



International Federation of Language Teacher Associations  
Fédération Internationale des Professeurs de Langues Vivantes

## **Fédération Internationale des Professeurs de Langues Vivantes**

### **THE STATUTES**

#### **Article 1. The Federation**

1.1 The Fédération Internationale des Professeurs de Langues Vivantes (FIPLV) is a world Federation of associations of teachers of living languages. It is a non-profit-making, autonomous, independent, non-governmental organisation with consultative status in UNESCO and the Council of Europe.

1.2 The head office is located in a place approved by the World Assembly. FIPLV Offices are subject to the law of the country in which they are located.

#### **Article 2. Aims**

The aims of the Federation are:

- 2.1 to promote the teaching and learning of languages in order to facilitate and improve communication, understanding, cooperation, mobility and friendly relations among all peoples of the world;
- 2.2 to develop, support and promote policies designed to improve the quality of language learning and make language learning available to all;
- 2.3 to work towards greater opportunities for and the continuity and coherence of multilingual education in primary, secondary, further, higher and adult education;
- 2.4 to improve the professional training and development of language teachers in all sectors of education;
- 2.5 to help and advise on the founding of professional associations of teachers of living languages;
- 2.6 to support, coordinate and develop the work of its member associations;
- 2.7 to encourage members of different language associations in the same country to cooperate with each other and promote their common concerns on matters relating to the teaching and learning of living languages;
- 2.8 to support nationally and represent internationally the views of member associations;
- 2.9 to support policies and strategies that aim to protect endangered languages.

#### **Article 3. Functions**

In order to achieve its aims the Federation shall:

- 3.1 act in a consultative role by making its professional advice and expertise available to UNESCO, the Council of Europe and other international organisations which promote the teaching of living languages;
- 3.2 convey to member associations information on languages and language education emanating from the work of international organisations;
- 3.3 promote research into the teaching and learning of languages and related disciplines;
- 3.4 hold world congresses and regional conferences;
- 3.5 organise international meetings to examine specific issues;
- 3.6 disseminate information on the teaching and learning of living languages;
- 3.7 keep member associations informed about the work of other member associations.

#### **Article 4. Membership**

There are four categories of membership.

- 4.1 national multilingual associations of teachers of living languages;
- 4.2 international unilingual associations of teachers of languages;

- 4.3 national unilingual associations where there is no existing national multilingual association or where the language is not represented by an international unilingual federation which is a member of FIPLV;
  - 4.4 associate members, to include institutes, language centres and other organisations with a similar philosophy.
  - 4.5 member associations are legally and financially autonomous.
- The conditions of membership are:
- 4.6 member associations promote the teaching and learning of living languages and encourage positive attitudes towards different languages, cultures and nations, and do not discriminate against any person on the grounds of colour, race, sex, language, political opinion, creed or religious conviction;
  - 4.7 member associations have a democratic constitution;
  - 4.8 applications for membership are approved by the World Assembly on the recommendation of the Executive Committee;
  - 4.9 membership fees are paid annually;
  - 4.10 members are expected to send the association's annual report to the Secretary-General to be placed on the website.

### **Article 5. Structure**

The FIPLV governance is made by two organs: The World Assembly and the Executive Committee.

### **Article 6. The World Assembly**

The highest authority of the Federation is the World Assembly. It may decide on any matter concerning the Federation.

- 6.1 The World Assembly consists of the Executive Officers and 1 representative of each member association, appointed in advance by the Executive Committee of that association.
- 6.2 The World Assembly meets every year where possible (live or online), but for more urgent matters (on request of the Executive Committee or of at least one third of the representatives) it can discuss and make decisions online.
- 6.4 Each member association excluding associate members has one vote. Executive Officers and Regional Representatives may vote only if delegated by their respective member associations.
- 6.5 The World Assembly's specific responsibilities are to:
  - 6.5.1 approve the Statutes and Regulations;
  - 6.5.2 elect the members of the Executive Committee every 3 years;
  - 6.5.3 decide on membership of the Federation;
  - 6.5.4 decide date and place of the World Congress, which is normally held every three years. The organisation of the Congress is the responsibility of the Executive Committee and the organizing association;
  - 6.5.5 approve the budget and all financial reports and audited accounts, every year;
  - 6.5.6 receive every three years a summary of activities and finances from the Executive Committee, prior to elections;
  - 6.5.6 approve the formation, title, grouping and any subsequent modifications of the Regions;
  - 6.5.7 approve the conferment of the title Honorary FIPLV Counsellor on any individual who has served the Federation or the study and teaching of languages with distinction;
  - 6.5.8 approve the election Procedure;
  - 6.5.9 approve the membership fees.

### **Article 7. The Executive Committee**

The Executive Committee is responsible for the continuous pursuit of the aims of the Federation and answerable to the World Assembly. It is empowered to act on any matter not covered by the Statutes and to report such action to the next meeting of the World Assembly for ratification.

- 7.1 The Executive Committee is formed by the President, Vice-president, Secretary-General, Treasurer-General and a Publications Officer, all elected by the World Assembly at the World Congress.

- 7.2 Any individual member of a member association except Associate members, as defined under Article 3, may be nominated for election.
- 7.3 Officers may be re-elected but may not serve for more than three consecutive periods in the same office.
- 7.4 Online voting for these officers is allowed.
- 7.5 The Executive Committee meets once a year if financially viable, and makes decisions by majority vote both in meetings and in online meetings, which are accepted by all the Executive Officers.
- 7.6 The Executive Committee reports to the World Assembly.
- 7.7 The Executive Committee's specific responsibilities are to:
- 7.7.1 implement policy,
  - 7.7.2 take initiatives to further the aims of the Federation,
  - 7.7.3 maintain regular communications with member associations and the Regions,
  - 7.7.4 coordinate and publicise the activities of the Federation and its members,
  - 7.7.5 recruit new members,
  - 7.7.6 act in a consultative role nationally and internationally,
  - 7.7.7 ensure that the Federation is properly represented,
  - 7.7.8 initiate and develop relations with other international organisations,
  - 7.7.9 ensure proper financial control, management and support.
- 7.8 The **President** chairs the World Assembly and Executive Committee. The President represents the Federation or arranges for the Federation to be represented by other Officers.
- 7.9 The **Vice-President** deputises for the President. The Vice-President has the special tasks of promoting the founding and development of new associations, finding associate members and publicising the work of the Federation.
- 7.10 The **Secretary General** is responsible for the overall administration of the Federation and liaison with member associations and the Regions. An assistant secretary (volunteer or young academic) may be appointed.
- 7.11 The **Treasurer General** accounts for the income and expenditure of the Federation and reports to the Executive and to World Assembly. The Treasurer notifies member associations at least one month beforehand that membership fees are due each year on 28 February.
- 7.12 The **Publications Officer** is responsible for the development of publications in the broadest sense.

### **Article 8. The Advisory board**

The Advisory Board is formed by the Honorary FIPLV Counsellors and former FIPLV officers. It gives the Executive Committee and the World Assembly any advice it is requested to provide. It has no decisional role. It elects a representative for the World Assembly meetings, who can be invited to the Executive Committee, where he or she does not have the right to vote.

### **Article 9. The Regions**

A Region is a freely joined group of member associations who wish to co-ordinate their activities in a defined geographical area and formalise this relationship in accordance with these Statutes.

- 9.1 The formation, title, grouping and formal recognition of a Region, and any subsequent modification, is agreed by the member associations concerned and approved by the World Council.
- 9.2 Each Region organises regular meetings and a Regional Assembly at least every third year.
- 9.3 The Regional Assembly elects at least three officers to its Regional Executive Committee, one of them to act as President.
- 9.4 The Regional Assembly agrees a mechanism for electing or appointing its representative to the World Assembly.
- 9.5 The Regional Assembly adopts regulations for the conduct of its affairs.
- 9.6 The Regions have their own accounts.

### **Article 10. Finances**

- 10.1 The Federation has a central account into which all membership fees are paid in their entirety.

- 10.2 The Treasurer-General is in charge of the finances of the Federation within the limits of the budget, which is agreed upon by the World Assembly annually in advance. The President or another member of the World Assembly checks the accounts.
- 10.3 In unexpected circumstances of expenses of more than 1500 Euros, the Treasurer-General consults automatically with the President and one other Executive Officer. The Executive Committee at the beginning of its term of office recommends to the World Assembly what this sum would be.
- 10.4 The Treasurer-General submits the proposed budget to the World Assembly in the year preceding the budget year.
- 10.5 The Treasurer-General submits annually to the Executive Committee and to the World Assembly the financial report and the audited accounts. Every three years he/she submits the audited accounts and the financial report to the World Assembly for approval.

#### **Article 11. Statutes and Election Procedure**

- 11.1 Any changes to these Statutes or to the Election Procedure must be approved by a two-thirds majority of the World Assembly.
- 11.2 The Executive Committee must consider proposed amendments at least six months before a meeting of the World Assembly and must notify members at least three months beforehand.

#### **Article 12. Regulations**

All Regulations and any subsequent changes must be approved by the World Assembly.

#### **Article 14. Dissolution**

Any proposal to dissolve the Federation must be notified to members at least six months before a meeting of the World Assembly. It must be approved by a two-thirds majority of the World Assembly, which would also decide on the disposal of all remaining assets.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Additional sentence to Article 8 approved by the FIPLV General Assembly, Hamburg, 14 November 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

Amended by the FIPLV World Assembly, Graz, 1 September 2009.

Amended by the FIPLV World Assembly, New Orleans, 14 November 2018

## **Fédération Internationale des Professeurs de Langues Vivantes**

### **ELECTION PROCEDURE**

1. Elections are held every three years.
  - 2.1 The World Assembly elects the Executive Officers.
  - 2.2 It also elects the representatives of multilingual member associations not in a region to the World Assembly.
  - 2.3 The number of persons representing the multilingual associations not in a Region and of those representing the Regions is equal to the number of persons representing the international unilingual member associations. This number may be changed by a majority vote at the World Assembly provided equality of representation and a balance of power are maintained.
- 3.1 The Secretary-General informs member associations at least six months in advance of the election which of the members of the Executive Committee and representatives on the World Assembly do not wish to be re-nominated.
- 3.2 At the same time, the Secretary-General calls for nominations to be returned by a fixed date which is no later than three months before the elections.
- 3.3 The list of candidates is sent to member associations 2 months before the elections.
- 4.1 Regional Assemblies elect their Executive Officers and appoint one representative to the World Assembly.
- 4.2 The Regional Executive Committee instructs one of its Officers to inform the Region at least six months in advance of the names of those Executive Officers who do not wish to be nominated again, to call for nominations and to send the list of nominations to members of the Regional Assembly one month before the elections.
5. Any individual member of a member association may be nominated for election provided the nomination is:
  - 5.1 formally proposed by that member association or by another;
  - 5.2 supported by the candidate's own association in the latter instance;
  - 5.3 accompanied by a signed declaration of readiness to assume the duties of office if elected and a summary of the candidate's professional activities.
6. Officers may be re-elected but may not serve for more than three consecutive periods in the same office.
7. Nominations must state the office for which the candidate is standing. Candidates are also advised to indicate other offices for which they would be prepared to stand.
8. The respective Executive Committees may nominate candidates for those offices for which no nominations have been received by the time of the elections.
9. The respective World or Regional Assembly elects an Election Committee of three persons to conduct the election. These persons do not forfeit their right to vote. The Election Committee chooses a chairperson from its own membership.
10. The chairperson of the respective World or Regional Assembly hands over the entire conduct of the elections to the chairperson of the Election Committee.
11. Elections are by secret ballot. Officers are elected by a majority vote. Where there are three or more candidates for one post, a majority vote in favour of one of these candidates must be clearly established. If no candidate receives a majority of the votes cast, further ballots are conducted until a decision is reached by eliminating the candidate with the least number of votes in each round. The results of the ballot for each office are declared before proceeding to the next round.
12. Each member association excluding associate members has one vote. Voting will take place online.

13. Any wish to contest the election must be declared before the chairperson closes the respective World or Regional Assembly. The Assembly will decide if the election should be repeated and, if so, in whole or in part.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

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## Fédération Internationale des Professeurs de Langues Vivantes

### REGULATIONS

#### Regulation 1. Official Meetings of the Federation

2.1 Meetings of the World Assembly, Executive Committee, Regional Assemblies and Regional Executive Committee

The Secretary-General or the Regional Executive Officers ensure that suitable arrangements are made for these meetings, that formal invitations and agenda are received by all observers and committee members in advance of the meeting, and minutes not more than two months after the meeting. Executive Committees may co-opt persons for special tasks and set up working parties.

2.2 Minutes

Minutes should be kept to a minimum and, wherever practicable, record only the decisions taken, a brief explanation, the action required and the persons responsible. The minutes record the languages used.

2.3 Observers

Observer status may be granted to organisations which support the work of the Federation. It is granted by the Federal or Regional Executive Committee. Observers have the right to attend meetings and to speak, but not to vote or hold office.

2.4 The FIPLV World Congress

The World Congress is normally held every three years. The organisation of the Congress is the responsibility of the Executive Committee and the member association which issues the invitation. Ordinary meetings of the World Assembly are normally arranged in conjunction with the World Congress.

2.5 FIPLV Regional Conferences

Regional Conferences are held in order to stimulate and co-ordinate work in a Region. The organisation is the responsibility of the Regional Executive Committee and the member association which issues the invitation. Other Regions should also be invited to be represented.

#### Regulation 2. Communications

3.1 Regular and reliable communications are vital for the welfare of the Federation. Member associations should keep the FIPLV President and the Secretary-General informed of any change to their official and email address, telephone and fax numbers and of the identity, address, telephone and fax numbers and email addresses of their official FIPLV Representative.

3.2 The Secretary-General will request these details annually from member associations and upload the amended list onto the website.

3.3 Member associations are entitled to place the FIPLV logo, acronym, full title and/or statement of membership of the Federation on their official stationery and other official documents, journals and publications. The FIPLV logo should be placed on each association's website.

#### Regulation 4. Honorary FIPLV Counsellors

4.1 The World Assembly may confer the title of *Honorary FIPLV Counsellor* on any person who has served the Federation with distinction.

4.2 A proposal must be supported by three Federal or Regional Executive Officers and three member associations. A statement justifying the proposal must be included. The title can be conferred only by a two-thirds majority vote of those present at the World Assembly. The proposal is passed to the World Assembly through any Federal or Regional Executive Officer.

4.3 The former titles of *Honorary FIPLV President* and *Honorary Member of the FIPLV Executive* are retained for those persons on whom they have been conferred earlier.

4.4 Persons on whom these titles have been conferred may be asked to perform special tasks on behalf of the Federation. They are kept informed about the Federation's activities.

#### Regulation 5. Finance

5.1 Expenses incurred by FIPLV Officers shall be reimbursed by the Treasurer-General or Regional Treasurers. The annual expenses for each Officer must not exceed the budget allowance unless special approval is given by the Treasurer-General and the President or, in the case of the Regional Officers, by the Regional Treasurer and a second Regional Officer. Expenses

normally include the cost of travel and maintenance while away from home on FIPLV business and of telephone, fax, email and postage.

5.2 A proportionate percentage of profits arising directly from any meetings or projects organised in the name of the Federation or its Regions must be negotiated and paid to the Federation.

### **Regulation 6. Membership Fees**

6.1 Membership fees are paid annually into the Federation's account.

6.2 They are set by the World Assembly and will be due on 28 February each year.

6.3 National associations will pay a membership fee based on 0.25 euros per paying member of the association, up to a maximum of 500 euros. Examples of membership fees are: 25 euros (100 members); 125 euros (500 members); 250 euros (1000 members); and 500 euros (2000+ members).

6.4 The membership fee for international unilingual associations is 230.00 euros (fixed rate).

6.5 The membership fee for associate members is 170.00 euros (fixed rate).

6.6 The annual rate for sponsorship of the FIPLV Website is 130.00 euros (fixed rate).

6.7 Member associations which cannot afford to pay their membership fee in a particular year must submit a copy of their accounts or an official statement to the Treasurer-General before 28 February. The Treasurer-General may as a result recommend to the Executive Committee that payment be reduced or waived for the year or postponed.

6.8 Member associations faced with prolonged hardship may, with the Treasurer-General's approval, pay a reduced fee over a fixed period or have their fee paid by another member or other source.

Approved by the FIPLV General Assembly, Prague, 22 March 1992.

Amended by the FIPLV World Assembly, Paris, 21 July 2000.

Amended by the FIPLV World Assembly, Auckland Park, 1 July 2003.

Amended by the FIPLV World Council, Brussels, 1 October 2004 (ie Regulations only)

Amended by the FIPLV World Assembly, Göteborg, 13 June 2006.

Amended by the FIPLV World Assembly, Graz, 1 September 2009.

Amended by the FIPLV World Council, Helsinki, 7 June 2012 (i.e. Regulations only)

Amended by the FIPLV World Assembly, New Orleans, 14 November 2018