



## **RULES OF PROCEDURE**

*Amended by Council at Helsingør on 23 June 1995 (see Fontes 43/2 (1996), p162-3); at Périgueux on 13 July 2001 (see Fontes 49/1-2 (2002), p16-17); at Berkeley on 4 and 9 August 2002 (see Fontes 50/2-4 (2003), p185-9); at Antwerp on 17 July 2014.*

### **Rule I. Members**

1. Membership shall commence on payment of the prescribed annual dues.
2. Honorary members shall be elected by the General Assembly on proposal of the Board. National and Multi-national Branches may elect their own honorary members, who do not, however, thereby become honorary members of the Association.

### **Rule II. Dues**

1. The financial year shall be the calendar year.
2. Dues shall be paid to the International Association before 1 March of the current year.
3. Membership shall cease if dues have not been paid by the end of the year.
4. Members in arrears of payment at the time of voting shall not be entitled to vote.
5. In countries where a National or Multi-national Branch of the Association exists, members shall pay their dues to the Treasurer or Secretary of the Branch, unless the Branch prefers another arrangement. 20% of the dues may be retained by the Branch; the remainder shall be remitted to the Treasurer of the Association.
6. The National or Multi-national Branch may use its share of the dues at its own discretion. The Branch shall be entitled to assess additional dues upon its members and shall have the sole right of disposal of such funds as well as of revenue from any other sources. Members in countries without a National or Multi-national Branch shall remit their dues to the Treasurer of the Association, either directly or through an intermediary designated for this purpose.
7. Honorary members of the Association shall be exempt from dues. This does not apply to honorary members of a National or Multi-national Branch; however, the Branch may pay the dues of such members.

### **Rule III. The General Assembly**

1. The General Assembly shall normally consist of two sessions. Whenever possible, issues requiring time for reflection and consultation by the members should be raised at the first session and voted on in the second session. Any member may request that a vote be delayed until the second session. Proposals of agenda items should be submitted to the Secretary General in advance. The sessions of the General Assembly shall not normally be combined with any closing session summarizing the activities of the congress.
2. The General Assembly shall be presided over by the President of the Association. In the absence of the President, the President-Elect shall preside, or, in the absence of a President-Elect, one of the Vice-Presidents shall preside.
3. Proxy votes shall require written authorization by the person giving the proxy. They must reach the Secretary General not later than three days in advance of the General Assembly.
4. The minutes of the General Assembly shall be published in the Association's journal. The minutes must include a summary of the transactions and the texts of adopted resolutions.

#### **Rule IV. The Board**

1. The Board shall be entitled to invite advisors of its own choice to attend its meetings.
2. The Secretary General shall coordinate the work of the Association and shall have the ultimate authority over the professional programme of congresses; shall be responsible for giving notice of meetings of the Board and General Assembly, and compiling and circulating their agendas and minutes; shall circulate proposals for changes to the Constitution or Rules of Procedure, as well as any other documents of importance to the Association. The Secretary General shall organize the elections to the Board.
3. The Secretary General may claim expenses up to an amount specified in the budget and shall be empowered to engage additional staff within limits set by the Board.
4. The Secretary General shall be appointed for an initial terms of four years, and may be reappointed for subsequent terms of two years.
5. The Treasurer shall sign cheques and other documents of financial importance to the Association; shall keep a record of all income and expenditure and balance the accounts; shall provide the Board and General Assembly with an annual financial report and a budget for the coming year. The Treasurer shall maintain up-to-date records of the members, making them available to members and others in ways that shall be agreed by the General Assembly.
6. The Treasurer may claim expenses up to an amount specified in the budget and shall be empowered to engage additional staff within limits set by the Board.
7. The Treasurer shall be appointed for an initial term of four years, and may be reappointed for subsequent terms of two years.

#### **Rule V. Election of the President and Vice-Presidents of the Association**

1. Each nomination for the offices of President and Vice-President, together with the consent of the nominee and a brief curriculum vitae, shall be sent to the Secretary General at least four months before the beginning of the annual congress in the year when the election is held.
2. Voting shall be conducted electronically, and by paper ballot on request. The names of the candidates, together with their biographical information, shall be made available electronically as soon as possible after their nominations are received. The Secretary General shall inform members by email of the election schedule, and the voting process. Voting shall be open for one month, the results being announced as soon as possible thereafter.
3. The counting of the votes shall be undertaken and verified by a process to be confirmed by the General Assembly.
4. The new Board shall take up its duties at the close of the General Assembly. Incoming Board members shall be invited to attend Board meetings held during the congress as observers.

#### **Rule VI. Professional Branches, Subject Commissions and Working Groups**

1. Any member of the Association shall have the right to attend all meetings of all Professional Branches and Subject Commissions.
2. Elections shall be held in the Professional Branches and Subject Commissions the year after the Board elections. The elections must be announced in the preliminary and official congress programmes.
3. The Board shall appoint a Vice-President of the Association or another member of the Association to receive nominations and manage the elections.
4. The members of the Association present at such an election shall elect a Chair of the Branch or Commission for a term of three years. No Chair may serve for more than two consecutive terms. Normally, there should be at least two candidates for Chair, elected by secret ballot. If there is only one candidate, voting may be by open ballot, unless a secret ballot is called for by any member. A Vice-Chair and a Secretary may be elected by the members present by open ballot, regardless of the number of candidates, with the same provision.
5. A Working Group may be proposed by the Chair of a Commission or Professional Branch to work on a particular, finite project. Proposals must be accompanied by letters of support from at least two other IAML members, indicating that they are willing to participate in the working group. A detailed proposal, including terms of reference and the anticipated duration

of the project, must reach the Board no later than its mid-year meeting. If approved by the Board, proposals shall be circulated electronically to IAML members in advance of the annual congress and presented to the General Assembly for final approval. The chair of a Working Group shall report annually to the chair of the parent body, who in turn shall report to the Board on the progress of the project.

#### **Rule VII. Congresses**

1. The place and date of congresses shall be determined by the Board, and confirmed by the General Assembly.
2. The organization of a congress shall normally be assigned to a National or Multi-national Branch at the invitation of the Branch, which shall be in charge of local arrangements. Responsibility for the professional programme shall rest with the Association.
3. Congresses may focus upon particular aspects of the work of the Association.
4. Notice of congresses must be circulated to all members of the Association not less than six months in advance.

#### **Rule VIII. Publications**

1. The Board shall establish a Publications Committee chaired by one of the Vice-Presidents of the Association to provide general oversight and coordination of all its publications. Members of the Committee shall include the editors of all of the Association's publications, its Webmaster and Web-Editor.
2. Within guidelines laid down by the Board for the policy and general management of the Association's journal, the editor shall have sole editorial responsibility.