

GUIDELINES FOR ELECTION OF THE AIESEP BOARD OF DIRECTORS 2018-2022

Introduction

The AIESEP Board of Directors has 16 members. These are divided into two categories:

1. Representatives of institutional members (n = 12)
2. Representatives of individual members (n = 4)

The Board of Directors is elected at the AIESEP General Assembly, held every four years during the AIESEP World Congress. The 12 institutional board members are elected by institutional members and the 4 individual board members are elected by individual members.

Expectations for AIESEP Board Members

Members interested in being elected to the AIESEP Board of Directors should bear in mind that there are certain expectations that board members must strive to fulfil:

- As a representative of a specific group of members (institutional or individual), each board member is expected to bring his/her expertise to the service of these members in order to achieve the aims of the association.
- Each board member is expected to demonstrate his/her involvement through concrete actions throughout the term of office.
- Each board member must ensure his/her AIESEP membership is paid, without interruption, throughout the term of office.
- Each board member is expected to attend at least one meeting of the AIESEP Board of Directors before that organized during the next General Assembly.
- It is expected that each board member participate actively in specific projects assigned by the Board of Directors.
- Representatives of institutional members can mandate other affiliates of their institution to attend the meetings of the Board of Directors, or other official meetings on behalf of AIESEP.
- Each board member is expected to respond to messages sent by the Secretary General concerning votes on topics which arise between board meetings.
- Board members are expected to promote the association through their national and international networks as well as to defend AIESEP's interests whenever it is needed or possible.
- Board members are expected to behave ethically and demonstrate loyalty towards the association and its members.

The Election Process

NOTE:

- In order to be eligible to vote in the general assembly, member registration must be processed by March 23, 2018.
- In order to be eligible to apply to serve on the Board of Directors, member registration must be processed by March 23, 2018.
- All details about the process are available on the AIESEP Website (members' corner).
- The Secretary General informs all members by email about the process (requirements, deadlines, etc.) at least four months prior to the General Assembly (January 10, 2018).
- The deadline for applications to the Board of Directors is March 23, 2018. No late applications will be accepted.
- At the General Assembly, voting papers are provided to all eligible members; extra voting papers are provided to those members who possess proxy voting rights.
- After the election of the members of the Board of Directors, all eligible members elect the President and the General Secretary.
- To be elected as President or Secretary General, members need to have completed at least one term on the Board of Directors. This does not necessarily need to be the term immediately preceding the General Assembly.
- No member of the Board of Directors can assume the same office for more than two terms.
- The outgoing Board of Directors is responsible for proposing to the General Assembly at least one candidate for each of the offices of President and Secretary General.
- The executive committee comprises the President, the Secretary General, the Treasurer and four Vice-Presidents. The Treasurer and Vice-Presidents are elected by the Board of Directors, after the General Assembly.

Election Rules - Institutional Members

- The 12 board members elected to represent institutional members are elected by the members officially identified as delegates by their respective member institutions. Each member institution has one delegate and, therefore, one vote.
- Institutions interested in having a delegate elected to the board of directors as institutional members should submit an application form (Form A), respecting the rules and deadline.
- The application form should include a brief description of the institution's involvement in the sport pedagogy field and its past/future involvement in AIESEP's development.
- In order for an application from a member institution to be considered, the institution must

1. be a paid member of AIESEP on the application deadline (two months before the General Assembly) and
 2. have been represented by an official delegate during at least one AIESEP activity during the four previous years.
- Each institutional member's delegate (as named on the institution's membership form) may vote during the General Assembly or mandate one of his/her affiliates to act as proxy for the vote.
 - In the case of proxy voting, the delegate must download, complete and sign the mandate form (Form C) on the AIESEP Website (members' corner) and this can then be passed on to the proxy voter to obtain voting papers during the General Assembly.
 - If no affiliate is attending the General Assembly, the delegate of another institutional member may be identified as proxy, assuming the appropriate mandate form is provided.
 - During the General Assembly the delegate of each eligible institutional member receives one set of voting papers.
 - In the case of proxy voting, once paperwork has been approved, each member may receive a maximum of one extra set of voting papers to vote by proxy.
 - Prior to the vote, the delegates standing for election (or a representative) will be expected to present, briefly, their respective institutions.

Election Rules -Individual Members

- Individual members interested in being elected to the board of directors should submit an application form (Form B), respecting the rules and deadline.
- In order for the application from of an individual member to be considered, the member must
 1. be a paid member of AIESEP on the application deadline (two months before the General Assembly) and
 2. have attended at least one AIESEP activity during the two previous years.
- Each individual member may vote during the General Assembly or mandate any other AIESEP member to represent him/her for the vote.
- In the case of proxy voting, the member must download, complete and sign the mandate form (Form D) on the AIESEP Website (members' corner) and this can then be passed on to the proxy voter to obtain voting papers during the General Assembly.
- During the General Assembly each individual member receives one set of voting papers.
- In the case of proxy voting, once paperwork has been approved, each member may receive a maximum of one extra set of voting papers to vote by proxy.
- The individual members standing for election (or a representative) will be expected to present themselves, briefly, prior to the vote.

