



INTERNATIONAL ASSOCIATION OF LOGOPEDICS  
AND PHONIATRICS

**GENERAL REGULATIONS**

(Appendix to the By-laws of IALP)

Agreed by the Board,

March 2017  
March 2010  
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

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Definitions:

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|------|--|
| I    | Members  |
| II   | Affiliation of new societies<br>Re-entry of Affiliated Societies     |
| III  | Board - duration of offices  |
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| IX   | Auditors   |
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# XI Congress Organisation



## In these Regulations

|  |   |
|--|---|
| “Association” shall be taken to mean                   | The International Association of Logopedics and Phoniatics,   |
| “Board” shall be taken to mean                         | The Executive Committee and Board Members at large  |
| “Executive Committee” shall be taken to mean           | The President,<br>The President Elect,<br>The Immediate Past President,<br>The Secretary,<br>The Treasurer and<br>The Vice President,<br>The Editor-in-Chief<br>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,<br>Senior members and Honoured members  |
| and  |   |
| “Affiliated members” shall be taken to mean Article 4. | Affiliated Societies in accordance with the ByLaws  |

## **I. MEMBERS**

### **Individual**

**Senior Members:** (see By-laws Article 4)

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

**Honoured members.** The Board may, with the assent of the General Assembly, appoint certain distinguished logopedists, phoniaticians and audiologists or other distinguished persons as "honoured members". They receive membership in the IALP and copies of the Association’s official journal at no cost.

## **II. AFFILIATION OF SOCIETIES**

Applications from Affiliated Societies (Categories A, B, and C) seeking membership should be made to the Board for approval. Where an Affiliated Society already exists in the same country the views of that society will be sought but such a society cannot hold a veto (see also By-laws Article 4).

### **Re-entry of Affiliated Societies**



If an Affiliated Society leaves IALP and then applies to join the Association at a later date, a re-entry fee equivalent to the annual fee for the number of years of absence (maximum 3 years) must be paid. 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 no more than fifteen voting members. The term of office is from one Congress to the next except for the Treasurer and the Editor-in-Chief who will in active duty in January 1<sup>st</sup> of the following year.
- b) The Secretary, the Treasurer, Editor-in-Chief, and Members at large may be re-elected only 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 provide a slate for the new Board to the General Assembly for voting and approval.

### IV ELIGIBILITY AND DISTRIBUTION OF OFFICES AND MEMBERSHIP OF THE BOARD

- a) Only individual members can be candidates for election to the Board. An individual member or an Affiliated Society TYPE A must propose their names in writing. The candidate must previously have agreed to be nominated as a candidate.
- b) Board members are chosen in *propria persona* and not as representatives of a given country or association.
- c) Not more than two candidates may be elected to the Board from any one country.
- d) The Board elects the Secretary and the Treasurer from among its members.
- e) Election for President and Secretary shall be from among those with experience in the association.

### V DELEGATES

- a) At the General Assembly, the number of delegates entitled to represent the Affiliated Societies, (category A) 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. Category B and C Affiliated Societies will not be entitled to vote at the General Assembly.

- b) 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 30days 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 shall be informed on 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.

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

Members of Affiliated Societies who are not official (see Va) delegates are not entitled to vote at the General Assembly.

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

Members not present at the Congress have the right to vote by mail. (see By-laws Article Five, section five). Delegates who are not members of the IALP who are unable to attend the General Assembly are not permitted to vote by mail.

- d) Business to be transacted shall be:
- 1) The Secretary's Report;
  - 2) The Treasurer's report and account;
  - 3) The Auditors' report
  - 4) The appointment by the General Assembly of three members to count the votes;
  - 5) Voting on the site and date for the next but one Congress;
  - 6) Voting on recommendations for the main reports for the next Congress;
  - 7) Election of the President Elect, Vice-President and Members of the Board;
  - 8) Such other business as the Board may decide.

The three members appointed by the General Assembly will count 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 in IALP News.

## **VII MEMBERSHIP FEES**

The annual membership fee for individual members should be decided upon by the General Assembly on the proposal of the Board and be 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 Treasurer 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.
- b) When for economic reasons an Affiliated Society cannot meet the cost of the prescribed affiliation fees, special arrangements may be made.

## **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 should be 50% +1 which is 8 members. No decisions can be made except when this number is present. From time to time the Board may act on matters using electronic balloting. When using electronic balloting, a quorum of the full board should be 50%+1 which is 8 members.
- 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 prior approval of the Board.

### **C. Standing Committees**

- a) The Board will appoint committee chairs and may appoint Committee members at any given time. Committee members will select a Deputy Chair and may appoint Committee members. (See: V111 D.). The President-Elect shall be in charge of coordinating the work of Standing Committees.
- b) The President-Elect shall monitor and act as the Board liaison to all standing committees.
- c) Committee chairpersons may be invited by the President to Board meetings for special discussions.

### **D. SPECIAL COMMITTEES (see By-laws, Article 8, section 3)**

- a) The IALP Board may appoint special committees comprised of IALP Individual Members. In consideration of their advisory status, the Board oversees all activities of special committees.
- b) The chairperson and members of standing committees shall be appointed by the Board with terms of office being three years. The chairperson of a committee may recommend any individual member of IALP to be appointed a member of that committee.
- c) Appointment of the committee members are made by the Board, after the Committee chair together with the committee members submits his/her recommendation to the Board for approval.
- d) Appointments to committees to fill vacancies may be made between Congress meetings of the Board with the approval of the Board. Such appointments are for the duration of the term and will end at the next Congress meeting. Persons appointed between Congresses will be eligible to serve two consecutive full terms beginning at the next Congress if so appointed.
- e) No appointment to committees can be made within one year of the next Congress.
- f) Members are eligible to serve on a committee for no more than two consecutive terms unless by special approval of the Board.
- g) The Board also has the right to earlier disbandment of the Committee or discharge of its chairperson.
- h) Committee members must agree in writing to serve on the committee and must agree to maintain IALP membership for the duration of their term (3 years).

- i.) Up to three consultants may also have advisory attachment to assist the committee with a specific project with a maximum term of three years.

#### **Responsibilities of the Chair**

- a) The chairperson is responsible to the Board for all meetings, further activities and proposals of a committee. Information to the public may only be given when authorized by the Executive 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) review of the charge of the committee and any necessary revisions for approval of the board; present considerations, and future planning, suggestions for committee appointments and 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 a Committee.

### **IX AUDITORS**

- a) The Board shall make proposals to the General Assembly for two Auditors holding no other office in IALP.
- b) Term of office shall be from one Congress to another. Auditors may be re-elected for one further term in the same capacity.

### **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.