

## **Annex I: Technical Coordinators/Editors**

Executive Secretariat: Barbara Herrmann

Treasurer: Barbara Herrmann

Intranet Coordinator: Jack Mathews

Newsletter Coordinator: Ken Potthoff

Journal Editor: Davison Mupinga

Professional Micro Grant Program: Janette Daines

Awards Coordinator(s): Christopher Parkin and Jim Daines

Financial Counter Signing (with Treasurer): Jeanette Daines

## Annex II : IVETA Conference Guideline Template

**Objective of the Guidelines:** to provide proposal development assistance to agencies and institutions that wish to enter into a partnership with IVETA to organize vocational/technical education conferences or seminars.

**Use of Guidelines by Institutions Wishing to Partner with IVETA:** Institutions that wish to enter a partnership with IVETA to host a conference or seminar *must provide IVETA with the information requested in these guidelines prior to initiating any promotional activities that include mention of IVETA acting as a co-sponsor or co-host of a local, national, regional, or international event.* Prior to completing the full template, institutions may send IVETA a brief letter of intent outlining their general plans to determine if their concept will be considered by IVETA. However, it is emphasized again that the guideline template must be fully completed and agreed with IVETA before the institution involved does any event planning and promotion.

**IVETA review and approval process:** IVETA will review written proposals, which must be submitted in electronic form to the President of IVETA. IVETA will respond within 30 days to any proposal and will indicate: (a) if the proposal meets minimum IVETA requirements and planning/promotion can proceed, or (b) the proposal does not meet minimum requirements and additional clarification is needed on some items before planning/promotion can proceed, or (c) the proposal is not accepted by IVETA. The IVETA President may delegate review and approval of a proposal to the IVETA Regional Vice President, but all regional (i.e., multi-country) and international events must receive the review and approval of the IVETA President and Executive Committee. It is understood that some items in the following template may not apply in a specific local situation, and if so the proposal should indicate the reason why.

**IVETA Mission and Membership:** Any institution wishing to partner with IVETA to host or co-sponsor an event must subscribe to the mission of IVETA, as stated in the Constitution, *and be an institutional member of IVETA at the time the proposal is submitted.*

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**Name of Institution making Proposal** (include background information such as an annual report or Web Page):

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**Address of Institution** (i.e., mail, phone, fax, electronic mail, web page):

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**Name and address of Institutional Contact person** (i.e., name, title, email, phone, fax, electronic mail)

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| # | IVETA Guideline   | Conference Host Approach and Response |
|---|---|---------------------------------------|
| 1 | <b>Conference Theme:</b> The theme should focus on one and not more than two major current issues in VET, such as governance, |                                       |

|   |  |  |
|---|--|--|
|   | administration, finance, delivery including different levels of VET, evaluation, teacher training, ICT, lifelong learning, poverty alleviation, linkage with general education, etc.)  |  |
| 2 | <b>Sub-Topics:</b> List sub-topics directly linked to the theme  |  |
| 3 | <b>Dates:</b> List two to three days (maximum) for the conference, plus before and after conference cultural events or study tours, which may be optional for participants.  |  |
| 4 | <b>Venue:</b> Country. City, etc.  |  |
| 5 | <b>Participants:</b> Specify if the conference or seminar will be national, regional (i.e. multi-country), or international in scope. If the event is regional or international how will the host institution work with IVETA to ensure broad participation. |  |

| #  | IVETA Guideline  | Conference Host Approach and Response |
|----|--|---------------------------------------|
| 6  | <p><b>Format/program:</b> The format of the conference should emphasize: (a) participation of the largest number of participants possible (i.e., use of short panel presentations), (b) identify carefully selected keynote speakers, and (c) ensure that at least one third of all sessions is allocated for audience questions and discussion<sup>2</sup>.</p>           |                                       |
| 7  | <p><b>Language:</b> The conference should be operated in at least two languages, English and one other selected by the host institutions.</p>  |                                       |
| 8  | <p><b>Organizing Committee:</b> The host institution will develop an organizing committee to support design and implementation of the event. This committee must include one member of the IVETA Executive Committee who will be assigned by the IVETA President. The host institution will identify a secretariat to support communication between committee members.</p> |                                       |
| 9. | <p><b>Initial Conference Promotional Materials and Program:</b> These must be developed, reviewed, and agreed with IVETA a minimum of 6 months before the conference for international, 5 months for regional, and 3 months for national conferences.</p>  |                                       |
|    |  |                                       |

<sup>2</sup> A rough first draft should be attached when the template is sent to IVETA for review.

| #  | IVETA Guideline   | Conference Host Approach and Response |
|----|---|---------------------------------------|
| 10 | <p><b>Conference Registration:</b> Detailed conference registration materials, ready for mailing to potential participants and placing on Conference Web Sites, must be completed and approved by IVETA and ready for use 5 months in advance of the conference for international, 4 months for regional, and 2 months for national conferences. A "package" approach to registration (e.g., registration, housing, and special conference events) should be developed with one total amount/payment.</p> |                                       |
| 11 | <p><b>IVETA Membership:</b> Registration materials should offer the non-members the opportunity to join IVETA and get a lower rate. For example if Registration is US\$300 for IVETA members, it could be \$375 for non-members. The organizer will supply the IVETA Executive Secretariat with the list of individuals, their membership forms, and \$50 for each participant joining IVETA.</p>   |                                       |
| 12 | <p><b>Record of Conference Participants:</b> At the conclusion of the conference, the host institution would transfer to the IVETA Executive Secretariat the mailing, fax, and e-mail addresses of the conference registrants, and new member funds described above.</p>  |                                       |
| 13 | <p><b>Conference Presentations:</b> All participants who offer to, and make a presentation, must provide the host institution with a written and electronic copy of their presentation and related AV materials (i.e. power point, transparencies) a minimum of 10 days before the event.</p>   |                                       |

| #  | <b>IVETA Guideline</b>   | <b>Conference Host Approach and Response</b> |
|----|--|--|
| 14 | <b>IVETA Representation:</b> The host institution will waive the registration fee and provide round-trip economy airfare, hotel, and per diem expenses for up to five official IVETA representatives (selected from the Executive Committee, including the Executive Secretariat and designated by the Association's President) The number will vary depending if the event is national, regional, or international in scope). |  |
| 15 | <b>Guest Program and Cultural Events:</b> The host country will organize cultural events for participants and spouses of participants. It is understood that some of these may be an integral part of the Conference program, while others may be scheduled before and after the Conference, be optional, and available at additional cost to participants.  |  |
| 16 | <b>Conference Secretariat:</b> The host institution will provide office/support services, including secretarial, printing, communications, translators, and audio-visual equipment needed to assist presentations.   |  |
| 17 | <b>Venue:</b> provide a conference site and participant lodging at the same location or within close proximity;  |  |

| #  | IVETA Guideline   | Conference Host Approach and Response |
|----|---|---------------------------------------|
| 18 | <p><b>Conference Budget and Finance:</b> The host institution will define a budget for the conference, identify sources of financing (i.e. host contribution, sponsors, participant fees) and provide IVETA with a summary of income and expenditure within 90 days after completion of the event. Note that IVETA does not have funds to finance the implementation of events.</p>           |                                       |
| 19 | <p><b>Promotion and Media Coverage:</b> IVETA will promote the event via its newsletter and web site and by its network of vice presidents and members. The host country is responsible for developing hard copy and electronic registration and promotional materials and corresponding with potential participants. The host institution should organize media coverage as appropriate.</p> |                                       |
| 20 | <p><b>Exhibition:</b> Facilities should be available to allow and encourage displays of VET software and hardware by public and private agencies and vendors. (Note that a small fee could be charged to offset any additional costs incurred.)</p>   |                                       |
| 21 | <p><b>Emergencies:</b> The host institution will make arrangements for emergency medical services as may be required by the participants.</p>   |                                       |

**Annex III:**

**REQUEST FOR PROPOSALS (RFP) FOR THE IVETA  
PROFESSIONAL MICRO-GRANT PROGRAM (PMGP)**

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*This package is designed to be forwarded to IVETA members from developing countries who express interested in making application for PMGP funds.*

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## 1. Criteria for the PMGP

Overall Goal of the PMGP: To assist VET practitioners and students expand and obtain knowledge of best practice in VET, and disseminate this knowledge to the international VET community.

Eligibility for PMGP Grants: Any IVETA member from a developing country, defined as a qualified borrower from the World Bank, who is a member of IVETA in good standing at the time of application for a grant is eligible to make a proposal. IVETA institutional members are not eligible for PMGP financing, nor are individual IVETA members from developed countries

Activities Eligible for PMGP financing : Activities should focus on development, adaptation, and dissemination of new techniques for VET including, but not limited to: (a) administration, management, financing, and planning of VET; (b) occupational and training standards and assessment; (c) VET curricula design and implementation, (d) evaluation of economic and social impact of VET; (e) teacher and management training; (f) career guidance and counseling; (g) VET's role in lifelong learning; etc. and can address different levels of VET (i.e., secondary, post-secondary, adult). *Note that selected high priority and successful PMGP projects may be eligible for follow-up dissemination grants (i.e., to support travel to an IVETA annual or regional conference where the results of the project may be presented). Financing for initial dissemination (i.e., final reports, etc.) must be included in initial grant applications. However, follow-up dissemination activities (i.e. travel to IVETA Conferences) should not, repeat not, be included in initial proposals as IVETA would want to evaluate the results of initial work before committing itself to financing additional dissemination activities.*

Costs Eligible for PMGP Financing: PMGP grants can be used to finance the costs of: (a) personnel (i.e. short-term consultant costs (limited to a maximum of 25% of total grant); (b) consumable materials and non-durable goods (i.e., goods not normal placed on inventory); (c) communications; (d) travel and per diem (maximum is local government rates for local travel, and UN rates for international travel); and (e) short term rental or lease of equipment (limited to 25% of total grant). Note that salaries for individual IVETA members making PMGP proposal are explicitly **excluded** from PMGP financing, as it is expected that all PMGP proposals will show an substantial amount of local matching funds for the proposed project (i.e., local salaries of personnel involved in implementing the proposal).

Size of PMGP Grants: The IVETA PMGP has limited funds, and the PMGP is explicitly a micro-grant program that is designed to facilitate/expand, and not supplant, ongoing activities and disseminate them to the broader VET audience. As such it is anticipated that most grants will average less than US\$2,000 at the outset.

## 2. Process for Application and Use of PMGP Funds

- Awareness: Eligible IVETA members become aware of the PMGP via the IVETA newsletter, WEB page, and conferences.
- Proposal Development: Eligible IVETA members may apply at any time using the Standards PMGP Request for Proposal (RFP) contained in this document. Proposals that do not follow the RFP will be rejected. Proposals for a PMGP Grant must be submitted to the Chairperson of the IVETA Institutional Development and Research Committee (PMGPC) following the format in this RFP. Name and address of the PMGPC Chairperson is as follows: Dr. Janette Daines. E-Mail [dainesjr@msn.com](mailto:dainesjr@msn.com)
- Evaluation of Proposals: The Professional Micro-Grant Program Committee (PMGPC) of IVETA evaluates proposals, using criteria contained in this RFP, and prepares recommendations for financing and contracts for the IVETA President. IVETA Regional Vice Presidents would, as ad hoc members of the PMGPC, be asked to evaluate proposals from their region and assist in monitoring implementation as possible. There is no deadline for submission of proposals, and proposals will be on a semi-annual basis (i.e. May and November) and rated according to the rating sheet in the RFP. Proposals not meeting minimum scores (60 points) will be rejected. All accepted proposals may not be financed due to lack of PMGP funds. If the number of accepted proposals exceeds the funds available the highest scoring proposals will be financed first. All accepted proposals will be retained and considered for funding for up to one year from date of evaluation, at which time the proposal must be resubmitted by the proposer for further consideration.
- Contracting: Grantees must sign the Contract included in the RFP. Disbursement will be in US Dollars, and in tranches as defined in the Contract. Normally a mobilization payment of up to 50% of the Grant will be provided to Grantees, and subsequent disbursements will be based on receipt of agreed products and invoices. Final payments (10% of total Grant) will only be made on receipt of the final report on the project, in English, as defined in the Contract. After approval of the Contract an original copy is to be provided to the Executive Secretariat including information for transfer of funds (i.e., bank routing and account numbers) to the Grantee.
- Monitoring and Evaluation: All Grantees would provide regular reports as defined in the Contract, including a final report. All reports are to be in English and must be delivered in hardcopy and automated format (i.e., MS Word). Grantees would respond to annual written questionnaires about the administration of the PMGP and would make themselves available for on-site inspection by responsible IVETA members if this can be arranged.

## PMGP Application Form

*Three signed originals required  
Maximum length of proposal is 10 pages  
All proposals must be typed in English.  
An automated copy on disc must be included (MSWORD)  
Incomplete proposals will not be evaluated*

### A. **Technical Proposal**

1. Cover page

- Title of Proposed Project
- Name of IVETA Member
- Number of years of Membership in IVEA
- Address
- Phone
- Fax
- Electronic Mail address (required)
- Name of IVETA Regional Vice President

2. Rational and Background for the Proposal

3. Goal, Objective, and Activities of the Proposed Project  
(use the following format)

|                 |                                     |
|-----------------|-------------------------------------|
| 1. Objective #1 | Activity 1.1<br>Activity 1.2<br>Etc |
| 2. Objective #2 | Activity 2.1<br>Activity 2.2        |
| Etc.            | Etc,                                |

4. Products (reports) and Schedule for implementation of Objectives and Activities. *List deliverables, and schedule, of deliverables upon which disbursement of PMGP funds are to be based.*

5. Implementation Plan: *A brief description of how the project will be administratively implemented.*

6. Dissemination Plan: *A brief description of how the results of the project will be disseminated within the country and, as appropriate, to the region and international VET community. Do not duplicate information provided in the objectives and activities.*

**B. Financial Proposal**

The financial proposal must follow the model attached and should include costs to be reimbursed from the IVETA PMGP as well as local counterpart/matching funds. The latter can include “in-kind” support (i.e. salary of project director which will normally be the IVETA member submitting the proposal). Attach details of all project expenses as needed.

**PMGP Grant Request**

- 1. Personnel/consultant costs and fees \_\_\_\_\_
- 2. Consumable goods and non-durable materials \_\_\_\_\_
- 3. Communications \_\_\_\_\_
- 4. Equipment lease or rent \_\_\_\_\_
- 5. Travel and per diem \_\_\_\_\_
- Total Requested PMGP Grant** \_\_\_\_\_

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**Local Counterpart Funds Provided to the Project**

- 1. Personnel costs \_\_\_\_\_
- 2. Consumable goods and non-durable materials \_\_\_\_\_
- 3. Communications \_\_\_\_\_
- 4. Equipment lease or rent \_\_\_\_\_
- 5. Travel and per diem \_\_\_\_\_
- 6. Other \_\_\_\_\_
- Total Counterpart funds** -

**Total Project Cost**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Instructions for Budget Calculations**

1. **Personnel Costs:** This may include staff and collaborators salaries involved in the contract for the duration of the Project. The salaries will be budgeted according to the local market price of the services delivered and are to reflect the quality of the service delivered and other similar costs (maximum of 25% of PMGP budget request). Note, salary costs of Grantee (the IVETA member making the proposal) are excluded from PMGP financing but may show as counterpart funding,
2. **Consumable Materials and Non-durable supplies** (i.e., non-inventory objects, duration of use of under one year and consumables, normally necessary and used in project operation).
3. **Communications:** costs of fax, phone, mail, electronic mail that are invoiced to the project.
4. **Equipment lease or rent:** include only the costs used to implement the project. The PMGP does not finance the purchase of fixed assets (equipment). Maximum of 25% of PMGP budget request.
5. **Travel:** Travel and per diem for the project related to the transportation of personnel for the services contracted. Local government rates should be used for Local Travel; UN rates should be used for international travel,

#### 4. PMGP Proposal Evaluation Form

*(This form will be used by IVETA officers to evaluate proposals.)*

Note: The proposal(s) that meet minimum criteria, will be selected and may be negotiated depending on availability of PMGP funds. Each applicable evaluation category receives a grade from 0 (lowest) to 10 (highest). The minimum score for proposals to be accepted is 50.

**Proposal from:**

**Address:**

**Proposed Service:**

| <b>Evaluation Category</b>   | <b>Points</b> |
|--|---------------|
| <i>Conformity of Proposal with RFP format</i>                            |               |
| <i>Responsiveness of Proposal to General Goals of IVETA and the PMGP</i> |               |
| <i>Quality of technical proposal</i>                                     |               |
| <i>Experience of the applicant in the activity proposed</i>              |               |
| <i>Quality of Plan for Dissemination of Results of the Project</i>       |               |
| <i>Quality of Implementation Plan</i>                                    |               |
| <i>Amount of Local Counterpart Funds</i>                                 |               |
| <i>Creativity of Proposal</i>  |               |
| <b>Total Points of this Proposal</b>                                     |               |

**Evaluation Date:**

**Names of IVETA Professionals  
Responsible for Evaluation**

Accepted ( ) Rejected ( )

## 5. SAMPLE PMGP CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Grantee’s name]* (“the Grantee”) having his/her principal place of business at *[insert Grantee’s address]*, and IVETA having its principal office located at *[insert IVETA’s address]*.

WHEREAS, the Client wishes to have the IVETA fund a Professional Development Micro Grant

WHEREAS, the IVETA is willing to grant funds for PMGP,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Grantee shall perform the services specified in Annex A, “Proposal” which is made an integral part of this Contract (“the Services”).
  - (ii) The Grantee shall submit to the IVETA the reports in the form and within the time periods specified in Annex C, “Service Provider’s Reporting Obligations.”

**2. Term** The Grantee shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

**3. Payment** A. Ceiling

For Services rendered pursuant to Annex A, the IVETA shall pay the Grantee an amount not to exceed *[insert amount in US\$]* pursuant to Annex B have been established based on the understanding that it includes all of the Grantee's costs as well as any tax obligation that may be imposed on the Grantee.

B. Schedule of Payments

The schedule of payments is specified below:<sup>1</sup>

*[insert amount in US Dollars, maximum of 25% of total contract value)* mobilization payment on the IVETA’s Executive Secretariat’s receipt of a copy of this Contract signed by the Grantee;

Payments upon the IVETA's receipt of agreed products and invoices (less a prorated amount of the advance payment), as acceptable to the IVETA; and

*(Insert amount, 10% of total contract value)* final payment upon the IVETA's receipt of the final invoice and final project report, acceptable to the IVETA.

C. Payment Conditions

Payment shall be made in US Dollars, no later than 30 days following submission by the Grantee of invoices in duplicate to the Coordinator designated in paragraph 4 to the following Commercial Bank Account [*specify Grantee bank account*]

**4. Project Administration**

A. Coordinator.

The IVETA designates Mr./Ms. [*insert name*] as IVETA's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the IVETA and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex A "Technical Proposal," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph. 3.

**5. Performance Standards**

The Grantee undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Grantee shall promptly replace any personnel assigned under this Contract that the IVETA considers unsatisfactory.

**6. Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Grantee, that are financed by IVETA under this Contract shall jointly belong to and remain the property of both the IVETA and the Grantee. Copies of final reports to be sent to the Executive Secretariat for inclusion in the archives.

**7 Insurance**

The Grantee will be responsible for taking out any appropriate insurance coverage.

- 8. Assignment**            The Grantee shall not assign this Contract or sub-contract any portion of it without the IVETA's prior written consent.
- 9. Law Governing Contract and Language**            The Contract shall be governed by the laws of the United States, and the language of the Contract shall be English.
- 10. Dispute Resolution**            Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United States.

FOR THE IVETA

FOR THE GRANTEE

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**List of Grant Annexes**

- A. Agreed Technical Proposal**
- B. Agreed Financial Proposal**

## **ANNEX IV**

### **Current Membership Fees**

Student members USD 25

Individual members USD 50

Institutional members (for profit and not for profit) USD 300

Affiliate, non-dues paying organizations, may be agreed to by the Executive Committee in return for exchange of newsletters, publicity for each others products and services, and to encourage eventual full institutional membership in IVETA.

## Annex V. Robert's Rules of Order Summary

([www.managementhelp.org/boards/roberts.htm](http://www.managementhelp.org/boards/roberts.htm))

| About Motions                    | Purpose of Motion                                      | To Enact Motion  |
|----------------------------------|--|--|
| Main Motion                      | to take action on behalf of the body                   | debatable; requires majority vote                                |
| Adjourn                          | end the meeting  | not debatable; immediately voted upon and requires majority vote |
| Call for Orders of the Day       | Asks to stick to the agenda                            | not debatable; requires 1/3 majority to sustain                  |
| Call to Question                 | closes debate and forces vote                          | not debatable; requires 2/3's majority vote                      |
| Motion to Limit or Extend Debate | limits or extends debate                               | not debatable; requires 2/3's majority vote                      |
| Point of Order                   | is a question about the process or a particular motion | automatic if granted by Chair                                    |
| Point of Information             | to ask about the process or particular motion          | Automatic  |
| Motion to Rescind                | to change the results of a vote                        | requires 2/3's majority vote to reverse results of earlier vote  |
| Motion to Suspend the Rules      | suspend formal process for a short period              | debatable and requires 2/3's majority vote                       |

### About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

### About Voting

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.

## **Annex VI: Information on Incorporation and US Federal Tax Exemption**

### **ARTICLES OF INCORPORATION OF THE INTERNATIONAL VOCATIONAL EDUCATION AND TRAINING ASSOCIATION (IVETA)**

The undersigned incorporator, a natural person 18 years of age or older, in order to form a corporate entity under Minnesota Statutes, Chapter 317A, adopts the following articles of incorporation.

#### **ARTICLE I NAME/REGISTERED OFFICE**

The name of this corporation shall be:

INTERNATIONAL VOCATIONAL EDUCATION AND TRAINING ASSOCIATION

The corporation's registered office is located at:

168 East Sixth Street, #2605, St. Paul, MN 55101

#### **ARTICLE II PURPOSE**

This corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the corporation shall a) promote professional linkages among international vocational educators and trainers, b) serve as a forum for sharing vocational education and training problems and solutions worldwide, c) promote and assist in the development of vocational education and training as an international enterprise, and d) facilitate the worldwide dissemination of vocational education and training information. These purposes shall be accomplished through the publication of newsletters and/or a research journal, sponsorship of conferences, and cooperation with other organizations focused on vocational education development. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

#### **ARTICLE III LIMITATIONS**

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the corporation shall inure to any member of the corporation not qualifying as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, nor to any Director or officer of the corporation, nor to any other private persons, excepting solely such reasonable compensation that the corporation shall pay for services actually rendered to the corporation, or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the corporation.

2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

3. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended; and

4. The corporation shall not lend any of its assets to any officer or director of this corporation, or guarantee to any person the payment of a loan by an officer or director of this corporation.

## **ARTICLE IV DIRECTORS/MEMBERS**

The corporation shall have a voting membership, and may have classes of same (if any), as defined in the corporation's bylaws. The management and affairs of the corporation shall be at all times under the direction of a Board of Directors (which shall be called the Executive Committee), whose operations in governing the corporation shall be defined by statute and by the corporation's by-laws. No member or Director shall have any right, title, or interest in or to any property of the corporation. The corporation's first Executive Committee shall be comprised of the individuals who were elected, at the December 2000 annual business meeting of members, to be officers of the unincorporated International Vocational Education and Training Association (IVETA); the names and addresses of these individuals and their terms of office are listed on Schedule A (attached).

## **ARTICLE V DEBT OBLIGATIONS AND PERSONAL LIABILITY**

No member, officer or Director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall the property of those parties be subject to the payment of debts or obligations of this corporation, except to the extent that federal or State law shall mandate individual party responsibility for tax obligations or trustee-impres funds.

## **ARTICLE VI DISSOLUTION**

Upon the time of dissolution of the corporation, assets shall be distributed by the Executive Committee, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE VII INCORPORATOR**

The incorporator of this corporation is:

Jeanette R. Daines, IVETA President (2001-2002)

168 East Sixth Street, #2605, St. Paul MN 55101

Phone: 651/298-1104

The undersigned incorporator certifies both that she executes these Articles for the purposes herein stated, and that by such execution, she affirms the understanding that should any of the information in these Articles be intentionally or knowingly misstated, she is subject to the criminal penalties for perjury set forth in Minnesota Statutes 609.48 as if this document had been executed under oath.

(Jeanette R. Daines) signature (August 22, 2001) date

(Note: Document notarized by Colleen A. Houle, August 22, 2001; Certificate of Incorporation issued on August 24, 2001, Corporate Charter Number 1Y-111)

## Federal Tax Status, Advance and Final Rulings

INTERNAL REVENUE SERVICE  
P. O. BOX 2508 CINCINNATI,  
OH 45201

DEPARTMENT OF THE TREASURE

Date: SEP 27 2006

Employer Identification Number:

DLN<sup>201382</sup>

17053224752056

INTERNATIONAL VOCATIONAL EDUCATION  
AND TRAINING ASSOCIATION  
186 WEDGEWOOD DR  
MAHTOMEDI, MN 55115-2702

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number :

(877) 829-5500

Public Charity Status: 509(a)

(2)

Dear Applicant:

Our letter dated February 2002, stated you would be exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501 (c) (3) of the

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter, in your permanent records.

Sincerely yours,

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 '(DO/CG)