

**CONSTITUTION OF
ASSOCIATION OF QUALITY ASSURANCE AGENCIES OF THE ISLAMIC WORLD**

**[AS ADOPTED BY THE AQAAIW EXTRAORDINARY ROUNDTABLE MEETING
4 MAY 2011, DUMAN HOTEL, ASTANA, KAZAKHSTAN]**

I. NAME AND NATURE

1. An organization is established under the name of Association of Quality Assurance Agencies of the Islamic World. Its acronym shall be AQAAIW.
2. AQAAIW intends to operate as an association of quality assurance agencies and authorities responsible for quality assurance of higher education in the countries of the Islamic World.
3. AQAAIW is an independent, non-governmental and non-profit-making organization.

II. PURPOSE

4. The purpose of AQAAIW is to promote and enhance quality higher education in the countries of the Islamic World.

III. GOALS

5. The goals of AQAAIW are:
 - i. to enhance the capacity of quality assurance agencies in countries of the Islamic World;
 - ii. to facilitate collaboration and exchanges of best practices, experiences and expertise among quality assurance agencies of countries of the Islamic World; and
 - iii. to encourage cooperation with regional and international quality assurance organizations.

IV. METHODS

6. AQAAIW achieves its purpose and goals through a range of methods, including:
 - i. promoting a common core of quality assurance principles and standards that would guide higher education provisions in the countries of the Islamic World;
 - ii. facilitating training and disseminating knowledge and information;

- iii. fostering transnational research and development on quality assurance in higher education;
- iv. providing quality assurance expertise and consultancy services to assist establishment of quality assurance agencies;
- v. developing collaboration with other organizations that promote quality in higher education; and
- vi. other appropriate means as determined by the Roundtable and/or the Executive Board.

V. MEMBERSHIP

Types

7. AQAIIW opens its membership into two categories as follows:
 - i. **Full Members** of AQAIIW are the national external quality assurance agencies or authorities responsible for external quality assurance of higher education in the countries of the Islamic World or any other organizations as determined by the Executive Board.
 - ii. **Associate Members** are other organizations in the countries of the Islamic World with a major interest and active involvement in evaluation, accreditation, quality assurance or quality promotion in higher education as determined by the Executive Board.

Procedures

8. The procedures for admission are the Secretariat verifies that the request for membership status complies with the conditions set by the Constitution and forwards it to the Executive Board for decision.

Rights and Responsibilities

9. Only Full Members are eligible to participate in the governance and administration of AQAIIW.
10. All members may:
 - i. benefit from AQAIIW's activities; and
 - ii. exercise their rights according to this Constitution.
11. All members are obliged to:
 - i. abide by this Constitution;
 - ii. collaborate in the attainment of AQAIIW's purposes;
 - iii. comply with decisions and resolutions of the governing bodies of AQAIIW; and

- iv. remit, in due time, fees or any other contributions determined in accordance with this Constitution.
12. Membership is withdrawn if the member:
- i. does not fulfil the obligations set out in this Constitution;
 - ii. fails to maintain the conditions that allowed its initial admission; or
 - iii. acts in AQAAIW's name without prior authorization of the AQAAIW Executive Board.
13. All members will be listed in the register of membership.
14. All members may, upon request to the Executive Secretary, view any records and relevant documents of AQAAIW provided that they peruse the documents in person.
15. Notwithstanding anything in this Constitution, no member organization shall be expected, by virtue of its membership of the Association, to do anything contrary to the rules and requirements of the organization.

VI. FINANCE

16. Funding for AQAAIW is derived from:
- i. membership fees as determined by the Roundtable; and
 - ii. grants, donations, fees and levy charges for its products and services or other earnings as determined by the Executive Board.
17. The assets and income of AQAAIW shall be applied solely in furtherance of its above-mentioned purpose and goals, and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered, or expenses incurred on behalf of the organization.
18. The financial year of AQAAIW shall be from 1 January to 31 December each year.
19. AQAAIW's financial statements shall be audited and be published in the Annual Report.

VII. GOVERNING BODIES

20. The governing bodies and authorities of AQAAIW shall be the Roundtable and the Executive Board.

VIII. THE ROUNDTABLE

21. The Roundtable is composed of Members of AQAAIW, each represented by one nominated person.
22. The Roundtable shall meet at least once every two years, and notice of the meeting shall be given at least 30 days in advance.
23. All notices of motion shall be given at least 30 days in advance.
24. At least half plus one of the Full Members present at an in-person meeting of the Roundtable shall constitute a quorum for the meeting.
25. Only Full Members are entitled to vote at the Roundtable and may vote by proxy using an Appointment of Proxy form.
26. Election for the Executive Board members is held according to procedures agreed by the Roundtable.
27. The responsibilities of the Roundtable are to:
 - i. elect the President, Vice-President and seven other members of the Executive Board, subject to Section IX Clause [33];
 - ii. consider for approval of reports from the Executive Board;
 - iii. consider for approval of AQAAIW 's annual financial statements;
 - iv. make decisions necessary for the satisfactory operation of AQAAIW; and
 - v. exclude, on the recommendation of the Executive Board, any member who disregards the Constitution.
28. Meetings of the Roundtable shall be conducted by the President (or in the President's absence the Vice-President, or in the Vice-President's absence, by a Chair elected by the Roundtable for the purpose) and in accordance with accepted meeting procedures.
29. The decisions of the Roundtable shall be adopted by a simple majority vote of participating Full Members.
30. Amendments to the AQAAIW Constitution will require a three-quarters majority vote of all Full Members.
31. At least 30 days notice will be given of any resolution to amend the Constitution.

IX. THE EXECUTIVE BOARD

32. The Executive Board of AQAAIW consists of the President, Vice-President, and a maximum of seven other elected members.
33. The Executive Board is elected by the Roundtable for a two-year period. Re-election is permitted for a maximum of two successive terms.
34. The role of the Executive Board is to:
 - i. actively pursue the purpose and goals provided for in this Constitution;
 - ii. implement the decisions of the Roundtable; and
 - iii. set up Standing Committees.
35. The Executive Board shall meet in person not less than once a year. Each meeting shall be conducted by the President (or in the President's absence, by the Vice-President) and in accordance with accepted meeting procedures. At least half plus one of the members of the Executive Board constitute a quorum.
36. The responsibilities of the President are to:
 - i. appoint the Executive Secretary and establish the Secretariat with the approval of the Executive Board;
 - ii. actively represent AQAAIW;
 - iii. chair the Roundtable and the Executive Board meetings; and
 - iv. liaise on behalf of AQAAIW with other organizations.
37. The responsibilities of the Vice-President are to:
 - i. deputize for the President;
 - ii. monitor the activities of the Standing Committees; and
 - iii. chair the AQAAIW Finance Committee.
38. The responsibilities of the Executive Secretary are to:
 - i. arrange for AQAAIW 's publications and website;
 - ii. prepare the Annual Reports;
 - iii. keep and maintain AQAAIW 's records (including the register of members);
 - iv. arrange and record the Roundtable and the Executive Board meetings;
 - v. collect fees and charges and receive funding and donations;
 - vi. maintain any necessary bank accounts and make payments as required;
 - vii. prepare AQAAIW's financial statements for presentation at the Roundtable; and
 - viii. carry out decisions of the Roundtable and the Executive Board.
39. All cheques, drafts and bills must be authorized by the Executive Secretary and one member of the Executive Board.

40. The members of the Executive Board will have custody of all relevant AQAAIW documents. In the event of an Executive Board member surrendering his position, all documents will be handed over to the Executive Secretary.
41. When an occasional vacancy occurs on the Executive Board, the Executive Board shall make an appointment to fill the vacancy for the remainder of the vacating Executive Board Member's term of office.

X. DISSOLUTION

42. AQAAIW may be dissolved by a three-quarters majority vote of all Full Members.

XI. DISPUTE RESOLUTION

43. Any disputes over the interpretation of this Constitution shall be resolved by simple majority vote at the Roundtable meeting.
44. Any grievance between AQAAIW and one of its members, or between one member and another member, shall be submitted in writing to the Secretariat and served on the member in question, and shall be presented to the Executive Board for discussion and addressed within 14 days after the grievance comes to the attention of all parties involved.
45. Failure by the parties to resolve the grievance in this time will result in a mediation meeting with a mutually agreed independent mediator, at a cost to the member organizations, and will be held within a further 14 days.
46. All parties must attempt to resolve the grievance at mediation.
47. Dispute resolution must allow for natural justice to be applied.