

GENERAL REGULATIONS

(Appendix to the By-laws of IALP)

Agreed by the Board,

August 26, 1993

August 21, 1994

July 16, 1997

August 30, 1999 (sect. VIIIa amended)

August 4-5, 2001 (Article I re: Honored members and senior members)

October 6, 2002 (Article XI Re: Congress Organization)

August 2005

March 2010

March 2017

October 2018

August 2019

Sections

- | | |
|------|--|
| I | Members |
| II | Affiliation of Societies |
| III | Board - duration of offices |
| IV | Eligibility and distribution of offices and membership for the Board |
| V | Delegates |
| VI | General Assembly |
| VII | Membership Fees |
| VIII | The Executive Committee, the Board, and Committees |
| IX | External Accountant Appointment |
| X | Special Committees |
| XI | Congress Organisation |

In these Regulations

“Association” shall be taken to mean	The International Association of Communication Sciences and Disorders,
“Board” shall be taken to mean	The Executive Committee and Board Members at large,
“Executive Committee” shall be taken to mean	The President, The President Elect, The Immediate Past President, The Secretary, The Treasurer, The Vice President, The Editor-in-Chief and such other members of the Executive Committee as have been duly elected (see Article Seven of the By-laws).
“Members” shall be taken to mean	Individual members, Senior members and Honoured members
and	
“Affiliated members” shall be taken to mean	Affiliated Societies in accordance with the By-Laws Article 4.

I. MEMBERS

Individual

Senior Members: (see By-laws Article 4)

Senior members may receive membership in the IALP and electronic access to the Association’s official journal at no cost.

Honoured members. The Board may, appoint certain distinguished logopedists/speech-language pathologists, phoniaticians and audiologists or other distinguished persons as "honoured members". They receive membership of IALP and electronic access to the Association’s official journal at no cost to themselves.

II. AFFILIATION OF SOCIETIES

Applications from Affiliated Societies (Categories A, B, and C) seeking membership shall apply to the Board for approval. Where an Affiliated Society already exists in the same country the views of that society will be sought. (see also By-laws Article 4).

Re-entry of Affiliated Societies

If an Affiliated Society leaves IALP and then applies to rejoin the Association at a later date, the terms for re-entry will be determined on a case by case basis by the Executive committee. In case of re-entry, the views of an existing Affiliated Society in that country may be sought.

III BOARD - DURATION OF OFFICES

- a) The Board shall consist of all the voting members (By-law 6.1). The term of office (By-law 6.3) is from one Congress to the next except for the Treasurer and the Editor-in-Chief who will be in active duty from January 1st of the following year.
- b) The Secretary, the Treasurer, Editor-in-Chief, and Members at large may be re-elected for one further term in the same capacity. The President and the Vice-President cannot be re-elected in the same capacity.
- c) The retiring President shall continue to serve on the Board for one term as "Immediate Past President" without vote.
- d) The Board shall propose the new Board to the General Assembly for approval and election.

IV ELIGIBILITY AND DISTRIBUTION OF OFFICES AND MEMBERSHIP OF THE BOARD

- Three members will represent the different size categories (Bylaw 4.4 Type A) of Affiliated Societies on the Board.
- The IALP office will oversee the nomination and election of these Board members in each of the size categories prior to their nomination being proposed at the General Assembly.
- Chairs of the committees of IALP are all candidates for election to the Board at the General Assembly.

Board members are chosen in *their own right* and not as representatives of a given country or Association.

The Board elects the Secretary and the Treasurer from among its members. Election for President and Secretary shall be from among those with experience in the Association.

One year before the General Assembly, Board members who wish to be considered for the position of President Elect will be invited to put their names forward along with a short statement. In the event that there is more than one nominee for each post an election of Board members will be undertaken.

a. V

DELEGATES

- a) At the General Assembly, the number of delegates entitled to represent the Affiliated Societies, (category A&B) shall be according to the following:

Number of Members	Number of Delegates
0-200	1
1000	2
3000	3
5000	4
10000	5
20000	6

For every further 10000 members, the Affiliated Society will be entitled to one more delegate.

- b) Category C Affiliated Societies will not be entitled to vote at the General Assembly.
- c) The Affiliated Society shall inform The Secretary of the names of the delegates not less than two months before the Congress. All delegates must present their credentials to the Secretary prior to the General Assembly.

VI.

GENERAL ASSEMBLY

- a) Preparation.

The following must reach the Secretary from the Affiliated Societies and/or individual members not less than three months before the General Assembly:

- 1) Offers to host the next Congress but one, based on official approval by the Board in accordance with the Regulations specified in Organization of the IALP World Congress.
- 2) Suggestions for main reports for the following World Congress.
- 3) Proposals for candidates for election of the President Elect and members of the Board together with the nominees' written consent.

The agenda of the General Assembly shall be provided to the voting members at least 30 days before the scheduled General Assembly.

- b) The agenda for the General Assembly shall include.

The delegates of the Affiliated Societies (Category A) and the individual members, prior to voting, shall be informed of the following issues:

- 1) The offers to host the next Congress but one and the recommendations by the Board concerning place and time of the next Congress but one;
- 2) recommendations for the main reports for the next Congress;

- 3) candidates for election to the new Board;
- 4) other business relevant to the General Assembly, such as voting procedures and proposed changes to the by-laws.

c) Voting.

Voting for the Board, the site of the next but one Congress and the main reports of the next Congress shall be in written form. Other matters should be decided by a show of hands or electronically.

Individual members who are also delegates of Affiliated Societies (Category A&B) are entitled to two votes. Members of Category C who are not individual members are not entitled to vote.

Members of Affiliated Societies who are not delegates and not Individual Members of IALP are not entitled to vote at the General Assembly.

Non-members and non-delegates may be admitted to the General Assembly as observers.

Individual Members of IALP not present at the Congress have the right to vote by mail. (see By-laws Article Five, section five).

d) Business to be transacted shall be:

1. The Secretary's Report;
2. the Financial report including independent accounts review ;
3. voting on the site and date for the next but one Congress;
4. voting on recommendations for the main reports for the next Congress;
5. election of the President Elect, Vice-President and Members of the Board;
6. approval of the annual membership fee for individual members previously determined by the executive;
7. such other business as the Board may decide.

The Office Manager, the Secretary and another member appointed by the Board will be responsible for overseeing and counting the votes. The result of the election will be reported by the General Assembly during the Congress.

- e) Minutes of the General Assembly shall be published on the IALP website.

VII MEMBERSHIP FEES

The annual membership fee for individual members should be approved by the General Assembly on the proposal of the Board and payable in January. Individual members whose fees are two years overdue shall cease to be members of the Association.

Fees of Affiliated Societies shall be payable annually in January according to a scale to be decided upon by the Board. The Office Manager shall send out a reminder of the fees due each year and a second reminder to those who have not paid after 6 months. Those whose fees are two years overdue shall cease to be Affiliates of the Association. A final notice will be sent.

Special circumstances.

- a) When currency regulations make remittance of fees impossible, the Board may make suitable arrangements (See By-law 4.6).
- b) When for economic reasons an Affiliated Society cannot meet the cost of the prescribed affiliation fees, special arrangements may be made (see By-law 4.6).

VIII

THE EXECUTIVE, THE BOARD AND STANDING COMMITTEES

A. Executive Committee

Face-to-face meetings of the Executive Committee should normally take place once a year, with business in the interim period taking place electronically or by other means.

B. Board

- a) Face-to face meetings of the Board shall normally take place at the Congress and at other times at the discretion of the Executive committee.
- b) A quorum for Board Meetings (personal attendance or through electronic means) should be 50% +1.
- c) All matters of policy must be decided upon by the Board.
- d) Any event or publication to which the name of the IALP is attached, or for which the IALP logo is used, requires the prior approval of the Executive Committee.

C. SPECIAL COMMITTEES (see By-laws, Article 8)

1. The IALP Board may appoint or dissolve special committees on the recommendation of the President Elect. Special committees are comprised of IALP Individual Members as required.
2. The Chairperson of and IALP committee shall be appointed by the Board with terms of office being three years (see 4a). The chairperson of a committee may recommend any individual member of the IALP to be appointed a member of that committee.
3. Approval of a new committee member proposed by the committee is made by the President-elect. Appointments to committees to fill vacancies may be made at any time. Persons appointed between Congresses will be eligible to serve two consecutive full terms beginning at the next Congress if so appointed.

4. Members are eligible to serve on a committee for no more than two consecutive terms.
 - a) Committee members must agree in writing to serve on the committee and must agree to maintain IALP membership for the duration of their term.
 - i.) Up to three consultants may also have advisory attachment to assist the committee with a specific project with a maximum term of a further three years. Consultants need to be individual members of IALP.

Responsibilities of the Chair of the IALP Committee

A committee chair is responsible for stimulating engagement and activity of their committee members in pursuance of the mission and vision of IALP.

- a) The chairperson is responsible to the Board through the President -elect for all meetings, activities and proposals of a committee.
- b) The chairperson shall report to the Board at least once a year on all committee activities.
- c) Three months before the General Assembly of IALP, s/he shall provide a report to the Board. This should include the following:
 - 1) a review of the activities of the committee and any necessary revisions for approval of the Board; present considerations, and future planning, suggestions for committee appointments and, if relevant, information concerning the budget and projected budget requests.
 - 2) a review of the terms of appointment of all committee members including recommendations for new committee members.
- d.) Committee members shall receive no payment for their work on the Committee.

IX External independent Accountant

- a) Term of office shall be from one Congress to another. Accountants may be reappointed more than once.

X CONGRESS ORGANISATION

The organisation of the triennial IALP World Congress is written in a separate document: "Organisation of the IALP World Congress".

XI AMENDMENTS

Amendments to these Regulations may be made by $\frac{3}{4}$ vote of the Board.

Whenever amendments are made of By-laws and Regulations, the date of approval must appear in the document.