

# **INTERNATIONAL PROFESSIONAL DEVELOPMENT ASSOCIATION**

***Founded 1968***

## **CONSTITUTION**

### **ARTICLE 1: THE TITLE AND AIMS OF ipda**

#### **1 Name**

The name of the organisation shall be the International Professional Development Association (ipda)

#### **1.1 Purpose**

ipda aims to:

- a) provide a forum and promote networks of individual educators and institutions concerned with professional development;
- b) support, develop and promote good professional development practice;
- c) encourage and support the establishment of National ipda's and Chapters;
- d) gather and disseminate information on all aspects of professional development in education and training;
- e) monitor, evaluate and comment upon professional development policy and practice;
- f) develop effective relationships with other educational and training organisations in Britain, Europe and the rest of the world;
- g) support, promote and undertake appropriate research;
- h) constitute a resource to policy makers and to ipda members.
- i) facilitate the publication of related journals and other publications;
- j) advise and influence policy makers where appropriate.

### **ARTICLE 2: MEMBERSHIP and FELLOWSHIP**

#### **2.1 Membership**

- a) There shall be both individual and corporate membership. There are two categories of individual membership: ordinary and student. Admissions to and privileges of membership shall be defined in the bye-laws.
- b) National ipda's shall have both categories of individual membership. A member of a recognised National ipda shall be deemed to be a full member of ipda once the appropriate annual membership fee has been paid .

#### **2.2 Ordinary Membership**

- a) **Eligibility:** Open to any person upon application in accordance with the bye-laws. Members of the association are entitled to receive copies of the ipda Newsletter and the Journal.

#### **2.3 Student Membership**

- a) **Eligibility:** Bona fide students undertaking research that is likely to contribute to the enhancement of professional development theory and/or practice and retired persons shall be eligible for admission to membership of ipda in accordance with the bye-laws. Student members receive all publications of ipda.

## **2.4 Fellowship**

- a) **Fellowship** shall be conferred by the ipda International committee in accordance with the bye-laws.
- b) **Eligibility:** persons who have distinguished themselves in the field of professional development and/or have given outstanding service to the Association shall be eligible for election to Fellowship of ipda.

## **2.5 Corporate Membership**

- a) **Eligibility:** Any organisation, either public or private, shall, at the discretion of the international committee, be eligible for admission to corporate membership in accordance with the bye-laws of ipda provided that the Journal is supplied to named persons within that organisation and not then placed in a library available for wider consultation.

# **ARTICLE 3: OFFICERS AND INTERNATIONAL COMMITTEE**

## **3.1 Management**

The members shall establish the policy of ipda within the framework of this constitution. With the advice and assistance of the President of ipda, the elected officers and the elected members of the international committee shall manage the affairs of ipda.

## **3.2 President**

The President shall be a person of recognised distinction in the field of Education. He or she, shall be invited by the international committee, to occupy the position for a period of time to be determined by the international committee.

## **3.3 Elected Officers**

The international committee shall have a chair and vice-chair. These shall be elected officers, elected in accordance with Articles 4 and 5 of the bye-laws.

## **3.4 Appointed Officers**

The international committee members shall appoint from amongst that committee two persons who shall each serve for a period of three years in the first instance, as

1. The Honorary Secretary of ipda.
2. The Honorary Treasurer of ipda.

# **ARTICLE 4: ELIGIBILITY AND DUTIES**

## **4.1 President**

- a) **Eligibility:** Any persons, whether or not a member of ipda, may be invited to occupy the position of President.
- b) **Term:** Three years and eligible for re-invitation.
- c) **Duties:**
  1. To deliver a presidential address at the annual international conference in the years of their office.
  2. To advise and assist ipda in the furtherance of its aims.

## **4.2 Elected Officers and International Committee Members**

- a) **Eligibility:** Any ordinary member of ipda shall be eligible for election as a

member of the international committee.

- b) **Term:** The chair and vice-chair, as directly elected officers of ipda, shall serve for two years. The vice-chair, after 2 years of office, shall normally be endorsed by the international committee, for election as chair of ipda. Elected committee members shall serve for three years. Both elected officers and elected committee members shall be eligible for re-election for further terms, in accordance with the bye-laws.
- c) **Duties:** The chair shall act as chair of international committee meetings and in his or her absence the vice-chair shall preside.
- d) **Size:** There shall be a maximum of eight members of the international committee, exclusive of ex-officio members. The committee shall have the power to co-opt a further two members should they so decide, in accordance with bye-law 4.2.4 The chairs of all affiliated National ipda's, or their nominees, shall serve as ex-officio members of the international committee. The editor of the Journal shall also serve as an ex officio member of the international committee.

#### **4.3 International Committee**

- 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, maintenance of the ipda web-site and publications except that the Journal shall have an Editorial Board with full responsibility for the quality and content of the Journal.
- c) **Affiliated National ipda's:** ideally all shall be represented on the ipda international committee. The ipda Treasurer shall receive an annual statement of account from each national ipda. Funding for such groups and the treatment of balances shall be in accordance with the bye-laws .
- d) **Powers of Co-Option:** The international committee may, at its discretion, co-opt at any time no more than two additional members whose membership of the committee shall be considered for renewal annually.
- e) **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.
- f) 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

#### **4.4 The Honorary Secretary**

- a) **Eligibility:** Any person regarded as competent to perform the duties of secretary to ipda may be appointed to this post under the terms of this constitution.

- b) Duties:** The secretary shall be responsible for:
- i. 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
  - ii. calling, in consultation with the chair or vice-chair, international committee meetings and liaising with sub-committee chairs;
  - iii. notifying members of all meetings in the name of ipda and of vacancies on the international committee;
  - iv. circulating to members the minutes of general meetings and arrangements for election of international committee members and officers.;
  - v. furthering the aims of ipda;
  - vi. co-ordinating a response, at the request of the international committee, in the name of ipda upon matters of academic and professional interest;
  - vii. such other duties as are assigned by the international committee including representing ipda on external bodies as appropriate;

ipda will pay such expenses as are incurred by the secretary and may additionally pay an honorarium as agreed by the international committee.

#### **4.5 The Honorary Treasurer**

- a) Eligibility:** Any person regarded as competent to perform the duties of Treasurer may be appointed to this post in accordance with the terms of this constitution.
- b) Duties:** The treasurer shall work closely with the international committee in the organisation of the affairs of ipda. In particular, he/she will be responsible for:
- i. arranging payments on behalf of ipda and collecting any monies due to ipda;
  - ii. collecting the dues of members, either directly or via National ipda's / Chapters and issuing all appropriate paperwork and maintaining up-to-date lists of members;
  - iii. organising the admission of members and providing authorised persons with address labels of members;
  - iv. writing or advising upon any financial proposal made in the name of ipda;
  - v. 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;
  - vi. receiving from the organiser of any event, or the person responsible for the sale of publications in the name of ipda, a full balance sheet pertaining to such event or sales;
  - vii. liaising with the chairs of National ipda's and Chapters to secure a sound financial basis for such organisations, to agree within the limits laid down by the executive committee, the amount of any subsidy, the treatment of balances and to receive an annual statement of account;
  - viii. receive the annual accounts of the Journal;
  - ix. such other duties as are assigned by the international committee.

The Treasurer shall be paid such expenses as are incurred in carrying out the role and may be entitled to an honorarium as agreed by the international committee

## **ARTICLE 5: ELECTIONS**

The international committee nominations for president and for honorary membership shall be brought to the AGM and the elections of executive officers and elected members of the international committee shall also be held, at the annual general meeting, in accordance with the bye-laws.

## **ARTICLE 6: ANNUAL GENERAL MEETINGS**

### **6.1 Organisation and Frequency**

An annual general meeting shall be held at such time as shall be agreed by the international committee. 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 Hon. Secretary shall oversee the conduct of the ballot.

### **6.2 Date and Place**

The date and place of the annual general meeting shall be determined by the international committee.

### **6.3 Quorum**

Fifteen members of ipda whose dues are paid for the current year shall constitute a quorum at the Annual General meeting

### **6.4 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 in accordance with the bye-laws. Any member shall have the right to bring before ipda a matter of business not listed on the agenda.

## **ARTICLE 7: SPECIAL MEETINGS**

### **7 Professional Conferences**

Meetings for the purpose of discussing issues of academic and professional interest, including day conferences, regional meetings and joint meetings with other professional bodies, may, be arranged on a national or regional basis by members of ipda, with the concurrence of the international committee and/or the appropriate National ipda/Chapter

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### **7.1 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. Such meetings shall be conducted in accordance with Articles 6.3 and 6.4 of this constitution and the bye-laws.

## **ARTICLE 8: PUBLICATIONS**

Publications, in whatever format, may be supported and/or initiated by the International committee.

## **ARTICLE 9: FINANCES**

### **9.1 Financial Year**

The financial year of ipda shall begin on the 1<sup>st</sup> August and end on the 31<sup>st</sup> July of the next calendar year.

### **9.2 Subscription Rates**

The annual subscription for various categories of membership of ipda shall be determined by members at the annual general meeting, following recommendations from the ipda Hon. Treasurer. National ipda's/Chapters may set different charges(see Article 10)

### **9.3 Changes in Subscription Rates**

Proposals to change the annual subscription of ipda shall be brought to the attention of members at least two months 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 1<sup>st</sup> of January of the next calendar year.

### **9.4 Payment of Subscriptions**

Subscriptions are due on the 1<sup>st</sup> January and are payable to the Hon. Treasurer.

Paid up members shall be entitled to those rights and privileges as are defined in the bye-laws.

### **9.5 Cost of Publications**

The cost to members of all publications of ipda shall be determined by the executive committee.

## **ARTICLE 10: NATIONAL ASSOCIATIONS**

- a) ipda actively supports and encourages the establishment of National ipda's. Whilst such associations must operate within the framework of the ipda constitution it is recognised that priorities of National ipda's may differ and that this will give a unique character to each of our affiliated associations.
- b) National ipda's may choose to have their own membership scheme rather than individual members joining directly through ipda
- c) National ipda's may charge an annual membership fee which may differ from the fee set for ipda, currently £45 pa.
- d) National ipda's will make a payment for each member to the Hon.Treasurer of ipda who will then place that person on the main ipda data base in order that they receive personal copies of the Journal and enjoy full rights as both a National and International Association member.
- e) To give National ipda's the opportunity to build a sound financial base the payment to ipda shall be set at £20 per member, with the balance retained by the National ipda.
- f) Where no national body exists then individuals will apply directly via the web-site or gain membership by attendance at the annual International conference.

## **ARTICLE 11: CHAPTERS**

- a) ipda will support colleagues in national contexts who seek means to bring

- together and formally represent colleagues working in the area of professional development;
- b) In these early stages, where the groups are restricted either geographically or institutionally they may apply for membership of ipda as a Chapter;
  - c) Chapters will operate within the framework of the constitution as outlined;
  - d) Chapters may choose to have their own membership scheme rather than individual members joining directly through ipda;
  - e) Chapters may charge an annual membership fee which may differ from the fee set for ipda, currently £45 pa;
  - f) Chapters will make a payment for each member to the Hon.Treasurer of ipda who will then place that member on the main data base in order that they receive personal copies of the Journal and enjoy full rights as both a Chapter and ipda member.
  - g) The International Committee of ipda shall make the decision to recognise the Chapter and any later request to be recognised as a National ipda.

#### **ARTICLE 12: BYE-LAWS**

The articles of this constitution may be further elaborated in bye-laws drawn up by the international committee. Any amendment, or addition, to the bye-laws shall be presented to the members of ipda at an annual general meeting and approved by a simple majority vote. Article 6.3 of this constitution shall apply. The bye-laws shall not include any provisions which run contrary to the constitution.

#### **ARTICLE 13: AMENDMENTS**

This constitution may be amended either at an annual general meeting or special meeting held in accordance with article 6 or 7 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 14: 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.

### **BYE-LAWS**

**Note: paid-up membership of an affiliated National ipda or Chapter gives full rights regarding ipda.**

#### **ARTICLE 2**

##### **2.1 Admissions to membership**

1. Ordinary, student, and corporate membership: by application to the Hon Treasurer and approved by the international committee.
2. Members whose renewal subscriptions have not been received within

twelve months of the start of a calendar year shall be deemed to have resigned from ipda.

## **Privileges of membership**

### **2.2 Ordinary members**

- a) to have full voting rights in ipda and additionally within their National ipda/Chapter if in membership;
- 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;

### **2.3 Student Members**

To have all the privileges of ordinary members.

### **2.4 Fellowship Nomination**

- a) Nominations for the title of Fellow may be made by the International Committee, a National ipda, a Chapter or an existing Fellow of ipda
- b) Such nominations should in the first instance be submitted to the Honorary Secretary of ipda together with a short statement, (no more than 200 words) as to the nature and extent of the service to professional development and ipda of the nominee.
- c) The Hon. Secretary shall ensure that all members of the International Committee receive the above information.

#### **2.4.1 Election of Fellows**

- 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 International Committee shall be required to confirm election.
- d) The Hon Secretary will report the result to all members of the International Committee.
- e) Newly elected Fellows will be informed of their success by the Hon Secretary.
- f) New Fellows will be invited to an annual meeting of Fellows where the title will be formally conferred.
- g) The maximum number of Fellows who may be elected in any one year shall be limited to five.
- h) Fellows, except where they be existing members of ipda shall not be required to pay annual subscriptions to ipda nor shall they be entitled to vote in any ipda election.

#### **2.4.2 Eligibility for nomination**

- a) ipda Members of at least five years standing who have attained eminence in the field of professional development of educators
- b) ipda Members of at least five years' standing who present a thesis, not

previously presented for a qualification or a publication, which in the judgment of the International Committee constitutes an original and significant contribution to the professional development of educators.

- c) Persons who have rendered significant service to the field of professional development of educators whether it be through their teaching, coordinating or management contribution.
- d) Persons who have been office bearers of ipda and/or members of the Editorial Board of the Journal who have rendered valuable service to ipda.

## **2.5 Corporate members**

- a) to send a maximum of two members to attend general meetings of ipda (as defined under Articles 6 and 7), these ipda members to enjoy the same voting rights as ordinary members at such meetings, but not be eligible to stand for executive office;
- b) to receive copies of all notices of meetings;
- c) to receive up to three copies of all publications of ipda at ordinary membership rates.

## **ARTICLE 4**

### **4.2 ELECTED INTERNATIONAL OFFICERS AND COMMITTEE MEMBERS**

**4.2.1** The vice-chair of ipda, shall be proposed by the international committee for election to the post of chair, upon the completion of the term of office of the retiring chair.

**4.2.2** An elected international committee officer, at the expiration of his or her term of office, shall not be prohibited from standing for election as an international committee member. An international committee member, at the expiration of his/ her term of office, shall not be prohibited from standing for election as an elected international officer.

**4.2.3** An officer may be re-elected to the same position on consecutive occasions. An elected international committee member may be re-elected to the international committee without restriction.

**4.2.4** After an appropriate lapse of time from the introduction of this constitution, ipda should seek to establish the principle of election of at least one person annually to the international committee to ensure a degree of continuity.

**4.2.5** If a vacancy for an officer or an international committee member 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 and to be eligible for re-election under the terms of Article 4.2. of this constitution.

**For replacement of vice-chair:** an election to be held at the next annual general meeting. The person elected would be eligible for re-election under Article 4.2 of this constitution.

**For International Committee members:**

- a) In exceptional circumstances the international committee may co-opt two additional members with the proviso, that their term of office shall not exceed three years after which time they may offer themselves for election to the committee.
- b) The persons elected will be eligible for re-election under Article 4.2 of the constitution.
- c) Committee members who fail to attend two committee meetings in any one year shall be deemed to have resigned from the committee. They may offer themselves for re-election in a subsequent year.

### **4.3 Executive Committee**

#### **4.3.1 Conferences:**

- a) The International committee, or the appropriate National ipda committee, shall approve the proposed theme of any conference organised in the name of ipda and shall normally appoint a conference organising committee whose chair shall be a member of ipda.
- b) For the annual international conference the organising committee shall always include at least two members of the international committee, together with the Secretary and Treasurer of ipda
- c) The organising committee shall:
  - i. prepare a budget for prior approval of the International committee;
  - ii. unless otherwise authorised by the International committee, budget to ensure that the minimum assured income shall cover the committed expenditure;
  - iii. present a final balance sheet to the International committee within six months of the conference.

#### **4.3.2 Financial Control:**

- a) The Hon.Treasurer of ipda shall exercise day to day control of the finances of ipda, reporting frequently to the International committee on the financial health of ipda
- b) The Hon. Treasurer will prepare forecast budgets for the Ipda international committee for all new initiatives
- c) The Hon.Treasurer will liaise with the appointed Treasures of all National ipda's and Chapters to ensure financial regularity and stability.

## **ARTICLE 5**

### **Election of International Officers and International Committee Members**

- 5.1** A candidate for election as an elected officer or committee member must be proposed by a paid-up member of ipda, who shall first have ascertained from the nominee that he or she is eligible under the provisions of the constitution
- 5.2** Nominations for election shall be received by the Hon. Secretary before the date of the annual meeting. In the event of nominations exceeding available positions, the Hon. Secretary will publish them by circulating voting papers to all members Voting papers will be circulated to all members before the election.

- 5.3** Completed voting returns must be received by the Hon. Secretary, before the annual general meeting. The returns shall be scrutinised by the Hon. Secretary, the Hon. Treasurer and one other member of ipda who is not a candidate for election.
- 5.4** 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 or the 1<sup>st</sup> of January of the following year whichever is soonest. 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 6**

### **Organising Annual General Meetings and Special Business Meetings**

- 6.1** Normally, the Hon. 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.
- 6.2** The agenda shall be drawn up by the Hon. Secretary in consultation with the Chair and Vice-chair and confirmed by the international committee, one month in advance of the meeting.
- 6.3** 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'.
- 6.4** 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.
- 6.5** 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..

## **ARTICLE 8**

### **Publications**

- 8.2.1** A decision to publish in the name of the Association shall require the approval of the International committee.
- 8.2** All income from the sale of publications in the name of ipda shall be paid to the treasurer of the appropriate National ipda/Chapter and an annual account then rendered to the International committee of all such transactions.
- 8.3 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 at a price agreed by the executive committee, the

member's price to be no more than the actual cost.

## **8.4 Journal**

### **8.4.1 Publication**

The Editorial Board shall be responsible for the publication of the Journal in the name of ipda.

### **8.4.2 Editorial Board**

- a) The Editorial Board 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 Board shall consist of a maximum of nine persons, all of whom shall be ordinary members of ipda
- c) Appointment to the posts of Editor and Reviews Editor shall be the responsibility of the Editorial Board and shall be made from within the Editorial Board.
- 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.
- e) The Editorial Board 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 Board may serve as editor, or be a member of the editorial board of another academic journal provided that, in the collective judgement of the editorial board, there is no likely conflict of interest. When, in the judgement of a majority of the editorial board, a conflict of interest is deemed, then the member concerned shall be required to withdraw from the Board.

### **8.4.3 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 Editor and one person as Reviews Editor. 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 board shall have full responsibility for identifying any external editorial advisers and for determining their role.

### **8.4.4 Journal Finance**

- a) There will be an account in the name of the Journal
- b) This account to be managed by a Treasurer appointed by the Board
- 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 International committee
- f) The editorial board 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 international committee of the Association immediately and they shall have the right to take such action as is necessary to redeem the situation.

#### **8.4.5 Founding Editors**

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

### **ARTICLE 9**

#### **Finances**

##### **9.1 Subscription Rates**

- a) The subscription for corporate members shall not be less than four times the rate for ordinary members.
- b) The subscription rates for student members shall not be more than two-thirds of the cost of ordinary membership.

##### **9.2 Price of Publications**

Ordinary membership rates for publications of ipda shall not be more than two-thirds of the published price of the publication.

### **ARTICLE 10**

#### **National ipda's**

- a) National ipda's will open a bank account in the name of the National Association;
- b) will seek to appoint post holders to the positions of Chair, Vice-chair, Secretary and Treasurer
- c) will prepare an annual statement of account which shall be returned to the Hon. Treasurer of ipda.
- d) will submit to the Hon. Treasurer of ipda, details of the membership together with the sum of £20 per paid-up member.

### **ARTICLE 11**

#### **Chapters**

- a) Chapters will seek to open a bank account in the name of the Chapter at the first possible opportunity;
- b) will seek to appoint post holders to the positions of Chair, Vice-chair, Secretary and Treasurer;
- c) will prepare an annual statement of account, once a bank account has been opened, which shall be returned to the Hon. Treasurer of ipda;
- d) will submit to the Hon. Treasurer of ipda details of the membership together with the sum of £20 per paid-up member.

### **Constitutional History**

1. **This constitution, was received and approved at the Annual General Meeting of ipda held on the 4<sup>th</sup> 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 1<sup>st</sup> 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 7<sup>th</sup> 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 1<sup>st</sup> 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 ipda's 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.**