

Name and Aims

1. The English Teachers Association, Switzerland (ETAS) is an Association in the sense of articles 60ff in the Swiss Civil Code. ETAS is a non-profit making organisation and is politically and confessionally neutral and open to all nationalities. The seat of the organisation is Zürich.
2. The Association aims:
 - a. To promote the professionalism of English teachers and to improve English teaching.
 - b. To encourage contact between people who are interested in English language teaching and in sharing ideas about the English language, teaching methods and teaching materials.

Membership

3. The membership year shall be from July 1st to June 30th. There are three categories of individual membership and two categories of other memberships:
 - a(i). **Full voting membership** - open to individuals concerned with English language teaching and learning.
 - a(ii). **Full voting student membership** - open to students at Swiss state tertiary pedagogical institutions. Proof of student status will be determined at ETAS Administration upon receiving a photocopy or scanned copy of the potential member's student ID with the date of validity clearly visible.
 - a(iii). **Full voting retired membership** - open to retired people only (Swiss state retirement age). Proof of retirement age will be determined at ETAS Administration upon receiving a photocopy or scanned copy of the potential member's identity card or passport with the date of birth clearly visible.
 - b. **Institutional membership** - open to institutions engaged in English language teaching and learning and non-profit resource centres.
 - c. **Associate membership** - open to commercial bodies not fulfilling the requirements for institutional membership (e.g. publishing houses).

Category b. is entitled to receive two copies of all mailings and to send two representatives to activities organised by ETAS.

Category c. is entitled to receive one copy of all mailings and to send two representatives to activities organised by ETAS, but not to vote.
4. Written applications for membership are assessed by the Committee. Membership of the Association implies acceptance of the Statutes.
5. A member who, through word or deed, has acted contrary to the Association's purposes and efforts, can be excluded from ETAS by majority vote at a General Meeting at the recommendation of the Committee. The member concerned will be notified in advance and has the right to defend his/her actions at that Meeting. The Meeting will then vote to accept or reject the Committee's recommendation.
6. The annual subscriptions are proposed by the Committee and ratified by the Annual General Meeting.

Organisation

A. Meetings

7. The Association shall hold an Annual General Meeting (henceforth AGM) once a year. The Committee may also convene an Extraordinary General Meeting (EGM) as the need may arise, or at the request of one fifth of the members. Invitations to a General Meeting (GM) shall be sent out at least 21 days before the GM.
8.
 - i. The following business falls within the competence of the AGM:
 - a. The agenda of the AGM.
 - b. The President's annual report.
 - c. Examination of the annual accounts and Auditors' report.
 - d. The budget.
 - e. Fixing of the annual subscriptions.
 - f. Election of the Committee.
 - g. Revision of the Statutes.
 - ii. The following business falls within the competence of an EGM:
 - a. The agenda of the EGM.
 - b. Any matters the Committee wishes to put before the membership, including, if necessary: the budget; fixing of the annual subscriptions; revision of the Statutes.
 - iii. Proposals for the revision of the Statutes must be distributed to members at least 21 days before the GM. Proposals must be supported by a majority of Committee members, or made by petition to the President of at least six ordinary members, in time for distribution. Adopted changes in the Statutes shall take effect immediately. Other proposals for the agenda of the GM should be sent to the Committee at least eight days in advance of the GM.

9. At any GM, votes shall be decided by the simple majority of those present, on the basis of one full member, one vote. In the case of equality of votes, the President has the casting vote. Secret ballots may be held if requested.

B. Committee

10. To carry on its business, the Association elects for a period of two years, with re-eligibility, a Committee of at least eight members. It shall consist of a President, the Teacher Development Chair, the Treasurer, the Secretary, the previous President, plus at least three other Committee members. The Vice-President will be a Committee member who is elected for one year by the Committee at its first Committee meeting following the AGM. The President / Treasurer / 2 ordinary Committee members and the Teacher Development Chair / Secretary / 2 ordinary Committee members are elected in alternate years.
- i. The Officers and Committee Members (apart from the Vice-President) are elected at the AGM (or, in extraordinary circumstances, at an EGM) by those present, together with postal votes of those unable to attend but wishing to vote. Voting will be by secret ballot.
 - ii. Forms for nominations to vacant positions will be sent to members at least two months before the GM. Nominations should be sent in not later than 35 days (i.e. 5 weeks) before the GM. The list of nominees for the different positions will be sent out with the invitation for the GM.
 - iii. To ensure continuity, candidates for the office of President will preferably have served on the Committee previously. Candidates for other committee positions should preferably have been actively involved in ETAS.
 - iv. No election will be held for uncontested positions.
 - v. Officers and Committee Members assume their responsibilities at the first Committee meeting after the AGM.
11. The Committee has the right to fill vacancies arising by appointing provisional Committee members, the appointments to be ratified at the next GM. The Committee is also entitled to invite members of ETAS to join sub-committees to help carry out its duties.
12. The Committee meets whenever business so requires. No decisions can be taken unless a majority of the members are present. All matters which do not fall expressly within the competence of a GM shall be dealt with by the Committee. In particular, the Committee is responsible for:
- a. The management of the Association and its outside representation.
 - b. The implementation of the decisions adopted.
 - c. The administration of the Association's property.
 - d. The preparation of the agenda for the GMs.
 - e. The handling of current business.
 - f. The programme of activities.

C. Officers

13. The President has general responsibility for coordinating the activities of the Committee and for directing the affairs of the organisation. The President presides at meetings of the Committee and the Association. With the Secretary, s/he conducts the correspondence and draws up the annual report.
14. The Vice-President assists the President in her/his duties and performs them in her/his absence.
15. The Treasurer is responsible for all financial records, collects and disburses all funds of the Association and presents an account of the financial status of the organisation annually to the auditors and the membership.
16. The Secretary maintains the records of the Association and deals with correspondence.

D. Auditors

17. The committee is responsible for appointing on an annual basis a qualified auditor. The auditor inspects the accounts and submits a written report to the AGM.

Final Provisions

18. For the dissolution of the Association, a GM shall be called at which the attendance of two thirds of the members and a majority of three quarters of those taking part are required for a valid decision. If the first meeting is attended by less than two thirds of the members, a second meeting shall be convened after 30 days in which the appropriate decision may be taken with a majority of two thirds of the members present. Should the Association (ETAS) have to be dissolved, its assets must be given to an association with similar aims. ETAS's assets may not be distributed among members.

Liability

19. Any personal liability is excluded.