



INTERNATIONAL INSTITUTE OF ADMINISTRATIVE SCIENCES STATUTE

Establishing the INTERNATIONAL ASSOCIATION OF SCHOOLS AND INSTITUTES OF ADMINISTRATION

1. Status. There shall be instituted as a constituent organ of the Institute an International Association of Schools and Institutes of Administration (hereafter referred to as the Association).
2. Participation. Subject to the approval of the Board of Management, any of the following sharing the common interest of the Association may become a member of the Association.
 - i) any school, institute, college, university or association of universities, education, training, or research centres or such other association which shares the aims of the Association may become a member institution (corporate member);
 - ii) any national, regional, or international organisation engaged in the practice of public administration or in the improvement and the strengthening of the management and administrative capabilities of government, public agencies, and enterprises may become an associate member;
 - iii) any individual concerned with the purposes of the Association and wishing to be placed on the Association's mailing list for circulars, reports and other information may become an individual member.
3. Purpose. The Association is established as a collaborative effort by its members who share common interests in the education and training of administrators and managers, research, planning, evaluation, advisory assistance and consultancy, publications, and other appropriate activities directed towards meeting the management capacity building needs of national and sub-national, regional and international public authorities, agencies and enterprises.
4. Governance. The Association shall be governed by a President, a Board of Management, and a Steering Committee comprising the President and the Regional Vice-Presidents, which President and Vice-Presidents are members of the Board. General oversight of governance shall be exercised by Annual (and if necessary, special) General Meetings of the Association.
5. Representation on IAS Council of Administration. In accordance with Art. 30j and Art. 34f of the IAS Statutes the President of IASIA is ex officio a member of the Council of Administration of the International Institute of Administrative Sciences and shall appoint a vice-president or another member of the Board to deputise for him at meetings of and to represent IASIA in the Council of Administration if, for any reason, he/she is unable to be present in person at meetings of these bodies.
6. Executive Secretariat of the Association
 - a. The President, with the approval of the Board of Management, shall execute a formal agreement with the Director General of the Institute in respect of the establishment, functions, location, and financing of the Secretariat of the

Association and the appointment, salary, and conditions of service of an Executive Secretary.

- b. In so far as the Executive Secretary of the Association is located in the Institute's headquarters in Brussels, the Executive Secretary shall be responsible directly to the Director General for the proper discharge of the duties of the position in Brussels and generally all matters concerning the administration of IASIA to the President of the Association wherever the President may be situated.
- c. The salary of the Executive Secretary appointed in Brussels through the IAS shall be charged to IASIA in such proportion as reflects the percentage of his/her time devoted to the work of IASIA.

7. Finances of the Association

- a. Each member institution (corporate member), associate member, and individual member shall contribute to the Association annually a fee set by the Board of Management to finance expenses within the general framework of budgetary approval.
 - b. Officers of the Association may solicit grants, contracts, and subventions to augment the resources of the Association, especially in carrying out programmes and issuing reports.
 - c. The President shall submit an annual budget of the Association for approval of the Board of Management covering all estimated income and expenditure and the purposes of all such allocations of funds.
 - d. Membership fees and all other income of the Association shall be separately accounted for by the Institute.
 - e. A quarterly report of actual income and expenditure related to budget estimates approved by the Board should be submitted to the President of the Association through the Executive Secretary of IASIA by the Treasurer of IAS. An annual statement of IASIA accounts will be submitted through the President by the Executive Secretary for consideration by the Board of Management.
 - f. The accounts of the Association shall be audited annually, and the auditor's report submitted to the Director General of the Institute and to the Board of Management through the President of the Association.
8. Regulations. The Association's Board of Management is authorised to adopt supplementary regulations or by-laws which define the selection, functions, and method of officers, composition and role of organs, conduct of its work, participation by organisations and individuals in its activities, and other Association concerns.
9. Amendments to the Statute. The Board of Management may seek from the Council of Administration of the Institute an amendment of this Statute on a majority vote in favour of a motion moved at a general meeting of paid-up members of the Association present at such meeting providing that notice of such amendments has been circulated at least two months in advance of the meeting to all paid-up member institutions, and that all such institutions have been invited to send a representative to attend any such general meeting.
10. Effective date of introduction. This Statute shall take effect immediately upon its adoption by the Council of Administration of the Institute.

Note: As authorised by the Council of Administration, provisions relating to the detailed internal affairs of IASIA have been removed from the Statute and incorporated into the IASIA Regulations.

INTERNATIONAL ASSOCIATION OF SCHOOLS AND INSTITUTES OF ADMINISTRATION - REGULATIONS

The following regulations or by-laws of the International Association of Schools and Institutes of Administration (hereafter referred to as the Association) are adopted pursuant to the Statute of the International Institute of Administrative Sciences establishing the Association.

Regulation 1. **FUNCTIONS**

To carry out the Association's purposes stated in its authorising statute, IASIA shall:

- a. Collect and exchange information on new approaches and methods of education and training, and in the substantive fields with which its member institutions are concerned.
- b. Encourage, sponsor, and conduct research, and engage in other projects to develop the theoretical and practical knowledge and methods of application required both for instructional purposes and operational use in planning and administration of public policies, services, and enterprises.
- c. Establish working and task groups for the purpose of investigating specific subjects and problems of wide interest and importance to member institutions.
- d. Disseminate and encourage the utilisation of knowledge and practices developed by its members or through co-operative efforts.
- e. Convene or sponsor meetings of its members and others concerned with its purposes and engage in such other compatible activities as may be required to discharge its purposes as its Board of Management may determine.
- f. Sponsor and support the International Commission on Accreditation of Public Administration Education and Training Programs, an independent organization, responsible for developing and initiating an accreditation process for public administration education and training programs.

Regulation 2. **OFFICE OF THE PRESIDENT**

- a. The President shall be elected by the Board of Management for a three-year term as provided hereafter.
- b. The President shall serve from the close of the Conference during which he/she is elected by the IASIA Board of Management until the close of the Conference three years later.
- c. The President shall not be eligible for immediate re-election.
- d. In the event of the inability or failure of the President to discharge the functions of the office, the Board of Management shall elect one of the vice presidents to serve as President for the remainder of the term. A person so elected as part term President shall be eligible for re-nomination and election as President for a further three-year term.
- e. The President shall be responsible for leadership and general direction of the affairs of the Association and shall generally discharge the functions of a chief executive officer subject to the overall collective authority of the Board of Management.
- f. The President shall appoint, subject to the approval of the incoming Board of Management, a Vice-President for each region from among the corporate members in the region. The President and the Regional Vice-Presidents constitute the Steering Committee. These Vice-Presidents will be appointed from the list of elected Board members elected by the general membership.

- g. The President may appoint up to three Vice-Presidents with special functions, including a Vice President for Programme. These Vice-Presidents will be appointed from the list of Board members elected by the general membership.

Regulation 3. **THE BOARD OF MANAGEMENT**

There shall be a Board of Management of the Association which shall act in the capacity of a board of directors.

a. The Board of Management shall consist of the following:

1. The President of the Association
2. The Immediate Past President
3. The Regional Vice-Presidents
4. The Vice-Presidents for Special Functions.
5. No more than twenty-five members elected by a majority of qualified representatives of paid-up corporate members present and voting at a General Meeting of members of the Association.
 - i A qualified representative is the person authorised by his or her institution to represent that paid-up corporate member institution officially in conducting the business of the Association.
 - ii The members in this category shall have been nominated on a regional basis by corporate member institutions or by Regional Vice-Presidents in each region to the Standing Committee on Nominations and Elections, which Committee shall refer all names of those nominated, together with its recommendations, to the General Meeting.
 - iii The number of positions to be filled in each region shall reflect the proportion of institutional members in the region, but no region may have less than one elected member nor more than five. Furthermore, no member institution (university, school, institute, association of universities, research center) shall have more than one representative on the Board of Management. This rule also applies in cases where several departments, institutes and/or faculties of a same institution/organization are members of the association.
 - iv The Executive Secretary shall call for nominations at least ninety days prior to the General Meeting at which the election is to take place. In the event that there are insufficient nominations to fill all vacancies for each region, nominations may be taken from the floor during the General Meeting to complete the list of candidates.
 - v Voting shall be by secret ballot.
6.
 - i. The President and the Director General of the International Institute of Administrative Sciences may attend any meeting of the IASIA Board of Management in an ex officio capacity.
 - ii. Elected and appointed members of the Board of Management shall serve for terms co-terminus with that of the President. No member shall serve more than two consecutive terms (for members elected in 2016 or later).

- iii. Election of Board of Management members shall normally take place at the General Meeting of the Association at the Conference held in conjunction with the IAS Congresses. However, vacancies may be filled for the duration of unexpired terms at any General Meeting, or by mail ballot, provided nominations have been called for at least ninety days prior to that meeting.
- iv. A person, who misses all consecutive Board meetings for more than one year without any explanation or representation will be replaced on the Board by another representative from the region. An Individual unable to attend the meeting should be allowed to designate someone appropriate to participate in the meeting.
- v. The Board of Management conducts its business through a steering committee, special committees, formal meetings and through written communications.
- vi. At each conference of the Association, the Board of Management shall be convened to review the administration, work, and finances of the Association and to take such action as may be required under the Statute and Regulations.
- vii. Eleven members shall constitute a quorum at any full meeting of the Board.
- viii. Decisions shall be taken by a simple majority of members present and voting at any meeting, or by those responding to mailed ballots, provided in the latter case that a minimum of eleven responses have been received.

Regulation 4. **ANNUAL GENERAL MEETING**

A General Meeting of the Association is convened in association with the Annual Conference. Special General Meetings may, if necessary, be convened.

Regulation 5. **STANDING COMMITTEE ON NOMINATIONS AND ELECTIONS**

There shall be a Standing Committee on Nominations and Elections which will consist of the President as Chairperson, the immediate Past President of the Association and the Regional Vice-Presidents.

- a. In respect of the election of a President, the Standing Committee shall initiate a search for the most capable person or persons active in the association who have sufficient status and support services to enable them to provide sustained leadership and direction. The Board shall elect the President by secret ballot. Where a member of the Standing Committee on Nominations and Elections is a candidate for the Presidency, he/she shall not attend discussions on this matter or participate in the ballot.
- b. In respect of the election of members of the Board of Management,
 - 1. The Nominations and Elections Committee shall determine the quota to be elected from each region;
 - 2. The regions, for purposes of appointment and election of representatives shall be: Africa, Asia, Australasia and the South Pacific, Europe, Latin America and the Caribbean, the Middle East, and North America;
 - 3. In recommending nominees for election to the Board of Management, the Committee shall give special attention to individual's interest in and contribution to the Association, and the advice of regional organisations shall be solicited where appropriate.

Regulation 6. **EXECUTIVE SECRETARY**

The Association's Executive Secretary shall assist the President and Board in carrying out the Association's functions and work programme. The Executive Secretary shall insofar as time and resources permit:

- a. Administer the processes involved in institutional maintenance, coverage of membership fees, control of records and official roster.
- b. Organise the Association's communications system, distribute circulars, invitations, and reports, and develop networks for promotion of the Association's objectives.
- c. Assist the President in enlisting new members, preparation of circulars, and other initiatives.
- d. Maintain records of all IASIA income received and expenditure incurred. Approve all charges to IASIA for services rendered by IAS's Permanent Services, and assist in preparing the Association's budget and financial reports.
- e. Assist Association officers and groups in the conduct of functions listed under Regulation 1 as may be requested.
- f. Carry out such other duties as the President and Board of Management may direct.

Regulation 7. **MEMBERSHIP FEES**

- a. The Board of Management shall set the amount of the membership fee in euros each year.
- b. Members who are more than three years in arrears shall be removed from the membership list upon decision of the Board of Management.

Regulation 8. **ICAPA**

a. The ICAPA Accreditation Committee:

1. Decides on accreditation criteria
2. Decides on site-visit teams (based on proposals by the secretariat)
3. Decides on the accreditation of programs
4. Submits the Annual Plan based on Secretariat preparation
5. Submits the Annual Achievement Report for the Members of the IASIA Board of Management (via the Steering Committee) preparation
6. Serves as main pool of regular site visitors
7. Composition:
 - i. Maximally twenty-one members appointed by the IASIA Board of Management for a maximum of two consecutive three-year terms, including:
 - ii. The ICAPA Chairperson, also chairing the Accreditation Committee and non-voting member of the IASIA Board of Management
 - iii. an ex-officio, non-voting member representing EAPAA (provided that EAPAA reserves an ex-officio seat for an ICAPA representative)
 - iv. Accreditation Committee members except the chairperson cannot be members of IASIA Board of Management.

b. The ICAPA Steering Committee:

1. In charge of ICAPA strategy
2. Approves the Annual Plan
3. Reviews, endorses, and forwards to the IASIA Board of Management the Annual Achievement Report

4. Nominates ICAPA Accreditation Committee and Chairperson to the IASIA Board of Management for endorsement, with justification, based on qualification
5. Formally endorses accreditation decisions
6. Approves changes in the accreditation criteria and process
7. Oversees the work of the secretariat
8. Composition:
 - i. Subcommittee of the Board of Management of IASIA
 - ii. Five members, of which maximally two can be non-members of the Board of Management of IASIA,
 - iii. Appointed for a maximum of two consecutive terms of 3 years
 - iv. Including one Steering Committee chairperson who must be a member of the Board of Management
 - v. The ICAPA chairperson can be invited to Steering Committee meetings as needed

c. The ICAPA Secretariat

1. Management of the application phase
2. Communication with programs
3. Logistics (including site-visits)
4. Database for additional site-visitors
5. Prepares the Annual Plan for the Accreditation Committee
6. Prepares the Annual Achievement Report for the Accreditation Committee
7. Maintenance of dedicated website with locked (communications, documents) and open access (including executive summaries of accreditation reports)
8. Branding, marketing and public relations

Regulation 9. **AMENDMENTS**

These regulations may be amended by a two-thirds vote of members present at a duly called meeting of the Board of Management, provided that the proposed amendments have been circulated to all IASIA members at least 30 days in advance of the meeting to provide them with an opportunity of reacting.

Regulation 10. **EFFECTIVE DATE**

These regulations are effective upon adoption by the Board of Management.