

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 at the place of ETAS administration.
2. The Association aims:
 - a. To promote the professionalism of English teachers and to improve English teaching in Switzerland.
 - 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. ETAS membership is open to any individual or institution that supports the objectives of ETAS. There are three categories of membership: individual, school and associate.
4. **Individual membership**
 - a. **Individual membership** is open to individuals concerned with English language teaching and learning.
 - b. **Individual student membership** is open to students at Swiss state tertiary institutions. Proof of student status will be determined by ETAS Administration upon receiving a photocopy or scanned copy of the potential member's student ID with the date of validity clearly visible.
 - c. **Individual senior membership** is open to retired people only (Swiss state retirement age). Proof of retirement age will be determined by 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.
 - d. **Individual membership Europe** is open to individuals concerned with English language teaching and learning, residing in Europe.
 - e. **Individual membership overseas** is open to individuals concerned with English language teaching and learning, residing outside of Europe.
5. **School membership** is open to institutions engaged in English language teaching and learning and non-profit resource centres.
 - a. **School member type A** is entitled to receive two copies of all mailings and to send two people at the member rate to activities organised by ETAS.
 - a. **School member type B** is entitled to receive five copies of all mailings and to send five people at the member rate to activities organised by ETAS.
 - b. **School member type C** is entitled to receive ten copies of all mailings and to send ten people at the member rate to activities organised by ETAS.
6. **Associate membership** is open to commercial bodies not fulfilling the requirements for school membership (e.g. publishing houses).

Associate members are entitled to receive one copy of all mailings and to send two people at the member rate to activities organised by ETAS. Associate members do not have the right to vote.
7. Membership is effective upon payment of the membership fee. Membership of the Association implies acceptance of the Statutes.
8. A member who, through word or deed, has acted contrarily to the Association's purposes and efforts can be excluded from ETAS by majority vote at a General Meeting at the recommendation of the Executive 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 Executive Committee's recommendation.
9. The membership year shall be from 1 July to 30 June.

Organisation

A. General Meetings

10. The Association shall hold a General Meeting (AGM) once a year.
11. An Extraordinary General Meeting (EGM) may be convened by the Executive Committee or by one fifth of the members.
12. The following business falls within the competence of the AGM:
 - a. The President's annual report
 - b. Approval of the financial report and the Auditor's report
 - c. Discharge of the Executive Committee
 - d. The budget
 - e. Fixing of the annual membership fees
 - f. Election of the Executive Committee
 - g. Approval of the External Auditor
 - h. Revision of the Statutes
13. Invitations to a General Meeting (GM) with the agenda and (if applicable) the financial report and budget, the list of nominees for Executive Committee positions, the proposed changes to the Statutes shall be made available to the members at least twenty-one (21) days before the GM.
14. Proposals for the revision of the Statutes can be made by the Executive Committee, or made by at least two members.
15. Any proposal from members for the agenda of the GM should be sent to the Executive Committee at least thirty-five (35) days in advance of the GM.
16. Voting

At any GM, all decisions, except changes to the Statutes, shall be taken by the simple majority of the members present. In the case of equality of votes, the President has the casting vote.

Changes to the Statutes are valid if accepted by two-thirds (2/3) majority of the votes cast. Secret ballots may be held if requested by the General Meeting or proposed by the Executive Committee.

B. Executive Committee

17. The Association elects for a period of three years, with re-eligibility for a maximum of one more year in the same position, an Executive Committee of at least seven members.
18. The Executive Committee shall consist of the President, the Treasurer, the Secretary, plus at least four other members.
19. A member of the Executive Committee shall serve as Vice-President; s/he is elected for one year by the Executive Committee.
20. The Executive Committee Members are elected at the GM by those present. The elections for contested positions will be by secret ballot.
21. No election will be held for uncontested positions.
22. Forms for nominations to vacant positions will be sent to members at least two months before the GM. Nominations should be sent to ETAS Administration not later than thirty-five (35) days (i.e. 5 weeks) before the GM. The list of nominees for the different positions will be made available with the invitation for the GM.
23. The Executive Committee has the right to fill vacancies arising by appointing provisional Executive Committee members. These appointments are to be ratified at the next GM. The Executive Committee is also entitled to invite members of ETAS to join sub-committees to help carry out its duties.
24. The Executive Committee meets whenever business so requires, but at least three times a

year. 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 Executive Committee.

25. In particular, the Executive Committee is responsible for:
- a. The management of the Association and its outside representation
 - b. The implementation of the GM's decisions
 - c. The administration of the Association's assets and property in the scope of the budget
 - d. The preparation of the agenda for the GMs
 - e. The handling of current business, both finance and content
 - f. The programme of national activities
 - g. The appointment and supervision of the administrator

C. Officers

26. The President

- a. Coordinates the activities of the Executive Committee.
- b. Chairs the meetings of the Executive Committee and the General Meeting.
- c. Draws up the annual report of the Association together with the Secretary.
- d. Shall serve on the Executive Committee in an advisory capacity for one year after the end of her/his mandate.

27. The Vice-President assists the President in her/his duties and stands in for the President in the event of her/his absence.

28. The Treasurer is responsible for all financial records, collects and disburses all funds of the Association and presents the organisation's annual financial report to the membership.

29. The Secretary writes the minutes of the GMs and Executive Committee meetings and deals with general enquiries.

D. Auditor

30. The GM approves, on an annual basis, a qualified auditor proposed by the Executive Committee. The auditor inspects the accounts and submits a written report to the AGM.

Final Provisions

31. For the dissolution of the Association, an EGM shall be called. Dissolution is valid if a majority of two-thirds of the members attending is in favour.

32. Should the Association have to be dissolved, its assets must be given to a non-profit association with similar aims that has its seat in Switzerland. ETAS' assets may not be distributed among members.

33. Any personal liability is excluded.

34. Swiss law applies.

These Statutes were approved in Zürich on 21 January 2017.

List of abbreviations

AGM	Annual General Meeting
EC	Executive Committee
EGM	Extraordinary General Meeting
ETAS	English Teachers Association Switzerland
GM	General Meeting
RC	Regional Coordinator
SC	Special Interest Group Coordinator
VP	Vice President