

Global Apprenticeship Network (GAN)

STATUTES

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Preamble

1. The Global Apprenticeship Network (GAN) is a global, business-driven alliance through which private sector companies, employer federations, international organizations and thought-leaders work together to promote sustainable workforce development through work-based learning (WBL), including apprenticeships. Our goal is to create an equitable future for all segments of the workforce and a sustainable talent pipeline for business by promoting work-based learning.
2. The GAN was established in 2013 by the International Organization of Employers (IOE), Business at OECD (BIAC), the International Labor Organization (ILO) and the Organization for Economic Co-operation and Development (OECD) in response to the G20 and B20 priorities of responding to the global youth unemployment crisis and the need for business to ensure skills for the future.
3. The GAN promotes and supports local GAN networks in the development and execution of activities relating to work-based learning, including apprenticeships. Each GAN network will sign a memorandum of understanding with GAN.

Article 1: Constitution

1. GAN is a non-profit association governed by the present statutes and by Articles 60 et seq. of the Swiss Civil Code. It is neutral politically, and non-denominational.
2. The headquarters of the GAN are in the Canton of Geneva, Switzerland.
3. The GAN shall remain in operation indefinitely.

Article 2: Objectives

1. The GAN aims to create an equitable future for all segments of the workforce and a sustainable talent pipeline for business by promoting work-based learning. To achieve this goal the GAN will act on a global stage to:
 - a. Provide visibility and recognition for companies actively engaged addressing the skills mismatch for all segments of the workforce through work-based learning programs including apprenticeships and create opportunities for B2B partnerships;
 - b. Facilitate the exchange of proven and promising approaches and knowledge on work-based learning from private sector companies, employers' federations, labor and education administrations, thought-leaders and game-changers
 - c. Elevate the status of apprentices and advocate for work-based learning and vocational training

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- d. Promote a smooth and rapid transition from school to work and contribute to remove obstacles to apprenticeship
 - e. Organize GAN local networks to promote work-based learning including apprenticeships within different national contexts, raise awareness at the local level, and influence public policies
 - f. Promote and connect different initiatives in the field of apprenticeships, internships and work-based training

Article 3: Membership

1. The GAN membership consists of entities (all three criteria must be fulfilled):
 - a. whose objectives are compatible with those of the GAN
 - b. who have made a demonstrable commitment to work based learning,
 - c. pay an annual member fee or make an agreed in-kind contribution to the work program
2. Members can be:
 - a. Companies, who may join as a board member or member
 - b. Organizations operating globally that are advocating for or implementing work-based learning programs
 - c. Organizations that host a GAN Network
 - d. GAN founding members International Organization of Employers (IOE), Business at OECD (BIAC), the International Labor Organization (ILO) and the Organization for Economic Co-operation and Development (OECD).
 - e. Employer Federations
3. All members agree to establish a Memorandum of Understanding and an Annual engagement plan with the GAN Secretariat
4. Requests to become a member must be addressed to the Management Board. The Management Board admits new members and informs the General Assembly accordingly.
5. Members shall be required to pay the annual membership fee as determined by the Management Board. A member who has not paid membership fees by the end of the year may be removed from membership of the GAN.

Article 4: Relations with other Organizations

1. In order to further the GAN work program, memorandum of understanding may be established between the GAN and other organizations
2. Establishment of relations should be reported to the Management Board.

Article 5: The Governing Bodies of the GAN

1. The GAN will have the following governing bodies:
 - a. General Council
 - b. Management Board
 - c. Executive Committee
 - d. Technical Committees as established by the Management Board
 - e. Auditors

Article 6: General Council

1. The General Council is the GAN's supreme decision-making body, tasked with oversight of the organization.
2. The General Council is composed of all the members, with each General Council member having one vote. Decisions are taken by majority. Any decision taken by the General Council shall be final and shall not be subject to appeal.
3. The General Council shall meet at least once a year.
4. The Management Board shall inform the General Council members in writing of the date of the General Assembly at least six weeks in advance. The notification, including the proposed agenda, shall be sent to each member at least 14 days prior to the date of the meeting.
5. Between meetings and in case of absence at meetings, decisions may be taken based on email ballots.
6. The General Council shall meet in an extraordinary session if called upon by the Chair, or the Executive Director acting on his behalf, or by one-fifth of the Members by written request to the Chair or the Executive Director.

Article 7: The Management Board

1. The GAN Management Board shall consist of:
 - a. Companies that are admitted as Board members
 - b. Senior officials from the founding members
 - c. Up to three representatives from Employer Federations or GAN Networks, as invited by the Board and confirmed by the General Council, for a renewable term of 2 years
2. For company members, only CEOs may be elected members of the Management Board and attend the Management Board meetings. Each CEO shall nominate:
 - a. a Substitute who may exceptionally attend Management Board Meeting

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- b. a Focal Point who is responsible for the day-to-day contact and liaison with the GAN.
 3. The General Council shall elect the Chair of the Management Board, a Vice-Chair, and the Treasurer. The Chair, Vice-Chair and the Treasurer shall be elected for a period of 2 years and may be re-elected. The Chair shall preside over the General Council and Management Board.
 4. The Executive Director shall be ex-officio without voting rights.
 5. The Management Board reserves the right to recommend to the General Council that previous Executive Directors be named Executive Director Emeritus. This will give rights to receiving documentation, attending meetings on the invitation of the Chair, but no voting rights.
 6. The Management Board shall appoint a Secretary among its members.
 7. The members of the Board act in a volunteer capacity and will not receive compensation. Travel costs and expenses associated with GAN activities are generally not reimbursed.
 8. The Management Board shall appoint an Executive Director who will be responsible for the delivery of the work program and the management of the Secretariat. The Executive Director shall be responsible to the General Council and Management Board and must enjoy their full confidence, failing which the Management Board shall have the authority to dismiss the Executive Director in accordance with the terms of his or her contract. The duties of the Executive Director will be as set out in their contract of employment.
 9. The duties of the GAN Management Board shall include:
 - a. Ensuring that the objectives of the GAN and the decisions of the General Council are implemented and the activities necessary to the proper functioning of the GAN are undertaken
 - b. Setting GAN's strategic directions, by elaborating policy positions and formulating appropriate strategies
 - c. Preparing the annual budget
 - d. Setting membership fees
 - e. Admitting new members and informing the General Council; making decisions as to the withdrawal of membership
 - f. Appointing the Executive Director of the GAN
 - g. Establishing and overseeing Board Committees including the Executive Committee
 - h. Ensuring sound financial management of the GAN
 - i. Overseeing good management of the GAN secretariat
 10. The Management Board shall meet up to two times a year, at least once in a statutory session towards the end of the calendar year, and up to once in an informal session.

Article 8: Committees

1. The Management Board shall establish a Steering Committee, which is responsible for giving day to day guidance to the GAN Secretariat. The Steering committee shall comprise
 - a. The ED and up to two other members of the GAN secretariat
 - b. The Focal point for the Chair of the Board
 - c. The Focal point of the Vice-Chair
 - d. The Secretary of the Board
 - e. The Treasurer of the Board
2. The Management Board may establish other committees at their discretion according to need.

Article 9: Auditors

1. The Management Board appoints an external auditor that is independent from the Organization. The auditor is appointed for a 2-year term and may be reappointed.
2. The auditor proceeds to a limited audit of the accounts of the GAN and submits a yearly financial report to the General Council.

Article 10: Authorized Signatories

1. Any two of the joint signatures of the Chair, Vice-Chair, the Treasurer, Secretary and the Executive Director shall be authorized for the purposes of official and legal documents.
2. Within the strict framework of daily management in the ordinary course of business, the GAN shall be validly represented vis-à-vis third parties by the Executive Director.

Article 11: Finances

1. Income will be generated through membership fees, project funding, grants, subsidies and other revenue generating opportunities.
2. The draft budget shall be established by the Treasurer, on the proposal and with the cooperation of the GAN Executive Director. The draft budget shall be submitted to the Management Board for approval.
3. The daily financial administration of the GAN shall be the responsibility of the Executive Director under the supervision of the Treasurer.

Article 12: Revision of the Statutes

1. A proposal for revision of the statutes shall be considered at the ordinary annual meeting of the General Council upon the recommendation of the Management Board.
2. Any proposal for revision shall reach the Executive Director at least two months before the date of the meeting of the General Council. Such proposal shall be sent to all Members of the Organization at least three weeks before the date of the annual ordinary meeting. No amendments of the Statutes shall be adopted unless more than half of the Members agree. Ballots may be accepted by email.

Article 13: Liability

1. The liability of the GAN is limited to the assets of the Organization. Any personal liability of the Members or the bodies of the Organization for the liabilities of the association is excluded. For the individuals acting for the Organization, Article 55, para. 3 of the Swiss Civil Code applies (personal liability in the event of wrongful behavior).

Article 14: Dissolution

1. A motion to dissolve the GAN can only be placed on the agenda of a General Council meeting on a proposal signed by at least one fifth of the Members.
2. The motion for dissolution shall be placed on the agenda of the following meeting of the General Council. No decision to dissolve the GAN shall be taken unless three-quarters of the Members are present and unless the proposal is voted for by three-quarters of the Members present.
3. In the case of the GAN being dissolved, the assets should be allotted to a non-profit Organization pursuing goals of public interest similar to those of the organization and benefiting from tax exemption. The assets cannot be returned to the founders or members, nor be used to their own profit.

The present Statutes have been approved by the GAN General Council in Geneva on 28 May 2020

For the Association



Secretary to the Board



Executive Director