

ETEN vzw - Internal policies & procedures*

draft 25th April 2019

*in the Constitutional Act this document is called 'house rules'

The ETEN vzw House rules is an internal document that makes policies, procedures, habits, assignments and agreements within our Network clear. It is not an official document. ETEN members can suggest changes to the House Rules to the board. It will be reviewed annually by the Board of ETEN vzw.

ETEN vzw statutes: <https://drive.google.com/drive/folders/1rpe6HLzbmL6EvH1MPVzzV8GFXrYF733b>)

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Section I: Code of Conduct for ETEN vzw Members

ETEN vzw adheres to high standards and expects its members to do the same. When joining ETEN vzw, the members commit themselves to observe the following code of conduct:

Article 1 - Valued Informal Dimension of the Network

ETEN vzw members greatly value the informal, friendly, easy-going atmosphere of the Network. Collaboration among the Network members depends on genuine trust. This informal dimension is an integral part of the ETEN ethos and it is being constantly nurtured in the building of the ETEN Network.

Article 2 - Exemplary Behaviour

ETEN members comply with all applicable laws, regulations and decisions, from United Nations level to local level, wherever and whenever they conduct their activities concerning education and training. ETEN members commit to courage and optimism.

Article 3 - Respect

ETEN members consider people's well being and dignity as first priorities. They value diverse people, thinking and styles. They treat each other with dignity and respect. ETEN members continuously uphold respect for Human Rights standards within their sphere of activity.

Article 4 - Integrity

ETEN members reject corruption in all forms, whether public or private, active or passive.

Article 5 – Transparent Dialogue

ETEN members are committed to providing available, accessible and understandable information to stakeholders, which is the basis for constructive dialogue and a source of sustainable trust for and in

projects and relations. ETEN members listen closely, communicate openly, honestly, directly and debate constructively.

Article 6 - Responsibility

ETEN members implement appropriate management policies for all activities. They set clear roles, responsibilities and expectations within the Network and other collaborative activities. They follow through with clear, consistent consequences.

Article 7 – Shared Knowledge

ETEN members share knowledge and develop collaborative innovations to increase educational practice and scientific know-how in order to improve education for all. ETEN members develop and leverage deep educating and learning insights, they critically discuss together.

Article 8 - Acting against Code of Conduct

ETEN members collaborate with ETEN vzw partners and participates at ETEN activities in full compliance with the Code of Conduct and the ETEN vzw Statutes. Acting against the Code of Conduct and the statutes will be considered seriously prohibiting the objectives and values of the Network and will be discussed with all involved partners and the Board. The ETEN Board are responsible for modeling, communicating and monitoring compliance in these areas.

Section II: Rules and procedures to join ETEN vzw and terminate membership

Article 9 - Admission, Conditions and Procedures

ETEN is a teacher and social education Network. Membership is open to institutions of Higher Education and organisations in the field of social education and teacher education. Pre-schools, primary and secondary schools can apply for affiliate membership (see art. 11). To widen the cooperation perspectives, the Network also includes ETEN members from outside Europe.

Admission can take place through application or invitation by email to the Secretariat of the Network (secretary@etenonline.org). Application for admission is to be addressed to the Secretariat at least 2 months before an ECO/TIG-leader meeting.

The Board will decide, by majority vote, whether or not to invite potential members to an ETEN meeting to present their organisation at the next ECO/TIG-leader meeting. The final decision on the acceptance of a new applicant will be done by a simple majority of the Board members in consultation with the ETEN member representatives.

Article 10 - Criteria for Admission

A prospective member shall be involved in education, teacher education, and/or social education in nationally accredited programs.

ETEN members' staff and students should be able to understand and speak English at such a level that it is possible to exchange experiences and opinions in a professional and educationally relevant way. ETEN member institutions commit to organising English courses as a mean for organising exchange programmes.

An applicant must be ready to identify the necessary resources for at least one person to join the ECO/TIG-leader meetings each Autumn/Fall.

The ETEN membership agreement is entered into for a minimum of two years, from January 1st of the

initial membership year and shall be extended automatically each year unless notice of cancellation is given to the ETEN Secretariat before January 1st by email to secretary@etenonline.org.

Article 11 - Affiliate Membership

Affiliate membership status shall be granted to individual schools and other organizations that do not qualify for regular membership as described under Article 9 of the House Rules, but who have aims that are consistent with those of ETEN and who are nominated and recommended by a regular ETEN member.

Affiliate members :

- will be granted full access to the ETEN website and to all resources afforded full members.
- may send a representative to all ECO/TIG-leader meetings, and may also share their views and opinions at meetings. However, such a representative may not cast a ballot on any matters brought to a vote, including elections.
- may attend the ETEN conference and submit proposals for presentation.
- may also have their papers selected for publication in the JETEN journal.
- cannot be elected to the Board of ETEN.

Application for Affiliate Membership will be the same as for regular members.

Article 12 - ETEN Alumni

To support ETEN, former ECOs and TIG-leaders and others who have been active within ETEN throughout the years and who are retired from their institutions can join the ETEN Alumni. Alumni members have the possibility to meet every year in connection with the annual conferences and have the possibility of attending the ECO/TIG-leader meetings without voting rights.

Article 13 - Termination of membership

Membership is automatically renewed on the payment date. Members that wish to terminate their membership, shall inform the Board in writing no later than 2 months before the payment date by email to secretary@etenonline.org . When a member does not pay the membership fee within one month after notice by official letter, membership will end. The Board informs the General Assembly in Spring of the members which have terminated their membership.

Section III : Structure of ETEN vzw

Article 14 - Organisation of the Executive Committee or the ETEN Board

The Executive Committee of ETEN vzw is called the Board of ETEN (or 'the Board'). To avoid a complete change of Board Members in any one year elections take place annually with two Board members elected one year and the other three members elected the following year. The Board will meet as necessary.

The ETEN Board represents ETEN vzw in external matters and coordinates internal affairs between ECO/TIG-leader meetings. Also, the Board organises the official meetings.

The Board of ETEN has 5 members who have a specific role. In addition to the roles of president of the association, Board secretary and treasurer, the Board also has a vice-president.

Specific tasks of each role:

- *President* - Acts as a spokesperson for ETEN; oversees the ETEN Board meetings and ECO/TIG-leader meetings. Assists the ETEN Secretariat in preparing Board meeting agendas. Coordinates the annual report evaluation. Works in partnership with the Board and the ECO/TIG-leaders to make sure Board resolutions are carried out; attends all Board meetings.
- *Vice-President* - Understands the responsibilities of the Board president and is able to perform these duties in the president's absence; carries out special assignments as requested by the Board president; participates as a vital part of the Board leadership; attends all Board meetings.
- *Board Secretary* - Ensures the safety and accuracy of all Board records; takes Board meeting minutes or review minutes; assumes responsibilities of the chair in the absence of the Board president and vice-president; attends all Board meetings.
- *Treasurer* - Understands financial accounting for non-profit organizations; manages the Board's review of and action related to the Board's financial responsibilities; works with the ETEN Secretariat to ensure that appropriate financial reports are made available to the Board on a timely basis; presents the annual budget to the ECO/TIG-Leaders at the Autumn/Fall meeting for approval; reviews the annual audit and answers Board members' questions about the audit; attends all Board meetings.

Additional Board responsibilities :

- *TIG-coordinator* - Acts as a spokesman for the TIG-leaders; prepares an agenda for the Autumn/Fall and Spring TIG-leader meeting; oversees the TIG-leader meeting and ensures that notes are taken at the meetings and opinions, ideas and other issues are communicated to the Board and the ECO/TIG-leader meeting; attends all Board meetings.
- *ECO-coordinator* - Prepares an agenda for the Autumn/Fall and Spring separates ECO meeting; oversees this meeting and ensures that notes are taken at the meetings and opinions, ideas and other issues are communicated to the Board and the ECO/TIG-leader meeting; attends all Board meetings.

Roles and responsibilities that are divided between the Board members after constituting the Board as well as after the election during the Spring General Assembly every year are: contact person for JETEN, TIG-responsibilities, ECO-responsibilities, and Communication.

The names of the persons holding the different roles will be recorded down the minutes of the General Assembly when they are elected. The Board is constituted and organised after the election during the Spring General Assembly. The new Board and roles are communicated to the ETEN vzw membership during the Closing Ceremony of the Spring Conference.

All ETEN members can be invited to participate at a Board meeting by the Board as required.

The ETEN Secretariat shall send a Board meeting agenda and if necessary the accompanying attachments prior to the meeting, no later than one week and preferably two weeks in advance. If the agenda is not sent one week in advance or if no agenda is sent, individual members of the Board have the right to delete or defer items from the agenda. This should be noted in the minutes of the meeting. If necessary, the Board Secretary shall coordinate with the president on the agenda. At the beginning of the meeting, every Board member has the right to add, delete or amend items on the agenda and to suggest an order. If Board members don't agree on the agenda or the order of the agenda, a vote is taken following the voting rules as lay down in the statutes. All ETEN members can suggest points to the agenda two weeks before the ECO/TIG-leader meeting (General Assembly).

The Board physically meets three times a year to discuss, elaborate and prepare issues in accordance to the ETEN vzw Statutes: the day before every ECO/TIG-leader meeting and at the Board meeting in January. The Board also meets by conference call at least 3 times a year.

The Board of ETEN has not delegated its powers to representatives or committees. The Board has the responsibility and authority for overall operation of the Network. However, day to day operational management issues are delegated to the ETEN vzw Secretary.

Article 15 - Election Board Members

Board members are appointed for two years during the ETEN membership meeting or General Assembly in Spring by the ECO (ETEN-coordinator of an active member institution). One year, two positions are up for election and the next year three positions are up for election. After the election, the Board and the positions are constituted.

Prior to General Assembly in Spring (ECO/TIG-leader Meeting):

- Announcement of Board positions coming up for election will be sent out to ETEN member institutions at least sixty days before next meeting;
- ECOs and TIG-leaders who are interested in running for the available Board positions may notify ETEN secretary in writing. Nominations “from the floor” during ETEN meeting are also possible .
- Individuals who choose to notify ETEN of their intention to run for the Board before the meeting may submit a one page biography/statement to the ETEN secretary. The ETEN secretary will email the candidate's biography/statement to the ECOs of all ETEN members.
- Election during the General Assembly in Spring (ECO/TIG-leader Meeting):
 - The ETEN Board Chair will announce the available Board seats and those nominees who have declared their intent to run as the first item on the ETEN meeting agenda;
 - Additional nominations will be taken from the floor;
 - Board candidates will be given 3 minutes to make a statement during the 30 minutes prior to the lunch break;
 - Elections by secret ballot will occur immediately after the lunch break;
 - Candidates' names will be posted for the election process;
 - The ETEN Board members and one ECO not up for election will distribute, collect and count the ballots;
 - No further discussion related to the election is permitted during the voting;
 - Only eligible ECOs (1 per member institution) will be allowed to vote.

Article 16 - The responsibilities of the ETEN Co-ordinator (ECO)

Every institutional member is to appoint an ETEN Co-ordinator, hereafter referred to as the "ECO". The ECO initiates appropriate actions at his or her member organisation represented in order to achieve the aims of the Network: he or she is the representative of the member organisation at the ECO meetings.

The ECO can vote for the member institution. The ECO is expected to be present at the General Assembly that takes place the day before the annual conference in April.

In case of physical absence the ECO has two options. He/she can request virtual participation at the meeting assuring that devices and the internet connection will be sufficient to participate successfully. In case of the transfer of a proxy vote (to hand over the authority to vote to another ETEN ECO/TIG-leader participant in the absence' name) to an ETEN colleague, the ECO sends an email to the ETEN Secretary as follows:

“I,(name and surname, member institution).... cannot be present at the ETEN vzw General Assembly of ...(date)... in ...(city and country). Therefore, I give my proxy vote to.... (name and surname and member institution and date of birth).”

A proxy shall be communicated to the ETEN Secretary and the President of the Board at least two weeks before the meeting.

The tasks of the ECO involve three general areas of responsibility: facilitating student and staff mobility, serving as the contact person between ETEN and the member institution, and promoting international projects. A list of ECO responsibilities:

Student and staff mobility, the ECO:

- § recruits students and colleagues of own institution to send to ETEN partners;
- § coordinates student and staff/faculty exchanges within ETEN;
- § acts as the contact person for student and staff/faculty exchange within ETEN;
- § serves as host to incoming students from ETEN partners;
- § cooperates with ETEN partners;
- § initiates and supports the process of new agreements and collaboration projects between member institutions;
- § engages in good personal relations with ETEN members in order to reinforce the quality of the exchanging students and staff and other forms of cooperation.

As a Contact Person, the ECO:

- § attends both the Spring and Autumn/Fall ECO/TIG-leader meetings (General Assembly meetings) as well as the annual conference;
- § communicates and disseminates information from other ETEN institutions to colleagues of her or his own institution and vice versa;
- § promotes opportunities within ETEN, the Thematic Interested Groups (TIGs) and the ETEN annual conference at own institution; and
- § updates data 'Membership info' of own institution at the ETEN website.

International Projects, the ECO:

- § promotes the importance of exchange and international projects at her or his own institution;
- § supports (and participates when possible) in international projects and research; and
- § seeks funding (and participates in joint research projects).

Regarding student and staff mobility:

The ECO engages in good personal relations with ETEN members in order to reinforce the quality of the exchanging students and staff and other forms of cooperation. The ECO initiates and supports the process of new agreements and collaboration projects between member institutions.

Article 17 - General Assembly and ECO and TIG-Leader Meetings

ECO/TIG-leader meetings are held twice a year in Spring (preferably April) and Autumn/Fall/Fall (preferably in the second half of September). These are the General Assembly meetings of ETEN vzw. When the Network communicates about the "ECO/TIG-leader meeting" it means, according to the statutes, the General Assembly. The most important decisions are taken during the ECO/TIG-leader meeting or General Assembly of Spring.

The Board and any ECO or TIG-leader can suggest items for an ECO/TIG-leader meeting. Suggestions for items should be received by the Secretariat before an ECO/TIG-leader meeting. The agenda for the

ECO/TIG-leader meeting should be sent out by the Secretariat and received by the ECOs/TIG-leaders no later than three weeks before a meeting. At the meetings the member institutions have one vote held by the ECO. If the ECO does not attend the meeting, he/she can nominate a replacement with a proxy vote. A proxy vote could also be given to another ECO or TIG-leader or Board member. This replacement and/or proxy vote will be communicated to the President of the Board by email at least two weeks before the meeting.

ECO meetings are open to ECO's and accompanying colleagues with a maximum of two persons.

Decisions concerning the statutes and the house rules will be taken at the General Assembly in Spring. Therefore, we need at least two-thirds of the active member institutions to be present physically or by proxy. The meeting in Autumn/Fall aims at discussing, elaborating and developing ETEN issues and new ways of collaborating in preparation of decision taking at the General Assembly in Spring.

Matters to be considered at the ECO/TIG-leader Meetings include:

- Monitoring and initiating activities within ETEN;
- Evaluation of activities;
- Statutes and house rules (Spring Meeting)
- Presentation and approval of the ETEN Annual Report (Spring Meeting);
- Presentation and approval of the Annual Financial Report (Spring Meeting);
- Approval of the ETEN Draft Budget (Autumn/Fall Meeting);
- Matters concerning student and staff mobility (Autumn/Fall Meeting);
- Presentation of applying organisations;
- Reports from Thematic Interest Groups;
- Current Reports;
- Bilateral meetings between representatives from partners (Autumn/Fall Meeting);
- General policy, administration and business matters (including the policy for the expansion of the Network).

Article 18 - Thematic Interest Groups (TIGs)

The annual conference in Spring is structured around specific themes and are called Thematic Interest Groups or TIGs. TIGs are open to all participants who can contribute to the theme. Each TIG is encouraged to use all of the cooperation possibilities to develop its work. A TIG is coordinated by a TIG-leader and, preferably, by a Co-TIG-leader.

Each TIG is required to present definition and description on the website:

- Name of the TIG
- Vision, intentions and expected outcomes;
- Name of TIG-leader(s) and contact details;
- Agenda and schedule for the TIG-meeting at the next Spring conference;
- Recent activities;
- Published reports, articles etc.;
- Future activities

The TIG-leader manages a TIG. Responsibilities of the TIG-leader are:

- The calls for papers and proposals for each conference and communication with the TIG participants about topics and procedures. At least one of the authors of each paper should register for the conference deadline in order to present a paper. Non-registration may result in dropping the paper from the programme
- Planning and managing the TIG session during the conference

- Negotiating the focus of their sessions at the conference
- The evaluation of the conference sessions
- Informing TIG participants about the possibility to send in a paper on their session to JETEN
- The publication of the programme and abstract on the website before the conference.
- Communicate with the Board member who is responsible for the TIG/ECO part.

The TIG-leader has to ensure that the TIG has a stand-in leader in case the TIG-leader is unable to fulfill these responsibilities. One to two representatives from each TIG (i.e. TIG-leaders) are expected to attend each Spring and Autumn/Fall ECO/TIG-leader meeting.

To insure the on-going vitality of TIGs, the number of TIGs and the number of their members are regulated on a supply and demand basis. Therefore, if, in two consecutive conferences, a TIG has fewer than five members, it will be considered closed.

The proposal of a new TIG can be initiated by an ETEN member. If a new TIG is formed, it will be exempt from this membership requirement for the two conferences following the date of formation of that new TIG.

Instructions for starting a new Thematic Interest Group:

1. To start a new TIG, first look at the descriptions of the existing TIGs on the website. The proposed TIG should not overlap with another TIG.
2. When closely related to an existing TIG, contact that TIG-leader to form a subgroup or do a presentation in the TIG. In some cases, it is more effective to have a "sub-TIG" than to form a new, stand-alone TIG.
3. Read the responsibilities of a TIG-leader in the House Rules of ETEN vzw
4. Fill in the template for a new TIG.
NOTE: Be thoughtful about the title and description of the TIG: make the title as clear as possible and clearly state the thematic interest and what you want to discuss in the new TIG that is not already being discussed.)
5. Submit the proposal to the Board
6. Present the proposed TIG at the next ECO/TIG-leader meeting in September.
7. The Board, ECOs, and TIG-leaders will vote on whether to accept the proposed new TIG.
8. If the TIG is accepted, it can start meeting at the next annual conference and information about it will be added to the website.

Article 19 - Representation of ETEN

ETEN is represented legally by the President of the Network and in his/her absence the Vice-President. If possible, the ETEN Board decides when and where ETEN needs to be represented legally. If the President and the Vice-President of the Network are unable to represent ETEN or if the Board decides that another person is more suitable because of personal contacts, language, skills, knowledge, practical arrangements, cost issues, etc., ETEN can be represented by another member of the Board or a third person if deemed in the interest of ETEN.

Article 20 - Signing for the Network

In order to legally bind the Network, the explicit written agreement or the signature of the President and the Treasurer are necessary. For amounts above 5000 euro, three members of the Board must agree or sign. For amounts above 25.000 euro, members of the General Assembly must agree by a simple majority of the votes. All such votes must be recorded on the meeting minutes.

Section IV Activities of ETEN vzw

Article 21 - The Annual ETEN Conference

The ETEN-TIG based Conference is an annual spring-based activity of great significance for the development of ETEN as a Network; and as its name indicates, it is held each year in conjunction with the ECO/TIG-Leader Spring Meeting. This conference acts as a forum to showcase new research and its actual practical application as well as proposed theories, new knowledge, experiences and ideas regarding the development of educational practices. The conference also serves as a Networking platform for future staff exchanges and other cooperation between ETEN members. In addition, the ETEN TIG-based Conference is a platform for TIG Seminars, each of which presents its report and future activities to the TIG attendees. It provides institutional ETEN member staff representatives as well as affiliate and alumni members the opportunity to meet and discuss subject-based issues. Additionally, it is also open to other non-ETEN members interested in attending the event.

The Annual Conference is a two-day event. It starts on a Thursday with an opening ceremony followed by TIG seminars, beginning that Friday and finishing midday on Saturday. On Saturday afternoon, a cultural programme is offered followed by a conference gala in the evening.

Article 22 - Organisation of the Annual Conference

All ETEN members are encouraged to participate in organising a conference. The Board makes a call for member institutions interested in hosting an annual conference and to commit to their intention during each ETEN meeting. ETEN members submit their letter of intent to the Secretariat so it can be forwarded to the Board for review and approval. After its approval, the member is contacted by the Secretariat and informed on the decision to host the conference. ETEN members are notified about upcoming conferences and host institutions on the website as well as during the next ETEN meeting. The chosen ETEN member is then responsible for organising the conference.

The Board provides guidelines -a white book with instructions on the organisation of the annual conference- and advice to the host member as needed. However it is to the discretion of the member in deciding how to organise the conference. The organising member can ask for further support from the Board either in person or by video conference.

The topic of the conference shall be defined so as to serve as a powerful theme framing all of the activities to take place within it. It may also feature an internationally known keynote speaker followed by a plenary for discussion, questions and comments. The rest of the conference activities are designed as TIG-based seminars and might be inspired by the keynote speaker's presentation. The theme of the annual conference is decided in cooperation between the Board and the organising ETEN member institution not later than one year before the conference. The organising ETEN member institution takes care of necessary arrangements, including the signing of a contract with a keynote speaker.

The ECO of the organising ETEN member institution is then requested to present his/her institution and the upcoming conference, one year in advance, at the Spring ECO/TIG-leader meeting as well as the Autumn/Fall/Fall ECO/TIG-leader meeting. Also, the organising ETEN member is strongly encouraged to create opportunities for staff exchanges and international weeks/days before the start of the annual conference.

Article 23 - Bilateral and Multilateral Cooperation and Mobility Programmes

The Network's cooperation and mobility programmes operate through a series of bilateral institutional agreements monitored and revised according to need. The ETEN cooperation programme aims to stimulate ETEN partners to create groups among themselves and to apply for funding from appropriate agencies to run proposed bilateral or multilateral agreements. Such agreements should lead to the creation of mobility programmes aimed at fostering student mobility, staff mobility as well as publications opportunities.

Student mobility

Student mobility takes place by existing or new bilateral institutional agreements and may vary per institutional exchange.

Staff mobility

Visits of staff members from ETEN partners are to be arranged on the basis of selection by the host organisation according to its needs and requirements.

Article 24 - Journal of ETEN (JETEN)

The Journal of the European Teacher Education Network (JETEN) is an international teacher educators' online publication of scholarship character. Referred papers selected from the ETEN annual conference are recommended for publication in JETEN. The journal exclusively publishes papers presented in the TIGs during the ETEN annual conference. Papers submitted to JETEN and its editorial Board shall undergo a confirmation from the TIG-leaders to ensure that the papers have been presented at the annual conference. All papers are blind and peer reviewed by three referees per article.

The JETEN Journal is officially listed in the DOAJ (Directory of Open Access Journals). The guidelines and editing procedures for ETEN publications can be found on the JETEN website <https://jeten-online.org/index.php/jeten>.

Section V: General working of the Network

Article 25 - Provision of Information

ETEN members commit themselves to making available to the Network, including the Secretariat, such information as may be necessary for the achieving its goals and objectives. As for financial operations are concerned, the treasurer shall inform the General Assembly about the financial operations and conditions of the Network once a year or whenever a member requests information.

Article 26 - Membership Fee

In order to meet the costs of administering and operating the Network, each partner and affiliate partner pays an annual membership fee, to be fixed at each Autumn/Fall meeting and to be paid before the General Assembly (ECO/TIG-leader) meeting in Spring. Affiliate partners will pay 75% of the fee of regular members. The fee is calculated according to a scale based on the GDP of the country to which the member belongs. The scale refers to the rankings from the International Human Development Indicators (see <http://hdr.undp.org/en/countries> for your country's rank). There are three fee levels: full fee (ranks 1-39), half fee (ranks 40-78) and one sixth fee (ranks 79 and higher). The Board proposes the fees for the coming financial year at the Autumn/Fall/Fall ECO/TIG-Leader Meeting.

Membership fees for new members is collected at the Spring meeting will be billed for the current fiscal year. Membership fees for new members accepted at the Autumn/Fall meeting will be billed for the upcoming fiscal year.

Article 27 - Gift Acceptance Policies

ETEN vzw accepts gifts that are consistent with its mission. Donations are generally accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations. ETEN vzw accepts donations of money (cash, checks, wire transfers).

Donations should be accompanied by a registered letter from the Donor and an acceptance letter from the European Teacher Education Network acknowledging the gift. A tax deductible certificate cannot be issued to the donor.

Donations of more than \$100,000 requires an authorization from the Belgian Ministry of Justice.

Article 28 - Annual Year and Accounting

The fiscal year of ETEN runs from the 1st May until the 30th of April (due to the timing of the General Assembly in Spring). The accounting is kept in accordance with the Belgian law of 27 June 1921 concerning non-profit associations, international non-profit associations and foundation and is kept in electronic form by the Secretariat for the time necessary according to Belgian law. If an external entity is entrusted for the day-to-day management, the external entity will manage the finances received from the Membership Institutions and the Board of ETEN. In case the external entity is no longer responsible for the day-to-day management, the Board can request the external entity transfer the finances to the ETEN Board.

Article 29 - Language Use

The language used is English. Members cannot expect the Network to translate any documents. Documents required by Belgian law are written in Dutch or French.

Article 30 - The ETEN vzw Secretariat

The Secretariat consists of the Board president and the ETEN Secretary. The latter, unlike the Board Secretary, has a defined assignments within the Network. Duties of the ETEN Secretary and the associated costs are decided by the Board. The tasks of the ETEN Secretary are described in the job description. It can be obtained upon request to the Board. Every three years, the Board review and update the description of the ETEN Secretary.

Section VI Internal and external communication

One Board member will be appointed to supervise and coordinate international and external communication in consultation with the Board and members.

Article 31 - The Website

The website must be updated after the Autumn/Fall/Fall meeting. The TIG-leaders are responsible for content concerning their TIGs. ECOs are responsible for information about their institution and mobility programmes.

Article 32 - Social Media

The purpose of the ETEN Facebook page is to disseminate ETEN member institution activities as well as communicate relevant events in the area of education, teacher education and social education. The Board member responsible for communication will review the requested posts before publishing said post on its Facebook page.

Article 33 - Shared working space

A digital platform will be used to will be used to share working documents of the Board. The adopted platform will be determined by the Board. Notice of such digital platform will be communicated to the membership.

Article 34 - Archives

The Secretariat will archive all ETEN documents. The host institution at the address of ETEN vzw has the authority and responsibility to scan and send postal letter and written communications to the Secretariat. It also keeps the originals to hand over at the next Board meeting. Any and all archived documents may be retained in a digitized form.

Article 35 - Press releases

Any ETEN member institution can initiate a press release in cooperation with the Board. ETEN member institutions need to have at least one week to respond to the draft of the press release. If any ETEN member has strong objections to the press release, they must communicate these to the Board in writing. The Board will decide as to its dissemination.