

# ETEN vzw - House Rules: Internal policies & procedures

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The ETEN vzw House Rules is an internal document to clarify the values, policies, procedures, customs, assignments and agreements of our Network. It is not a legal document. ETEN members can suggest changes to the House Rules to the Board. It can be reviewed bi-annually at the ECO-TIG-leader meeting (Autumn) and at the General Assembly (Spring), and this review will be prepared by the ETEN Executive Committee (hereafter, the Board).

ETEN vzw statutes: [CLICK HERE](#)

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## Section I: Code of Conduct for ETEN vzw Members

ETEN vzw (hereafter ETEN) adheres to high standards and expects its members to do the same. When joining ETEN, the members commit themselves to observing the following code of conduct, at a minimum:

### Article 1 - Valued Informal Dimension of the Network

ETEN 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 the United Nations to the 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 others' well-being and dignity as first priorities. They value diverse people, thinking and styles and 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 in projects and relations. ETEN members listen closely, communicate openly, honestly, directly, and discuss 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 actions.

## **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 that they discuss together critically.

## **Article 8 - Acting within our Code of Conduct**

ETEN members collaborate with ETEN partners and participants at ETEN activities in full compliance with the Code of Conduct and the ETEN Statutes. Acting against the Code of Conduct and the Statutes will be considered seriously counter to the objectives and values of the Network and will be discussed with all involved partners and the Board. The ETEN Board is responsible for modelling, communicating and monitoring compliance in these areas.

## **Article 9 - GDPR**

The privacy of our Network members and data connected to institutions and persons are of absolute importance. ETEN is committed to the European GDPR regulations as integrated in Belgian law, and in all its activities it will respect the treatment of data and expects ETEN members to act with due diligence in this respect.

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## **Section II: Rules and Procedures to Join or Terminate Membership**

### **Article 10 - Admission, Conditions and Procedures**

ETEN is a teacher and social education Network. Membership is open to institutions of higher education and organisations in the fields of social education and teacher education. Pre-schools, primary and secondary schools can apply for Affiliate membership initially (see Art. 12) and may apply for full membership after 2 years. To widen the cooperation perspectives, the Network also includes ETEN members from outside Europe.

Admission can take place through application ([CLICK HERE](#)), ideally, at least one (1) month before the Autumn ECO/TIG-leader meeting; applicants can also apply at least two (2) months before the General Assembly in the spring. After completing the application, the Board will decide, by majority vote, whether or not to invite potential members to an ETEN meeting to present their organisation in a short (5-10 minute presentation). The final decision for new membership will be done by a simple majority of the Board members after the presentation.

### **Article 11 - Criteria for Admission**

A prospective member institution must be involved in education, teacher education, and/or social education in nationally accredited programmes.

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 courses taught in English as a means for organising exchange programmes.

An applicant must be ready to provide the necessary financial resources for at least one person to join the ECO/TIG-leader meetings in Autumn and General Assemblies in the Spring.

The ETEN membership agreement is entered into for a minimum of two years, from 1 January of the initial membership year, and shall be extended automatically each year unless notice of cancellation is given to the ETEN Secretary (a.k.a., Secretariat) before 1 January by email to [secretary@etenonline.org](mailto:secretary@etenonline.org).

### **Article 12 - Affiliate Membership**

Affiliate membership status shall be granted to pre-schools and primary and secondary schools and other educational organizations that do not qualify for regular membership as described above (see Art. 9) but that have aims that are consistent with those of ETEN and that are nominated and recommended by a full ETEN member.

Affiliate members:

- will be granted full access to the ETEN platform and to all resources afforded full members - may send a representative to all ECO/TIG-leader meetings/General Assemblies and may also share their views and opinions at meetings
- may attend the ETEN conference and submit proposals for presentation
- may have their papers selected for publication in *JETEN* and on [etenjournal.com](http://etenjournal.com) - can become a full member after 2 years by submitting a formal request to the Board; membership approval is based upon the history of commitment within ETEN
- cannot cast a ballot on any matters brought to a vote, including elections, and - cannot be elected to the Board of ETEN

Application for Affiliate Membership is the same process as that of full members.

### **Article 13 - ETEN Alumni**

Former ECOs, TIG-leaders and others who have been active within ETEN and who are retired from their institutions can join the ETEN Alumni. Alumni members may attend the Spring conferences.

### **Article 14 - 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](mailto:secretary@etenonline.org). If a member does not pay the membership fee within two months after official notice, their membership may be terminated. The Board informs the General Assembly of the members that have terminated their membership. As a general policy, membership fees are not prorated; members cannot receive a portion of their membership fee if they terminate membership less than one year of 1 January.

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## **Section III: Structure of ETEN**

### **Article 15 - Organisation of the Executive Committee**

The Executive Committee of ETEN is called the Board of ETEN (or 'the Board'). To avoid a complete change of Board Members in any one year, generally, elections take place annually when Board

positions are up for election. A board member sits for three years.

The ETEN Board represents ETEN in external matters and coordinates internal affairs between ECO/TIG-leader meetings/General Assemblies. Also, the Board organises the official meetings by supporting the hosting institutions.

Being a member of the ETEN Board is a position of responsibility and commitment. Due to the new non-profit nature of ETEN as well as the many rewarding but challenging tasks at hand, Board members should bring a set of personal traits, experiences and skills to assume this commitment to the Network in the best possible way. Ideally, Board members should also represent diversity (e.g., age, gender, nationality, ethnicity, institutions, etc.) to ensure appropriate representation of the ETEN community.

The Board of ETEN has four members who have at least one specific role, including the Chair, Vice-Chair, Treasurer, Secretary, Legal Liaison, TIG-leaders and ECO Coordinators and Symposium Liaison. In some cases, one individual may take on two roles, and some roles may be shared by two members.

Specific tasks of each role include:

- *Chair* - Acts as a spokesperson for ETEN; plans and oversees the ETEN Board meetings and ECO/TIG-leader meetings/General Assemblies; assists the ETEN Secretary in preparing Board meeting agendas; coordinates the annual report evaluation; works in partnership with the other Board members and the ECO/TIG-leaders to make sure Board resolutions are carried out; attends all Board meetings.
- *Vice-Chair* - Understands the responsibilities of the Board president and is able to perform these duties in the Chair's absence; carries out special assignments as requested by the Board Chair; 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 reviews minutes; assumes responsibilities of the president in the absence of the Board president and vice-president; attends all Board meetings.
- *Treasurer* - Works with the ETEN Secretariat to ensure the financial responsibility and accountability of the Board and the rest of the Network, including the Autumn and Spring meetings; works with the ETEN Secretariat to 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 meeting for approval; reviews the annual audit and answers Board members' questions about the audit; manages the Board's review of and actions related to the Board's financial responsibilities; understands financial accounting for non-profit organizations; attends all Board meetings.
- *TIG-leader Coordinator* - Acts as a spokesperson for the TIG-leaders at Board meetings; prepares an agenda for the Autumn/Fall and Spring TIG-leader meetings; 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; collaborates with other TIG-leaders for general consistency across TIGs and with the *JETEN* Editor; attends all Board meetings.
- *ECO-Coordinator* - Acts as a spokesperson for the ECOs at Board meetings; prepares an agenda for the Autumn/Fall and Spring ECO meetings; oversees the ECO 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; collaborates with other ECOs for general consistency across ECOs; attends all Board meetings.
- *The symposium Liaison* - gets in contact with the ECO of the member organizing the symposium in an early stage, so that a.o. draft schedules, budgets could be discussed in advance and knowledge and experience about the symposium organisation can be shared.

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*
- general communication with the Network

The names of the persons holding the different roles will be recorded in 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 membership during the Closing Ceremony of the Spring Conference.

The Board can invite any ECO or TIG-leader to participate in the Board meetings as it sees fit.

The role of the ETEN Secretary (a.k.a., Secretariat; distinguished from the Board Secretary), is a paid position to assist the Board and ETEN in carrying out a variety of critical organizational tasks throughout the year. The salary of the Secretary shall be determined by the Board and approved by ECOs as part of the overall budget approval process.

The ETEN Secretary's primary roles include:

- collaborating with the Board to prepare and send a Board meeting agenda and all relevant accompanying attachments preferably two weeks—but no later than one week—before the meetings.
  - 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 Chair 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 laid down in the statutes. All ETEN members can suggest points to the agenda at least two weeks before the ECO/TIG-leader meetings (Autumn and Spring).
- paying ETEN-related bills and meeting with the Board Treasurer prior to the Autumn and Spring meetings to review the budget and confirm transactions
- making reimbursements to the Board members and others for ETEN-related expenses
- reserving hotels for the Board members for in-person Board meetings
- purchasing gifts for hosting institutions of the Autumn and Spring meetings
- assisting with other Board-related tasks as requested and as needed
- attends all Board meetings

In general, the Board meets online or in person no fewer than six times as necessary throughout the year. They meet in person three times a year to discuss, elaborate upon and prepare issues in accordance with the ETEN Statutes: the day before every ECO/TIG-leader meeting and at the Board meeting in January. When in-person meetings are not possible, conference calls/virtual meetings should take place. Other meetings are by conference call or online.

The Board has the responsibility and authority for the overall operation of the Network. However, day-to-day operational management issues are delegated to the ETEN Secretary.

### **Article 16 - Nomination committee & Election Board Members**

The ETEN Board Nomination Committee includes 2-3 ETEN members appointed by the Board and entrusted to find among the serving ECOs and TIG-leaders (including from self-nominees) those qualified to deliver proper Board leadership, including bringing skills and a willingness and capacity to make difficult decisions. Nominees include at least:

- ECO or TIG-leader of a full member institution
- member who has regularly attended the annual conferences and General Assembly meetings

for approximately 3 years

- member who actively and consistently participates in TIGs as a presenter, contributor to the activities, or any other involvement which brings added value or sustainability to the TIG's goals.

Board members are appointed for two years during the ETEN General Assembly by the ECOs. If a Board member(s) can no longer complete their Board responsibilities before their two-year term is complete, the Board can request a special election, at the latest, at the next General Assembly to replace that member(s) for the remainder of their term(s). The Nomination Committee will identify candidates (including self-nominees)

All nominees (for regular and early appointment) must submit a 1-page summary to the Nomination Committee describing their relevant qualifications, motivations, etc.

### **Article 17 - The responsibilities of the ETEN Co-ordinator (ECO)**

Every institutional member is to appoint one ETEN Co-ordinator (hereafter, the "ECO"). The ECO is the representative of their institution and thus initiates appropriate actions at their member organisation to achieve the aims of the Network. The ECO is expected to be present at the Autumn/Fall meetings and the General Assemblies that take place the day before the annual conference in the Spring to remain updated on ETEN matters and to vote on behalf of their member institution.

In case of an ECO's physical absence, they can request virtual participation at the meeting, assuring that devices and the Internet connection will be sufficient to participate successfully, or request a proxy vote to any ETEN member attendee of the Meeting/Assembly. Proxy voters can only vote on behalf of one ECO at a time, and a proxy vote must be communicated to the ETEN Secretary at least two days before the start of the meeting as follows:

*"I, .....(name and surname, member institution).... cannot be present at the ETEN (Fall meeting/General Assembly of ...(date)... in ...(city and country)). Therefore, I give my proxy vote to.... (name and surname and member institution)."*

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 include:

Student and staff mobility, the ECO coordinates or delegates:

- § the recruitment students and colleagues of own institution to send to ETEN partners;
- § student and staff/faculty exchanges within ETEN;
- § acting as the contact person for student and staff/faculty exchanges within ETEN;
- § serving as host to incoming students from ETEN partners;
- § cooperating with ETEN partners;
- § initiating and supporting the process of new agreements and collaboration projects between member institutions;
- § engaging in good personal relations with ETEN members in order to reinforce the quality of the exchange students and staff and other forms of cooperation.

As a Contact Person, the ECO:

- § attends both the Autumn/Fall and Spring ECO/TIG-leader meetings as well as the annual conference;
- § communicates and disseminates information from other ETEN institutions to colleagues of own institution and vice versa;
- § promotes opportunities within ETEN, the TIGs and the ETEN annual conference at own institution; and
- § updates the ETEN Secretariat of 'Membership info' updates from its own institution for the ETEN platform.

International Projects, the ECO:

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

Regarding student and staff mobility the ECO:

- § engages in good professional relations with ETEN members to reinforce the quality of the exchange students and staff and other forms of cooperation.
- § initiates and supports the process of new agreements and collaboration projects between member institutions.

## **Article 18 - General Assembly and ECO and TIG-Leader Meetings**

ECO/TIG-leader meetings are held twice a year in Spring and Autumn. These are the General Assembly meetings of ETEN. 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 General Assembly of Spring.

Fall meetings are from lunch on Day 1 to lunch on Day 3. Spring Meetings are held for the full day before the Annual Conference.

The Board and any ECO or TIG-leader can suggest items for a General Assembly. Suggestions that require votes or changes to the House Rules or Statutes must be received by the Secretariat at least eight days beforehand. The agenda for the General Assembly should be sent out by the Secretariat and received by the ECOs/TIG-leaders no later than eight days before a meeting. At the meetings, one ECO from each member institution casts only one vote (one vote per institution).

When it comes to matters specifically regarding the TIGs, TIG-leaders may also vote. In line with the practice of one ECO vote per institution (regardless of the number of ECOs), there is only one vote per TIG. The TIG-leader vote represents the TIG (not the institution, necessarily). If an individual is the only ECO for their institution and the only TIG-leader for their TIG, they may cast two votes (representing their institution and their TIG).

See Art. 17 for proxy vote procedures – the same procedures pertain to TIG-leaders when they vote.

The General Assemblies are open to ECOs and, in principle, to accompanying colleagues with a maximum of two persons. In some cases, ETEN members might need a co-ECO to be involved in all the meetings for a variety of reasons. These members can bring this request to the Board at the discretion of the institutions. Nevertheless, only one ECO has voting rights as the formal representative of the member institution. The ECO can transfer a proxy vote to a colleague as formally requested (see Art. 16)).

Decisions concerning the statutes and the House Rules will be taken at the Spring General Assembly (preceding the ETEN Annual Conference). At least two-thirds of the active member institutions are required to be present physically, synchronously online, or by proxy. The Autumn/Fall meeting aims at discussing, elaborating and developing ETEN issues and new ways of collaborating in preparation for decision-making at the Spring General Assembly.

Matters to be considered at the General Assemblies may include:

- Monitoring and initiating activities within ETEN;
- Evaluation of activities;
- Amendments to the Statutes (Spring Meeting) and House Rules (Fall and/or 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 (both meetings);
- Presentation of applying organisations (Spring meeting);
- Reports from Thematic Interest Groups (both meetings);
- Current Reports (both meetings);
- Bilateral meetings between representatives from partners (both meetings);
- General policy, administration and business matters, including the policy for the expansion of the Network (both meetings).

### **Article 19 - Thematic Interest Groups (TIGs)**

The Spring Annual Conference is structured around specific themes 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 Co-TIG-leaders.

Each TIG is required to regularly update the following on the ETEN platform via post submissions or on their specific TIG page (contact the platform editor, Mats Olsson ([EMAIL](#))).

- 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, etc.

TIG-leader responsibilities include:

- calls for papers and proposals for each conference;
- communication with TIG participants about topics and procedures – at least one of the authors of each paper should register by 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 the ETEN Journal;
- the publication of the programme and abstract on the ETEN platform before the conference;
- identifying a person for peer reviews of articles within the discipline of the TIG as required;
- using Google Drive and the ETEN platform to upload presentations, papers, discussions after the conference in preparation for publication to the ETEN Journal;
- communicating with the Board TIG Coordinator, etc.

The TIG-leader must ensure that the TIG has a stand-in leader in case the TIG-leader is unable to carry out these responsibilities. At least one TIG-leader per TIG is expected to attend each General Assembly.

To ensure 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 and members will be asked to join a different TIG.

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 first two conferences following the date of formation of that new TIG.

Instructions for starting a new Thematic Interest Group include the following steps: 1. Look at the descriptions of the existing TIGs on [etenjournal.com](http://etenjournal.com). The proposed TIG should not overlap with another TIG.

- a. 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.
2. Agree to the responsibilities of a TIG-leader (see above).
3. Request a template for a new TIG from the ETEN Secretary ([secretary@etenonline.com](mailto:secretary@etenonline.com))  
NOTE: make the title as clear as possible and clearly state the thematic interest and what you want to discuss to distinguish it from the other TIGs
4. Submit the template to the ETEN Secretary ([secretary@etenonline.com](mailto:secretary@etenonline.com)).
5. Present the proposed TIG at the Fall General Assembly.
6. The Board, ECOs, and TIG-leaders 2/3rds vote on whether to accept the proposed new TIG. 7. If the TIG is accepted, it can start meeting at the next annual conference, and information about it will be added to the ETEN platform.

### **Article 20 - Representation of ETEN**

ETEN is represented legally by the Chair of the Network and, in their absence, by the Vice-Chair. If possible, the ETEN Board decides when and where ETEN needs to be represented legally. If the Chair and the Vice-Chair 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 21 - Signing for the Network**

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

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## **Section IV: Activities of ETEN**

### **Article 22 - The Annual ETEN Conference**

The ETEN TIG-based Conference is held annually in the spring and is of great significance for the development of ETEN's Mission. It is prefaced by the Spring General Assembly. 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 opportunity 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 and positive fellowship. The Conference is also open to non-ETEN members.

The Annual Conference runs for 3 days (Wed afternoon - Fri evening or Thurs afternoon - Sat evening), including registration, an opening ceremony (typically including a guest speaker based on the Conference theme), TIG -based conference presentations, discussions and collaborations, lunches on Thursday and Friday, a closing ceremony and a gala dinner.

## **Article 23 - Organisation of the Annual Conference**

All ETEN member institutions are encouraged to participate in organising a conference. The Board is responsible for seeking hosts for the General Assemblies/Conferences. In general, those who wish to host should submit their letter of intent to the Secretary ([secretary@etenonline.com](mailto:secretary@etenonline.com)) 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 Assembly/Conference. ETEN members are notified about upcoming conferences and host institutions on the ETEN platform as well as during the next ETEN Assembly. The chosen ETEN member is then responsible for organising the conference.

The Board provides guidelines and advice to the host member as soon as the host has been confirmed. Typically, the host of the Spring Conference will also host the Board at their institution to discuss plans for the conference for 2-3 days in January prior to the conference as part of an on-site preview and meeting for the Board.

## **Article 24 - 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 by each Member's institution, as needed. ETEN aims to encourage its members 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 members are to be arranged on the basis of selection by the host organisation according to its needs and requirements.

## **Article 25 - Journal of ETEN (JETEN)**

The *Journal of the European Teacher Education Network (JETEN)* is a scholarly peer-reviewed international teacher educators' online publication. Presentations made at the Spring Conference can be submitted for review as academic papers. The *JETEN* Editor decides which proposals can be considered for publication and submitted for 1-3 blind peer reviewers from within the ETEN network. The journal exclusively publishes papers presented in the TIGs during the ETEN annual conference.

*JETEN* is officially listed in the DOAJ (Directory of Open Access Journals). Guidelines and editing procedures for *JETEN* publications can be found at <https://etenjournal.com/peer-reviewed-articlas/>.

## **Article 26: ETEN as an Associate Partner in the EU and Other Funded Projects**

ETEN can be an associate partner in international projects with the condition of ETEN not having any financial obligation. The Board will decide on such participation, based in part on the number of ETEN members involved in the project.

If an ETEN member wishes to apply for an Erasmus+ Project, please use this description (edit as needed) and with final approval of the Board:

“The European Teacher Education Network vzw (ETEN) is interested in participating as an

associate partner for the project proposal for Erasmus+ (write the title of the project). ETEN is a non-profit organisation including approximately 60 member institutions from nearly 20 countries around the world. ETEN aims to promote cooperation, exchange and research for universities and institutions engaged in Higher Vocational Education, local education and social authorities, as well as relevant associations of teacher and social educators.”

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## **Section V: General Network Business**

### **Article 27 - Provision of Information**

ETEN members commit themselves to making available to the Network, including the Secretariat, such information as may be necessary for achieving its goals and objectives. Financial matters are communicated by the Board Treasurer at the General Assemblies or whenever a member requests information.

### **Article 28 - Membership Fees**

In order to meet the costs of administering and operating ETEN, each member and affiliate member pays an annual membership fee, to be fixed at each Autumn/Fall General Assembly and to be paid before the Spring General Assembly. Affiliate members 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/content/latest-human-development-index-ranking>). There are three fee levels: full fee (ranks 1-30), half fee (ranks 31-78) and one sixth fee (ranks 79 and higher). The Board proposes the fees for the coming financial year at the Autumn/Fall General Assembly, and the ECOs vote to approve after an opportunity for discussion and possible adjustments.

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

PXL, Hasselt, Belgium (official ETEN vzw host university and address) is exempted from the annual ETEN membership fee.

### **Article 29 - Gift Acceptance Policies**

ETEN 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 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 ETEN Board acknowledging the gift. A tax deductible certificate cannot be issued to the donor. Donations of more than \$100,000 require an authorization from the Belgian Ministry of Justice.

### **Article 30 - Annual Year and Accounting**

The fiscal year of ETEN runs from 1 May until 30 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 foundations and is kept in electronic form by the Secretariat for the time necessary according to Belgian law. If an external entity is entrusted for 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 31 - Language Use**

The official language used is British English. Members cannot expect the Network to translate any

documents. The exceptions are documents required by Belgian law, which are written in Dutch or French.

### **Article 32 - The ETEN Secretariat**

The Secretariat consists of the Board Chair and the ETEN Secretary. The latter, unlike the Board

Secretary, has a defined set of assignments within the Network (see Art. 15). Duties of the ETEN Secretary and the associated costs are decided by the Board. Every three years, the Board reviews and updates the description of the ETEN Secretary.

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## **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. All external and internal communication will conform to the GDPR policy of ETEN, described in the GDPR statement to be retrieved at <https://etenjournal.com/about-eten/gdpr/>. More information can be requested from the ETEN Secretariat.

### **Article 33 - The Platform ([etenjournal.com](https://etenjournal.com))**

The ETEN platform is edited and maintained by the Platform Editor, a paid position – the stipend amount is determined by the Board and approved by the ECOs when approving the annual budgets. The platform is updated on an as-needed basis and at least prior to and immediately following the General Assemblies. TIG-leaders are responsible for content concerning their TIGs and must submit changes to the Platform Editor (Mats Olsson: [EMAIL](#)). ECOs are responsible for information about their institution and mobility programmes.

### **Article 34 - 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 35 - Shared working space**

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

### **Article 36 - Archives**

The Secretariat will archive all ETEN documents on a shared platform that is permanently open to the Board and can be opened up for members upon request.

### **Article 37 - 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.

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