



IDEA IDEA Constitution

A. Preamble

Affirming the Universal Right of all human beings to a balanced and comprehensive education, including in, with and through the arts, drama and theatre, we come together to create an international drama/theatre and education association.

B. Name

Article 1

The organisation shall be named:

English: **International Drama/Theatre and Education Association**

Portuguese: **Associação Internacional de Teatro Educação**

French : **Association Internationale Théâtre et Éducation**

Spanish: **Asociación Internacional Teatro y Educación**

Chinese 国际戏剧和教育协会

Hereafter to be known as IDEA

Article 2

The seat of IDEA will be in Portugal: Rua Bernardo Santareno 2f - 2 k 2825-446 Costa da Caparica

C. Aims and Purposes

Article 3

The aims of IDEA will be:

1. to provide an international forum for communicating about, promoting and advocating for drama/theatre and education in schools, communities and all fields of endeavour;
2. to support development of drama/theatre practice and theory as part of a full human education.

Article 4

In meeting these aims, IDEA

1. represent and speak for drama/theatre and education internationally;
2. liaise and collaborate with other organisations working in fields relevant to education, the arts and culture and drama/theatre;
3. organise international congresses and conferences for drama/theatre and education focused on international themes;
4. initiate and support research about drama/theatre and education;
5. produce publications and circulate information about drama/theatre and education;
6. encourage the exchange of drama/theatre and education practitioners.

D. Operational Manual

Article 5

1. IDEA shall create and maintain an Operational Manual that sets out policies, procedures, roles and guidelines. The Operational Manual is an extension of this Constitution and must be consistent with the Constitution.
2. The Operational Manual is developed and prepared by the Executive Committee in consultation with the Elected Officers and ratified by the General Council.

E. Membership

Article 6

IDEA is an association of national, regional and international associations, individuals, and other institutes, bodies, networks, organisations and entities working in drama/theatre and education.

There will be 2 categories of membership.

1. Organizational Members

- a. National/Regional/International Associations supporting Drama/Theatre and Education.
- b. Not-for-Profit Organizations: Theatre companies, Schools or School districts and Cultural or Community Centres and Universities supporting Arts, Drama/Theatre and Education.
- c. Organisations for profit working in the field of Arts, Drama/Theatre and Education

2. Individual Members

The rights, privileges, and fees of each category of membership are to be detailed in the IDEA Operational Manual as approved by the General Council.

Article 7

1. IDEA affirms the right of all to be free of discrimination based on race, colour, national origin, religion, sexual orientation, age or disability. Members admitted to IDEA will agree to these rights and their practice will act to support them.
2. From the date of admission to IDEA members accept the following obligations:
 - a) If they are member-based associations, to inform their members about and to promote the interest of their members in the work of IDEA
 - b) For all members to inform the Secretary about all actions taken in pursuance of the IDEA aims and to send to the Secretary any information which might be of relevance to IDEA.

Article 8

Each member may vote in accordance with the rights and privileges set out in the IDEA Operational Manual as approved by the General Council.

Article 9

Membership shall terminate:

1. because of death of an individual member-natural person;
2. because of the member's resignation by means of a registered letter to the Executive Committee;

3. because of termination by the Executive Committee (EC) or General Council Meeting (GCM) in accordance with Article 16;
4. if the member has not paid its fee for two years or has not negotiated with the EC as outlined in Article 41.

Article 10

Members shall pay annual fees as determined by the General Council.

Article 11

The Executive Committee (EC) or General Council can expel a member from IDEA;

1. if a member no longer complies with the requirements of membership;
2. if the member acts against the aims, purposes and/or the Constitution of IDEA.
3. if the member does not fulfil all of its financial obligations as a member of IDEA.

F. Structure

Article 12

The structure of IDEA is outlined further in the Operational Manual and IDEA's governing bodies will include:

1. the General Council;
2. the Executive Committee;
3. the General Meeting Committee;
4. the Accountancy Committee.

G. General Council

Article 13

The General Council shall be the decision-making authority of IDEA.

1. The General Council is constituted of all eligible voting members present at the meeting
 - a. in person,
 - b. as an individual or a nominated representative of a national, regional, international association, institute, body, network, entity or organisation participating in the meeting, online or by similar methods,
2. Voting using the procedures outlined in the Operational Manual.

3. The way of convening the Association and the way of functioning of the General Council will be as prescribed in Article 173 and subsequent articles of the Portuguese Civil Code.

Article 14

It shall be binding upon the Meeting of the General Council to:

1. determine the principles of action for IDEA and empower the Executive Committee and/or the General Meeting Committee, and/or the Accountancy Committee, accordingly;
2. elect the members of the Executive Committee, the General Meeting Committee and the Accountancy Committee, if positions are to be elected at that meeting;
3. accept the activities reports of
 - a. the President
 - b. the financial report of the Treasurer, as audited, and the report presented by the Accountancy Committee;
4. determine the host countries for the international congresses to be held
 - a. preferably every two, three or four years
 - b. alternating preferably between northern and southern hemispheres, and/or at different continents from congress to congress;
5. ratify the nomination of the Congress Director, appointed by the Executive Committee after the organiser of the next congress had been chosen;
6. determine the host countries for the IDEA Secretariat;
7. vote on budgets presented at the meeting;
8. fix the amount of membership fees;
9. ratify the IDEA Operational manual prepared by the Executive Committee in cooperation with the GMC and AC.

Article 15

Key issues concerning the policy and future of IDEA shall be dealt with at meetings of the General Council, preferably during the international congress.

Article 16

The General Council shall have the authority to amend the Constitution and to take final decisions concerning the affiliation or disaffiliation of all members.

Article 17

Voting will be exercised by:

1. A delegate who is the nominated representative of National/Regional/International Association, Not-for-Profit Organizations: Theatre companies, Schools or School districts and Cultural or Community Centres and Universities supporting Arts, Drama/Theatre and Education, Organisations for profit working in the field of Arts, Drama/Theatre and Education. This delegate will be appointed by each organisational member by internal decision- making processes appropriate to each organisation; Each organisation will inform the Executive Committee and the General Meeting Committee, of the name of their delegate in writing, two weeks before each meeting of the General Council, except in emergency situations.
2. Individual members.
3. If a member or delegate is not able to be present at a General Council meeting, (s) he / it may empower another delegate or member to exercise a proxy vote on her/his/its behalf. A member wishing to exercise a proxy vote must inform the GMC in writing of the name of the delegate, who shall exercise that right. A delegate may not exercise more than one proxy vote.
4. Members may vote online during sessions of the GCM.
5. The procedures for voting are outlined in the Operational Manual.

Article 18

1. During an international congress of IDEA all persons present have the right to attend the meeting of the General Council and may speak with the approval of the Chair of the General Council Meeting.
2. All sessions of the General Council are open to the public except for such items of an agenda in

which protection of person-related data requires the exclusion of the public.

Article 19

1. The General Council shall always meet in IDEA congresses and at least once between them.
2. The Executive Committee or General Council decides the time and place for General Council Meeting(s) between congresses.

Article 20

1. Proposals for resolutions shall be sent to the members of the General Council, at least one month before the next meeting of the General Council, or later only with the permission of the General Council, without prejudice to the rules set out in Article 174 of the Portuguese Civil Code.
2. Meetings of the General Council may be convened by publication, pursuant to the terms of Article 174, paragraph 2, of the Portuguese Civil Code, or by any other legally admissible means.

Article 21

1. Resolutions of the General Council may be taken by an online vote, videoconference, postal vote, or by any other means allowed by law and regulated in the Operational Manual.
2. The members may be represented in any meetings by any person, provided that a written and signed proxy letter is delivered to the General Meeting Committee.

Article 22

1. Special meetings of the General Council for decision making between scheduled meetings of the General Council, may be called by the President or Secretary of the General Meeting Committee after deliberation with the President of the Executive Committee.
2. The procedures for Special Meetings are outlined in the Operational Manual.

Article 23

1. Each decision of the General Council shall be made by consensus or otherwise with a simple majority of votes, unless a qualified majority is legally required, and without prejudice to the quorum requirements established by law.
2. An incomplete General Council or Executive Committee shall remain valid, excluding the case mentioned in article 45.

H. Executive Committee

Article 24

The Executive Committee is elected by the General Council and shall be entrusted with the conduct of current affairs of IDEA.

Article 25

1. The Executive Committee shall consist of at least seven members but no more than eleven members and always be an odd number of members, elected by the General Council in the meeting held at each congress.
2. All Executive Committee members serve from the General Council Meeting when they are elected until the end of the calendar year following new elections at the General Council Meeting.

Article 26

1. The candidates for the Executive Committee are nominated by members.
2. Each individual nominated for the Executive Committee must agree to nomination, must be a member of IDEA and must have the capacity to carry out his/her duties.
3. The members of the Executive Committee should, preferably, represent different regions.
4. They are elected as individuals and not as representatives of countries, associations, organisations.

Article 27

The Executive Committee positions will include:

1. President
2. Vice President
3. Treasurer

4. Secretary

All other roles and responsibilities are specified in the Operational Manual, prepared by the Executive Committee and ratified by the General Council Meeting before elections.

Article 28

The Executive Committee has the right to appoint members for working committees or performance of other duties to help them in their work in IDEA as detailed in the Operational Manual.

Article 29

1. IDEA is jointly bound with the signature of the President, with a co-signatory of either the Vice President, Treasurer, or other Executive Committee member (without prejudice to Article 30, paragraph 8).
2. Notwithstanding the above, the President with a co-signatory of either the Vice President, Treasurer, or other Executive Committee member is authorised to individually operate IDEA's bank accounts.

Article 30

The General Council shall be represented legally by the President of the Executive Committee.
The President shall:

1. be the spokesperson for IDEA internationally;
2. assume responsibility for official correspondence with other associations, agencies, organisations and governments in consultations with the Secretary;
3. report to meetings of the General Council about the work of IDEA and its members in relation to the aims of IDEA;
4. ensure that all necessary meetings are called and agendas prepared;
5. set a closing date for the reception of business items for meetings of the General Council and for online votes;
6. chair the meetings of the Executive Committee;
7. conduct online meetings or voting as required;
8. have powers to act in emergency situations on behalf of IDEA without consent of the Executive Committee or General Council, but must seek

approval for such actions as soon as possible from the Executive Committee or General Council.

Article 31

The Vice-President shall:

1. chair the meetings of the Executive Committee in the absence of the President;
2. assist the President by preparing submissions for assistance and support from other organisations in pursuance of the aims of IDEA;
3. coordinate with the IDEA Congress Director and liaise with members to propose to the General Council the nominations of the host countries for the congresses ahead;
4. manage the appointed webmaster;
5. assume the functions of the President in the event of the President's inability to perform his or her duties.
6. will become President in the case of the death or resignation of the President

Article 32

The Secretary shall:

1. maintain lists of members;
2. ensure that proper records of proceedings are kept up-to-date and circulated as appropriate;
3. have charge of the official correspondence of IDEA except in matters where it may be necessary for the President, as chief officer of IDEA, to assume this responsibility;
4. cooperate with the President of the Executive Committee and the President of the General Meeting Committee, to compile the agenda of the General Council and Executive Committee meetings;
5. inform members about the activities of the Executive Committee and about relevant activities of members;
6. coordinate translations of material to be distributed to members by newsletter or other methods;
7. maintain records of the correspondence of IDEA;
8. liaise with Executive Committee and other Committees of IDEA to distribute appropriate material to members by a newsletter or other methods.

Article 33

The Treasurer shall:

1. keep the records of IDEA's accounts and provide the Executive Committee with accurate and up-to-date reports of IDEA's financial position;
2. prepare and present to the Executive Committee and the General Council a budget for each calendar year, which shall include the determination of the member fees;
3. inform each member of the fee levels for each calendar year, collect all fees, and send reminders, accounts and invoices if necessary;
4. liaise with the Accountancy Committee for annual accounting;
5. coordinate fund raising activities of IDEA with the appropriate officers.

Article 34

1. In its first meeting - after elections - the Executive Committee arranges its own appropriate ways for communication and decision-making.
2. Any vacancy occurring amongst the Executive Officers of IDEA will be filled by appointment by the Executive Committee and ratified at the next meeting of the General Council.
3. The members of the Executive Committee can also decide different distributions of work and duties other than those mentioned in the Operational Manual, by acceptance of the Executive Committee.

Article 35

1. Each member of the Executive Committee has one vote. Any decisions of the Executive Committee shall be taken by consensus or with a simple majority of the maximum number of votes. If the votes are equally divided, the President's vote will be the deciding vote.
2. An incomplete Executive Committee shall remain competent, notwithstanding its obligations to have additional members appointed.

Article 36

Resolutions of the Executive Committee may be taken by an online vote, videoconference, postal vote, or by any other means allowed by law. Any of the members of the Executive Committee may be represented in any meetings

provided that a written and signed proxy letter is delivered to the President of the Executive Committee.

Article 37

On request of a member(s) and in accordance with the aims of IDEA, the Executive Committee can by declarations or otherwise, support the member(s) in promoting and advocating drama/theatre as part of the national educational system and the development of theory and practice of the relationship between drama/theatre and education in a specific country.

by any other member of the Executive Committee,

I. General Meeting

Committee Article 38

The General Meeting Committee, as elected by the General Council, shall be entrusted with the preparation and guidance of the Meeting of the General Council.

Article 39

The General Meeting Committee shall consist of three members elected by the General Council. All General Meeting Committee members shall serve from the General Council Meeting when they are elected until the end of the calendar year following new elections at the General Council Meeting.

1. The candidates for the General Meeting Committee may be nominated by members.
2. Each individual nominated for the General Meeting Committee must agree to the nomination, must be a member of IDEA and must have the capacity to carry out their duties.
3. The members of the General Meeting Committee should, preferably, represent different regions.
4. They are elected as individuals and not as representatives of countries, associations, organisations.

J. Accountancy Committee

Article 40

The Accountancy Committee as elected by the General Council shall be entrusted with appointing an independent auditor to perform the annual auditing of IDEA's books and shall reporting it to the General Council.

Article 41

The Accountancy Committee shall consist of three members elected by the General Council. All Accountancy Committee members shall serve from the General Council Meeting when they are elected until the end of the calendar year following new elections at the General Council Meeting..

1. The candidates for the Accountancy Committee may be nominated by members.
2. Each individual nominated for the Accountancy Committee must agree to nomination, must be a member of IDEA and must have capacity to carry out their duties.
3. The members of the Accountancy Committee should, preferably, represent different regions.
4. They are elected as individuals and not as representatives of countries, associations, organisations.

K. Finance

Article 42

The General Council shall:

1. determine periodically the level of the annual fee that will be charged to all members;
2. approve the budget;
3. determine guidelines for the acceptance and use of donations.

Article 43

If a member is unable to fulfil its financial obligations, owing to extraordinary circumstances, the Executive Committee shall have the authority to grant a delay, a temporary payment on a lower rate basis or, in extreme cases, a temporary exemption from the payment of such fees.

L. International Congress and Regional Conferences

Article 44

An organisational member shall receive the right to host an IDEA congress as mentioned in article 14.4 with such provisions as the General Council Meeting will deem fit to attach to it.

M. Communication and Official Languages

Article 45

1. Without prejudice to the compliance with Portuguese law requirements, the official languages for all business Meetings, of IDEA shall be English, with translations into French, Spanish and Chinese provided by member organisations who require these languages.
2. The official languages of congresses shall be English and the native language of the country or region hosting the congress, with translations provided for French, Spanish and Chinese members by those member organizations for their members upon request.
3. All matters that require a vote will be presented in English and translated into Portuguese. On request from members they will translated into French, Spanish or Chinese.
4. In the event of questions or doubt as to the interpretation of the provisions of the present Constitution, the Portuguese text shall be considered as original and authentic.

N. Duration and Dissolution

Article 46

IDEA is established for an unlimited duration of time.

Article 47

1. In the event of it being necessary or expedient to dissolve IDEA, the General Council shall have the power and complete autonomy to realize its assets in any manner it may consider expedient and to take all necessary steps to pay or settle any liabilities there may be. Any assets remaining after meeting all debts, liabilities and expenses shall be made over to any body or bodies which

exist for the promotion of similar aims to those of IDEA.

2. A decision to dissolve IDEA shall be taken by the General Council with a two-third majority of the votes cast, through voting in person or online or similar methods.

O. Alterations

Article 48

1. Alterations to the terms of the Constitution may be made by resolution of a three-quarters majority of the members present or represented at a General Council, through voting in person or online or similar methods.
2. The membership must be allowed a month to consider any proposed changes to the Constitution.

P. LEGISLATION

Article 49

This Constitution is submitted to the laws of the country in which the seat of IDEA shall be.

Article 50

In case of doubt about the interpretation of this Constitution definite decision will be made by the Court of the country of the seat of IDEA.