



**LATIN AMERICAN COUNCIL OF SCHOOLS OF BUSINESS ADMINISTRATION  
CLADEA**

**STATUTES**

**CLADEA INSTITUTIONAL STATUTES APPROVED BY THE 51° CLADEA  
ASSEMBLY OF MEMBERS FROM OCTOBER 2 TO 4, 2016 IN MEDELLIN,  
COLOMBIA.**

- CHAPTER ONE: Regarding the name, nature and objective of the entity**
- CHAPTER TWO: Regarding CLADEA's domicile and patrimony**
- CHAPTER THREE: Regarding members, their affiliation, rights and obligations**
- CHAPTER FOUR: Regarding Full Members**
- CHAPTER FIVE: Regarding Associated Members**
- CHAPTER SIX: Regarding Observer Members**
- CHAPTER SEVEN: Regarding Institutional Members**
- CHAPTER EIGHT: Regarding representation, organization and governance**
- CHAPTER NINE: Regarding the Assembly of Members**
- CHAPTER TEN: Regarding the Presidency**
- CHAPTER ELEVEN: Regarding the Executive Committee**
- CHAPTER TWELVE: Regarding the Academic Advisory Committee**
- CHAPTER THIRTEEN: Regarding Executive Management**
- CHAPTER FOURTEEN: Regarding relations with governments and international entities**
- CHAPTER FIFTEEN: Regarding duration, dissolution and liquidation**
- CHAPTER SIXTEEN: Some general provisions**

**CHAPTER ONE**  
**REGARDING THE NAME, NATURE AND PURPOSE OF THE ENTITY**

**First article:**

The Latin American Council of Management Schools is an international institution that was initially chartered in Lima, Peru on March 06, 1967 under the name of the Latin American Committee of Deans of Schools of Administration. Its acronym, CLADEA, is the abbreviated version of this denomination and will be considered the same entity for all legal effects.

**Second article:**

CLADEA is a network of institutions of higher learning. It is international in scope and has been set up for educational purposes. It is governed by the laws that regulate the functioning of this type of institution in the countries in which it operates.

**Third article:**

CLADEA may not be involved in political or religious activities or consider political, ethnic or religious factors to accept or exclude institutions that seek membership status.

**Fourth article:**

For its minutes and official documents, CLADEA will use the Spanish language but may use other languages that are utilized in the countries where its member institutions operate should this be necessary to effectively execute activities.

**Fifth article:**

CLADEA defines itself as an association of institutions of higher learning that are dedicated to teaching and research in the areas of public and private management.

The member institutions of CLADEA will work at the university level even if they are not affiliated with a specific university. Members must offer formal education programs whose contents, in the eyes of the Assembly, are considered as constituting post-graduate studies following a bachelor's degree or its equivalent and which lead, in the very least, to the obtention of a Master's Degree or its equivalent according to the current denominations for the same in different countries.

**Sixth article:**

CLADEA's objective is to contribute to the process to solve Latin America's most significant problems by engaging in education, research and the dissemination of knowledge and techniques of Administration. To fulfill this general objective, CLADEA will conduct activities to:

1. Promote a high level and expand the ambit of education in the area of Administrative sciences and techniques among its members.
2. Provide assistance to other education institutions to develop their programs in the area of Administrative sciences and techniques.
3. Coordinate efforts to promote research in Administration within each member institution and in each country in particular and in the ambit of CLADEA and Latin American societies in general.
4. Disseminate knowledge and techniques of Administration among individuals linked to social and economic organizations in Latin America.
5. Provide technical assistance to national and international entities linked to

- development in Latin America.
6. Propitiate the creation and maintenance of centers for information, documentation and bibliographies related to Administrative sciences and techniques to subsequently apply said data to the Latin American reality.
  7. Maintain permanent communication between its members and with other institutions working in the field of Administration in each country and in the international ambit.
  8. Promote and take responsibility for publishing books, magazines and other research and teaching materials that are based on the work of its members or which are determined to be of special importance to its members' activities.
  9. Conduct seminars and other events of international scope that favor the exchange between its members and the exchanges of these individuals with entities and individuals who are committed to solving specific problems in Latin America.
  10. Ensure that the development/training provided by programs in the area of Administration is applied in the process to solve the main problems that Latin American societies face so that the disciplines of Administration become efficient tools for social and economic improvement in these societies.
  11. Collaborate with initiatives to achieve more integration in Latin American countries.
  12. Conduct activities in accordance with the decisions made by the Assembly.
  13. Establish systems to obtain, channel and distribute the economic resources needed to fulfill the purposes outlined in the preceding numerals of this article.

## **CHAPTER TWO** **REGARDING THE DOMICILE AND ASSETS OF CLADEA**

### **Seventh article:**

CLADEA will have an autonomous seat that is independent of its member institutions. The location of this seat will be defined by the Steering committee and the Assembly will be informed of said decision. The domicile can be established in a separate locale or on the campus of an academic institution. Currently, the Executive Seat of CLADEA owns a property located on Avenida El Polo 670, Office B-404, District of Surco, Lima, Peru where it operates.

If the Executive Committee decides the change the location of the seat, it must notify the Assembly two years in advance with the exception of circumstances of force majeure.

To select the seat, the following factors, among others, will be considered:

1. The possibility that communication will be easy and safe with the members and other international and national institutions.
2. The possibility of obtaining recognition from national and local authorities as well as the collaboration necessary to help the association carry out its activities.

### **Eighth article:**

CLADEA's assets will be composed of the annual quotas that members must pay; the extraordinary quotas of said members; the registration fees charged to new members; any other contributions of its members; and the goods that it acquires through donations, purchases or as payment for services or any other legal activities. To fulfill its objectives, CLADEA may purchase, sell or enter into any type of transaction or contract. Financial statements will be audited and presented in the Annual Report.

## **CHAPTER THREE**

### **REGARDING MEMBERS, THEIR MEMBERSHIP, RIGHTS AND OBLIGATIONS**

#### **Ninth article:**

Institutions that are involved in teaching, research and promoting the Administrative sciences and techniques may join CLADEA if they fulfill the requirements outlined in these statutes. There are four categories of members: full members, associated, observers and institutional entities. Given that the network cannot engage in for-profit activities, the members will not perceive earnings from the same.

There are four categories for membership:

- a) Full members
- b) Associate Members
- c) Observers
- d) Institutional

#### **Tenth article:**

Any institution that wishes to join CLADEA as a member in any of the categories described in the ninth article must follow the procedure outlined below:

1. Send a written, formal request to the Executive Office at CLADEA.
2. Provide any information that may be required and in the way requested by CLADEA.
3. Receive a visit from the Executive Director or the individual assigned by the Executive Committee to corroborate and complete the information required to process the application. The Steering committee will then use this information to conduct a preliminary round of qualification and will concede provisional admission to the applicant if it deems that requirements have been met.

The same procedure will apply to associate member and observers who request a status change to become a full member. The Executive Committee's decision must be ratified by the Assembly at its next meeting.

#### **Eleventh article:**

All of CLADEA's members are obligated to:

1. Pay the one-time entrance fee that has been previously set by the Assembly for new members.
2. Pay CLADEA's annual membership fee, which will be set by the Assembly.
3. Pay the extraordinary quotas that the Assembly sets.
4. Provide any information that CLADEA requests according to the periodicity established.
5. Fulfill the tasks assigned to it by the Assembly and the President once said tasks have been accepted.
6. Comply with all the norms contained in these statutes and the agreements made by the Assembly as long as the same are in accordance with the laws in the respective country.
7. Respect the commitments that CLADEA has made with regard to its activities and recognize the rights that have been established in favor of CLADEA relative to the

- projects it promotes and in which its members participate.
- Engage in all activities that help CLADEA achieve its objectives.

## **CHAPTER FOUR** **REGARDING FULL MEMBERS**

### **Twelfth article:**

To be a full member the following is required:

- Must be an institution of higher learning that is dedicated to teaching and research in Administration or similar disciplines.
- Must offer formal post-graduate studies that lead to a Master's Degree or other degrees for higher learning that are accredited or recognized by the university system in each country.
- Must have a specific number of professors, according to the needs of each institution, with advanced post-graduate degrees who have stable ties with the institution, whether on a full or part time basis, and engage in teaching, research and extension activities.
- Must have the human, physical and economic resources to accomplish its objectives and possess the high academic standards that CLADEA seeks.
- Must have had at least three graduating classes and a minimum of three years of institutional activity (according to point 2) and obtain approval from the Assembly.

### **Thirteenth article:**

Full members will have the following rights:

- May attend CLADEA's ordinary and extraordinary assemblies with the right to a voice and vote.
- Seek and propose candidacies to:
  - Act as the seat of the annual Assembly according to the procedures established by the Executive Committee.
  - Hold executive positions in CLADEA: Presidency and the Steering committee.
- Participate in equal conditions with other full members in the benefits derived from CLADEA's activities in: teaching programs, research, seminars, technical assistance and all other services that CLADEA and its centers for specific activities offer.
- Present initiatives or petitions to the assemblies, the President, the Executive Director and the specific centers of activities at CLADEA.
- Publicize, by any means of communication, its status as a full member of CLADEA.
- Request to withdraw from the institution at any time through written communication to the Executive Director. Members that withdraw are not exempt from obligations, whether financial or otherwise, which have been previously incurred with CLADEA.

## **CHAPTER FIVE** **REGARDING ASSOCIATED MEMBERS**

### **Fourteenth article:**

To be a member the following is required:

- Must be an institution of higher learning that is dedicated to teaching and research in Administration or similar disciplines.

2. Must offer formal post-graduate studies that lead to an academic degree and/or professional degree (equivalent to a Bachelor's degree) that are accredited or recognized by the university system in each country.
3. Must have a specific number of professors, according to the needs of each institution, with advanced post-graduate degrees who have stable ties with the institution, whether on a full or part time basis, and engage in teaching, research and extension activities.
4. Must have the human, physical and economic resources to accomplish its objectives and possess the high academic standards that CLADEA seeks.
5. Must have had at least three graduating classes and a minimum of three years of institutional activity (according to point 2) and obtain approval from the Assembly.

**Fifteenth article:**

Associate members will have the following rights:

1. Attend ordinary and extraordinary assemblies at CLADEA with a right to voice and vote.
2. Propose candidates to hold executive positions in CLADEA: Presidency and the Executive Committee.
3. Propose or apply to act as the seat for the Annual Assembly.
4. Participate in equal conditions with other associate members in the benefits derived from CLADEA's activities in: teaching programs, research, Seminars, technical assistance and all other services that CLADEA and its centers for specific activities offer.
5. Present initiatives or petitions to CLADEA's assemblies, President, Executive Director and centers for specific activities.
6. Make public, through any means of communication, its status as an associate member of CLADEA.
7. Request to withdraw from the institution at any time through written communication to the Executive Director. Members who withdraw are not exempt from any obligations, whether financial or otherwise, which have been previously incurred with CLADEA.

**CHAPTER SIX**  
**REGARDING OBSERVER MEMBERS**

**Sixteenth article:**

To be an observer, the entity must:

1. Be an institution of higher learning, but which does not necessarily belong to the university system, that offers programs or conducts research relative to Business Administration or relative to other similar disciplines.
2. Obtain the Assembly's approval.

**Seventeenth article:**

Observers will have the following rights:

1. To attend CLADEA's ordinary and extraordinary assemblies with a right to a voice but no vote.
2. Participate in equal conditions with other observers in all benefits derived from CLADEA's activities in: teaching programs, research, seminars, technical assistance and all other services that CLADEA and its centers for specific activities offer.

3. Present initiatives or petitions to CLADEA's assemblies, President, Executive Director and centers for specific activities.
4. Make public, through any means of communication, its status as a CLADEA observer.
5. Request to withdraw from the institution at any time through written communication to the Executive Director. Members that withdraw are not exempt from obligations, financial or otherwise, which have been previously incurred with CLADEA.

## **CHAPTER SEVEN** **REGARDING INSTITUTIONAL MEMBERS**

### **Eighteenth article:**

Institutional members will have the following rights:

1. Be an institution whose purpose is to promote the development of institutions of higher learning that offer post-graduate programs; engage in research relative to Business Administration; or coordinate activities at these institutions.
2. Obtain the Assembly's approval.

### **Nineteenth article:**

1. To attend CLADEA's ordinary and extraordinary assemblies with a right to a voice but no vote.
2. Participate in equal conditions with other observers in all benefits derived from CLADEA's activities in: teaching programs, research, seminars, technical assistance and all other services that CLADEA and its centers for specific activities offer.
3. Present initiatives or petitions to CLADEA's assemblies, President, Executive Director and centers for specific activities.
4. Make public, through any means of communication, its status as a CLADEA observer.
5. Request to withdraw from the institution at any time through written communication to the Executive Director. Members that withdraw are not exempt from obligations, whether financial or otherwise, which have been previously incurred with CLADEA.

## **CHAPTER EIGHT** **REGARDING REPRESENTATION, ORGANIZATION AND GOVERNANCE**

### **Twentieth article:**

The members will be represented in CLADEA by its maximum authority, whether the Chancellor, Dean or Director, according to the rules established by the institution, or by the person to whom sufficient powers have been granted, whether through the normal structure of the institution or by means of a special, written delegation of said powers. In all cases, it is indispensable that the powers given to the individuals who represent the institutional member are sufficient, thereby allowing said persons to assume responsibilities and commitments before CLADEA.

### **Twenty-first article:**

CLADEA will organize its activities through programs and plans whose execution will be the responsibility of, in accordance with the decision of the Assembly, its director, specific members who have assumed the responsibility of coordinating some of CLADEA's permanent activities or of the commissions that are in charge of a specific and concrete task or which are fulfilling a function that is established in these statutes.

**Twenty-second article:**

CLADEA's governing bodies are:

- a) The Member's Assembly.
- b) The Presidency.
- c) The Steering committee
- d) Executive Management.

**CHAPTER NINE**  
**REGARDING THE ASSEMBLY OF MEMBERS**

**Twenty-third article:**

In the spirit of confraternity and mutual respect that is shared by institutional members, CLADEA will strive to operate on the basis of consensus decisions.

The Assembly is CLADEA's maximum authority. Assemblies can be ordinary or extraordinary. Ordinary assemblies will be held once a year at the date and time agreed on at the previous assembly. The ordinary assembly will have a quasi-permanent scheme. Extraordinary assemblies can be called by the President at any time or when at least half plus one of the members of the Steering committee deems the same is necessary or when a session is requested by at least one third of the members with voting rights.

**Twenty-fourth article:**

The agreements reached during ordinary and extraordinary assemblies will be fully valid if and only if the first call to meeting was attended by at least half plus one members with voting rights or by their duly appointed representatives. For the second call to meeting, only those present with the voting rights or their duly appointed representatives will be needed to pass measures. In the case of both calls to meeting, members with the voting rights must be up-to-date in their payments of annual maintenance quotas.

For both types of meetings, the number of favorable votes required to approve and decision made in the Assembly, with the exception of those mentioned in article 25, will be set at half plus one of the attending members with the voting rights or of their duly designated representatives. This provision applies in the majority of cases, with the exception of those established in article 25, which require a qualified majority to pass a measure.

**Twenty-fifth article:**

In the case of the decisions listed below, agreements will be adopted in both types of calls to meeting with the vote of more than three fourths of the attending members or of their duly designated representatives, as indicated in writing.

1. A decision to completely withdraw the membership of a full member of CLADEA.
2. A decision to elect a President.
3. A decision to set up new centers and decentralized services and to choose the institution that will be in charge of the new center or service.
4. A decision to remove the President prior to the end of his or her term.
5. A decision to totally or partially modify Statutes.

**Twenty-sixth article:**

Ordinary assemblies will be held on a rotating basis in the countries and cities where CLADEA has affiliates; the choice of location will be made by CLADEA and the member host.

Extraordinary assemblies will be held in the city selected by the majority of the members with voting rights; said decision will be communicated to the President of CLADEA.

**Twenty-seventh article:**

Both the first and the second calls to meeting for ordinary and extraordinary assemblies will be made thirty days prior to the date set for said assemblies. A notification will be sent to the members' addresses, by email or any other venue deemed adequate by the President, indicating the assembly's date, time, place and agenda.

**Twenty-eighth article:**

The resolutions and agreements adopted in CLADEA's assemblies will be recorded in summarized form in the meeting's minutes. These minutes will specify the number of members in attendance, the presidency, the subjects that are discussed and the agreements that are approved in addition to the statements and evidence made and presented by some of the members who have made an express request that the same be included. The minutes will be redacted by the Executive Director and signed by the President, Executive Director and a member of the Steering committee who is appointed by the same in the preparation meeting that must be held prior to each assembly. Subsequently, the Executive Director must distribute a copy of the signed act to the members. The minutes that are generated in the Assemblies will be posted in the Book of Minutes.

**Twenty-ninth article:**

The institutions whose admissions have been ratified by the Assembly of Members can only exercise their voting rights in the next assembly: whether ordinary or extraordinary.

**Thirtieth article:**

Each institution will have the right to one vote, which will be cast by the individual that represents the institution before the Assembly. Said individual may delegate his or her vote to any other member of the entity indistinctly. The right to a voice will be governed by the rules set by the Assembly.

When a member institution with the voting rights is absent from a session, it may delegate its voting rights to another member institution. Under no circumstances may the same person represent more than three institutions in addition to the entity to which he or she belongs.

The voting system that will be used to elect the President, President-Elect and members of the Steering Committee will be determined by the Steering Committee, which will also name an Electoral Committee composed of four people, one of whom will preside over the same.

**Thirty-first article:**

The attributions of the ordinary assembly are:

1. Approve CLADEA's statutes.
2. Establish CLADEA's general policies.

3. Approve the strategic plan, the annual plan of activities and the annual budget.
4. Elect the President and the members of the Steering Committee.
5. Be familiar with and approve the annual report and the annual accounts contained in the reports of the President and the Executive Director.
6. Ratify the seats of the ordinary assemblies proposed by the Steering Committee.
7. Approve or decline petitions of new membership and the withdrawal of those that fail to comply with the statutes and provisions set forth by the Assembly.
8. Approve changes in the amount assigned for annual quotas or membership registration of the members proposed by the Steering Committee.
9. Approve the designation of commissions to execute the tasks proposed by the Steering Committee or others that the Assembly wishes to form.
10. Have knowledge of and approve the reports presented by the centers and commissions.
11. Decide on all other matters that have not been specifically attributed to other bodies of CLADEA and which are related to its purposes.
12. Name commissions to study documentation and reports related to membership requests from interested institutions and to present findings relative to the same to the Assembly.

## **CHAPTER TEN**

### **REGARDING THE PRESIDENCY**

#### **Thirty-second article:**

The President is elected by the Members of the Assembly to serve for a period of two years; said individual cannot be reelected in consecutive periods. If it is necessary to replace a sitting president given that he or she ceases to represent his or her institution, the Steering Committee will choose a replacement from its members to fulfill the respective functions during the period in question or until the Assembly elects a replacement. If for the same reason the position of President-Elect were to become vacant, said position will not be filled until the Assembly elects another person to take on this role.

The position of President can only be occupied by an individual who represents a Latin American institution and has been a full member of CLADEA for at least three years. The representative of the institution must be its maximum authority or the individual whom said authority has designated to act has his or her representative. This appointment is personal in nature allow it entails representing an institution.

The President, like the other members of the Steering Committee, will serve for three years; the first as President-elect and the second and third, as acting President. The President-elect will be part of the Steering Committee.

#### **Thirty-third article:**

If the President is temporarily or permanently absent from his or her post, his or her functions will be assumed by a director of an institution with full membership in CLADEA that will be elected by the Steering Committee. The temporary President named will exercise functions until the new president assumes office or the Assembly proceeds to name a new president.

#### **Thirty-fourth article:**

The attributions and responsibilities of the President are:

1. Ensure that CLADEA's statutes are respected and that the institution functions

- correctly.
2. Preside over the meetings of the Steering Committee.
  3. Formalize the mechanism to develop, coordinate and monitor the strategic plan and annual budget and to assign the preparation and execution of the same to the Executive Director.
  4. Call the members to ordinary and extraordinary assemblies and sign the minutes generated by the same.
  5. Preside over assemblies and everything related to the same.
  6. Inform the Assembly of, and be accountable for, his or her actions with particular emphasis on aspects relative to the institution's operations and its audited financial statements.
  7. Promote and maintain relations with international institutions with objectives similar to those of CLADEA.

## **CHAPTER ELEVEN**

### **REGARDING THE EXECUTIVE COMMITTEE**

#### **Thirty-fifth article:**

The Steering Committee will be composed of nine ordinary members: the acting President, the President-elect, six members that have been elected by the Assembly and a life member. To ensure plurality in the representation of members of CLADEA before the Steering Committee, membership on said committee must rotate between full members of CLADEA and between the different countries of origin that constitute the membership. Four of these members will be elected to represent schools in Latin America and two to represent non-Latin American schools. These six members will serve for three years with no possibility of consecutive reelection.

Membership to the Steering Committee will be limited to one person per country, who will represent his or her institution, with the exception of the President-elect and the acting President, who may come from the same country as one of other elected members. The Presidents may not be from the same country. The life member may be from any country. In alternating periods, the country of origin to which a sitting member of the Steering Committee belongs can be repeated.

If a seat on the Steering Committee is vacated, a replacement will be elected in the next Assembly to finish out the term.

#### **Thirty-sixth Article:**

The attributions of the Steering Committee are:

1. Preliminarily approve the strategic plan, the annual plan of activities and the budget to present the same to the Assembly for final approval.
2. Preliminarily approve the annual report and the annual accounts presented by Executive Management for subsequent submission before the Assembly for its consideration and approval.
3. Preliminarily approve the annual reports of CLADEA's centers and commissions for submission to the Assembly and its subsequent approval.
4. Appoint external auditors for the financial statements.
5. Engage in other specific acts that have been delegated to it by the Assembly or these statutes.
6. Ensure that the statutes are fulfilled.
7. Advise the President as he executes the functions assigned to him or her by these

- statutes.
8. Aid Executive Management in the exercise of its functions and on visits to institutions.
  9. Propose and implement membership policies; examine the documentation of the institutions that aspire to join CLADEA and present the respective recommendation to the Assembly.
  10. Appoint the members of the Academic Advisory Committee

## **CHAPTER TWELVE** **REGARDING THE ACADEMIC ADVISORY COMMITTEE**

### **Thirty-seventh article:**

The Academic Advisory Committee will be in charge of advising the Steering committee and Executive Management with regard to the academic and technical aspects relative to the Annual Assembly, academic publications and other projects assigned to it by the Steering committee. This Academic Committee will be composed of five professors with proven international experience in research and teaching in their respective disciplines. The Steering Committee will appoint the Academic Committee for a period of five years. The members must rotate, on a basis of one per year, in the order established by the Steering committee.

The Executive Director is an additional member, ex officio, of the same.

## **CHAPTER THIRTEEN** **REGARDING EXECUTIVE MANAGEMENT**

### **Thirty-eighth article:**

Executive Management will be exercised by an individual who has been hired for a period of three years with a possibility of contract renewal. The President will be responsible for hiring or removing an Executive Director with the approval of a simple majority of the Steering Committee. The Executive Director will report to the President of CLADEA. Given that this is a position of trust, the Executive Director can be removed at any time.

### **Thirty-Ninth Article:**

The attributions and responsibilities of Executive Management are:

1. Legally represent CLADEA and sign the contracts and agreements necessary to ensure that the entity works optimally but according to the limitations established by the Steering Committee.
2. Collaborate in developing and executing the strategic plan.
3. Propose the operating plan for activities and the annual budget for the approval of the corresponding levels.
4. Supervise and ensure compliance with work derived from contracts or agreements signed by CLADEA.
5. Put into practice the decisions adopted by the Assembly and the Directing Committee.
6. Propose, manage and execute the plans, programs and projects that have been set by the Steering Committee or the Assembly.
7. Administer CLADEA's funds and ensure good budget and financial management.
8. Participate in the organization and execution of specific tasks that the Assembly has permanently delegated to some of CLADEA's members.
9. Coordinate actions with CLADEA's centers.

10. Collaborate in promoting and conducting the most important programs approved by the Assembly and assigned to commissions.
11. Hire the personnel needed to carry out the tasks undertaken by CLADEA.
12. Promote, jointly with the President or separately, financing for some of CLADEA's activities.
13. Keep the President, Steering Committee and the members of CLADEA informed about the projects' progress. .
14. Keep up-dated information on member institutions through a permanent commission and by issuing an informative bulletin.
15. Charge members for annual quotas and other obligatory contributions.
16. Propose specific programs and initiatives to the Assembly.
17. Promote the inclusion of new members in CLADEA.
18. Call meetings of the Steering Committee and propose the agenda for the same.
19. Put together the agenda for the Annual Meeting.
20. Send the President CLADEA's annual report and financial statements so that the same can be presented to the Assembly for subsequent approval.
21. Prepare the other reports that are requested by the Assembly or the President.
22. Make copies of CLADEA's constitution, statutes, agreements, rules of procedure, minutes and other documents available to the members of CLADEA for subsequent use during discussion.
23. Redact the minutes of ordinary and extraordinary assemblies as well as the agreements of the Steering Committee and sign them as stipulated in the twenty-second article of these statutes.
24. Order the preparation and distribution of the annual report to members, which must include the Assembly's agreements.
25. Maintain a file of the private and public documents that contain the constitutions, rules, rights acquired and obligations assumed by CLADEA and the agreements signed with other institutions as well as copies of correspondence, publications and actions relative to financial matters.
26. Engage in other specific acts that have been delegated to it by the Assembly or these statutes.
27. Receive and keep in custody CLADEA's funds and securities.
28. Perform treasury functions, meaning receiving and keeping CLADEA's funds and securities in custody.

**Fortieth article:**

To set up decentralized centers and programs, it will be necessary to enter into formal agreements with the institutions will manage the same; these agreements will establish the responsibilities and reciprocal obligations as well as the manner and periodicity with which the parties will account for their activities.

**CHAPTER FOURTEEN**  
**REGARDING RELATIONS WITH GOVERNMENTS AND INTERNATIONAL ENTITIES**

**Forty-first article:**

CLADEA will strive to maintain cooperation ties with all Latin American governments with regard to the integration of education systems and administrative development as well as efforts to conduct research on problems in Latin American societies.

**Forty-second article:**

CLADEA will strive to collaborate in its areas of expertise with international entities, foundations in the education sector and agencies in different countries that have programs in Latin America, including regional and sub-regional integration bodies and entities involved in private and public management.

**CHAPTER FIFTEEN**

**REGARDING DURATION, DISSOLUTION AND LIQUIDATION**

**Forty-third article:**

CLADEA will be of indefinite duration and can be dissolved by the Assembly if at least two thirds of the members with voting rights choose to do so. In this case, there will be no second call to meeting

The entity's liquidation must be approved by two-thirds of the members with a right to vote according to the rules set by the assembly and the assets will be used to make pending payments. The remainder will be transferred to the institution or institutions that the Assembly appoints for said purpose.

CLADEA will exist for an indefinite period and can be dissolved if so decided by the Assembly in a session that must be attended by at least two thirds of the members with voting rights. In this specific case, there will no second call to meeting.

Consequently, liquidation will take place if approved by two thirds of the members with voting rights according to the rules set by the Assembly that decides the same and the patrimony will be used to pay pending obligations. The remainder will be transferred to the institution or institutions designated by the Assembly.

**CHAPTER SIXTEEN**

**REGARDING SOME GENERAL PROVISIONS**

**Forty-fourth article:**

An intention modify the statutes can be proposed by the President of CLADEA or by three members of the Assembly held just prior to the manifestation of the intention to change, which must be communicated in the next call to Assembly. If the proposal to change the statutes is accepted by the Assembly, it will go into effect as of the next Assembly.

**Forty-fifth article:**

Life Member:

The Assembly of Members of CLADEA, on October 24, 2012, unanimously proclaimed Jorge Talavera as a life member of the Steering Committee in recognition of his contributions and exceptional dedication to the institution for the past 30 –plus years.

As a life member, Dr. Talavera will participate in all of the activities of the Steering Committee with a right to voice and vote. This nomination will be lost due in the case of resignation or death.