

Annex

(Annex to the BA 5th Edition)

Appointment of the Chair

1. The Chair of the Association shall be nominated by member universities listed on the slate of new International Executive Board members and be ratified by the Annual General Assembly.
2. The Chair shall be a member of the International Executive Board and preside over the Annual General Assembly, the International Executive Board and the Policy and Planning Committee.
3. The term of the office of the Chair is two years.

Structure and responsibility of the International Executive Board

4. The International Executive Board shall consist of the following members:
 - .1 A representative of the member universities from each region defined in paragraph 28 of this Annex;
 - .2 Three representatives of member universities at large nominated by the Policy and Planning Committee and approved by the International Executive Board;
 - .3 Two ex-officio members, who shall be the Presidents of the member universities that will host the next two Annual General Assemblies;
 - .4 A representative of the Nippon Foundation;
 - .5 A representative of the World Maritime University; and
 - .6 The Executive Director, who is not entitled to vote.
5. Members of the International Executive Board shall be the Presidents (as defined in Article V.H.1) of the member universities. The term of office of the Board members is two years. A board member may be re-elected for another two year term.
6. The International Executive Board is responsible for:
 - .1 formulating and implementing the policy, strategy and action plans of the Association;
 - .2 overseeing operations and activities of the Association;
 - .3 approving activities and proposals recommended by Standing Committees;
 - .4 overseeing financial affairs of the Association including approval of the annual budget; and
 - .5 ensuring the maintenance of quality for the Association's activities.
7. The International Executive Board shall regularly meet twice a year. The Chair with the support of the Executive Director shall convene the meetings and fix their provisional agendas.
8. The following Standing Committees shall be established in the International Executive Board to fulfil its responsibilities.
 - .1 Policy and Planning Committee (3 members + Executive Director)

- .2 Academic Affairs Committee (3 members + Executive Director)
- .3 Liaison Committee (2 members + Executive Director)
- .4 Finance Committee (2 members + Executive Director)

9. The head and members of the Standing Committees shall be elected from among the members of the International Executive Board.

10. The head of a Standing Committee may establish, if necessary, working groups to fulfil its responsibilities under his/her supervision. The head shall also define the terms of reference for the working groups upon proposal, which shall be approved by the International Executive Board. Individual members of each working groups may be appointed widely from member universities taking into account their specific knowledge and competence.

Policy and Planning Committee

11. The Policy and Planning Committee is responsible for:

- .1 advising the International Executive Board on general and specific policy matters;
- .2 developing and assessing implementation of strategic and action plans;
- .3 overseeing the assessment process of new membership applications;
- .4 nominating candidates for the International Executive Board and the heads of Standing Committees for the next term; and
- .5 creating public information materials including the development of the IAMU website.

12. The Chair of the Association shall be the head of the Policy and Planning Committee. The Nippon Foundation shall also be the member of this Committee.

Academic Affairs Committee

13. The Academic Affairs Committee is responsible for:

- .1 advising the International Executive Board on academic activities related to Maritime Education and Training and Maritime Research both scientific and professional;
- .2 managing the IAMU research project system including the selection of themes, evaluation of research proposals and review of research outcomes;
- .3 supervising activities of the IAMU Section editor of the WMU Journal of Maritime Affairs and promoting member universities for contributions; and
- .4 promoting and supervising academic publications and presentations of the AGA and other activities performed by the Association.

Liaison Committee

14. The Liaison Committee is responsible for:

- .1 advising the International Executive Board on contemporary issues in the international maritime community associated with IAMU mandates;
- .2 facilitating communication with the maritime industry, the International

- Maritime Organization (IMO) and other maritime organizations;
- .3 representing the IAMU at IMO meetings related to the activities of the Association; and
 - .4 ensuring that the IAMU's contribution to the IMO, as a Non-Governmental Organization in Consultative status, is ever more effective and valued.

Finance Committee

15. The Finance Committee is responsible for:

- .1 advising the International Executive Board on the formulation and implementation of the annual budget of the Association;
- .2 advising the Executive Director on effective operation of the financial administration; and
- .3 coordinating a financial audit every fiscal year in accounting and internal administration in the Secretariat.

Decisions at an International Executive Board

16. In principle, decisions shall be made by consensus with members of the International Executive Board.

17. Quorum shall be 50% plus one member of the International Executive Board members, either in person or by proxy. Decision will be made by a two-thirds majority of votes cast. Ex-officio and special members are entitled to vote.

Nomination of International Executive Board members for the next term

18. Representatives (3) of each Region shall be nominated by member universities in the region, no later than three months prior to the next Annual General Assembly every two years.

19. Representatives (3) at large of member universities shall be nominated by the Policy and Planning Committee based on their commitment to serve and past contributions to the Association. Those representatives shall also be approved by the International Executive Board.

20. The slate of new International Executive Board members shall be made with those representatives nominated through the processes outlined in paragraph 18 and 19, ex-officio members (2) and special members (2).

21. The slate of new International Executive Board members shall be notified to all member universities for their information at least three weeks prior to the Annual General Assembly where the slate of new IEB members including the Chair is to be submitted to the ratification.

Responsibility of the Executive Director

22. Reporting to the Chair, the Executive Director is responsible for:

- .1 administering and coordinating the affairs of the Association and implementing activities within the framework defined by the International

Executive Board;

- .2 preparing meeting documents for Standing Committees, International Executive Board and Annual General Assembly;
- .3 handling publicity related matters including maintenance of the IAMU website;
- .4 maintaining records of minutes of official meetings for Standing Committees, International Executive Board and Annual General Assembly;
- .5 managing the financial affairs of the Association, including the formulation and implementation of the annual budget and the maintenance of various financial records;
- .6 managing the Secretariat by the rules specified separately; and
- .7 maintaining close working contact with the Nippon Foundation.

Annual General Assembly

23. A host university of the Annual General Assembly is decided by the International Executive Board two years prior to the event. The host university shall organize a Local Executive Committee for the Annual General Assembly of which the Head shall be the President of the host university.

24. At the Annual General Assembly, the Chair and the Executive Director, on behalf of the International Executive Board, shall report to the member universities on the decisions of the International Executive Board.

Decision at an Annual General Assembly

25. The Presidents of a member university and special members or designated proxies have the authority to cast one vote on issues presented for vote at an Annual General Assembly.

26. Quorum of an Annual General Assembly shall be 50% plus one member university either in person or by proxy. The decisions of the Annual General Assembly shall be taken by a two-thirds majority of votes cast by the Presidents or their official proxies. Associate members shall not be entitled to vote.

Annual Membership Fee

27. The annual membership fee shall be established by the International Executive Board. Members shall pay such annual membership fee in line with the fiscal year of the Association. A new member joining halfway through a year shall, however, pay only a pro rate amount for the year.

Definition of the Regions

28. For the operation of the Association, the following geographical definition is taken for member universities according to the place where their main campus are located.

- .1 Region I Europe and Africa
- .2 Region II Asia, Pacific and Oceania

.3 Region III Americas

Location of the IAMU Secretariat

29. The location of the Secretariat is at The Sasakawa Peace Foundation in Tokyo, Japan.

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