

# **Constitution of Taiwan Assessment and Evaluation Association**

## **Chapter One      General Principles**

Article One      The full name of the organization is Taiwan Assessment and Evaluation Association (hereafter as “the organization”).

Article Two      The organization is established in accordance with the law, and is a non-profit organization, with the vision to develop and promote evaluation knowledge and technology and to provide sound evaluation services.

Article Three     The organization is organized within the territorial boundary of Taiwan, Penghu, Kinmen and Matsu.

Article Four      The organization is situated within the jurisdiction boundary of the competent authority, and is allowed to set up branch offices under the permission of the competent authority.

1. The branch offices will be organized under the rules of the Board of Directors of the organization and the permission of the competent authority.
2. Any change of location for the headquarters of the organization and its branch offices must be reported to the competent authority.

Article Five      The missions of the organization are as follows:

1. Promote evaluation knowledge and techniques
2. Promote the development of evaluation techniques
3. Conduct the research of evaluation techniques
4. Provide evaluation services
5. Undertake commissions to conduct evaluations projects
6. Provide evaluation consultation services
7. Hold academic conferences and seminars on evaluation subjects
8. Undertake evaluation guidance and counseling projects
9. Engage in other evaluation-related projects

Article Six      The Ministry of the Interior acts as the competent authority of the

organization. In accordance with the above-mentioned vision and missions, the Ministry of Education acts as the main competent authority of the services that the organization intends to engage in.

The services that the organization intends to engage in must be supervised by the respective competent authority.

## **Chapter Two      Membership**

Article Seven      The organization offers membership in four types:

1. Individual Member: Anyone in support of the organization's vision, is above 20 years-old and meets one of the following qualifications:

- 1) Serving as lecturer or professor in a higher institution domestically or abroad;
- 2) Serving at the management level at any private or public institution or organization for more than 3 years;
- 3) Graduated from any recognized graduate school or conducted researches for more than 3 years with publications;
- 4) Graduated from university and has more than 3 years of experience in the field of assessment and evaluation.

2. Group Member: Any public or private organization in support of the organization's vision.

3. Sponsor Member: Any individual or organization that wishes to support the work of the organization.

4. Honorary Member: Individual or group that has had contribution to the organization.

All member applications are subject to the approval of the Board of Directors of the organization and the payment of membership fee.

A representative shall be named by any group member to exercise the member's rights.

Article Eight      Members have the right to vote, to elect, to be elected and to recall. Each member has one vote. Sponsor members and honorary members are not entitled with the rights above-mentioned in this article.

Article Nine           Members are obligated by this Constitution and the decision of the Board, and are subject to payments of membership fee. Members fail to pay the membership fee are not entitled to exercise the member's rights. Failure to pay memberships for two consecutive years will be treated as a withdrawal of membership. Any withdrawn member wishing to reinstate its membership must gain approval from the Board of Directors and also clear all past dues.

Article Ten            When in violation with the law, the Constitution of the organization and the decision of the General Assembly of the organization, a member may be warned or his/her/its right may be suspended with a decision from the Board. Under severe situations, member may be expelled with a decision in the General Assembly.

Article Eleven         Members who have lost their membership or have been expelled by the General Assembly are considered to be withdrawn from the member's list.

Article Twelve        Members may choose to withdraw from the organization with written notice.

**Chapter Three        Organization and Responsibilities**

Article Thirteen     The General Assembly acts as the highest decision-making body of the organization.  
When the total number of member exceeds 300, representatives may be chosen by measures agreed by the Board of Directors. The representatives will then meet and act on behalf of the General Assembly. The representatives serve a term of 3 years, and the total number of representatives and the election methods are to be decided by the Board, with approval from the competent authority.

Article Fourteen     The responsibilities and duties of the General Assembly include:  
1. To draft and to amend the Constitution.  
2. To elect and to recall the Board of Directors and the Board of

Supervisors.

3. To determine the amount for the admission fee, the annual membership fee, and accepted donations.
4. To decide the annual working plans, annual working reports, the annual budgets and the allocation of funds.
5. To vote on motions to expel a member.
6. To make relevant decisions on the properties of the organization.
7. To dissolve the organization.
8. To discuss any other important matters related to the fundamental rights and responsibilities of the members of the organization.

The definition of the above-mentioned “important matters” resides within the jurisdiction of the Board of Directors.

Article Fifteen      The members of the organization elect fifteen directors and five supervisors to form the Board of Directors and the Board of Supervisors. Upon the completion of the election, five waitlisted directors and one waitlisted supervisor may be named based on the votes received, and they will (in sequence) fill the role of director or supervisor in case of vacancy. The Board of Directors may name the candidates for the next Board of Directors and the next Board of Supervisors. The elections for the Directors and the Supervisors may be conducted in-mail, but this may not be done for two consecutive elections. The Board of Directors must decide on the arrangements to conduct the election in-mail, with approval of the competent authority.

Article Sixteen      The Responsibilities and Duties of the Board of Directors are as follows:

1. To screen membership application.
2. To elect or recall the Chairperson of the organization
3. To decide on the resignation of Directors and Chairperson
4. To hire and fire permanent staff of the organization
5. To arrange annual working plan, working report, annual budget and allocation of funds.
6. Other issues to be carried out.

Article Seventeen The Chairperson is to be elected among the Directors. The Chairperson is in charge of all business of the organization, and act on behalf of the organization externally. He/she also serves as the chairperson of the General Assembly and the Board of Directors. When the Chairperson is unable to perform his/her duties, an acting Chairperson must be named from the remaining Directors. When the acting Chairperson is not or is not able to be appointed, the Directors may as a group decides on the person to fulfill the role. When there is a vacancy within the Board of Directors, a by-election must be arranged within one month.

Article Eighteen The Responsibilities and Duties of the Board of Supervisors are as follows:

1. Supervise the work of the Board of Directors.
2. Oversee the annual budgets.
3. Elect and recall the Managing Supervisor.
4. To decide on the resignation of Supervisors and Managing Supervisor.
5. Other issues under supervision.

Article Nineteen A Managing Supervisor is to be elected by the Supervisors to serve as the chair of the Board of Supervisors and to oversee the daily operation of the organization. When the Managing Supervisor is unable to perform his/her duties, an acting Managing Supervisor must be named from the remaining Supervisors. When the acting Managing Supervisor is not or is not able to be appointed, the Supervisors may as a group decides on the person to fulfill the role. When there is a vacancy within the Board of Supervisors, a by-election must be arranged within one month.

Article Twenty Directors and Supervisors are not paid with wages, serve for a term of three years and may be re-elected. The Chairperson may only be re-elected once.

Article Twenty-One Under the following situations, a Director or Supervisor must be removed from his/her post immediately:

1. Loss of membership.
2. Whose resignation has been accepted by the Board of Directors

or the Board of Supervisors.

3. Been recalled.
4. Whose period of membership suspension exceeds half of the term of service.

**Article Twenty-Two** The organization is to have one Secretary-General and a maximum of three Under Secretary-Generals, all serving under the Chairperson. All other permanent staff members of the organization are nominated by the Chairperson, whose employment must receive the approval of the Board of Directors and are subject to inspection of the competent authority. Authorization of the competent authority must be obtained when the Secretary-General is to be laid off.

All of the permanent staff members at the organization shall not be freely appointed without screening.

The responsibilities, duties and organization are to be decided by the Board of Directors.

**Article Twenty-Three** The organization may set up committees, working groups or any other internal organizations, with their structures, responsibilities and duties to be decided by the Board of Directors.

**Article Twenty-Four** One Emeritus Chairperson, several Emeritus Directors and several Emeritus Supervisors may be appointed by the organization, and their term of service equals to that of the Directors and Supervisors.

#### **Chapter Four Meetings**

**Article Twenty-Five** The General Assembly meets at normal and extra sessions, with the Chairperson being the convener. Other than extra sessions convened under emergent situations, written notices must be sent at least fifteen days ahead for all sessions.

Normal sessions are held once a year. Extra sessions will be convened when the Board of Directors deems it necessary, with the request from more than 1/5 of the members, or under the written request of the Board of Supervisors.

Extra sessions may be convened with the request from 1/10 of the

members after the organization received the status of a legal person.

Article Twenty-Six When members are unable to attend the General Assembly in person, he/she may commission another member to act on his/her behalf. Each member may only be commissioned to act on behalf for one other person.

Article Twenty-Seven Motions at the General Assembly are adopted with a simple majority of those presented. Adoption/Amendments to the Constitution of the organization, loss of membership, recall of a Director or a Supervisor, actions relating to financial properties of the organization, dissolve of the organization and any other important issues related to the rights and responsibilities of the members must be adopted with a 2/3 majority. After the organization receive the status of a legal person, amendments to the constitution of the organization may only be adopted with a 3/4 majority of the members presented at the General Assembly or a written consensus from a 2/3 majority of all members. Dissolve of the organization may only be adopted with a 2/3 majority of all members at all times.

Article Twenty-Eight The Board of Directors and the Board of Supervisors shall conduct meeting sessions at least once every six month, with joint-sessions and extra sessions to be held when necessary. Other than extra sessions held under emergent situations, all other above-mentioned sessions in the article must have written notice sent out seven days before the session date. Motions at these sessions are adopted with a simple majority of those attended.

Article Twenty-Nine Directors and Supervisors are obligated to attend their respective meeting sessions, and may not commission others to attend on their behalf. Consecutive failure to attend the meetings for two times will be deemed as a resignation from the post of a Director or a Supervisor.

## **Chapter Five      Funding and Accounting**

Article Thirty      Funding of the organization are specified as follows:

1. Admission: NTD \$500 for each individual member and NTD \$2,000 for each group member, both due upon admission to the organization.
2. Annual Membership Fee: NTD \$1,000 for each individual member and NTD \$5,000 for each group member.
3. Administration Fees.
4. Donations.
5. Revenue from commissioned projects.
6. Fund and its interests.
7. Other forms of revenues.

Article Thirty-One      The accounting year at the organization is based on the calendar year, starting from January 1<sup>st</sup> of each year till December 31<sup>st</sup> of that year.

Article Thirty-Two      The Board of Directors is responsible for deciding the annual working plan, annual budget and the salaries of the permanent staff of the organization two months before each accounting year, and their plans are subject to the approval of the General Assembly. If the General Assembly is unable to be held in time, the annual plans are to be adopted by a joint-session of the Board of Directors and the Board of Supervisors. The adopted plans are to be reported to the competent authority for future inspection. The Board of Directors is also responsible for compiling annual working reports, final accounting reports, list of cash flow, list of assets and liabilities, list of properties and list of fund revenues within two months after each accounting year. Upon completion of reviews by the Board of Supervisors, the finalized annual reports are to be adopted by the General Assembly, and are then reported to the competent authority for future inspection before the end of March. If the General Assembly is unable to be held in time, the reports should still be reported to the competent authority first.

Article Thirty-Three      Upon dissolve of the organization, the remaining properties



belong to the local governments where the organized situated or any institution/organization specified by the competent authority.

## **Chapter Six      Appendix**

Article Thirty-Four      All issues unspecified in the constitution shall be conducted in accordance with the related laws and regulations.

Article Thirty-Five      This constitution was adopted by the General Assembly and was reported to the competent authority. Any amendment to this document must undergo the same process.

Article Thirty-Six      This constitution was adopted by the First General Assembly which was held on August 10<sup>th</sup> 2003, and was filed at the Ministry of the Interior for reference.