

BYLAWS

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INTERNATIONAL
ASSOCIATION FOR
THE SCIENTIFIC
STUDY OF
INTELLECTUAL AND
DEVELOPMENTAL
DISABILITIES



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TITLE

INTERNATIONAL ASSOCIATION FOR THE SCIENTIFIC STUDY OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES, INC. (abbreviated IASSIDD)

ARTICLE I

SECTION 1: VISION

A world where people with intellectual and developmental disabilities live fulfilling and healthy lives, as valued members of their communities, and where they experience the full and equal enjoyment of all human rights and fundamental freedoms as articulated in United Nations conventions.

SECTION 2: MISSION

To promote the development of new knowledge, research and other scholarly activities, as well as the application of knowledge, to improve the lives of people with intellectual and developmental disabilities, their families and those who support them.

SECTION 3: VALUES

- 1) Respect for the inherent dignity of all people regardless of disability, age, gender and ethnicity
- 2) Openness and tolerance for differences in people, practices and cultures
- 3) The right of persons with intellectual and developmental disabilities, their families, advocates and communities to contribute to the research agenda, research processes, and to have access to research findings in a meaningful way
- 4) The importance of scientific integrity and methodological rigour in research, within an ethical framework
- 5) The importance of policy, practice and education being informed by scientific evidence

SECTION 4: AIMS

To:

- 1) Enable international collaboration and leadership in research
- 2) Encourage a perspective that takes into account the interests, human rights and fundamental freedoms of persons with intellectual and developmental disabilities, their families and those who support them throughout the world.

- 3) Stimulate high quality and innovative research encompassing interdisciplinary interests and methodological diversity.
- 4) Engage in worldwide exchange of evidence-based knowledge with relevant stakeholders. This activity includes, but is not limited to, the organisation of congresses, conferences, roundtables, and workshops, and the publication of journals, a website and newsletters.

ARTICLE II: MEMBERS

SECTION 1: MEMBERSHIP CATEGORIES

- 1) Individual Members
 - a) Regular
 - b) Discounted
 - i) Student
 - ii) Retiree or unwaged
 - iii) Individual from low and middle-income countries
 - c) Complimentary
- 2) Center Members
 - a) Regular
 - b) Discounted: Centers from low and middle-income countries

SECTION 2: INDIVIDUAL MEMBERS

- 1) Individuals engaged in a field directly or closely associated with the scientific study of intellectual and developmental disabilities may apply to become subscribing individual members.
- 2) Each year, Council will establish a membership fee schedule offering discounted memberships to those who are students, retirees or unwaged and individuals from low and middle income countries.
- 3) Council may also offer complimentary membership to individuals for significant past or ongoing service to the Association.
- 4) Membership benefits ascribed to subscribing and complimentary individual members shall be those assigned by Council annually and clearly publicized prior and during membership renewal.
- 5) All subscribing individual members are privileged to attend, speak and vote at the meetings of the Assembly, as prescribed in these bylaws (ARTICLE V Section 2.2).
- 6) Complimentary members are privileged to attend and speak at the meetings of the Assembly though not entitled to vote.

SECTION 3: CENTER MEMBERS

- 1) Staff-based organizations engaged in a field directly or closely associated with the scientific study of intellectual and developmental disabilities and/or education in the field of intellectual and developmental disabilities may apply to become subscribing center members.
- 2) Each year, Council will establish a membership fee schedule offering discounted memberships to Centers from low and middle income countries.
- 3) Membership benefits ascribed to subscribing Center members shall be those assigned by Council annually and clearly publicized prior and during membership renewal.
- 4) All subscribing Center members are privileged to designate one individual to attend, speak and vote at the meetings of the Assembly, as prescribed in these bylaws (ARTICLE V Section 2.2).

SECTION 4: MEMBERSHIP FEES

- 1) The annual fees of the Association to be paid by individual and center members shall be fixed by Council. Benefits will take effect from the date of receipt of payment for the current year (with the exception of journal subscriptions which shall be effective January 1 or the membership year).
- 2) Membership lapses at the end of each calendar year and a member is only in good standing from the time of receipt of payment for the next year.

SECTION 5: TERMINATION OF MEMBERSHIP

- 1) Membership in the Association may be terminated by resignation, by default in the payment of the fees or upon recommendation of the Council, as is prescribed in these bylaws (ARTICLE II, Section 4.2).
- 2) Council may terminate from membership a member for conduct which is contrary to the values of IASSIDD as set out in ARTICLE I, Section 3 of these bylaws. Council shall entertain a proposal of termination of membership when submitted in writing and signed by two members of the Association. Membership will be terminated by three-fourths ($3/4^{\text{th}}$) vote of Council members (excluding any member of Council who might be the subject of such a vote). The vote can be taken at a regular meeting of Council, or by electronic poll of the Council where the Secretary has given a minimum of 28 days notice of such a poll.
- 3) A member may resign in good standing provided that the member is not in arrears for fee payments or other obligations, and has not been notified of a conduct charge specified in these bylaws. Such members will not be considered in arrears for fees if pro rata fee payment is made to date of resignation. A member who has resigned in good standing may be reinstated without prejudice.

ARTICLE III: SPECIAL INTEREST RESEARCH GROUPS

SECTION 1: PURPOSE & ESTABLISHMENT

- 1) In recognition of the diverse interests of its members, the Association encourages the formation of Special Interest Research Groups (SIRGs) that are formed by groups of members with a specific research interest or topic.
- 2) For new SIRGs to be recognized by the Association, a minimum of 30 members must agree to a set of common objectives and receive the written approval of Council for the establishment of such a SIRG.
- 3) SIRGs will be reviewed by the Executive prior to every Assembly and any recommendation for termination of a SIRG will be made to Council at its last meeting.
- 4) SIRGs should endeavor to be multidisciplinary in their composition.

SECTION 2: MEMBERSHIP

- 1) Membership in recognized SIRGs is a benefit of membership in the Association.
- 2) Upon payment of membership dues, individuals may select up to five (5) SIRGs to which they will be given membership. A member may apply to the Membership Committee for membership in additional SIRGs, for which purposes the Treasurer will provide advice on any financial implications to the Association.
- 3) Membership must be renewed annually (January to December).

SECTION 3: ORGANIZATION & ADMINISTRATION

- 1) Each SIRG shall establish an Executive Committee comprised of:
 - a) A Chairperson
 - b) A Secretary /Treasurer
 - c) At least 4 other members
- 2) Each SIRG shall appoint a member to serve on Council of the Association.
- 3) SIRGs shall maintain both a Statement of Purpose and Bylaws consistent with the Association's Vision, Mission, Values and Aims statements and Bylaws. These documents shall be reviewed and filed with the Secretary within a month of each World Congress.
- 4) SIRGs shall conduct regular meetings of their membership and keep a record of such meetings. These meetings can be face-to-face or by electronic means.

SECTION 4: FUND ALLOCATION

- 1) SIRGs shall have a funding allocation identified within the Association's Treasury based on the relative size of their membership. The amount of funding per member shall be set by Council.
- 2) All SIRG funds shall be consolidated in the Association's Treasury.

SECTION 5: RESPONSIBILITIES

- 1) SIRGs shall plan and conduct activities appropriate to their mission. These activities might include, but not be limited to, conferences, roundtables, workshops, dissemination of newsletters, etc.
- 2) All SIRGs shall cover the expenses related to the participation of their representative to Council and its committees.
- 3) All SIRGs shall, at the request of the Secretary, provide annual reports of activities (including any financial statements) to Council.

SECTION 6: DISSOLUTION

- 1) A motion to dissolve a SIRG may be presented to Council on the basis of its failing to maintain the minimum number of members (30), not sending a representative to Council without due cause, not submitting annual reports, not filing Statement of Purpose and Bylaws documents within a month of each World Congress, or if its activities no longer reflect the values, aims and objectives of the Association.
- 2) Dissolution shall require a simple majority vote of Council. The vote can be taken at a regular meeting of Council, or by electronic poll of the Council where the Secretary has given a minimum of 28 days notice of such a poll.
- 3) Any funds allocated to a SIRG which is subsequently dissolved will be reallocated to the central budget of the Association.

ARTICLE IV: ACADEMY

SECTION 1: PURPOSE & ESTABLISHMENT

- 1) The IASSIDD Academy on Education, Teaching & Research was established by the Council of the Association at its annual meeting in 2006.
- 2) The mission of the Academy is defined broadly as carrying out evidence-based education and training activities relevant to policy and practice in IDD.

- 3) When planning its activities, special focus is given to the needs of people in low and middle income Countries (LAMIC).
- 4) The Academy, through its work, promotes IASSIDD and membership to IASSIDD.
- 5) The Academy will generate revenue to further its activities and the broader mission and activities of IASSIDD.

SECTION 2: BOARD AND EXECUTIVE

- 1) The Director of the Academy shall be appointed by and report to the Council of the Association, of which he/she shall be an ex-officio (voting) member. The appointment shall be for one term (the duration of which shall be from one Assembly to the next) with the possibility of renewal for a second term.
- 2) The Academy shall have a Board (of not less than 9 members and not more than 13 members) and may have an Executive Group (maximum of 5 members) approved by the IASSIDD Council, on recommendation of the Academy Director. Board and Executive Group members shall be appointed for one term (the duration of which shall be from one Assembly to the next) with the possibilities of renewal for a second term.
 - a) The Academy shall have a Board of 13 members as follows:
 - i) The Director who acts as Chair of the Board and Chair of the Executive Committee
 - ii) The IASSIDD VP responsible for SIRG Coordination
 - iii) Four (4) members nominated by the SIRG Chairs, and selected by the IASSIDD VP responsible for SIRG Coordination in consultation with the Director of the Academy.
 - iv) Seven (7) other IASSIDD members selected to reflect the diversity of interests of IASSIDD members and the various regions of the world.
 - b) The Executive Group shall be comprised of:
 - i) The Academy Director (who also acts as Chair of the Executive).
 - ii) The VP SIRG Coordination
 - iii) A member of the Board appointed to serve as Associate Director-Financial Management (who will liaise with the IASSIDD Treasurer)
 - iv) A member of the Board appointed to serve as Associate Director-Curriculum & Media Development
 - v) A member of the Board appointed to serve as Secretary
 - vi) The past Academy Director
- 3) There shall be no substitutes for appointed and approved Board members. However, permanent vacancies on the Board may be filled during a term as follows:
 - IASSIDD Council may appoint a new Director;

- for a vacancy in the SIRG representatives, the SIRG Coordinating Committee may recommend a potential Board member to the Director, who may recommend that person to Council for approval;
- for vacancies in the other Board positions, the Director may recommend potential Board members to Council for approval.

All vacancies must be approved by Council to be considered filled.

SECTION 3: ORGANIZATION & ADMINISTRATION

- 1) The Academy shall establish protocols and guidelines to ensure the quality of its activities, together with the safety and accountability of members delivering these activities.
- 2) The Academy shall establish protocols and guidelines to ensure good governance of its finances, in consultation with the IASSIDD Treasurer.
- 3) The Director, in consultation with the Academy Executive Group and the IASSIDD Treasurer, is authorized to expend and receive funds on behalf of the Academy consistent with its mission, functions and Council-approved budget.
- 4) The Director shall prepare and table for consideration by Council an Annual Report of Activities to include an account of the program (with named speakers for every event as well as a financial summary for every event providing details of expenditures, numbers of attendees, fee per attendee, and all income generated including sponsorships).
- 5) Each year, the Director shall also submit for approval by the IASSIDD Council, a Business Plan and Budget for the coming year. These documents will include forecasts of income and expenses, and identify planned activities in keeping with the values, mission and objectives of IASSIDD.
- 6) The Academy Board shall conduct an annual meeting (face-to-face or by electronic means) for the purpose of reviewing its activities and formulating strategic proposals to be taken to IASSIDD Council.

SECTION 4: FISCAL MANAGEMENT

- 1) The Academy's funds shall be maintained in the IASSIDD treasury. These funds will be comprised of any allocation made by Council, revenue received from Academy activities, and any grant or bequests made to the Academy.
- 2) The educational and training activities of the Academy should be cost neutral and supported by its various educational activities.
- 3) The Academy shall have the discretion to raise funds, in consultation with the IASSIDD Treasurer.

SECTION 5: RESPONSIBILITIES

- 1) The Academy is authorized to
 - a) solicit and review proposals for educational programs,
 - b) commission or conduct educational activities, prepare educational curricula,
 - c) issue "Certificates of Attendance", and
 - d) accept grants and other funds (for deposit into the IASSIDD central fund).
- 2) The Board shall ensure that all activities are led by members of IASSIDD.

SECTION 6: DISSOLUTION

- 1) A motion to dissolve the Academy may be presented to Council on the basis of inactivity, failure of the Director or a designate to attend Council meetings without due cause, not submitting annual reports, if its activities no longer reflect the values, aims and objectives of the Association, or if it is financially unsustainable.
- 2) Dissolution shall require a simple majority vote of Council. The vote can be taken at a regular meeting of Council, or by electronic poll of the Council where the Secretary has given a minimum of 28 days notice of such a poll.
- 3) Upon dissolution, any funds held for the Academy will be reallocated to the central budget of the Association.

ARTICLE V: THE ASSEMBLY OF MEMBERS

SECTION 1: MEETINGS OF MEMBERS.

Members shall meet periodically as the Assembly of Members. At least one regular business meeting of the Assembly shall be held in connection with each World Congress of the Association. The Assembly may also meet upon call of the President or on petition of at least 1/3 of the subscribing members.

SECTION 2: COMPOSITION OF ASSEMBLY.

- 1) The Assembly shall consist of:
 - a) Members entitled to vote
 - b) Non-voting members, who are the other members of the Association.
- 2) All subscribing members (including individual members and one member from each Center member) will be notified of the time, location and agenda for the Assembly and asked to respond

to the Secretary one month before the Assembly to indicate an intent to vote or send/designate a proxy vote. All who respond with an intent to vote (or to designate a proxy) within a month of the Assembly will be identified as "Entitled to vote" and receive a voting card.

- 3) One third (1/3) of those members identified as entitled to vote shall constitute a quorum for the transaction of business.

SECTION 3: ASSEMBLY BUSINESS.

The Assembly shall:

- 1) Discuss and approve proposed amendments to Articles of Incorporation.
- 2) Elect, and remove in extraordinary circumstances, the officers and councilors of the Assembly as prescribed in these bylaws.

ARTICLE VI: THE COUNCIL OF THE ASSOCIATION

SECTION 1: POWERS OF THE COUNCIL.

- 1) The Council is the responsible organ of the Assembly to manage the affairs of the Association during the interim between meetings of the Assembly. The Council shall have and exercise all the authority and duties of the Assembly except that authority specifically reserved to the Assembly.
- 2) It shall be the responsibility of the Council, within the framework of regulations in these bylaws, to
 - i) implement the resolutions of the Assembly,
 - ii) administer the affairs of the Association as directed by the Assembly,
 - iii) set membership fees and privileges,
 - iv) review the annual financial report,
 - v) appoint the members of the Committees,
 - vi) review the activities of the Committees,
 - vii) provide to the Assembly such reports and recommendations as are consistent with the effective conduct of the Association's affairs,
 - viii) appoint Fellows of the Association,
 - ix) give Awards,
 - x) determine the place and date of Regional and World Congresses of the Association
 - xi) discuss and approve proposed amendments to the bylaws of the Association (as per ARTICLE XII Section 2)
 - xii) approve the creation and dissolution of SIRGs.

SECTION 2: COMPOSITION OF THE COUNCIL.

The Council of the Association shall consist of the elected Officers (see ARTICLE VII), Councilors, and Ex-officio members, each of whom shall be a subscribing member (through individual membership or as designated member of a Center) in good standing with the Association elected by the Assembly or as otherwise prescribed in these bylaws.

SECTION 3: COUNCILORS.

- 1) Each Special Interest Research Group of the Association (see ARTICLE III) shall designate a member in good standing to serve as a Councilor. The name and contact details of these Councilors shall be sent to the Secretary before the Assembly.
- 2) The President, in consultation with the elected Officers (see ARTICLE VII) may appoint up to five (5) additional members in good standing to enhance geographic representation of Council and to meet specific needs.
- 3) The term of office of Councilors begins at the close of the Assembly meeting at which the Councilor is appointed until the close of the meeting at which the Councilor's successor is appointed. Councilors shall be eligible for no more than two consecutive terms.
- 4) In the event of vacancies occurring in the Council, as well as in the event of proposals of special interest research groups to replace their representatives, the Council may appoint temporary Councilor(s) to serve until the next meeting of the Assembly, as prescribed in these bylaws.
- 5) A Councilor who persistently fails to respond to correspondence or otherwise neglects his/her duties, or engages in conduct which is contrary to the values of IASSIDD as set out in ARTICLE I, Section 3 of these bylaws will be asked by the President - after consultation with the Officers -- to resign. If no further correspondence is received within 28 days, the position will be deemed to have been terminated.

SECTION 4: EX-OFFICIO MEMBERS

- 1) The immediate Past President, as an ex-officio voting member of Council, shall serve one term beginning immediately at the termination of his/her Presidency. He/she shall chair the Governance Committee and perform other duties as may be assigned by the Council or the President.
- 2) The IASSIDD Academy Chair shall be an ex-officio voting member of Council.
- 3) The editors of the journals associated with the Association (JPPID and JIDR) will be ex-officio non-voting members of Council.
- 4) The outgoing Treasurer may serve in an advisory capacity to the Treasurer and Council, at the request of the President, and the agreement of the Council, one further year to assist the incoming Treasurer.

SECTION 5: QUORUM

One third (1/3) of voting members of Council (present in person or via electronic means) shall constitute a quorum for the transaction of business.

SECTION 6: MEETINGS OF THE COUNCIL

The Council shall meet annually, in connection with the meetings of the Association, upon the call of the President, or upon petition of a majority of the Council members.

ARTICLE VII: OFFICERS

SECTION 1: OFFICERS.

- 1) The elected Officers of the Association are the President, the President-Elect, the Secretary and the Treasurer who are elected by the Assembly, following approval by Council.
- 2) In addition, the President can appoint Vice-Presidents from the members of Council as prescribed in these bylaws (ARTICLE VII Section 5).

SECTION 2: NOMINATION AND ELECTION AND TERM OF OFFICE.

- 1) Officers presented for election by the Assembly shall be drawn from a list of nominees as set out by the Nominations and Elections Committee, following consultation with the current Officers, Councilors and members in good standing with the Association.
- 2) The list of nominees for Officers shall be placed before Council for majority approval prior to presentation to the Assembly. Floor amendments to the list can be made at the General Assembly with the approval of at least half of the voting members present.
- 3) The candidates elected by the Assembly shall succeed to office at the close of the meeting at which they are elected.
- 4) Officers serve for one term or until a successor is elected, if not otherwise regulated in these bylaws.
- 5) Officers shall be eligible for not more than two consecutive terms in the same office unless otherwise provided for in these bylaws.

SECTION 3: PRESIDENT.

- 1) The President shall serve for one term or until a successor is appointed, and is not eligible for election to a second consecutive term in this office.

- 2) The President shall preside at Assembly meetings of the Association and at all meetings of the Council, unless this role is delegated.
- 3) He/she may call special meetings of the Assembly, the Council, or of the Officers.
- 4) He/she shall be authorized to represent the Association in matters of public relations.
- 5) He/she shall be an ex-officio member of all standing committees, except the Governance Committee and the Awards and Recognition Committee, and may confer with them at any time on matters affecting the interests of the Association.
- 6) He/she shall perform such other duties as may be assigned by the Council.
- 7) In the absence or temporary disability or death of the President, the President-elect will succeed to the office. Should the President-elect be unable to succeed to the Office of President, the Officers, in consultation with members of Council, will ask one of the four vice-Presidents to succeed to the office of President for the current term.

SECTION 4: PRESIDENT-ELECT.

- 1) The President-Elect shall serve for one term or until a successor is elected, and shall succeed to the office of President upon completion of his/her term of office.
- 2) He/she shall chair the World Congress Committee
- 3) He/she shall perform such other duties as may be assigned by the Council or the President.
- 4) In the absence or temporary disability of the President-Elect, necessary duties shall be undertaken by an officer or member of Council as recommended by the Officers of the Association and agreed by the Council.

SECTION 5: VICE-PRESIDENTS.

The President may appoint up to four (4) Vice-Presidents from among the Councilors. Vice-Presidents shall perform specific duties as assigned by the President.

- 1) A Vice-President may serve up to two successive terms, at the discretion of the President.
- 2) In the absence or temporary disability of a Vice-President, necessary duties shall be undertaken by an officer or member of Council as recommended by the Officers of the Association and agreed by the Council.

SECTION 6: SECRETARY.

- 1) The Secretary shall serve for one term with the option of being re-appointed.
- 2) He/she shall oversee the work of the Secretariat including management of the website membership, registration and conference management systems.
- 3) He/she shall maintain an accurate list of subscribing individual members.

- 4) He/she shall keep a record of the meetings of the Council and the Assembly of the Association.
- 5) He/she shall handle the correspondence of the Association appropriate to his/her office.
- 6) He/she shall also ensure members eligible to vote at the General Assembly are identified as per these bylaws.
- 7) He/she shall chair the Membership Committee.
- 8) He/she shall assume such duties as may be assigned by Council and perform such other tasks as may be required to conduct the business affairs of the Association as assigned by the President.
- 9) In the absence or temporary disability of the Secretary, necessary duties shall be undertaken by an officer or member of Council as recommended by the Officers of the Association and agreed by the Council.

SECTION 7: TREASURER

- 1) The Treasurer shall serve for one term with the option of being re-appointed.
- 2) He/she shall receive and dispense and duly account for all sums of money belonging to the Association.
- 3) He/she will have access to and be a signatory on all bank accounts under the auspices of the Association.
- 4) He/she shall allocate, track and disburse funds (including donations and extramural grants) to Special Interest Research Groups, the Academy and Congress organizing committees to reimburse their expenses as per previously approved budgets.
- 5) He/she shall keep accurate accounts and vouchers and receipts of all payments on behalf of the Association and of all invested funds, with the income and disposition thereof.
- 6) He/she shall buy and sell securities only as voted by a two-thirds vote of Council members.
- 7) He/she shall be responsible for the supervision of all financial matters, including those pertaining to the collection of dues, registration, new memberships, sales of tickets and other necessary expenditure.
- 8) He/she shall prepare financial reports for regular meetings of Council and the Assembly. These reports will be subject to examination by the Association's Finance Committee. The report to the Assembly shall be audited by a qualified accountant.
- 9) He/she is chairperson of the Finance Committee. As Chair of the Finance Committee, the Treasurer shall be responsible for preparing an annual budget and spending plan that encompasses the activities of the Association (including SIRGs, the Academy, Officers and Council).
- 10) He/she shall perform such other duties as may be assigned by Council.

- 11) In the absence or temporary disability of the Treasurer, necessary duties shall be undertaken by an Officer or member of Council as recommended by the Officers of the Association and agreed by the Council.

SECTION 8: MISCELLANEOUS PROVISIONS.

- 1) Should an Officer be considered unfit to carry out his/her duties, he/she may be relieved of his/her office by a two-third majority of the Council voting members. An electronic vote can be held. The Officers can appoint a deputy-officer in his/her place under the procedure given in these bylaws.
- 2) Any contingency resulting from the vacation of an office which is not included in these bylaws shall be dealt with by the Council.

ARTICLE VIII: COMMITTEES

SECTION 1: COMMITTEES.

The Committees of the Association shall be standing committees as listed in this Section or special committees as the Council may establish. The organization and functions shall be as provided for in these bylaws or as prescribed by Council.

- 1) The President in consultation with the Officers and Members of Council will appoint Committee Chairpersons and give due attention to geographical spread in appointing committee members.
- 2) The work of the committees can be conducted electronically, via telephone or internet conferencing or by any other means for business to be transacted quickly and efficiently.
- 3) In the event a chairperson or a member of a Committee is unable to fulfill the duties of the office, the President may make an interim appointment.

SECTION 2: GOVERNANCE COMMITTEE

- 1) The Governance Committee shall develop and monitor decision-making practices, representation of Council, accountability to legal entities and laws affecting the operation of the Association, and accountability to the membership.
- 2) It shall have responsibility to determine the need for revisions to the Articles of Incorporation and Bylaws and the drafting of proposed revisions to be presented to the Council at least once every term.
- 3) In the first year of its term, it shall prepare and recommend lists of members for the Committees whose selection is not otherwise provided for in these bylaws, and shall present these lists to Council for approval.

- 4) In the last year of its term, it shall conduct the nominations and election of Officers in accordance with the provisions of the bylaws.
- 5) It shall submit to Council annual written reports of its activities.
- 6) It shall consist of five members appointed by Council for the term or until successors are appointed:
 - a) Past President (chairperson)
 - b) The Secretary
 - c) Three other members of the Association in good standing.

SECTION 3: WORLD AND REGIONAL CONGRESS COMMITTEES

- 1) Congress Committees shall be responsible for the Program and other arrangements for the respective Congresses of the Association. They shall have authority to appoint persons and committees for local arrangements as may be required and to delegate to them such local arrangements as may be required.
- 2) Matters pertaining to finances will be in consultation with the Treasurer.
- 3) All contractual arrangements will be in consultation with the President, who reserves the right to sign all such contracts on behalf of the Association unless formally delegated in writing.
- 4) Congress Committees shall prepare information and recommendations to the Council regarding location of future meetings and shall perform such other tasks as prescribed by Council and report to Council.
- 5) Each Congress Committee shall be appointed at least two years before the scheduled congress.
- 6) The World Congress Committee shall consist of 7 members appointed by Council:
 - a) The President-Elect (Chairperson)
 - b) The President
 - c) The Secretary
 - d) The Treasurer
 - e) The Academy Director
 - f) The Vice-President responsible for SIRG Coordination
 - g) One additional member of the Association in good standing
- 7) Regional Congress Committees shall consist of 4 members appointed by Council:
 - a) The respective Region's Vice-President (Chairperson)
 - b) One other Council member
 - c) One Academy representative
 - d) One other member of the Association in good standing.

SECTION 4: MEMBERSHIP COMMITTEE.

- 1) The Membership Committee shall be responsible for implementing and coordinating the membership program prescribed by Council.
- 2) It shall develop recruitment strategies and recommend membership fees and benefits to Council.
- 3) It shall receive and approve new applications for membership.
- 4) The Membership Committee shall consist of six members appointed by the Council for one term:
 - a) The Secretary (chairperson)
 - b) The Treasurer
 - c) Four additional members of the Association in good standing.

SECTION 5: COMMITTEE ON AWARDS AND RECOGNITION.

- 1) The Committee on Awards and Recognition shall conduct the nominations and selection of recipients of Awards in accordance with the regulations in the bylaws and those laid down by Council.
- 2) The Committee shall consist of six members appointed by Council for one term:
 - a) A Vice-President (Chairperson)
 - b) The Secretary
 - c) Four additional members of the Association in good standing each representing a distinct field: biomedical, behavioral, social, and educational sciences.

SECTION 6: PUBLICATIONS COMMITTEE.

- 1) The Publications Committee shall have the responsibility for encouraging and establishing scientific publications that are in the interests of the Association and advance its purposes.
- 2) It will make recommendations to Council as to the appointment of editors to the official journal of the Association or any other official publication of the Association according to criteria set down by Council.
- 3) The Chair of the Publications Committee will be the chief representative of the Association on matters pertaining to the official journals of the Association. The Chair of the Committee will liaise with the Treasurer with regard to any matters affecting finances of publications or contracts for publications.
- 4) The Publications Committee shall consist of six members appointed by Council for one term:
 - a) A Vice-President (Chairperson)
 - b) The Treasurer
 - c) Editor of JPPID

- d) Editor of JIDR
- e) Two additional member of the Association in good standing.

SECTION 7: FINANCE COMMITTEE.

- 1) The Finance Committee shall be concerned with the financial affairs of the Association.
- 2) It shall consist of seven members appointed by Council for one term:
 - a) The Treasurer (Chairperson)
 - b) A Vice-President
 - c) Five additional members of the Association in good standing.
- 3) The outgoing Treasurer shall serve as advisor for the first year.

SECTION 8: SIRG CO-ORDINATION COMMITTEE:

- 1) The SIRG Co-ordination Committee shall co-ordinate SIRG activities with the functions and activities of the Association to ensure co-ordinated scheduling of events and active participation in the Association's research activities, conferences, academy events and congresses.
- 2) The Committee shall report to council at its annual meeting and carry out activities as directed by the President and / or Council.
- 3) It shall consist of
 - a) A Vice-President (Chairperson)
 - b) The Treasurer
 - c) The Secretary
 - d) The Academy Director
 - e) and a representative from each SIRG.
- 4) SIRGs may appoint a permanent representative to the Committee or may appoint a rotating member to represent the SIRG at each meeting. SIRGs may designate an alternative to the permanent member to represent the SIRG in the absence of the permanent member.

SECTION 9: SPECIAL, AD HOC, AND OTHER COMMITTEES.

- 1) Special and Ad Hoc Committees may be established by Council.
- 2) If not otherwise prescribed in these bylaws, the President will appoint all members to Special Committees and designate one of its members to serve as chairperson.
- 3) The Special and Ad Hoc Committees will perform the tasks assigned by Council and make reports as directed by Council.
- 4) Special Committees may be given powers by the President to co-opt additional members.

- 5) Such committees will only continue for the life of the Council during which they were established, notwithstanding their re-appointment by a new Council.

SECTION 10: EXECUTIVE COMMITTEE OF THE COUNCIL.

- 1) The Executive Committee of Council consists of The President, the Vice-Presidents, the Immediate Past President, the Secretary, the Treasurer, and any ex-officio members that can be appointed as needed, on recommendation of the President and agreed among the Executive by a majority vote.
- 2) However, if there is no time to be lost, the President and two other Officers shall constitute a quorum for the transaction of business (in person or via electronic means) except those that are specifically reserved to the Assembly, or a committee. In financial matters, the Treasurer shall be one of the two other Officers. Notice of the decision will be given to the Officers and Councilors at the earliest possible date.

ARTICLE IX: AWARDS AND FELLOWS

SECTION 1: CATEGORIES OF AWARDS.

Awards may be given under the following categories of:

- 1) Research - for formulations and investigations which have contributed significantly to the sciences related to intellectual and developmental disabilities, for either a major single contribution or a sustained and important contribution over a lifetime. To be designated "Distinguished Achievement Award - Research."
- 2) Scientific Literature - for an outstanding publication, published since the last World Congress, which contributes substantially to the literature in the field of intellectual and developmental disabilities. To be designated "Distinguished Achievement Award - Scientific Literature."
- 3) Service - for contributions to the improvement of services to persons with intellectual and developmental disabilities which result in substantive contributions to prevention or amelioration. To be designated "Distinguished Achievement Award - Service."

SECTION 2: DISTINGUISHED SERVICE CITATION.

A Distinguished Service Citation may be made for outstanding or exemplary service to the Association by a person who has served as an Officer, Councilor, member of a Committee or otherwise actively participated in the affairs and activities of the Association.

SECTION 3: AWARD PROCEDURES.

In exceptional circumstances, more than one Award in each category may be made on the decision of the Council. Guidelines for selecting persons for these awards and the presentation of the Awards will be laid down by Council.

SECTION 4: APPOINTMENT OF FELLOWS.

The Council at its meeting prior to a regular Assembly-meeting may appoint Fellows of the Association on recommendation of the Officers, initiated by the chairperson of the Awards and Recognition Committee, and by a simple majority vote. Guidelines for the selection Fellows will be laid down by Council.

SECTION 5: FELLOWS QUALIFICATIONS.

Fellows of the Association are individuals who have earned distinction by their scientific or practical contribution to the field of intellectual and developmental disabilities or by their dedication to the affairs of the Association. The title "Fellow of the International Association for the Scientific Study of Intellectual and Developmental Disabilities" shall be given for the life of the recipient and may be indicated and abbreviated as F.IASSIDD. However, the rank of Fellow does not constitute a category of membership for the purposes of receiving or exercising any rights, privileges or entitlements.

SECTION 6: FELLOWS LISTING.

The Fellows of the Association will be listed on the IASSIDD website.

ARTICLE X: MEETINGS AND AFFILIATIONS

SECTION 1: WORLD CONGRESS.

- 1) The Association shall organize a Scientific World Congress at regular intervals as determined by the Assembly unless prevented by grave circumstances beyond the control of the Council. The scientific program shall be arranged by the World Congress Committee. A Local Organizing Committee may be appointed to assist with the organization of the Congress.
- 2) Guidelines for proposals and selection related to Congress venues will be laid down by Council.
- 3) The Council shall determine by a two-third (2/3) vote of the Council members present, the place and date for the next Congress.
- 4) During the World Congresses at least one regular Assembly meeting shall be held.

SECTION 2: OTHER MEETINGS.

- 1) The Association may organize and conduct scientific congresses, conferences and seminars, both global and regional.
- 2) The Association can, upon invitation, participate officially in scientific meetings of other organizations, where it can effectively represent the scientific study of intellectual and developmental disabilities. The Association will promote these official representations in the meetings of allied organizations as well as the representation of those organizations in its congresses.

SECTION 3: AFFILIATIONS.

- 1) The Council shall act to establish affiliations with associations and organizations where it seems that the best interests of the Association will be served; it may subscribe to such fees or dues as may be required; and it may terminate such affiliation when it is not in the interest of the Association.
- 2) The Council may enter into arrangements with authorized representatives of national and international governmental and non-governmental organizations, and may establish conditions of affiliation with scientific and non-scientific national and international organizations.

ARTICLE XI: MISCELLANEOUS MATTERS

SECTION 1: ANNUAL FEES.

Subscribing individuals and centers shall remit to the Treasurer such annual fees as decided by Council.

SECTION 2: FISCAL YEAR.

The fiscal year of the Association is the year from January 1 until December 31.

SECTION 3: CONTRACTUAL RESPONSIBILITY.

The Association may accept and conclude all contracts and acquire, alienate, rent or let any real property or personal property, necessary to conduct its affairs.

SECTION 4: ACCEPTANCE OF GIFTS.

The Association may accept and use all gifts, grants, subsidies and legacies, whether given in support of the general purposes, or of a specific purpose of the Association.

SECTION 5: CONDUCT OF POSTAL OR ELECTRONIC VOTES

The Association may, in carrying out those duties and responsibilities of the Council or the General Assembly that require votes, conduct these votes via the post, electronically or by other methods for rapid exchange of written materials in matters of urgency and not convenient to delay until the next scheduled meeting. Quorum and majority are as prescribed in these bylaws.

SECTION 6: CONFLICT OF INTEREST.

- 1) All Council members, Academy Board members and SIRG Executive Members shall complete an Annual Declaration of Conflicts of Interests to be filed with the Secretariat no later than one (1) month following the request. Failure to file an annual Conflicts of Interests statement will disqualify the individual from holding any office in IASSIDD until the statement is filed.
- 2) Ordinarily, no member of Council, the Academy Board or a SIRG Executive may receive fees from IASSIDD, the Academy or a SIRG for their involvement in Association/Academy/SIRG activities. Only reasonable expenses previously approved by the Treasurer (or President in the case of the Treasurer) shall be eligible for reimbursement. Any exceptional circumstance would require the expressed approval of the Council, determined on the basis of a simple majority.

ARTICLE XII: AMENDMENTS AND DISSOLUTION

SECTION 1: AMENDMENTS TO THE ARTICLES OF INCORPORATION.

Amendments to the Articles of Incorporation may be instituted on recommendation of the Council or by a petition, postal or electronic, of one-third (1/3) of subscribing members in good standing. Notice of proposed amendments shall be communicated to all subscribing members in good standing by the Secretary at least two months prior to a meeting of the Assembly. An amendment, cancellation or addition of which due notice has been given, will be carried to the Articles when accepted at a meeting of the Assembly by a two-thirds (2/3) vote of those members entitled to vote at an Assembly of the Association and in attendance.

SECTION 2: AMENDMENTS TO THE BYLAWS.

Amendments to the bylaws may be instituted on recommendation of the President or by motion of five voting members of Council, as prescribed in these bylaws, at a Council meeting. A simple majority of the votes given by those members entitled to vote shall be necessary to carry on an amendment, cancellation, suspension or addition to the bylaws.

SECTION 3: DISSOLUTION.

The Association shall be dissolved only by consent of two-thirds (2/3) of the subscribing members. There shall have been sufficient notification to the membership of the proposal to consider dissolution at least six (6) months prior to the meeting. This proposal is made by the Council and sent to the Secretary. Should there be no possibility to hold an Assembly meeting within one year after the proposal is made or should there be representation of less than two-thirds (2/3) of the membership entitled to vote at the Assembly meeting at which dissolution is considered, an electronic referendum shall be affected and consent of two-thirds (2/3) of the membership entitled to vote shall be required for dissolution.

SECTION 4: FUNDS AND ASSETS.

In the event of dissolution, there shall be a concomitant decision on the method of dealing with the funds and other assets of the Association, which decision shall be carried by a simple majority vote. Proposals of the Council for the dealing with the Association's possessions shall be sent to subscribing members together with the proposal to consider dissolution. Because this Association is dedicated exclusively to scientific and educational purposes, its funds and assets will only be distributed for such exclusive purposes in the event of its dissolution and then only in accordance with the requirements set forth for dissolution in the Articles of Incorporation of this Association.