e-assessment community

FLIP+ Rules and Regulations

This Rules and Regulations document is established by the FLIP+ Steering Committee and submitted for approval by the General Assembly, as per Article 15 of the statutes of the "FLIP+ e-assessment community" association.

The purpose of the Rules and Regulations is to supplement and/or explain the articles of the statutes of the association. For this reason, it should be read alongside the statute articles which are appended to this document.

The Rules and Regulations are sent to all the members and to any new member upon joining.

A. MEMBERSHIP, FEES AND ADMISSION

Conditions to apply for membership

Institutions and individuals involved in educational assessment acquire membership through payment of an annual subscription, the amount of which is determined by the end of December each year by the Steering Committee of FLIP+ and submitted for approval by the General Assembly in April. Any change in the membership fees will be accompanied by an underlying rationale to be presented to the General Assembly for validation. If no change is anticipated for the following year, a membership invoice will be sent to members in January of that year.

The annual membership fee since 2021 is €2000 for institutions and €600 for individuals.

Honorary members are not obliged to pay an annual subscription. The annual membership fee should be settled by the 31st of December of the current year. The payment of the membership fee is final. There is no re-imbursement in case of withdrawal from the organisation.

The membership fees are used to cover the following:

- Administrative costs associated with the Secretariat (organisation and administration of meetings and maintenance of an archive of working documents, resources and website)
- Administrative and technical costs associated with the FLIP+ working groups
- Induction and on-boarding for new members
- Support for the FLIP+ webinar series
- Organisation of and support for the General Assembly
- Awareness raising, advocacy and collaborative work to further FLIP+ strategy and vision
- Development work (currently the FLIP+ item library and platform)
- Website refurbishment
- Setting up corporate governance mechanisms (risk register, terms of reference of groups).

To apply for membership, an organisation or individual should send a mail to the FLIP+ secretary at info@flip-plus.org, providing the following details:

- Membership Status: (institutional or individual)
- Surname and First name of lead contact person:
- Name of your Institution:
- Address:
- Country:
- Phone number:
- e-mail of lead contact person:

Upon receipt of the membership application, the FLIP+ secretariat will send the applicant an invoice and the fees can be transferred to the bank account of the FLIP+ e-assessment association.

An organisational membership affords any individual employed in the organisation to participate in or contribute to FLIP+ activities. Each organisation needs to nominate a key contact person who oversees how organisation's employees contribute to FLIP+.

Conflicts of interest

The members of the association shall avoid conflicts of interests.

There is a conflict of interest when:

i. a person has a material, financial or other personal interest in a decision of or a matter related to the Association either directly or indirectly.
ii. a person has a duty to another organization, e.g. as a director or employee, that is conflicting with his/her duties towards the Association.

Whenever a person has / or is reasonably likely to have, a conflict of interests, this will be declared before discussion begins on the matter, or access to the information in question is granted.

Whenever a person has / or is reasonably likely to have, a conflict of interests, this shall be declared before the vote and the person shall have no vote on the matter, nor access to the information in question.

Such person shall not be counted towards the quorum for that particular vote.

Member participation

Upon joining FLIP+, all new members are introduced to the association's activities. This is done through a short video conversation with the FLIP+ team with the objective of exploring how the incoming member can best contribute to the activities of the association. Such an approach is viewed as a win-win in order to concretise the collaboration with members and make excellent use of the knowledge, expertise and technology within the FLIP+ association.

In the association's spirit of sharing, all members are expected to engage and contribute to the activities of the association.

B. MANAGEMENT OF THE ASSOCIATION

Steering Committee

i. <u>Purpose</u>

The purpose of the FLIP+ Steering Committee is to lead on the strategic direction of the FLIP+ e-assessment community. Its activities are governed by the FLIP+ Association Statute and Rules and Regulations of FLIP+.

ii. <u>Membership</u>

The membership of the Steering Committee will comprise seven members:

- President (Chair)
- Secretary
- Treasurer
- Four Ordinary Members.

The members are individuals elected by the General Assembly. They are either individual or honorary members, either representatives of institutional members and are elected for a renewable period of four years.

The Board is a sub-group of the Steering Committee, and consists of the President, the Secretary and the Treasurer. The Board implements the decisions of the Steering Committee and General Assembly, prepares the deliberations of the Steering Committee and handles the day-to-day business of the association.

It will not be necessary for all members to be present for meetings to proceed. The quorum for a meeting shall be four persons to include one or more members of the Board. The Chair may deputise their responsibilities to one of the Ordinary Members to form this quorum.

The Steering Committee may, from time to time, require the attendance of other FLIP+ members or external parties to assist in its discussions on a particular matter.

iii. <u>Frequency of meetings</u>

The Steering Committee meets no less than twice per year and can meet as often as required to fulfil its functions. Reasonable notice of meetings shall be provided by the Secretary where possible but the Steering Committee may waive the need for notice where necessary.

iv. <u>Setting of meeting agenda</u>

The agenda for each meeting shall be set by the Chair and, where possible, shall be circulated at least three working days in advance of each meeting. The agenda shall include one or more recurring items as deemed appropriate to the needs and functions of the organisation (e.g., finance, risk, events planning) and these recurring items may change from time to time. Any member of the Steering Committee may suggest additions or amendments to the agenda via the Secretary. The agenda is agreed at the beginning of each meeting.

It is the Secretary's responsibility to circulate meeting documentation, where possible at least three days in advance of the meeting. Some meeting documentation may not be possible to circulate in advance for a variety of reasons (e.g. confidentiality, urgent item arising).

v. <u>Minute taking and meeting documentation</u>

Minute-taking is the duty of the Secretary and will be delegated to one other member of the Steering Committee (bar the Chair) where the Secretary cannot attend the meeting.

All members are responsible for reviewing and approving the minutes. The approved minutes will generally be circulated to the Steering Committee by the Secretary 1-2 weeks after each meeting.

vi. <u>Responsibilities</u>

The Steering Committee can discuss any matter relating to the organisation. This includes, but is not limited to:

- Overseeing the strategic direction of FLIP+;
- Promoting awareness of FLIP+;
- Implementation and regular review the of programme of work;
- Reviewing and discussing strategic and operational risks;
- Budgets and financial decision-making;
- Overseeing organisation of FLIP+ events and the annual General Assembly;
- Overseeing dissemination activities of FLIP+;
- Overseeing the establishment and operation of working or special interest groups within FLIP+.

vii. <u>Decision-making</u>

In general, the Steering Committee agrees on actions and decisions in an informed and collegial manner, and with the objective of best serving the needs of the organisation.

The meetings and communications of the Steering Committee take an open and collaborative approach. For many items, actions and decisions are reached by majority vote (each member of the Steering Committee having one vote) ("**Consensus**"), or by deferring to those members of the Steering Committee which are best placed to advise on the matter at hand.

Where a matter requires a decision:

- Which is required to uphold the governance and compliance obligations of the organisation; and/or
- That is urgent or has a deadline imposed; and/or
- Where agreement is not forthcoming by Consensus,

a final decision will be made by the Chair.

Decisions of the Steering Committee are conveyed to FLIP+ members at its General Assembly. The minutes of Steering Committee meetings are made available on the Members' Area of the FLIP+ website once approved by the Steering Committee.

viii. <u>Changes in Steering Committee membership</u>

Where a member of the Board needs to leave their role before their term is complete, the Steering Committee will nominate a replacement from itself. Their permanent replacement is proceeded with at the following General Assembly.

Where a member of the Steering Committee needs to leave their role before their term is complete, the Steering Committee shall seek nominations from the FLIP+ members to fill the vacancy. New members are nominated on the basis of experience, capacity, gender balance, and geographic region.

The Steering Committee updates FLIP+ members on changes to its membership at its annual General Assembly.

ix. <u>Conflict of interest</u>

The Steering Committee meeting agenda will include a recurring conflict of interest item. This requires all Steering Committee members to declare any conflict of interest (actual or perceived) in relation to any item on the agenda, preferably in advance of the meeting where the conflict becomes evident due to the nature of the item being discussed/determined.

A conflict of interest is any personal or other interest any Steering Committee member, or any family member of a Steering Committee member has or could have, which could prevent (or be perceived as preventing) him or her from making a decision in the best interests of FLIP+, including but not limited to:

- Employment with, directorship of or ownership of any business or entity which may contract with FLIP+;
- Any benefit received or to be received which may be, or be perceived as, a conflict of interest; and/or
- Any promotional opportunity which could be gained.

Where a conflict of interest is identified, the conflicted individual will provide a written description to the Secretary. In the case of a conflict of the Secretary, a written description will be provided to the President.

In establishing the appropriate course of action, expert legal or other advice may be sought.

This course of action will then be communicated to the Steering Committee member concerned and they will follow that course of action including but not limited to excusing themselves from the meeting and/or specific discussion of the item identified as an actual or perceived conflict.

Conflicts of interest and the resultant courses of action will be appropriately minuted in Steering Committee meeting summaries.

Working groups

Working groups within the association are set up according to the projects defined to achieve the goals of the association. Generally, they meet at least once a month. All members are invited to consider joining working groups, especially when they can share their experience and expertise. In addition, being able to count on member expertise also reduces the need for the association's dependency on external outsourcing to undertake its activities.

All reports and minutes related to the activities and meetings of the working groups are documented and made available to members.

Secretariat

The function of the Secretariat till now has been to capture the historical, working and operational knowledge and all the information about the meetings and events of the association. A minimum of at least 5 person-days per month is dedicated to the tasks, which include:

- The coordination, facilitation and reporting of the monthly FLIP+ Steering Committee meetings
- The coordination, facilitation and reporting of the monthly Item Library Development Work Packages meetings
- The follow-up of member activities related to FLIP+ (member info, introduction meetings, …)
- The drafting of all communication related to the FLIP+ community (website, invitations, reports)
- The coordination, organization and reporting of the FLIP+ annual event
- The planning and the organization of regular webinars

However, due to administrative and budgetary constraints related to FLIP's non-profit status, remuneration under the French law was possible for the equivalent of only 3 person-days per month (corresponding to a maximum 1/3 of the minimum salary).

As the workload grows with increased association activities, the remuneration policy of the Secretariat has now been reviewed, to ensure the smooth running of the association in line with the current work undertaken. Actual tasks related to the secretariat are specified and still remunerated as before, separate from other special missions to support the FLIP+ mission and working groups. For transparency purposes, the latter are remunerated under a distinct budget line, according to legal rules under the French law.

C. GENERAL ASSEMBLY

The Ordinary General Assembly is made of all members of the association, irrespective of their title. It shall meet in April every year.

Voting

Organisation members have one vote per organisation. Normally the lead contact person in the organisation is the person who attends the General Assembly, but may nominate someone else from within their organisation to attend. The lead contact person may also invite up to two additional organisation staff members to attend.

The FLIP+ association's statute states that the **individual members together have one vote in all**, which is cast by a representative who shall be elected before the General Assembly. The single vote shared across individual members will remain subject to review where the number of individual members exceeds 10.

This implies that a decision needs to be made as to the person who is going to represent the individual members for the voting. Therefore, the individual member group must decide among them who will represent its vote. The FLIP+ steering group and Secretariat will facilitate meeting/discussion to establish this on an annual basis or as needed. In the event of a consensus not being reached among the individual members concerning how to vote, the majority view will prevail. In the event of equal division, the nominated lead contact person shall have the casting vote.

End of document

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