

Initially approved at the General Meeting of the International Test Commission, Munich, August, 1978. Subsequently amended by General Meetings in Edinburgh, July, 1982; Acapulco, September, 1984; Jerusalem, July, 1986; Kyoto, July, 1990; Madrid, July 1994, San Francisco, August 1998; Stockholm, July 2000; Athens, July 2006; Berlin, July 2008; and Hong Kong, 2010. Amended by Extraordinary General Meetings on 17 September 2011.

1. Name

The name of this association shall be the International Test Commission Inc., abbreviated ITC.

2. ITC Goals and Programs

2.1 ITC Goals

ITC shall facilitate exchanges of information among members and others; facilitate cooperation toward the solution of problems associated with test development and use; and in other ways explore issues related to the construction, distribution, and use of tests, scales, and other methods used to assess personal and group qualities.

2.2 ITC Programs

To achieve these goals, the ITC shall establish and promulgate guidelines governing test development and use, organize international meetings, foster discussions on test development and use, advance professional development in reference to test development and use, promote the publication of relevant information through the International Journal of Testing and other publications, stimulate international cooperation on research and other forms of scholarship in ways that promote scientifically and ethically sound testing practices, and consult with others on the development and use of tests.

3. Membership

3.1. Membership Classes

There shall be four membership categories: Full, Affiliate, Individual, and Observer members.

3.1.1 Full Membership

Full membership shall be open to psychological societies that are members of the International Union of Psychological Science or to organizations whose application is endorsed by a national society that is a member of the International Union of Psychological Science and are working toward goals consistent with those of the ITC. Full membership is reserved for one society per country.

3.1.2 IUPsyS-affiliated Societies

A psychological society that is a member of the International Union of Psychological Science shall be admitted to Full membership on receipt of a completed membership application form and payment of membership dues.

3.1.3 Affiliate Membership

Affiliate membership shall be open to organizations and associations of qualified professionals who are working toward goals consistent with those of the ITC.

3.1.4 Individual Membership

Individual membership shall be open to individuals who are working toward goals consistent with those of the ITC.

3.1.5 Observer Membership

Observer membership shall be open to Full and Affiliate members for whom Council has waived membership dues. Observer members shall be ineligible to propose agenda items or to vote.

3.2 Membership Admissions and Termination

3.2.1 Admission of Full and Affiliate Members

The Secretary shall receive and review each Full and Affiliate membership application and in consultation with the Executive Committee decide whether the application is approved. After an application is approved and payment has been received the name of the applicant shall be recorded as an ITC member.

3.2.2 Admission of Individual Members

Admission of Individual membership is contingent upon receipt of an application form, and membership dues. Individuals attending an ITC conference and paying registration fees shall become Individual members of the ITC for two consecutive years following the year of the conference they attended.

3.2.3 Termination Due to Failure to Pay Yearly Dues

Membership shall terminate when a member's dues remain unpaid as of April 1 of the year to which the dues relate.

3.2.4 Termination Due To Other Conditions

Membership for a Full, Affiliate, or Observer member shall be terminated when the member no longer is recognized by the association(s) of psychologists in its country or when an Affiliate member's activities are censured by the national organization(s) of psychologists in the country or countries in which it operates.

4. Dues

4.1 Yearly Dues

Members shall be assessed yearly dues. Members shall receive notice at least twelve months in advance of changes in membership dues. Dues invoices shall be sent to members in the October preceding the year to which they relate.

4.2 Membership Dues

The Executive Committee proposes on the advice of the Treasurer and the Council dues for each of the three paying membership categories. Dues for Full and Affiliate members shall be based on each organization's size and level of international activity.

4.3 Dues Exemptions

Council may exempt a member's dues.

5. General Meeting (Also see article 6 in the By-laws.)

5.1 Meetings

5.1.1 A General Meeting of the members shall be held every second calendar year. Normally, this will be held in conjunction with the biennial ITC conference.

5.1.2 Extraordinary General Meetings can be held to deal with specific items of business where Council deems this to be necessary. The conditions relating to such meetings shall be as stated in the By-laws.

5.2 General Meeting's Authority

Unless otherwise stated in the Constitution and By-laws, authority on all matters concerning the ITC rests with decisions made at the General Meeting. Prior to the General Meetings, each Full and Affiliate member shall designate one official representative with the right to vote on that member's behalf. A simple majority of all eligible votes shall prevail at the General Meeting except when specifically stated otherwise in the Constitution.

5.2.1 General Meeting Voting Rights for Full and Affiliate Members

Representatives of Full and Affiliate member organizations shall have the right to vote at General Meetings and to place items on the proposed agenda of a General Meeting.

5.2.2 Number of General Meeting Votes for Full and Affiliate Members

The representative of a Full member organization shall be eligible to cast two votes at General Meetings. The representative of an Affiliate member organization shall be eligible to cast one vote at General Meetings.

5.2.3 General Meeting Rights for Individual and Observer Members

Individual members shall have the right to attend and participate in General Meetings, and to propose agenda items, but are ineligible to vote at General Meetings. Observer members shall have the right to attend and participate in General Meetings, but may not propose agenda items, and are ineligible to vote at General Meetings.

5.2.4. Revisions to the Constitution and By-laws shall become applicable immediately after their adoption and thus shall be applicable to the activities of the Council meeting immediately following a General Meeting.

6. Administration

6.1 ITC Administrative Responsibility

The Executive Committee and, as authorized by the Executive Committee, members of Council shall assume administrative responsibility for ITC activities.

6.2 Number of Council Members

The Council shall consist of at least 5 and not more than 15 members. The method of their election to Council and terms of office shall be as stated in the By-laws (see article 2 in the By-laws). Council members include the following:

6.2.1 The Executive Committee, which consists of the President, President-elect, Secretary-General, and Treasurer;

6.2.2 Four Council members elected at the General Meeting;

6.2.3 Two ex-officio members, one of whom shall be appointed each by the International Association of Applied Psychology and the International Union of Psychological Science to serve as liaisons;

6.2.4 Three co-opted members elected by Council

6.2.5 An editor of the International Journal of Testing and Testing International.

6.2.6 From time to time the Council may invite others to sit as observers for part or all of a Council meeting. Observers shall be ineligible to vote on Council.

7. ITC Property and Income

7.1 Application of Revenue and Property

Revenue and property shall be used solely to support the goals of the ITC.

7.2 Reimbursement of Council Expenses

The Executive Committee may authorize the reimbursement of legitimate expenses by Council members and others. Reimbursement may include actual and direct costs associated with the provision of goods and/or services rendered to or on behalf of the ITC, out-of-pocket expenses incurred for and on behalf of the ITC, and rent for premises or goods let, lent, or hired by the ITC.

7.3 Executive Salaries Prohibited

None of the Executive Committee or Council members shall be salaried by the ITC.

8. Amendments

This Constitution shall be amended at a General Meeting by a two-thirds or more vote of support by Full and Affiliate members. The By-laws shall be amended at a General Meeting by a majority vote of support by Full and Affiliate members.

By-Laws

BL 1. Executive Committee Functions

BL 1.1 Presidential Duties

The President shall preside at General, Executive, and Council meetings; report on ITC activities during the period since the previous meeting; distribute a progress report biennially to all members on issues important to the ITC, including its activities and plans; and perform other duties that generally are the responsibility of the chief executive officer of a professional association.

BL 1.2 President-elect Duties

The President-elect shall assume the office of President if the President resigns, his/her term expires, or he/she is unable to discharge his or her duties for other reasons. The President-elect shall serve for the President, Secretary-General, or Treasurer when they are absent temporarily; assume special projects as appropriate; and assist the President in various duties.

BL 1.3 Treasurer Duties

The Treasurer is responsible for the organization's financial matters. The Treasurer shall submit a draft budget to the Council for approval.

BL 1.4 Secretary-General Duties

The Secretary-General is responsible for the management and recording of meetings and for communications with members.

BL 2. Nominations and Elections

BL 2.1. Members shall be notified of executive positions on Council for which nominations will be solicited. This notification shall be sent by the Secretary-General to all members at least 60 days preceding that election. Those nominated shall agree in writing to be nominated and shall be endorsed in writing by two or more Council members. These documents shall be sent to the Secretary-General.

BL 2.2 Persons nominated to and standing for election or appointment to the Executive Committee or Council, including ITC officers, shall be ITC members. They may be self-nominated or nominated by other ITC members. Each candidate for office is responsible for sending a statement that acknowledges his or her willingness to be nominated, commitment to serve if elected, and a summary of qualifications to the Secretary-

General at least 30 days prior to the General Meeting. Elections shall occur at the General Meeting.

BL 2.3. When an office on the Executive Committee is vacated before the natural end of term of its incumbency, the President shall inform all Council members of the vacancy. Council members shall be encouraged to submit a self-nomination in writing to fill the remaining time of the vacated post. If there is one self-nominee, that nominee shall be endorsed in writing by two or more Council members. These documents shall be sent to the President. The Executive Committee shall ratify and announce the appointment following a majority vote of the Council members. If there is more than one self-nominee, each shall be endorsed in writing by two or more Council members. These documents shall be sent to the President. The Executive Committee shall ratify and announce the appointment following a majority vote of Council members.

BL 2.4. To be eligible, nominees for President-elect, Secretary-General, and Treasurer must have been members of Council for at least two years prior to their election or appointment to office.

BL 3. Executive Committee Terms of Office and Election.

BL 3.1 Executive Committee Elections

The President-elect, Secretary-General, and Treasurer shall be elected at a General Meeting.

BL 3.1.1 President-Elect

The President-Elect shall hold this office for a two-year term and, at the end of this term, assume the office of President for an additional two-year term. The two terms run consecutively.

BL 3.1.2 President

The President shall hold this office for a two-year term. The President may not hold the offices of President-elect and President concurrently.

BL 3.1.3 Secretary-General and Treasurer

The Secretary-General and Treasurer shall each serve a two-year term. Each shall be eligible for re-election at the end of their terms for a maximum of four consecutive two-year terms of office

BL 4. Council

BL 4.1 Council Elections and Terms of Office

Four members elected to Council at the General Meeting shall hold office for the following four-years.

BL 4.2 Co-opted Member Elections

Three co-opted members elected by Council shall hold office for the following four years.

BL 4.3 Filling Executive Committee Vacancies

If a vacancy occurs during a term of office, the Executive Committee shall appoint a Council Member to the vacant Executive office. The appointment shall be valid until the next General Meeting at which time an election shall be held.

BL 5. Council Functions

BL 5.1 Council Member Meeting Attendance

Council Members shall attend Council and General meetings and assume responsibilities and activities to further the goals of the ITC.

BL 5.2 Council Votes

Each Council member has one vote. Issues that require a vote by Council shall be approved by a majority vote. Observers do not have a vote. Where more than one person fills a position on Council, as may happen with joint editorship of the IJT, only one vote is assigned to the position.

BL 5.3 Editorial Authorizations

The ITC supports the publication of the International Journal of Testing, ITC's official journal, and Testing International, ITC's newsletter. One copy of each publication shall be made available to each ITC member.

BL 5.4 Editorial Appointments

The editors of the International Journal of Testing as well as Testing International shall be appointed following their approval by the Council. Associate editors of the International Journal of Testing shall be selected and appointed by the editor or co-editors following consultation with members of Council.

BL 6. General Meeting

BL 6.1 Preparations for the General Meeting

The Secretary-General shall prepare a proposed agenda with the advice of the Council.

BL 6.1.1 The Secretary-General shall send a notice announcing the meeting and the proposed agenda to all members at least 90 days prior to the meeting. If an election is to be held, the Secretary shall also invite nominations 90 days prior to the meeting.

BL 6.1.2 Nominations must be received by the Secretary-General at least 40 days before the meeting.

BL 6.1.3 A written request from a member to include an item on the agenda received at least 40 days prior to the meeting shall be honored.

BL 6.1.4 Statements from all candidates for election together with the agenda shall be distributed to all voting members 30 days in advance of the meeting.

BL 6.1.5 The Executive Committee, upon majority vote of Council, may add items to the proposed agenda any time prior to the General Meeting.

BL 6.2 Full and Affiliate Member Preparation to Vote at the General Meeting

Persons may vote at a General Meeting on behalf of a Full or Affiliate Member only after submitting documents prior to or at that meeting to the Secretary-General that verify they are officially designated to vote on behalf of a member at that meeting.

BL 6.3 Voting Rights Contingent on Current Dues Payment

Members shall be eligible to vote only if they have paid their dues for the year in which the vote is taken.

BL 6.4 Granting a Voting Proxy

Those with voting privileges who are unable to attend the General Meeting may indicate in writing that they are assigning their voting proxy to the ITC Secretary-General or designate another person. A proxy allows the grantee to vote on the grantor's behalf on one or all issues before the General Meeting. This authorization contributes to the numbers needed to establish a quorum.

BL 6.5 Establishing a Quorum

At a General Meeting, the presence of or proxies from 30% or more of the voting members whose dues have been paid for the current calendar year shall constitute a quorum. Where a meeting is held virtually, a vote is quorate if 30% or more of the eligible voting members cast votes.

BL 6.6 Extraordinary General Meetings (EGM)

BL 6.6.1 Council can call an extraordinary General Meeting by majority vote. Following this, the Secretary-General shall notify members in good standing of the meeting venue and the agenda item or items at least 60 days prior to the proposed date of the meeting. Such meeting may be held virtually where it is impractical to arrange a face-to-face meeting.

BL 6.6.2 Voting members in good standing may also be requested to vote on matters relating to changes in the Constitution or the By-laws proposed by Council. The Secretary-General shall provide 30 days notice of such requests and votes can be carried

out virtually, with email voting or by post. As for biennial meetings, only eligible members may vote and the quorum shall be as defined in By-law 6.5.

BL 6.7 Minutes of a General Meeting

At the start of each General Meeting, a representative of the Full members and a representative of the Affiliate members shall be appointed to verify the Minutes along with the incoming Executive Committee of Council. A draft copy of the Minutes shall be sent by the Secretary-General to the Council and to the two verifiers no later than 30 days after the close of the meeting, and then a further 30 days provided for notification of amendments. The Executive Committee and the two verifiers will then approve the (amended, if required) minutes, and copies sent to all ITC members within 90 days of the end of the meeting.

BL 7. Nature of the Corporation

The ITC shall be a not-for-profit non-stock corporation. No dividends shall be declared or paid to the members thereof. The ITC is not organized for a pecuniary profit. No part of its earnings shall inure to the benefit of any member or other individual.

BL 8. Distribution of Assets upon Dissolution

In the event of its dissolution, the residual assets of the ITC shall be distributed to one or more organizations that themselves are exempt as organizations described in Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954 or corresponding sections of any prior or future law; to the federal, state, or local government for exclusive public purpose; or to other not-for-profit professional associations whose goals are consistent with those of the ITC.

BL 9. Duration

The ITC shall strive to exist in perpetuity.

Current Version: 17 September 2011