA Honorary Secretary

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 12: 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 AGM, approved by the IPDA International Committee 21st December 2001.
3. Additional editing undertaken following the 2002 AGM. 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 AGM 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 AGM 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 AGM 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.