



**INTERNATIONAL ASSOCIATION FOR
EDUCATIONAL AND VOCATIONAL GUIDANCE**

STATUTES

December 2022 Revised version
under Luxemburg Law

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



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Between the people designated hereafter:

Lester Oakes (New Zealand), President
Karen Schober (Germany), Vice President
Beatriz Malik (Spain), Vice President
Raimo Vuorinen (Finland), Vice President
Suzanne Bultheel (France), Secretary General
Michel Turcotte (Canada), Treasurer
Nancy Arthur (Canada), Board Member
Gideon Arulmani (India), Board Member
William A. Borgen (Canada), Board Member
Julio Gonzalez (Venezuela), Board Member
Jane Goodman (US), Board Member
Phil Jarvis (Canada), Board Member
Rachel Mulvey (UK), Board Member
Jean-Jacques Ruppert (Luxembourg), co-opted non-executive and non-voting Member of the Board of Directors

was founded in 1951 and constituted in June 2014 as a non-profit-making association governed by the provisions of the law of April 21, 1928 (Annex 1) and by the statutes which follow.

The 2022 Revision is signed by

Gert Van Brussel, The Netherlands (President)
Laurent Matte, Canada (Secretary General)
Ilze Jansone, Latvia (Treasurer)
Teruyuki Fujita, Japan (Vice-President)
Jane Goodman, USA (Vice-President)
Guðbjörg Vilhjálmsdóttir, Iceland (Vice-President)
Nancy Arthur, Australia (Director)
Gideon Arulmani, India (Director)
Gabriela Cabrera Lopez, México (Director)
Mary McMahan, Australia (Director)
Soledad Romero Rodríguez, Spain (Director)
Jérôme Rossier, Switzerland (Director)
Peter Weber, Germany (Director)

1. Name, Headquarters, and Purpose

The association takes the denomination of The International Association for Educational and Vocational Guidance (IAEVG), a.s.b.l.. It was initially founded in 1951 in Paris as The International Vocational Guidance Association. 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. It shall be legally registered at

Capelli Towers R14B4
5a, Place Count Basie, L-4368 Belvaux
Luxembourg

though its administrative headquarters shall be the office or residence of the incumbent Secretary General. The association is created for an unlimited period of time.

The Association shall be a non-profit making body. It shall represent individuals and national and regional associations and institutions concerned with career, educational and vocational guidance and counselling 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 Mission statement

The International Association for Educational and Vocational Guidance provides global leadership in and advocates for guidance by promoting ethical, socially just, and best practices throughout the world so that career, educational and vocational guidance and counselling is available to all citizens from competent and qualified practitioners through services offered face to face or through digital communication technologies.

2.2 Nature of career, educational and vocational guidance and counselling

- (a) Educational and vocational guidance and career counselling services assists people with learning and work decisions across the lifespan as well as conceptualising and understanding their work lives and helps them to strengthen their personal agency by developing skills, knowledge, attitudes and values to manage their careers.
- (b) Through the world, career, educational and vocational guidance is known by many terms including career development, career education, career counselling, career psychology, vocational psychology, and career coaching. Career, educational and vocational guidance is conducted in a range of settings including schools, universities, technical colleges, public employment services, business and industry, and private practices through services offered face to face or through digital

communication technologies.

(c) Principles related to the provision of career, educational and vocational guidance services

2.2.1. Career, educational and vocational guidance, including career development, is a life-long process. It is imperative that accessible and inclusive career, educational and vocational guidance services be provided throughout the life span, life-long and life-wide.

2.2.2. Access to career, educational and vocational guidance services from a competent and appropriately trained practitioner is a right of all people, regardless of age, gender, race, ethnicity, beliefs, disability, or sexual orientation, 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.

2.2.3. Career, educational and vocational guidance services can be offered face to face or through digital communications technologies through a variety of agencies, including (but not restricted to) schools, colleges and universities, community agencies, government departments, public employment services, business organizations, trade unions, and private enterprises.

2.2.4. Those who need career, educational and vocational guidance should receive it from competent and appropriately trained practitioners. In addition to preservice professional training, in-service training and continuing professional development are essential for professionals that seek to provide competent and up-to-date guidance services face to face or through digital communications technologies.

2.2.5. Career, educational and vocational guidance practitioners' responsibilities to clients may not always be discharged fully by direct service to the individual. Their responsibilities may involve referral to, or advocacy with appropriate agencies (e.g., mental health providers) in order to meet clients' needs and enhance the outcomes for them.

3. Goals

3.1. Promote ethical, socially just and best practice career, educational and vocational guidance by

- a. providing a framework detailing the competencies expected of career, educational and vocational guidance practitioners
- b. defining guidelines for ethical practice
- c. maintaining membership.

3.2. Advocate for career, educational and vocational guidance and counselling by

- a. developing strategic partnerships with members and relevant national and international

stakeholders.

b. promoting career, educational and vocational guidance and counselling with governments, employers and relevant stakeholders.

3.3. Communicate with members and stakeholders by

a. providing professional development to members through an annual conference

b. communicating with members through a regular newsletter

c. supporting the publication of an international professional journal that is accessible to members

d. publishing an annual communique (position paper) on a topic of relevance to the field

e. providing communication and resources to members through the IAEVG website and monthly email.

4. Scope of Activities

In order to promote and develop career, educational and vocational guidance and counselling, 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 career, educational and vocational guidance and counselling;

4.3. Promote the professional training of staff and/or initiate internationally agreed accreditation standards and procedures;

4.4. Encourage and initiate research in order to improve evidence-based policy and practice, by suitable means and funding;

4.5. Collaborate with international governmental and non-governmental organisations, and individuals involved in career, educational and vocational guidance and counselling and related matters;

4.6. Improve communication and linkages between members and member organisations from different countries or regions through special actions and visits, regional meetings etc.

4.7. Initiate and/or participate in concrete international or national projects and activities improving career, educational and vocational guidance and counselling especially in the field of practical application;

4.8. Maintain a programme of publications.

5. Languages

5.1 The official languages of the Association are English, French, German, and Spanish.

6. Members

6.1 The Association shall consist of the following categories of members:

- a) Individual Members: practitioners, researchers, policymakers, etc., including retired members and students)
- b) Institutions or Organisations NOT directly delivering educational, vocational or career guidance or counselling to clients. These can be educational institutes and schools, research and policy centres, ministries and organisations, which have interest in educational, vocational or career guidance or counselling.
- c) Regional or National Associations
- d) Institutions or Organisations delivering educational, vocational or career guidance or counselling to clients by trained and qualified staff/professionals.

6.2 Members who were previously designated as Honorary members according to previous versions of these Statutes keep this designation and the advantages that accompanied it.

6.3. All members of the 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).

6.4. Membership fees shall be determined by the Board. The maximum fee for an individual member will be 200 Euros. For institutional members the membership fee is fixed according to the number of members of that institution and in accordance with the voting strength of the organisation regulated in article 7.10 of the Statutes (for 2014 membership fee, see Annex 2).

6.5 In accordance with its values of Social justice and Equity, the fees established by the Board shall also take in account differences in social and economic development of the countries where the members come from. For each category, tiered fees will reflect these differences in a manner established by Board and approved by the General Assembly.

6.6 For the category of Individual Members, the Board of Director may establish differentiated fees for students and retirees.

7. The General Assembly

7.1. A General Assembly will be called once a year, under the chairmanship of the President of the Association who, in the event of her/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) approve the budgets and accounts of the Association;
- (c) examine and formally approve the activities of the 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 of the votes cast;
- (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, 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 shall be entitled to one vote;
- (b) Organisations and institutions (members referred to in article 6.2.c) shall be entitled to 2 votes regardless of the number of employees or members.
- (c) Professional associations (members referred to in article 6.2.b) shall be entitled to number of votes according to their membership: i. With up to 20 members: two votes ii. with more than 20 up to and including 100 members: one vote for each additional 10 members or fractions of 10 (e.g. 21 members = 3 votes); iii. with more than 100 and up to and including 1,000 members: 10 votes, plus one additional vote for each 50 members or fraction of 50; iv. with more than 1,000 members: 28 votes, plus one extra vote for every full and partial fraction of 1,000 members from 1,001 up to 20,000 members.

7.11. The General Assembly shall follow Robert's Rules of Order.

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) members. The President shall be a voting member of the Board of Directors. A Luxembourg based member of the IAEVG will be co-opted as a non-executive, non-voting member of the Board of Directors. The immediate Past President is also a non-voting member of the Board whose role is to advise and to support transition and continuity. Should any position on the Board of Directors become vacant, the candidate who in the last election received the next highest number of votes will move into the position of a Board member.

8.2. The duties of the Board of Directors shall include the following, to:

- (a) Determine the strategic direction of IAEVG
- (b) take all necessary action to implement the resolutions of the General Assembly;
- (c) operate within the framework of the policies of the Association;
- (d) decide on the Association's annual Action Plan and take respective action;
- (e) examine and approve the preceding year's business;
- (f) examine and approve the budget of the Association;
- (g) determine the amount of the membership fees and take the necessary measures to ensure their collection;
- (h) appoint the non-executive, non-voting Luxembourg Board Member upon proposal of the Executive Committee.

8.3. The Board of Directors shall meet at least -three times 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 fifteen (15) days advance notice.

8.5 Meetings of the Board of Directors shall follow Robert's Rules of Order.

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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 propose to the Board of Directors strategic policy changes and related actions.

9.4. The Executive Committee shall have the power to grant, refuse or withdraw all categories of membership in the Association.

9.5. The Executive Committee shall give an account of its activities at each meeting of the Board of Directors.

9.6. 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.

9.7. 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.

9.8. 8.5 Meetings of the Executive Committee shall follow Robert's Rules of Order.

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 with the possibility of re-election for two (2) additional terms.

10.2. The terms of office for members of the Executive Committee shall be four (4) years,

with the possibility of re-election for two (2) additional terms. The terms of office of members of the Executive Committee shall be in addition to the terms of office of any time they spent as members of the Board.

10.3. No member can serve more than 4 terms in combination of 10.1 and 10.2 (e.g. 16 years)

10.4. The term of office for the President is 4 years with no possibility of re-election.

10.5 In order to help candidates being aware of the requirements and expectations for Directors and members of the Executive Committee, a Role description will be provided at the time of the call for candidates.

10.6 Any candidate for the Board of Directors or Executive Committee should fill a candidacy form where he or she presents himself or herself and his or her intentions, and demonstrates how he or she can meet the requirements and fill the role described in the Role description.

10.7. 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 closing of the election period.

(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) must have their nomination filed by the organisation or association, which holds membership in IAEVG. Only organisations or associations whose membership is current and paid in full will be eligible to nominate their members to the Board or Executive Committee.

10.8. The Executive Committee shall take responsibility for insuring that an adequate pool of candidates is put forward for positions open for election. The Executive Committee shall launch a call for nomination of candidates at least 9 months before the closing of the election period.

10.9. The list of candidates nominated by the membership for positions on the Executive Committee and the Board of Directors 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, two (2) of the members of the Executive Committee shall be new to their offices at each election.

10.10. 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 collaboration with the IAEVG Administration Centre 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.

(b) Members shall cast their votes according to the procedures outlined in 7.10. The thirteen (13) candidates obtaining the most votes shall be Board Members. In the event of a tie vote for the thirteenth 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 40% 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 40% 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 10.8(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.

10.11. 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 40% of the vote's cast, when a member of the Executive Committee resigns, or when a member is removed from office, according to item 10.11.

10.12. The Executive Committee shall remain in office until the following General Assembly and its members shall be eligible for re-election according to item 10.2 in combination with 10.3.

10.13. 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. Professional Liaison with National Organisations

11.1. The President and Vice-Presidents shall establish liaisons with Professional Organisations in each member country or experts from countries with no professional organisation who will act as agents of IAEVG and shall give a report to the Secretary General each year at least 60 days before the General Assembly on relevant guidance developments and activities in their countries, e.g., membership, national meetings, visits, public policy, new guidance initiatives.

11.2. A body of National Correspondents shall be organized by the Board. Their role and responsibilities are established in a policy proposed by the Board of Directors and adopted by the General Assembly.

12. Finances

12.1. The revenue of the Association shall come from:

- (a) Subscriptions (fees) of the members;
- (b) Grants and contracts;
- (c) Income from its publications and other products and activities;
- (d) Donations and bequests.

12.2. The accounts of the Association shall be kept by the Treasurer under the supervision of the Board of Directors. The auditing of the financial accounts of the association will be approved by the General Assembly in accordance with article 7.6.

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 that previously approved by the Board.

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 and voting rights, auditing procedures, Journal accesses, 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 or of the voting cast in an electronic ballot, provided that in advance a two third majority of the Board of Directors has approved of the changes. 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 or an electronic ballot on the changes to the Statutes. These statutes are amended with the regulations of article 8 of the Luxembourg Law of April 21, 1928 on non-profit making associations (Annex 1).

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.

The provisions of law amended of April 21, 1928 on associations and non-profit-making foundations (Annex 1) will be applicable in all cases not regulated by these statutes.

Following the constitution of the association, the prequalified founder members met in the Board of Directors Meeting, June 3, 2014 and this without there having been a special and preliminary convocation, and elected the following founding members into the Executive Committee (Addresses see Annex 3):



2014 Original version signed by

– Lester Oakes (New Zealand), President – Karen Schober (Germany), Vice President –
Beatriz Malik (Spain), Vice President – Raimo Vuorinen (Finland), Vice President –
Suzanne Bultheel (France), Secretary General – Michel Turcotte (Canada), Treasurer

Luxembourg, Date

2022 Revised version signed by

Nancy Arthur, Australia (Director)
Gideon Arulmani, India (Director)
Gabriela Cabrera Lopez, México (Director)
Teruyuki Fujita, Japan (Vice-President)
Jane Goodman, USA (Vice-President)
Ilze Jansone, Latvia (Treasurer)
Laurent Matte, Canada (Secretary General)
Mary McMahon, Australia (Director)
Gert Van Brussel, The Netherlands (President)
Soledad Romero Rodríguez, Spain (Director)
Jérôme Rossier, Switzerland (Director)
Guðbjörg Vilhjálmsdóttir, Iceland (Vice-President)
Peter Weber, Germany (Director)

Luxembourg, date