INTERNATIONAL ASSOCIATION OF PHYSICIANS IN AUDIOLOGY

IAPA BY-LAWS 2016

1 Rule 1. Name

The association is denominated "International Association of Physicians in Audiology" which could use the acronym "IAPA", either together or not. Its website: www.iapa-audiovestibularmedicine.com

7 Rule 2. Aims

The IAPA an International body has the following aims relating to Audiological and Vestibular medicine:

a) To maintain, promote and improve clinical, ethical and scientific standards relevant to medical practice.

b) To strengthen the connection with related specialities.

c) To promote co-operative endeavours, at both international and national levels, directed at the solution of relevant clinical, medico-legal, occupational, preventive, public health and social problems.

d) To provide an opportunity for its members to discuss items of mutual interest.

e) To provide information relevant to those bodies that might request it.

f) To concern itself with education, training and research relevant to audiological and vestibular medicine.

29 Rule 3. Membership

30 Rule 3.1. Categories

The IAPA shall provide the following categories of membership:

33 a) Full Members: All physicians whose practice is in the field of Audiology and Vestibular Medicine are eligible for full membership of IAPA. Admission to IAPA requires completion of the on-line IAPA application form. IAPA reserves the right to verify any information given.

b) Honorary Members: Membership of IAPA may be offered by the Executive Committee to an individual in recognition of scientific or other contribution to the field of Audiology and Vestibular Medicine. An Honorary Membership may be awarded to a current or past member of the Society, as well as a non IAPA member.

c) Associate Members: To become an associate member the applicant must indicate an interest in the aims of the IAPA and not be eligible for full membership.

d) Associated Societies: Related professional bodies IAPA will establish memoranda of understanding with professional bodies related to Audiological and Vestibular medicine following approval by the Executive Committee.

e) Sponsorship organizations Public, professional and private organizations with an interest in IAPA and its aims may apply to be "ad hoc" a sponsoring member. The Sponsorship organizations will be classified according their contribution to IAPA.

55 Rule 3.2 Termination of membership.

A Member of IAPA may resign from the membership at any time by written notification to the Secretary General. The
resignation will be effective from the date of receipt. A resigning member shall not be entitled to receive any refund, pro rata or otherwise, of any membership dues, fees or assessments for the balance of the calendar year in which the resignation is effective.

b) The membership of any individual will be terminated if they have not paid their fee within six months of the due date.

c) A Member of IAPA may have their membership terminated, if, of due consideration by the Executive Committee, and a prior warning to the member, it is found that the Member’s conduct damages the reputation and the interest of IAPA. The General Assembly will be informed of such an action.

Rule 4. Executive Committee

Rule 4.1 Composition

The Executive Committee is comprised of:

a) The President, Vice-President, Secretary General, Treasurer, the immediate Past President and the editor of the Hearing Balance and Communication Journal, the official publication of IAPA. They will all have voting rights.

b) The organizer of the next biannual IAPA Meeting will be co-opted as a non-voting member for a period of up to two years, until the conclusion of that Meeting.

c) Up to three non-voting members maybe co-opted to the Executive Committee to provide advice on particular issues.

Rule 4.2 Election of Officers.

a) The Secretary shall inform Honorary and full members of IAPA of the expiry of terms of office of the Executive Committee officers not less than six months before their expiry date. Nominations for officers should be sent to the Secretary not less than four months before the expiry of the terms of office.

b) Each nomination should be seconded and accompanied by an agreement from the nominee to stand for that office. If there is more than one nomination for an office, a secret ballot shall be held at the General Assembly and named, signed, proxy votes would be accepted. In the event of a tie, the President has the casting vote.

c) The Executive Committee shall submit a recommendation for the Executive officers to the General Assembly. Additional nominations may be received from the members of the General Assembly. A vote by the members of the General Assembly will select the new Executive Officers.

d) At the end of each regular IAPA Congress, the Vice-President, unless otherwise agreed by the Executive Committee, shall become President, the President shall become immediate Past-President, and the newly elected Vice-President shall assume office. Each President and Vice-President shall serve for a period of two years.

 Neither the President nor the Vice-President may stand for re-election in the same position. The immediate Past President remains a voting member for the duration of term.

e) The position of the Secretary and the Treasurer shall have a duration of four years.

Rule 4.3 President

It shall be the role of the President to chair the Executive Committee and General Assembly meetings. The President is the official representative of IAPA in all activities. The President may appoint persons to represent the Association or to assist with any duties.
Rule 4.4 Vice-Presidents

It shall be the role of the Vice-President to assist the President as representative of the Association. The Vice-President may be called upon to perform other duties as requested.

Rule 4.5 Secretary General

The Secretary General shall coordinate all correspondence in conformity with directives issued by the Executive Committee and shall attend day to day administrative IAPA duties. The Secretary General shall act as the Secretary at the Executive Committee and General Assembly meetings and shall draw up minutes of each meeting, which shall record the resolutions adopted.

Rule 4.6 Treasurer

The Treasurer shall co-ordinate the financial affairs of IAPA and acts as appropriate, on instructions from the Executive Committee, keeping the officers informed of such activities. The Treasurer shall request the payment of an annual membership subscription for IAPA at the beginning of January each year.

Rule 4.7 Editor and Managing Editor

An Editor and Associated Editor appointed by the Executive Committee will coordinate the Hearing Balance and Communication Journal, the official publication of IAPA.

4.8 Website Master

IAPA will maintain a website for the purposes of information of members and the general public. A Website master appointed by the Executive Committee will be responsible for the oversight and management of the website.

Rule 5. Headquarters of the IAPA

The domicile of the Secretary General shall determine the site of the Headquarters of IAPA.

Rule 6. Committees

The Executive Committee may set up committees as may be considered necessary to undertake specified tasks and they will report back to the IAPA Executive Committee.

Rule 7. General Assembly

a) The General Assembly shall consist of the Full Members and Honorary Members.

b) The meetings of the General Assembly shall be chaired by the President of IAPA. In the case of the Chairman being absent or prevented from performing his office, the Vice-President shall replace him. In the absence of the President and the Vice-President, their duties shall be assumed by the Secretary-General. Only members of the General Assembly shall have the right to vote.

c) The General Assembly shall meet at least once every two years, during each World Congress of IAPA.

d) An agenda for the meeting of the General Assembly shall be prepared by the Secretary General in consultation with the President and shall usually include the following:

- Approval of the agenda.
- Approval of the minutes of the previous meeting.
- Business arising from the minutes.
- Executive Committee report.
- Financial report.
- Appointment of officers of the Executive Committee.
- Appointment of two full members for the revisions of the accounts
- Selection of the site for the next Meeting to be proposed to the General Assembly.
Theme for a Round Table at the next Meeting and, if possible, nomination of the moderator.

Any other business.

e) The official language for the General Assembly shall be English.

f) Voting if required shall be by a secret ballot by those present at the General Assembly and/or by electronic mail. All decisions, other than changes to the Constitution, shall be by simple majority of those members present at the General Assembly or Electronic Email. Any proposed amendment to the IAPA Constitution must be approved by a two-thirds vote of the General Assembly present and those participating by Electronic mail. The Chair of the IAPA General Assembly shall have no vote unless the votes be equal, in which case the Chairman shall have the casting vote.

g) The decisions adopted by the General Assembly in each item of the agenda shall be recorded in the minutes. The minutes of the IAPA General Assembly should be circulated to the Executive Committee within two months of that meeting and when confirmed by the Executive Committee, will be signed by the President and the Secretary General. The minutes will be kept at the head office of the Secretary General where they may be inspected by any Member. Copies will be sent to the members of the Executive Committee and will be available at the next meeting of the General Assembly.

Rule 8. Professional Meetings

a) World Congress of the International Audio Vestibular Medicine organized under the auspicious of IAPA shall take place every two years.

b) The time and place of the IAPA World Congress shall be proposed by any full or Honorary Member, the Executive Committee or the General Assembly and approved by the General Assembly.

c) Each of these Congresses shall be known as “1st, 2nd, 3rd... WORLD MEETING OF THE INTERNATIONAL SOCIETY OF AUDIOVESTIBULAR MEDICINE”. If appropriate, a second line may be added to repeat the title in the language of the country where the Congress is to be held. The following information must also be included: “Organized in the name of the International Association of Physicians in Audiology”.

c) The scientific content of the Meeting programme shall be decided upon consultation between the Executive Committee and the local organizing committee of the Meeting.

d) The meetings shall have a minimum of three Round Table sessions. One Round Table topic shall be selected by the General Assembly, one Round Table topic shall be selected by the Executive Committee and one Round Table topic shall be selected by the Congress President. Each day of the Congress shall also include sessions devoted to that day’s Round Table topic. The names of the moderator and/or chairman of the Round table sessions shall be decided by the individual or group proposing the theme. In addition, time shall be reserved for free presentations and posters.

d) The working language for the conference shall be English. Simultaneous translation may be provided by the Congress’s organizers.

e) National meetings could be organized in collaboration with IAPA provided that the scientific programme is approved by the Executive Committee.

f) The President of the Congress shall be a member of IAPA. Its nomination shall be approved by the Executive Committee on behalf of the General Assembly at least two years before the Congress. The President of the Congress shall be responsible for the...
nomination of the local Organizing
Committee.

g) The local organizing committee shall be
responsible for the financial management
of the Congress. IAPA will not be
responsible for payment of any debts
incurred by the local organizing committee
in relation to Congress

h) The meeting of the Executive Committee
and General Assembly shall take place
during the Congress at a time established
by the Executive Committee

i) The registration fee for Members of IAPA
must be less than that paid by non-
Members. Members of the Executive
Committee will be exempt from
registration fees for the Congress

j) The Executive committee of IAPA shall be
kept informed at regular intervals (not
exceeding every six months) during the
two years preceding the Congress of the
progress in its Organization.

Rule 9. Extraordinary Meetings and
Courses

a) From time to time, Extraordinary
Meetings may be approved by the
Executive Committee. The title of these
Meetings shall be “2nd Extraordinary
Congress of the International Society of
Audio-Vestibular Medicine”. The same
information designated for the regular
IAPA Congress must be provided

b) From time to time the Executive
Committee shall promote and organize
educational and training courses (summer
schools).

c) The Extraordinary Meetings and Courses
will be advertised on the IAPA website

Rule 10. Publications and Website

a) IAPA is the owner the Hearing Balance
and Communication Journal,

b) This journal is the official publication of
IAPA. An Editor and Associated Editor
shall be appointed by the Executive
Committee. The Editor and Associate shall
serve for a four year period which is
renewable.

c) IAPA will maintain a website for the
purposes of information for members and
the general public

d) The Executive Committee is authorized
to publish any books / pamphlets which
should be reported to the General
Assembly of IAPA.

e) The Executive Committee shall have final
responsibility for all communications and
will provide periodic evaluation and
recommendations of existing print and
electronic media concerning
communications strategy and personnel.

f) The IAPA Journal and website can accept
announcement regarding academic events
or general items related to Audio
Vestibular Medicine on payment of a
predetermined fee

Rule 11. Finances

a) The general expenses of IAPA shall be
covered by the annual membership
subscription and revenues generated by
the publications, meetings and voluntary
contributions or legacies.

b) The Annual Membership subscription of
the full, associated members and societies
shall be proposed by the Executive
Committee and approved by the General
Assembly. Honorary members shall be
exempt from payment of dues.

c) The general accounts of IAPA shall be
kept current by the Treasurer and closed
on December 31 of each year. They shall be
presented at the next General Assembly meeting.

d) In the case of a newly appointed Treasurer, he/she will take office on the 31st of December of the year he/she was elected. The outgoing Treasurer will be responsible for IAPA’s accountability until that date.

e) IAPA Executive Committee may approve expenditures in actions where such contribution furthers the aims of IAPA.

f) Two full members appointed by the General Assembly -excluding the officers of the Executive Committee-, shall annually review the financial statements presented by the Treasurer.

Rule. 12. Dissolution

a) The Executive Committee will propose the mechanisms to dissolve IAPA if it is proposed by the General Assembly and supported by the votes of two thirds of the full members of IAPA.

b) In the event of IAPA being wound up, for whatever reason and whenever this might be, this step shall be undertaken by a liquidator appointed by the full members, who shall also decide on his/her powers, and, if applicable, fix his/her remuneration. In default of such a procedure, the winding up shall be carried out by the officers at the time acting as liquidators. In this case, the liquidators shall have the widest powers, irrevocable and unlimited. The Executive committee will inform the General Assembly of all decisions in regards to any winding up of IAPA. On wind up, the assets of IAPA should be transferred to an institution or association with a similar purpose as IAPA.

RELATIONSHIP BETWEEN EXECUTIVE COMMITTEE AND CONGRESS ORGANISING COMMITTEE

1) The President of the Organizing Committee shall be a member of IAPA, and approved by the Executive Committee on behalf of the General Assembly and shall be a non-voting member of the Executive Committee during two years preceding the Congress.

2) He/she shall be responsible for nominating a Local Organizing Committee.

The membership of which should be approved by the Executive Committee.

3) In general, one theme of the conference should be proposed by the Executive Committee, the President of the Conference and the General Assembly. Additional themes may be adopted, subject to the discussion with the Executive Committee.

4) Any profit or loss of the Congress shall be borne by the Local Organizing Committee and not by IAPA. IAPA would encourage a donation of an agreed percentage of any profit from the Congress. Provided that IAPA financial situation so permits the Executive Committee may provide a start-up loan to the Congress organizing committee. The Loan Conditions shall be subject to the terms negotiated under agreement between the IAPA EC and the Local Organizing Committee.

5) During the Congress the Local Organizing Committee will make time and facilities available for meeting the Executive Committee and the General Assembly of the Association.

6) Members of the Executive Committee and of the Local Organizing Committee will be exempt from registration fees for the Congress. Paid up members of the Association will normally be granted reduced registration fees. Executive Committee will be kept informed of the progress of the organization at regular intervals (not exceeding every six months) during the two years preceding the Congress.