

# INTERNATIONAL ASSOCIATION OF UNIVERSITIES

## 15<sup>th</sup> GENERAL CONFERENCE

### **IAU By-Laws**

#### **ADOPTED BY THE ADMINISTRATIVE BOARD IN APPLICATION OF THE IAU CONSTITUTION\***

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<i>Adopted -</i>	<i>23rd Meeting of Administrative Board, Helsinki, 1969</i>
<i>Endorsed -</i>	<i>29th Meeting of Administrative Board, New York, 1974</i>
<i>Amended -</i>	<i>45th Meeting of Administrative Board, Harare, 1987</i>
<i>Amended -</i>	<i>50th Meeting of Administrative Board, Accra, 1991</i>
<i>Amended -</i>	<i>51st Meeting of Administrative Board, Alexandria, 1992</i>
<i>Amended -</i>	<i>52nd Meeting of Administrative Board, Tokyo, 1993</i>
<i>Amended -</i>	<i>53rd Meeting of Administrative Board, Buenos Aires, 1994</i>
<i>Amended -</i>	<i>63<sup>rd</sup> Meeting of Administrative Board, Paris, 2000</i>
<i>Amended -</i>	<i>By the Administrative Board after circulation, 2004</i>
<i>Amended -</i>	<i>69<sup>th</sup> Meeting of the Administrative Board, 2005 and adopted by circulation, 2007</i>
<i>Amended -</i>	<i>71<sup>st</sup> Meeting of Administrative Board, Penang, 2007</i>
<i>Amended -</i>	<i>75<sup>th</sup> Meeting of Administrative Board, Vilnius, 2010</i>
<i>Amended -</i>	<i>79<sup>h</sup> Meeting of Administrative Board, Iquitos, 2014</i>
<i>Amended -</i>	<i>81<sup>h</sup> Meeting of Administrative Board, Siena, 2015</i>

## **I. Membership**

### **A. Introductory Note**

Two basic considerations, mentioned in the Association's Constitution, have a determining influence on the composition of its membership. As an organization bringing together higher education institutions and their associations, the International Association of Universities must attach special importance to the quality of institutions applying for admission; as an international body, it has an obligation to promote co-operation between the higher education institutions of all countries. A third consideration is the Association's stated goal of being an inclusive and representative organization reflecting the diversity of higher education institutions around the world. The success with which the Association meets these obligations is illustrated on the one hand by the fact that the Association has gained the support of large number of well-established universities and other higher education institutions in the world, and on the other hand by the breadth of its membership which spans most of the divisions that in other spheres separate people and countries.

In admissions to membership the question of quality is of evident importance, but in considering applications the Administrative Board has found that the heterogeneity of higher education institution makes it almost impossible to establish qualitative criteria, which can be applied universally. This basic difficulty has repeatedly confronted the Administrative Board and its Membership Committee. To address and resolve this perennial dilemma, they have decided to adopt only objectively verifiable criteria that reflect that inclusive nature of the Association.

The process of admission can only be carried out effectively in the wider context of the obligations placed on the Administrative Board by the Constitution, and not as an attempt to measure newcomers with an imperfect yardstick. Decisions have frequently been taken in this wider context, as is illustrated by the record of admissions, and the procedures outlined below constitute a streamlined framework for reaching decisions, covering both "straightforward" and "marginal" cases.

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\* *Date and manner in which the document was amended are provided immediately below the changed text and only changes made since 2012 are indicated.*

## **B. Categories of Members, Procedures for the Submission and Consideration of Applications for Membership**

### **Institutional Membership**

1. Under the terms of Article 3 of the Constitution, degree-conferring institutions whose main object is education and the development of knowledge, whether or not they carry the name of University, may be admitted to membership of the Association. Institutions and organizations of such institutions, that fulfil the criteria for membership, will not be granted Affiliate status.

Subject to certain exceptions for which provision is made in the same Article of the Constitution, institutional Members must be dedicated to the study of several branches of knowledge and must be at the level of higher education, as shown by the quality of their instruction and the preparatory training demanded of their students, as well as by the active participation of their staff in scientific or scholarly research and the type of working equipment placed at its disposal.

Authority to grant or withdraw membership is vested in the Administrative Board. The Board has delegated authority to the Executive Director of the International Universities Bureau, who also serves as Secretary-General of the IAU, to decide on membership of institutions and organizations that clearly meet the criteria for admission, as set out in paragraph 6 below. Applications that do not meet the IAU admission criteria in a straightforward fashion will be submitted to the Administrative Board for discussion and decision.

The authority to withdraw membership remains vested in the Administrative Board.

2. Institutions wishing to become Members of the Association must address a written application to the Executive Director. This should normally be accompanied by a note outlining the institution's history, status and academic structure (composition by faculties, schools, departments, etc.) and - so far as is applicable to it - statements or documents covering the following detailed points:
  - i) A copy of the constitution, charter, or other legal authority by which the institution is organized and degrees are conferred;
  - ii) Syllabi of courses of study or other academic requirements for each degree conferred;
  - iii) Number of (a) full-time and (b) part-time academic staff in each of the past five years;
  - iv) Number of enrolled students in each of the past five years;
  - v) Number of graduates - if possible under each degree conferred - in each of the past five years;
  - vi) Particulars of existing libraries and laboratories;
  - vii) A note on research facilities, and on the main lines of research and on projects being carried out.

Institutions applying for membership must undertake to abide by the Constitution and to pay their dues regularly. A Letter of Commitment to the Core Academic Values of IAU must be signed by the head of the institution and membership fees must be paid before membership becomes effective.

3. The Executive Director will review all applications, verifying that institutions applying for admission meet the IAU membership criteria.
4. The Executive Director shall compile a dossier of information and documents about each institution applying for admission and this will be at the disposal of the Administrative Board. At each Board Meeting the Executive Director shall report on all Institutions that had been admitted during the period since the last Board Meeting.
5. The Executive Director, and in cases where necessary, the Administrative Board, in taking decisions concerning membership, shall normally envisage the admission of institutions:

- i) Whose main object is higher education;
  - ii) Which are public or private *and* not-for-profit;
  - iii) Which are recognized by a national, regional or international competent body;
  - iv) Which have undergone, at the national or regional level, a process of quality assurance or accreditation or, if such a process does not exist, which are members of a national or regional association;
  - v) Which comprise two or more faculties or schools (or appropriate internal divisions according to the practice of the country), each with the academic organization for instruction in the appropriate disciplines;
  - vi) Which confer degrees;
  - vii) Which have graduated at least three cohorts of students;
  - viii) Whose professors pursue scientific and academic research to further the progress of their particular subjects and have at their disposal the appropriate material and equipment necessary for research and teaching, and the majority of whom devote the greater part of their time to research and teaching;
6. In interpreting the above guidelines, the Executive Director, the Administrative Board and its Membership Committee shall bear in mind the notions of quality and of universality expressed in the Constitution of the Association. All exceptions shall be brought to the Administrative Board, for example:
- i) the Administrative Board may, under Article 3 of the Constitution, admit to membership institutions of high national and international standing, which are concerned with a specialized field of knowledge, if they meet all other required criteria;
  - ii) it may admit to membership at least one institution of higher learning from each country, where such institutions exist, even if none would be eligible on a strict interpretation of the above guidelines and the general criteria contained in Article 3 of the Constitution. The Administrative Board may also grant membership to an institution which does not yet meet all the admission criteria subject to a review of its further development after a number of years, in order to help that higher education institution in its efforts to obtain support for the development of a substantive library, other research facilities and education at post-graduate level;
  - iii) an institution will, in general, have to provide evidence of having graduated at least three cohorts of students. In exceptional circumstances, membership may be granted if the institution has been operational for a minimum of four years and other factors speak in favor of admission.
7. In examining an application and the information provided by an institution about itself, the Executive Director, and where needed, the Administrative Board and/or its Membership Committee, shall take into account:
- i) The opinions of Administrative Board Members having personal knowledge of the institution concerned;
  - ii) The institution's admission to membership of other university associations, where relevant;
  - iii) The status of the institution in its own country;
  - iv) The number of other IAU members in that country;
  - v) The previous admission of similar institutions to membership of the Association.
  - vi) Any exceptional circumstances, including the political situation in the country, territory or region.
8. When decision by the Administrative Board is required on a matter of admissibility of an institution, to facilitate the task of the Board, the IAU Secretariat shall place at its disposal information bearing on paragraph 7 above, and any other available relevant information.
9. Applying institutions which meet all the above mentioned criteria but one, namely the request to have graduated at least three cohorts of students, will be invited to become IAU Observers.

Benefits conferred on IAU Observers are identical to those of higher education institutions with full membership, but one, namely the right to run for election or vote during the General Conference.

### **Organizational Membership**

10. Membership is open to associations of universities and other higher education institutions devoted to purposes related to those of the IAU, provided that at least three-quarters of their members meet the criteria laid out in paragraph 5, above.

Member Organizations may be:

- i) International and regional associations of universities and other higher education institutions;
  - ii) Associations whose membership is limited to institutions from one country such as national Associations of Universities, Rectors' Conferences, Committees of Vice-Chancellors, etc. or from a sub-national region or territory.
11. Applications for membership from associations must be addressed in writing to the Executive Director of the International Universities Bureau, who serves as well in the capacity of the Secretary-General of the IAU. They should be accompanied by the following documents and information:
    - i) The Constitution of the association;
    - ii) A list of members of its administrative board or corresponding body;
    - iii) A list of members of the association.
  12. Applications for membership by associations shall be dealt with in accordance with the procedures outlined in paragraphs 3 to 10 above, wherever these are relevant.

### **Notification of final admission and membership**

13. The responsibility for notification of applicants concerning admissions lies with the Executive Director, whether he/she takes the decision or whether it is taken by the Administrative Board. Membership becomes active only after annual membership fees are paid at least once and a Letter of Commitment, endorsing IAU values is signed by the executive head of the admitted institution. The Administrative Board will be notified of all admissions at its annual meeting.

### **C. Termination of Membership**

Membership is considered to have lapsed in the case of those Members who have not fulfilled their obligations in regard to the payment of their annual subscription for more than three years. All other cases of termination of membership are subject to a decision by the Administrative Board.

### **D. Affiliate and Associate Status**

1. Under the terms of Article 8 of the IAU Constitution, and with the aim of increasing IAU's networking capacity, the Administrative Board can grant Affiliate and Associate status to a variety of IAU partners. These can include:
  - i) Specialised organizations, institutions or networks of individuals working in the field of higher education and university cooperation (Affiliates);
  - ii) Individuals, including all past IAU Administrative Board and Deputy Board Members, committed to the cause of higher education (Associates).
2. Requests for Affiliate and Associate status will be made in writing and subject to approval by the Administrative Board. The Secretary-General of IAU will provide Board Members with background documentation as well as a clear rationale for granting or declining each request.
3. Those with Affiliate and Associate status will not be represented on the Administrative Board of

IAU, nor will they normally be invited as observers to meetings of the Board. They will be invited to attend the General Conference but without voting rights.

## **II. President and Vice-Presidents**

1. The President should either be serving or have recently served as an executive head of an IAU Member institution at the time of his/her election. He/she should also have served as a Member or a Deputy Member of the Administrative Board.
2. Should the President accede to a political or governmental post or take on responsibilities, in which the incompatibility between the exercising of his or her new functions and the presidency of IAU arises, in particular in view of the increasingly complex interplay between universities and governments, he or she should resign as President of the Association.
3. At the first meeting of the Administrative Board, the four Vice-Presidents shall be designated in keeping with considerations of geographic balance and the dual nature of IAU membership. On the proposal of the President, it will be determined which Vice-President will act as Treasurer and which Vice-President would take the place of the President whenever he or she is unable to act. In the case of vacancy of the post of President, the Vice-President designated to take the place of the President shall become President.

## **III. Membership of the Administrative Board**

1. Board membership and Deputy Board membership is reserved for: (i) executive heads of IAU member institutions, and (ii) who are serving in their position at the time of their election or re-election. The Elections Committee may, on an exceptional basis and in order to promote gender balance and geographical representation as well as to ensure continuity of the Board, nominate for election, individuals who do not meet one of these two conditions.
2. There shall be at most two Deputy Board Members elected from each of the different major geographical regions and two representing Member organizations.
3. Should an Administrative Board Member accede to a political or governmental post, or take on new responsibilities in which the incompatibility between the exercise of his or her new functions and membership of the Board arises, in particular in view of the complex interplay between universities and Government, he or she should resign as Member of the Administrative Board of IAU.
4. A full Member unable to attend a meeting of the Administrative Board shall be replaced by a Deputy Member from the same geographical region or category of membership. In case of death, resignation, or a vacancy occurring for any other reason, a Deputy Member from the same geographical region or category of membership as that of the departing full Member shall be designated by the Administrative Board to take his or her place.
5. Should a full Member remain absent from two consecutive meetings, except for reasons independent of his or her will, such as health or *force majeure*, a Deputy Member of the same geographical region or category of membership shall be called upon to replace him or her definitively.
6. IAU Administrative Board meetings are restricted to elected Board and Deputy Board members, as well as Honorary Presidents. As Board members take part in their individual capacity, substitutions are not allowed. To ensure inclusiveness and effectiveness of the work of the Board, members who require linguistic interpretation will be able to invite assistants to accompany them to meetings. It is expected that they will do so at their own expense and after informing the IAU Secretariat at least 2 weeks in advance. Other individuals will be able to attend as observers only under exceptional circumstances and with the prior approval of the

## Executive Committee.

### **IV. The Executive Director of the International Universities Bureau**

1. The Executive Director of the International Universities Bureau acts as the Secretary-General of the Association.
2. The Executive Director/Secretary-General shall be appointed for an initial period of four years, and thereafter, as determined by the Administrative Board, for further periods of not more than four years at any one time, renewable.
3. The Contract of the Executive Director/Secretary-General shall determine, among others, the terms of his/her affiliation to social security and retirement schemes, conditions of renewal and termination of contract, sabbatical leave and separation indemnities.
4. The power of the Executive Director/Secretary-General to represent the Association at law and in all acts of civil life includes the power to request and eventually make use of loans and advances, and to provide any guarantee as security for the obligations of the Association.