



Associates' Handbook

Contents

1. Introduction to the Associates	2
2. Aims of the IATEFL Associates' scheme	3
2.1 On behalf of IATEFL	3
2.2 On behalf of the Associate organisation	3
3. Conditions and procedures to become an IATEFL Associate	3
3.1 The definition of an IATEFL Associate	3
3.2 Criteria for becoming an IATEFL Associate	3
3.3 Use of the IATEFL name and logo by the Associates'	4
3.4 Procedures for becoming an IATEFL Associate	4
4. Areas of co-operation	5
4.1 Associate Agreement: areas of co-operation	5
4.2 IATEFL membership types	6
4.3 Associate Individual membership	6
6. IATEFL Special Interest Group (SIGs)	6
7. Associates' Day at IATEFL Annual Conference	7
7.1 Conference exchange	7
8. Associates' Online Conference	7
9. IATEFL Associates' eBulletin & 'IATEFL Voices'	8
10. IATEFL Projects	8
11. Communication between IATEFL and Associates	8
12. Frequently asked questions	9

1. Introduction to the Associates

If you are reading this handbook, the chances are that you are either thinking of becoming an IATEFL Associate, have recently completed the procedure and are newly associated, or are just dipping into the content to find out about a procedural matter. On all counts I would like to extend a warm welcome to your Teachers' Association (TA) and to outline the principle ways in which I feel you might benefit through the relationship with IATEFL. Please do feel you can approach me at any time with questions and suggestions.

Being an IATEFL Associate helps a TA to link up with many other similar organisations operating in different areas of the world. I am proud to say that IATEFL's Associate network covers a diverse range of countries and regions, and is constantly expanding and evolving. Although we are all working in different settings, there are also many similarities in the kinds of problems we face – it is such a great help having the opportunity to discuss important issues relating to the daily running of a TA with like-minded colleagues.

My role is to make sure that all TAs are able to utilise their Associate status with IATEFL and to liaise with each other on issues of joint interest. The primary ways in which we communicate with each other is through email, the IATEFL Associates eBulletin, the IATEFL Associates twitter account (@IATEFLAssociate), and at the Associates' day at the IATEFL annual conference each year.

You can find more information on all of these in this handbook. Additionally, we are constantly developing information and services that we hope will help TAs in very practical ways. We are always on the lookout for new suggestions, so please do let us know if you have a particular need in your TA.

It is IATEFL's priority to widen membership as much as possible globally and to see as many TAs in different countries represented among the voices of our Associates. For that reason, this handbook provides guidelines on how IATEFL and local TAs might collaborate. However, it should be noted that these are guidelines only, and each individual TA can always contact me to negotiate their individual status, particularly in the case of new or fledgling TAs who are in the process of setting up.

Once you have read the handbook, if you are interested in becoming an associate of IATEFL, you simply need to complete and sign the IATEFL Associate Agreement and questionnaire and send it to the IATEFL Head Office in Faversham, UK.

I look forward to welcoming you on board!

Jean Theuma
IATEFL Associates Representative & Trustee
associaterep@iatefl.org

2. Aims of the IATEFL Associates' scheme

2.1 On behalf of IATEFL

- IATEFL's mission is *linking, developing and supporting English Language Teaching professionals worldwide*. To achieve this, it is committed to:
 - Linking ELT professionals
 - Developing an international community of professional interests
 - Supporting ELT activities at a regional, national and international level
 - Widening access to IATEFL's network and resources to colleagues globally, with particular emphasis on those facing financial hardship
- In order to realise its mission, it is in the interest of IATEFL to create and maintain contacts with language teaching associations around the world and to co-operate with them as IATEFL Associates, within the limits of the resources available to IATEFL.

2.2 On behalf of the Associate organisation

- The Associate organisation believes that, in the interest of fulfilling its own mission, it should be an Associate of IATEFL in order to benefit from, and contribute towards, IATEFL's international community of professional contacts, and so develop and maintain contact with like-minded teachers' associations around the world.

3. Conditions and procedures to become an IATEFL Associate

3.1 The definition of an IATEFL Associate

- An IATEFL Associate is a professional organisation association of teachers of English (not an individual person) which has signed an Associate Agreement with IATEFL.
- An IATEFL Associate is a membership organisation.

3.2 Criteria for becoming an IATEFL Associate

- An English language teacher association (ELTA) which is eligible to become an IATEFL Associate is described as a "formal association" in 'Developing an Association for Language teachers: An Introductory Handbook' (IATEFL, p20). Formal associations are typically those who are larger in membership than just a few people meeting informally. They have a formal structure, objectives and may require resources.
- IATEFL is choosing to define an ELTA as an organization of educators and associated roles with a systematic and sustainable membership structure that supports and advocates for teachers, providing them with opportunities for networking, learning, and collaboration.
- The IATEFL associates are a network of national or regional ELTAs which serve the teaching community of their country. The majority of members of the ELTA should be based in the country, or region of country, which the ELTA is intended to represent.
- In the definition above, a membership structure implies that detailed records of members are stored and updated on a regular basis in order to monitor for ongoing eligibility of the members. IATEFL expects ELTAs eligible to become IATEFL associates to implement a membership process which is clearly communicated to the community and should be accessible to all those who wish to join. The registration process should collect data regarding the identity and eligibility

of the prospective member, and the application should be vetted before the member is allowed to join the association. A regularly updated database of member details should be held in accordance with local data protection regulations. If there is a membership fee, the structure of the membership and method for collecting such fee should be transparent and communicated clearly to the prospective members and ongoing/renewing members.

- In keeping with IATEFL's ethos, the ELTA is expected to have a functioning executive committee comprising, at least, a President (or Chairperson), Secretary and Treasurer. The committee should be transparently and democratically elected at regular intervals. In addition, information regarding the committee structure and its members should be freely available and accessible to all members and the general public. Any changes in the committee should be communicated to all members following the election.
- IATEFL does not direct potential Associates to ensure a minimum number of members. However, it does advise that the number of members enables the potential IATEFL Associate to function effectively and to have an open and transparent election with a rotational board as stated above. In the case of fledgling organisations, it is recognised that this may take slightly longer to achieve.
- Once an ELTA has joined IATEFL Associates they will be required to renew their associate agreement every three (3) years. The renewal of an associate agreement will be dependent on whether the ELTA is still active in their area, whether there have been significant changes to their structure and membership and their ongoing relationship with IATEFL.
- The aims and ethos of the association wishing to become an IATEFL Associate should, where possible, be in keeping with those of IATEFL, as expressed in the IATEFL mission (2.1 and 2.2). It is hoped that all IATEFL Associates operate in a democratic way and have a rotational Executive Board and regular meetings where members are able to express their opinions on the running of the organisation. It is also hoped that policies and procedures be available to those members for comment.
- IATEFL does not direct potential Associates to ensure a minimum number of members. However, it does advise that the number of members enables the potential IATEFL Associate to function effectively and to have an open and transparent election with a rotational board as stated above. In the case of fledgling organisations, it is recognised that this may take slightly longer to achieve.
- These criteria form part of the application and renewal process and are reviewed on a regular basis.

3.3 Use of the IATEFL name and logo by the Associates'

- It is not permitted for the Association to use the IATEFL name before or after the name of their country. E.g. IATEFL Scotland.
- It is not permitted for the Association to use the IATEFL logo in the design of the logo for their Association, as the IATEFL logo is a UK registered trademark.
- Any IATEFL Associate can use the words NAME OF ASSOCIATION followed by IATEFL Associate or the IATEFL Associates' logo (email membership@iatefl.org for the logo to be sent to you).
- IATEFL reserves the right to withdraw the use of the IATEFL name and IATEFL Associate logo at any time.

3.4 Procedures for becoming an IATEFL Associate

- Initially, IATEFL and the potential Associate will need to exchange information and discuss the appropriateness and practicality of co-operating with each other.

- IATEFL will ask the potential Associate to fill out a simple questionnaire and Associate Agreement, which will contain basic information about that Association, its members and practices. IATEFL also strongly encourages the potential Associate to carefully consider the mission and vision of IATEFL to ensure that fundamental values and approaches are shared.
- If it is considered appropriate and practical by both parties, the Associate Agreement will be signed.
- The Associate Agreement will be renewable every three years by the respective associations in accordance with the criteria of the scheme and IATEFL will contact the Associate, via email, when the agreement is due to expire. The Associate is required to complete the questionnaire and agreement again to be considered for renewal.

4. Areas of co-operation

4.1 Associate Agreement: areas of co-operation

Newsletter Exchange

IATEFL

- Sends the Associate one copy of each issue of its digital member magazine, IATEFL Voices – either via email as outlined in the Associate Agreement. This should not be shared with members of your association however.

Associate

- Sends IATEFL one digital copy of each issue of its newsletter to: membership@iatefl.org

Promotion of each other's events and exchange of publications

IATEFL

- Publicises the Associate's events on the IATEFL website, in the IATEFL Associates eBulletin and in IATEFL Voices.

Associate

- Sends listings of its events for inclusion in the IATEFL magazine IATEFL Voices and on the IATEFL website to membership@iatefl.org
- Sends listings of its events for inclusion in the IATEFL Associates' eBulletin to membership@iatefl.org
- Publicises IATEFL events in its newsletter.

Promotion of membership of each other's association

IATEFL

- Publicises the Associate's membership and events at the IATEFL International Conference, with printed information available at the Associates' stand where possible and when supplied.
- Keeps the Associate up-to-date with changes to key contacts at IATEFL for Associates.

Associate

- Publicises IATEFL membership and events at its own events, with printed information about IATEFL available at the registration desk or another stand where possible, and also to make a short announcement about IATEFL and IATEFL membership where possible. Please contact membership@iatefl.org for resources for this.

- Keeps IATEFL up-to-date with changes to the IATEFL key contact for the Associate, including current email address.

4.2 IATEFL membership types

- There are 6 membership types:
 - Individual membership
 - Student membership
 - Early Career membership
 - Retired membership
 - Organisational membership
 - Associate Individual membership - only available to IATEFL Associate organisations.
- For full details of current membership rates visit: www.iatefl.org/membership-types

4.3 Associate Individual membership

- Associate membership is a special discounted membership available to members of an IATEFL Associate only.
- The IATEFL Membership Officer will send a unique discount code, to purchase Associate membership, directly to all IATEFL Associates', via email, in August/September each year. This can be distributed to the Associate's members to use.

5. Global Membership Scheme (GMS)

- The IATEFL Global Membership Scheme (GMS) was set up to help the international ELT community reach out to teachers in parts of the world who need additional financial support. The GMS aims to provide teachers access to professional development opportunities that may otherwise be beyond their means. Prior to 2026 the scheme was referred to as the Wider Membership Scheme and ran on similar lines.
- GMS members pay a reduced rate for their IATEFL Associate Membership, with the GMS fund subsidising the difference between the reduced rate and the full cost of the Associate Membership. This reduced rate is determined by the ranking on the United Nations Human Development Index, and places the qualifying Associate on a corresponding table of reduced rates.
- IATEFL Special Interest Groups (SIGs) have also been invited to support GMS, and so there may also be the opportunity for an Associate to apply for part of their allocation including membership of that SIG. This will vary each year depending on which SIGs choose to support the scheme, and by how much, in any given year.
- One of the features of the scheme is that it is open to IATEFL Associates to contribute to the scheme, if they can afford to, rather than seek its support. All donations are used to swell the fund and make membership of IATEFL accessible to more teachers.
- For more information visit www.iatefl.org/get-involved/wider-membership-individual-scheme

6. IATEFL Special Interest Group (SIGs)

- IATEFL's Special Interest Groups (SIGs) play a major role in the Associations activities; organising events online and around the world as well as producing newsletters with cutting edge articles in their various specialist fields.
- To find out more about SIGs or to contact them regarding potential event collaboration visit: www.iatefl.org/special-interests
- There are 16 IATEFL SIGs:

Business English (BE)	ESOL
English for Specific Purposes (ESP)	Global Issues (GI)
Inclusive Practices & SEN (IPSEN)	Learner Autonomy (LA)
Leadership and Management (LAM)	Literature (Lit)
Learning Technologies (LT)	Materials Writing (MaW)
Pronunciation (Pron)	Research (Re)
Teacher Development (TD)	Teacher Training and Education (TTEd)
Testing, Evaluation and Assessment (TEA)	Young Learners and Teenagers (YLT)

7. Associates' Day at IATEFL Annual Conference

- At the IATEFL Annual Conference, each Associate is invited to send one representative to the Associates' day – who is then able to attend the rest of the conference free of charge.
- The Associates' day is a special day set aside for the IATEFL Associates. It provides a chance for as many IATEFL Associate representatives as possible to meet and discuss important issues of interest, and to share experiences as well as good practice about how to overcome the many everyday challenges faced by teaching associations.
- Each year, the Associates' Representative (currently Jean Theuma) asks the TAs for suggestions of what to include on the agenda and arranges a number of sessions on areas of interest. Other key members of IATEFL are invited to facilitate these sessions to ensure the widest range of perspectives. Please contact the IATEFL Associates' Representative if you have any particular ideas regarding the content of any future Associate days.
- All IATEFL Associates' have the opportunity to showcase their Association at the IATEFL Associates' stand at the annual conference. Information on how to do this is sent to all Associate representatives in the run-up to the annual conference and can include flyers, newsletters, badges, pens and other marketing material. For those Associations unable to send a representative they can also showcase their Association in this way. For more details visit www.iatefl.org/get-involved/iatefl-associates.

7.1 Conference exchange

IATEFL provides:

- free registration every year at the IATEFL Annual Conference for one representative of the Associate who will attend the Associates' Day and related meetings. A Representative of IATEFL (not necessarily a speaker) should, where possible, attend an Associate's Conference at least once every three years or however often is possible.
- If you would like a key person from IATEFL to record a short video message for your event please contact membership@iatefl.org

The Associate offers:

- free registration at the Associate's conference for an IATEFL representative every year.
- a representative of the Associate (not necessarily a speaker) should attend the International IATEFL Conference at least once every three years or however often is possible.

8. Associates' Online Conference

- IATEFL organises a one-day online conference each year, providing a second professional development opportunity, along with Associates' Day at the annual conference.
- The online conference is designed for members of the leadership team of the Associate, and the focus is on areas of professional development related to the running of a teaching association. The conference is also intended as another opportunity for networking, benchmarking and the sharing of ideas across IATEFL's Associate network.

9. IATEFL Associates' eBulletin & 'IATEFL Voices'

- The IATEFL Associates' eBulletin provides information for all Associates on forthcoming events, both around the world and online. In doing this, we hope to encourage collaboration between associates at a national, regional and international level. IATEFL Associates' are encouraged to send information about their forthcoming events, which can be included in the eBulletin to membership@iatefl.org.
- Further collaboration between the IATEFL SIGs and Associates is also something we hope to address with our eBulletin. The wealth of knowledge contained within all 16 SIGs and over 120 Associates can be shared amongst us all through conferences, webinars, training and many other avenues. We hope that the eBulletin will provide the platform to develop and strengthen these relationships.
- IATEFL Associates' also have a section reserved in the bi-monthly magazine 'IATEFL Voices', to share information about their teaching association, including updates and reports about activities and events which have taken place. A call for contributions is sent out ahead of time and we encourage everyone to get involved. Should you have an article you wish to submit, please send it to editor@iatefl.org for consideration.

10. IATEFL Projects

- The aim of this scheme is to offer our Associates' the opportunity to apply for small grants that will enable them to make a difference to language learning in their local context that would not be possible without this support.
- This is part of IATEFL's mission to link, develop and support English language teaching professionals worldwide. It is expected that a project will reach a broad community of English language teachers and give the opportunity for less experienced teachers to take an active role. As part of the proposal it must be made clear how the outcomes will be evaluated and disseminated.
- For further information about IATEFL Projects and how to apply visit www.iatefl.org/iatefl-associates/iatefl-projects

11. Communication between IATEFL and Associates

- In order for communication to be effective between your Association and IATEFL there needs to be a person on your committee who is in charge of this.
- The IATEFL key contacts for Associates' are the IATEFL Membership Officers – Freya Rutt & Ewa Minkowska, who can be contacted via membership@iatefl.org or by telephoning the office on +44 (0)1795 385538 Monday to Friday between the hours of 0900 and 1700 (UK time) and the IATEFL Associates' Representative – Jean Theuma, associaterep@iatefl.org
- If someone else takes over from your key contact person named on the IATEFL Associate Agreement, or there is a change of address/email address, please inform the IATEFL Membership Officer as soon as possible.
- The IATEFL Associates Committee is committed to holding online meetings with Associates at key milestones in the relationship as follows:
 1. With new associations who have not yet set up a committee or membership structure, to offer advice and mentoring.
 2. With newly formed ELTAs wishing to join IATEFL Associates, to ensure eligibility, offer insights into potential improvements to be made before joining as an associate and clarify the relationship, responsibility and benefits of affiliation with IATEFL.
 3. With already established ELTAs wishing to join IATEFL Associates, to ensure eligibility and clarify the relationship and benefits that affiliation with IATEFL will bring.
 4. With already established ELTAs on renewal of their associate agreement, as a health check, to ensure continuity and to strengthen the communication between the associations.

12. Frequently asked questions

- **Is an Associate organisation obliged to recruit IATEFL members?**

No, it isn't, this is optional. IATEFL recognises the Associates must also invest time in recruiting their own members at a local level. However, it is hoped that each organisation can assist the other in expanding our respective membership bases.
- **Can anyone buy a Special Interest Group (SIG) newsletter?**

No, the SIG newsletters are not for sale and are only available to members of the SIG. Individual members can add a SIG to their membership.
- **Is the Associate Agreement negotiable?**

Yes, to a certain extent. An Associate can negotiate additional benefits with IATEFL. If an Associate has other benefits to offer to IATEFL, it can negotiate for an exchange of benefits beyond the ones set out in this document. For example if the Associate has substantial publications of its own, IATEFL may want to negotiate an exchange of publications. Any extra provisions such as this must be included in the Associate Agreement signed by IATEFL and the Associate every three years.
- **Is the IATEFL representative at an Associate's event/conference obliged to give a presentation?**

No, the IATEFL representative is only expected to visit the Associate's event to maintain links and to discuss IATEFL matters. It may be that this person is able to give a presentation as well,

but this is not part of the Associate Agreement. A meeting between the IATEFL representative and the Associations committee can also be arranged during the representative's visit.

- **Can IATEFL help an Associate find speakers for its event/conference?**

Yes, within the limits of IATEFL's resources. However, IATEFL is unable to provide funding for such speakers, or to organise funding from other sources.

- **What is the relation between the Associate Agreement and the Global Membership Scheme?**

Only IATEFL Associates' are eligible to benefit from the Global Membership Scheme (GMS). Apart from that there is no other link. The IATEFL Associate Agreement needs to be completed whether or not the Associate becomes involved with GMS.

- **Is the Associations representative required to attend the Associates' Day at the annual conference?**

No, but in order for the Associates' representative to attend the rest of the annual conference free of charge, they should attend Associates day. If the representative does not attend Associates' Day, they will be charged the full conference fee (or any individual days attended if not the full conference).



**Linking, developing and supporting English
language teaching professionals worldwide**

Head Office: 2-3 Foundry Business Park, Seager Road
Faversham, Kent, ME13 7FD, United Kingdom

Web: iatefl.org • iateflconference.org

Phone: +44 (0)1795 385538

Email: membership@iatefl.org

Registered as a charity in the United Kingdom 1090853 • Registered as a company in England and Wales 2531041