



**IAMU**  
International Association of Maritime Universities

## **BASIC AGREEMENT**

The Fifth Amendment  
Effective on 1 April 2015

### **Article I-Preamble**

The International Association of Maritime Universities (IAMU: ai-ei-em-ju:) is the global network of leading maritime universities providing Maritime Education and Training (MET) of seafarers for the global shipping industry. All members of IAMU share the understanding:

- that globalization has been progressing rapidly in the international shipping arena;
- that Safety, Security and Environmental Protection are crucial issues for the maritime sector; and
- that passing on maritime skills and knowledge to the following generations needs to be achieved on a global scale.

All members of IAMU also recognize the significance of maritime education and training and note that:

- the shipping industry is a service industry, in which human resources are the critical element;
- it is only feasible to secure and to preserve highly qualified human resources in the maritime industries through effective education and training; and
- effective education and training in the maritime sector derives from scientific and academic rigor and development of a clear link between practical skills, management techniques and a focus on quality.

Based on this shared understanding, it has been mutually agreed:

- that members shall cooperate with each other in a range of scientific and academic studies, developments, and practical applications associated with Maritime Education and Training;
- that members shall endeavor to achieve measurable and worthwhile outcomes for Maritime Education and Training through IAMU activities;
- that members shall publicize the results of their activities as extensively as possible both within and outside IAMU, and shall endeavor to accumulate scientific results for the benefit of the international maritime community; and
- that the members shall thereby contribute to the enhancement of Maritime Safety, Security and Environmental Protection.

The Association was created in 1999 by a group of maritime universities from across the world as a non-profit organization.

This Basic Agreement establishes the guiding principles, agreed to by the membership, and acts as the constitution of IAMU.

### **Article II-Vision**

The IAMU aims to be the global leader in maritime capacity building through networking and excellence in MET.

### **Article III-Mission**

The Mission of IAMU is:

- A. To create and maintain a global network of members dedicated to building human capacity in the maritime sector;
- B. To provide opportunities for developments in Global MET system through scientific and practical approach;
- C. To develop and support effective MET systems for passing on maritime skills and knowledge to future generations of global seafarers that ensure safety at sea, maritime security and the protection of the environment;
- D. To disseminate the results of research and scholarly work produced by IAMU members to interested parties; and
- E. To communicate with other maritime associations and the United Nations agencies such as the International Maritime Organization and the maritime industry to ensure that Human Elements and MET play the key priority role to supply industry with high quality professionals to promote safe, secure and efficient shipping on clean oceans.

### **Article IV-Activities**

The principal activities of IAMU are:

- A. To promote the cooperation of maritime universities across the world;
- B. To maintain communication and exchange between members, interested maritime industry players and international organizations;
- C. To represent IAMU to the International Maritime Organization (IMO).
- D. To execute research activities in MET and relevant fields;
- E. To disseminate the best MET practices, research outcomes, and innovations among members through publications, newsletters, and conferences; and
- F. To hold an Annual General Assembly

### **Article V - Membership**

The IAMU consists of a network of member maritime universities satisfying the following criteria:

- A. Maritime universities/academies/institutions/faculties (hereinafter "universities") that offer Bachelor degree or equivalent undergraduate MET programs and post-graduate Masters and/or Ph.D. programs related to maritime affairs are qualified for application to become members.
- B. On an exceptional basis, the IAMU can admit to membership a maritime university without post-graduate courses.
- C. Special membership can be offered to a Party which is not a maritime university, but it is qualified for membership because its contribution is considered highly significant.
- D. The Nippon Foundation is a permanent special member of the IAMU.

- E. The World Maritime University is a special and significant member of the IAMU. WMU's status as a special member is subject to review every four year in effect as of 1 April 2012.
- F. Associate membership can be offered for a specified term to maritime organizations, associations and companies deemed to be highly significant to IAMU activities. Such associate members will be entitled to attend the Annual General Assembly.
- G. Membership may be terminated:
  - 1. When a member university's academic program changes and no longer meets membership criteria specified in this Article;
  - 2. When a member university is delinquent in the payment of the annual membership fee for two consecutive years.
  - 3. When a member university voluntarily resigns;
  - 4. When there is just cause
- H. Representation:
  - 1. Member universities of IAMU are represented by the President, Rector, Principal, Vice Chancellor or Dean of a maritime faculty (hereinafter "President").
  - 2. If the President is unable to attend a Board, Committee meeting or the Annual General Assembly, then he/she may designate a senior level staff from his/her university as the official representative. The proxy, including the full name and title of the designated representative, shall be duly signed by the President, and be deposited at Secretariat not less than forty-eight hours before the meeting.
  - 3. The proxy representative is to have full authority to vote on behalf of the member university.

### **Article VI – Organization and Governance**

IAMU is to have an Honorary Chair, a Chair, an International Executive Board, Standing Committees, an Executive Director, an Annual General Assembly, and may have Honorary Fellows.

- A. Honorary Chair:  
The Chairman of The Nippon Foundation shall be the Honorary Chair of IAMU.
- B. Chair:  
The Chair shall be the President of a member university and responsible for the overall management of IAMU and for carrying out the decisions made by the International Executive Board and/or general membership as determined at the Annual General Assembly.
- C. International Executive Board:  
The International Executive Board (IEB) is the primary decision-making body of the IAMU, except for matters under the purview of the Annual General Assembly.
- D. Standing Committees of the IEB:  
Standing committees may be established to perform regular and ongoing business and/or activities of the IAMU.
- E. Executive Director:  
The Executive Director, heading a Secretariat, is the chief administrative officer of IAMU and seconded to IAMU by The Sasakawa Peace Foundation (SPF) in Tokyo, Japan.

F. Annual General Assembly:

There shall be an Annual General Assembly to review activities of IAMU, approve IAMU policies, programs, and budget as recommended by the IEB, to biannually ratify the members of the IEB and the Chair, and to promote collaborative networking among members.

G. Honorary Fellows:

The distinction of Honorary Fellow may be awarded to distinguished persons from IAMU member universities or from the international maritime community. Nomination for an Honorary Fellow may be made by any IAMU member university for consideration and approval by the International Executive Board.

### **Article VII - Finance and Accounting**

The IAMU has two major financial sources:

- The Nippon Foundation for annual operation grant; and
- contribution from the membership fees.

The main purpose of financial support by the Nippon Foundation is to promote academic studies, development programs and practical activities worthy of IAMU which involve collaboration among the members and enhance exchanges among the members at all levels. All members make 'in-kind' contributions of resources to IAMU activities. The operation and the account shall be audited every fiscal year. The fiscal year of the Association is from 1 April to 31 March.

### **Article VIII Language**

The working language of the IAMU shall be English.

### **Article IX Amendment**

Amendment of the Basic Agreement shall be agreed upon by the International Executive Board (IEB) and may be proposed by a member university to the IEB for endorsement. Amendments require acknowledgment by IEB and subsequent ratification by two-thirds affirmative votes of all the IAMU voting members at the Annual General Assembly under presence of quorum.

# **Annex**

(Annex to the BA 5<sup>th</sup> Amendment)

## **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 group 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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