



Statutes

CHAPTER I - LEGAL DESIGNATION AND REGISTERED OFFICE

Article 1

An International Society of Audiology - Société Internationale d'Audiologie - shall be constituted under this name, a corporate body within the meaning of Articles 60 et seq. of the Swiss Civil Code; in this respect, the Society is registered in the Trade Register of Geneva, Switzerland ("Registre du Commerce de Genève).. In abbreviated form, the Society shall be known as 'AUDI'.

Article 2

The headquarters of the Society shall be in Geneva, Switzerland.

CHAPTER II - STATEMENT OF PURPOSE

Article 3

The purpose of the International Society of Audiology is to facilitate the knowledge, protection and rehabilitation of human hearing.

To this end:

- it shall co-ordinate and disseminate information to and from its Members and Affiliated Societies;
- hold courses and regular international congresses;
- publish a journal and other written communications in the field of audiology;
- serve as an advocate for all professionals in the field of Audiology and for the hearing-impaired people throughout the world;
- in consultation with Members and Affiliated Societies, develop model guidelines to serve in enhancing the profession and audiological practice, including development of curriculum and continuing education in audiological training;
- promote awards and prizes to honor members and non-members for achievements in Audiology; and
- disseminate information about the science and practice of Audiology to the general public to raise awareness

of hearing disability and promote its prevention and remediation.

CHAPTER III - SOCIETY

Article 4: The Society

The Society shall be comprised of Members, Affiliated Societies, Associates, and any other persons as shall be approved by the General Assembly.

Article 5: Members

The Members shall include Members of Honour, Full Members, Life Members and Student Members, and any other category of Members as shall be approved by the General Assembly.

Applicants who satisfy the criteria for a category of Membership shall be approved by the Secretary General, and on payment of the appropriate annual subscription, shall be admitted to the respective category of Membership of the Society.

The Members so admitted shall be deemed to have acquainted themselves with the Society's Statutes and Rules and to agree to adhere to the standards of the Society.

Article 6: Affiliated Societies

National or international organizations whose members engage in clinical, research or teaching of some aspect of Audiology or human hearing may apply to become Affiliated Societies of the International Society of Audiology.

Article 7: Associates

The International Society of Audiology may establish other categories of association.

Article 8: Termination of membership

A Member of the Society 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 Member resigning during any year shall not be entitled to any refund of Membership subscription paid for that year.

If, following two reminders, a Member of the Society has failed to pay their annual membership subscription, his/her membership shall be terminated by the Society.

A Member of the Society may have their Membership terminated, if, after due consideration by the Executive Board, it is found that the Member's conduct is prejudicial to the reputation and the interest of the Society. The General Assembly will be informed of such an action.

Members of the Society who for any reason whatsoever cease to be Members of the Society shall have no rights on the capital of the Society. They will be unable to demand a financial statement, sign on behalf of the Society, request a valuation or have any right of appeal before the General Assembly. Article 75 of the Swiss Civil Code allows the member to appeal in a Swiss Civil Court.

CHAPTER IV - GENERAL ASSEMBLY

Article 9: Composition

The General Assembly shall include all Full Members and Life Members of the Society.

Article 10: Meetings

The General Assembly shall receive the financial statement, audit report and budget each year, and shall meet during each Ordinary Congress of the Society, and as requested by the Executive Board or by Members under these Statutes. The meetings of the General Assembly shall be chaired by the President of the Society or his/her designate. At each meeting, the General Assembly shall be informed of the work done by the Executive Board and any committees and will make such decisions as are required under the Society's Statutes and Rules.

Non-members may attend a meeting of the General Assembly as observers.

Article 11: Decisions

The General Assembly shall be responsible for:

- approving any amendments to the Rules and Statutes;
- receiving the financial statement, audit report and budget as presented by the Executive Board;
- approving the appointment of the Auditor;
- approving the venue for future Congresses;
- proposing and approving one of the three themes for each future Congress;
- approving the election of

Member(s)-at-Large to the Executive Board;

- on the recommendation of the Executive Board and in accordance with the Statutes and Rules, approving the election of any officer of the Society; and
- considering any other business as may be proposed by the Members.

The decisions of the General Assembly will be determined by a majority poll of the votes of the Members present at the General Assembly. Should a tie vote occur, the tie-breaking vote should be cast by the President.

The Executive Board may seek a decision from the General Assembly at times other than the Congress by a ballot, which may be conducted by postal mail or by electronic resolution. The decisions of the General Assembly, when conducted by ballot, will be determined by a majority poll of the votes of the Members received by the due date.

Article 12: Minutes

The decisions taken by the General Assembly shall be written down as minutes and when confirmed by the Executive Board, 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 Board and will be available at the next meeting of the General Assembly.

CHAPTER V - EXECUTIVE BOARD

Article 13: Responsibilities

The Executive Board shall be responsible for the governance and management of the Society. The Executive Board shall have responsibility for the establishment and oversight of any committees of the Society according to the Statutes and Rules of the Society. In discharging its responsibilities, the Executive Board may delegate authority to officers of the Society for the management of specific tasks.

Article 14: Composition

The Executive Board shall comprise at least 8 persons and no more than 10 persons, including the President, President-elect, Immediate Past-President, Secretary General, and Member(s) at Large, who shall be the Officers of the Society. All Executive Board

members shall be Members of the Society.

Article 15: Meetings

The Executive Board shall meet at least during each Ordinary Congress of the Society. The meetings of the Executive Board shall be chaired by the President or his/her delegate. Additional meetings may be called by the President or the Secretary General.

Article 16: Decisions

The decisions of the Executive Board shall be determined by a simple majority of the members voting. Should a tie vote occur, the tie-breaking vote should be cast by the President.

Article 17: Minutes

The decisions taken by the Executive Board shall be written down as minutes and signed by the President and the Secretary General. The minutes will be kept at the head office of the Secretary General. Copies will be sent to the members of the Executive Board.

Article 18 Compensation

Members of the Executive Board are appointed and serve on a pro bono basis and cannot receive any compensation, other than reimbursement of approved travel or other costs, for discharging their Responsibilities under Article 13. The Executive Board may decide to allocate compensation, on a case by case basis, to a Member of the Executive Board in respect of the conduct of an approved activity which is outside of their Responsibilities and the usual activity of an Executive Board Member.

CHAPTER VI - SECRETARY GENERAL

Article 19: Office

The location of the office of the Secretary General shall be chosen by the Secretary General.

Article 20: Responsibilities

The Secretary General shall co-ordinate the management of the Society, in conformity with the directives of the Executive Board, and shall attend to the daily administrative and financial affairs of the Society.

Article 21: Assistant Secretary General

The Executive Board may appoint one of the Members-at-Large to serve as Assistant Secretary General. Any Member-at-Large appointed to this role shall undertake the duties and responsibilities as determined by the Executive Board. If the Secretary General is prevented from carrying out his/her duties, the Secretary General may be replaced by the Assistant Secretary General.

CHAPTER VII - CONGRESSES

Article 22: Ordinary Congresses

The Ordinary Congresses of the Society shall take place at regular intervals. The primary purpose of the Congress is the exchange and dissemination of knowledge. Each of these Congresses shall be known as 'xth World Congress of Audiology', with each number being in continuing sequence from the first Ordinary Congress of the Society. The logo of the International Society of Audiology and the statement "hosted in the name of the International Society of Audiology" must be included in all official World Congress of Audiology communications.

Article 23: Extraordinary Congresses

From time to time, Extraordinary Congresses may be approved by the Executive Board and the General Assembly. The title of these Congresses shall be 'xth Extraordinary Congress of the International Society of Audiology'. The logo of the International Society of Audiology and the statement "hosted in the name of the International Society of Audiology" must be included in all official communications of these Congresses.

Article 24: Conduct of a Congress

The Executive Board shall have oversight of the conduct of a Congress of the Society. The Secretary General or President of the Society must be informed of any unofficial meetings, meetings of other societies or organizations to be scheduled during a Congress, and shall have the right to attend any such meeting or to send a representative of the International Society of Audiology.

CHAPTER VIII - FINANCES

Article 25: Accounts

The general expenses of the Society shall be covered by the annual membership

subscription and revenues generated by the publications and Congresses. Additional income may be generated by official or voluntary contributions or by legacies.

The financial accounts of the Society shall be kept current by the Secretary General and shall be audited at the end of each fiscal year, and an audit report provided to the Executive Board and General Assembly.

The financial statements and audit report for each fiscal year shall be reviewed by the Executive Board and a summary provided to the General Assembly.

Article 26: Expenditure

The Executive Board may, from time to time, approve expenditures by the International Society of Audiology as dues or as a contribution to a duly constituted organization, where such a contribution furthers the aims of the Society.

Article 27: Membership Subscription

The Annual Membership subscription for each category of Membership shall be proposed by the Executive Board and approved by the General Assembly.

CHAPTER IX - ACCOUNTABILITY

Article 28

The Executive Board shall represent the Society in all its dealings with third parties. It shall designate the persons authorized to sign on behalf of the Society and shall decide on the title of the signature. As a general rule, all documents should bear the signature of the President and the Secretary General. Members of the Society and their agents and assignees shall incur no personal obligation when acting on behalf of the Society.

CHAPTER X - MODIFICATION OF STATUTES

Article 29: Modification of Statutes

Any Full Member, Life Member of the Society or Officer of the Society may propose a change to the Statutes by written submission to the Executive Board. The Executive Board, by a two-thirds vote, may approve that a ballot be held at the next General Assembly meeting or

by mail to consider any such proposal.

Any proposed amendment to the Statutes of the International Society of Audiology must be approved by a two-thirds vote of the General Assembly meeting or by a two-thirds vote of those returning a ballot.

In the case that the Executive Board does not approve a proposal for a change to the Statutes to be circulated for a ballot of the Membership, the proposing Member or Officer may request that the matter is placed on the Agenda of the next General Assembly.

Article 30: Disputes

Any dispute shall be subject to the following procedure: A registered letter must be addressed to the President and to the Secretary General. The President, in consultation with the Secretary General, shall determine whether it is necessary to call an extraordinary meeting of the Executive Board or whether to wait for the next statutory meeting. The Executive Board shall decide on the course of action in regards to any dispute by at least a two-thirds majority of the members present.

If the Executive Board is not able to reach a majority decision, or in other extraordinary circumstances, the President, in consultation with the General Secretary, will refer the dispute to the General Assembly.

Should this happen, the General Assembly shall pronounce a verdict by secret ballot after the case has been presented.

CHAPTER XI - DISSOLUTION

Article 31: Dissolution

In the event of the International Society of Audiology being wound up voluntarily or by order, for whatever reason and whenever this might be, this step will be undertaken by an Administrator appointed by the Executive Board, which shall also decide on the powers granted to the Administrator and, if applicable, fix a reasonable remuneration. The Executive Board will inform the General Assembly of all decisions in regards to any winding up of the Society. On wind up, the assets of the Society should be transferred to an institution or association having a similar public interest purpose as the Society and being a tax-exempt institution or association under the applicable Laws and Regulations as the State of Geneva, Switzerland.

On wind up, under no circumstances shall the assets of the Society be remitted to, or used in any manner, either in full or partially, for the personal interests or profit of, the founders of the Society or any of its Members.



Rules

Paragraph 1:

These Rules form an integral part of the Statutes of the International Society of Audiology.

CHAPTER I - SOCIETY

Paragraph 2:

The Society shall be comprised of the following: the Members, inclusive of the Members of Honour, Full Members, Life Members and Student Members; the Affiliated Societies; the Associates; and any other persons as shall be created by the Society and approved by the General Assembly.

Applicants who satisfy the criteria to join the Society shall be approved by the Secretary General, and on payment of the appropriate annual subscription shall be admitted to the respective category of the Society. The applicants so admitted shall be deemed to have acquainted themselves with the Society's Statutes and Rules and agree to adhere to the standards of the Society.

Paragraph 3:

To become a Full Member of the Society, the applicant must be in possession of a university degree in Audiology or any related field and be engaged in some clinical, research or teaching aspect of Audiology. A Full Member of the Society is entitled to receive the journal, the newsletters and communications of the Society, to attend its international congresses at the Member's rate, to vote in elections and in the General Assembly, participate in committee activities, serve on the governing bodies of the Society, and to other benefits of the Society as may be periodically prescribed.

Paragraph 4:

To become a Life Member of the Society, the applicant must have attained the age of 70 years, and have been a Full Member of the Society for a period not less than ten (10) years. Life Members are entitled to receive the journal, the newsletters and communications of the Society, to attend its international congresses at the Member's rate, to vote in elections and in the General Assembly, participate in committee activities, serve on the governing bodies of the Society, and to other benefits of the Society as may be periodically prescribed.

Paragraph 5:

To become a Student Member of the Society, the applicant must be enrolled at least half-time (50%) in a university program in Audiology or a closely related field, and must provide proof of current enrolment.

Paragraph 6:

The title of "Member of Honour" may be offered by the Executive Board to an individual in recognition of exceptional scientific or other contribution to the field of Audiology. A Member of Honour may be a current or past member of the Society or a non-member. A Member of Honour shall be entitled to receive all publications of the Society and other such benefits as may be periodically prescribed. A Member of Honour shall be exempt from any annual membership subscription.

Paragraph 7:

An Affiliated Society may be any national or international organization whose members engage in clinical, research or teaching of some aspect of Audiology. Applicants must apply to the International Society of Audiology. At least two members of each Affiliated Society must also be members in good standing of the International Society of Audiology. Each Affiliated Society should appoint one (1) representative who is a member of both the Affiliated Society and the International Society of Audiology. The Executive Board shall periodically review the Affiliated Societies in regards to their continuing association. Should an affiliated Society fall below the requirement for two members of the International Society of Audiology, the Secretary General will notify the Affiliated Society, which will have one (1) year to meet the requirements for ISA membership. Should the Affiliated Society fail to meet the requirements, the Executive Board may revoke the Society's status as an Affiliate Society.

Paragraph 8:

Any category of Associate will be as recommended by the Executive Board and must be approved by the General Assembly.

Paragraph 9:

Payment of the annual membership subscription shall be compulsory for all Full Members, Life Members and Student Members.

The amount for each category of membership shall be fixed by the Executive Board for the next term, and must be approved by the General Assembly. The annual membership subscription for the Society shall be paid directly into the Bank account of the Society or other location as specified by the Executive Board. A notice requesting payment of the annual membership subscription for the Society shall be sent to all full and associated members not later than at the beginning of each fiscal year.

Subscription fees for Affiliated Societies and any categories of Associate will be determined as appropriate.

CHAPTER II - GENERAL ASSEMBLY

Paragraph 10:

The General Assembly shall consist of the Full Members and the Life Members. All members of the Executive Board are members of the General Assembly.

Paragraph 11:

The Members may elect three (3) Members-at-Large to the Executive Board, provided that no more than one (1) elected Member-at-Large may come from any one regional group.

For the purposes of this Rule, the Full Members shall be divided into three (3) regional groups comprised of the six regions as named by the World Health Organisation organised into three pairs: Africa/Middle East and Europe; North America and South America; and Asia and Western Pacific.

The Members-at-Large will be elected for a term of two (2) years. A Member-at-Large may be re-elected for one additional two (2) year term.

At each election, it is intended that the elected Member-at-Large should come from a different country, and where possible, from a different region within their paired regional group to that of the retiring Member-at-Large.

Paragraph 12:

The meetings of the General Assembly shall be chaired by the President of the Society or his/her designate. All members of the General Assembly shall have the right to vote. All decisions, other than changes to the Statutes, shall be by simple majority of those members of the General Assembly present or those returning a mail ballot. Should a tie vote occur, the tie-breaking vote should be cast by the President.

Any proposed amendment to the Statutes of the International Society of Audiology must be approved by a two-thirds vote of the General Assembly meeting or by a two-thirds vote of those returning a ballot, which may be conducted by postal mail or by electronic resolution.

Other participants of the Congress may attend the General Assembly as observers.

Paragraph 13:

An agenda for a meeting of the General Assembly shall be prepared by the Executive Board and shall usually include the following:

1. Approval of the agenda
2. Approval of the minutes of the previous meeting.
3. Business arising from the minutes
4. Executive Board report
5. Financial report and Audit Statement
6. Appointment of the Auditor
7. Committee reports
8. Election of members of the Executive Board.
9. Selection of the site for the second next World Congress
10. Theme for a Round Table at the next Congress and, if possible, nomination of the moderator.
11. Congratulations and Awards of the Society; and
12. Any other business

Minutes of the General Assembly meeting shall be signed by the President and the Secretary General. The minutes will be kept at the head office of the Secretary General and may be inspected by those wishing to do so. Copies will be sent to the members of the Executive Board.

Paragraph 14:

One year prior to an ordinary Congress at which there will be any extraordinary vacancy on the Executive Board, the Secretary General shall announce any impending vacancies and call for nominations. If more than one nomination is made for any vacancy, a postal or electronic ballot of the General Assembly shall be held and the result decided by a simple majority.

CHAPTER III - EXECUTIVE BOARD

Paragraph 15:

The Executive Board shall be responsible for the governance and management of the Society, and shall meet at least during every ordinary Congress of the Society. It shall comprise at least 8 persons and no more than 10 persons

including the President, President-elect, Immediate Past-President, Secretary General, and Member(s) at Large, who will be the officers of the Society. All Executive Board members shall be members of the Society. Additional meetings can be called by the President or the Secretary General. Meetings of the Executive Board shall be chaired by the President or his/her delegate.

The Executive Board shall be responsible for coordinating nominations for appointment to positions as Officers of the Society, and for coordination of elections by the General Assembly.

Paragraph 16:

The Executive Board shall submit a recommendation for President-Elect to the General Assembly. Nominations for President-Elect may also be received from General Assembly at the time of the General Assembly meeting at the Ordinary Congress. A vote by the General Assembly will select the new President-elect.

Paragraph 17:

At each successive General Assembly, the member who has occupied the office of President-elect during the preceding term will assume the office of President, and the member who has occupied the office of President during the preceding term will assume the office of Immediate Past President. The member who has occupied the office of Immediate Past President during the preceding term will retire from the Executive Board.

Paragraph 18:

It shall be the role of the Immediate Past-President to serve as a representative of the Society and consultant to the President. The Immediate Past-President may be called upon to perform other duties as requested by the Executive Board.

Paragraph 19:

It shall be the role of the President to chair the Executive Board and General Assembly meetings.

The President is the official representative of the International Society in all activities. The President may appoint persons to represent the Society or to assist with any duties.

Paragraph 20:

It shall be the role of the President-elect to serve as a representative of the Society and to perform other duties as requested by the Executive Board.

Paragraph 21:

The Full and Life Members shall elect three (3) Members-at-Large to serve on the Executive Board.

Nominations for Members-at-Large shall be sought from the General Assembly. The Executive Board may also submit nominations for appointment as a Member-at-Large. From the submitted nominations, the three (3) Members-at-Large to serve on the Executive Board shall be elected by a vote by the General Assembly.

The representatives of the Affiliated Societies shall elect one (1) Member-at-Large to serve on the Executive Board.

The Executive Board may recommend the appointment of a Member as a Member-at-Large to fill a casual vacancy resulting from death or resignation which may arise between meetings of the General Assembly at an Ordinary Congress. Such appointment will be for the balance of the term of the vacated Executive Board position and will be subject to approval by the General Assembly by postal or electronic ballot. In general, such an appointment would only be necessary if there was more than a year remaining in the term of the vacated position.

Paragraph 22:

The Secretary General shall be appointed by the Executive Board and approved by the General Assembly. The appointment of the Secretary General will be for a six (6) year term. The term may be renewable for one (1) additional six (6) year term on the recommendation of the Executive Board and approval of the General Assembly.

The location of the office of the Secretary General shall be at the choice of the Secretary General. The Secretary General shall co-ordinate all correspondence and, in conformity with directives issued by the Executive Board, shall attend to the daily administrative and financial affairs of the Society, and the Secretary General shall serve as Treasurer. The Secretary General shall be an ex-officio member of all Society committees, shall act as the Secretary at the Executive Board and General Assembly meetings, and represent the Executive Board on local organizing committees of the Congresses of the Society.

The Executive Board may appoint one of the Members-at-Large to serve as Assistant Secretary General. Any Member-at-Large appointed to this role shall undertake the duties and responsibilities as determined by the

Executive Board. If the Secretary General is prevented from carrying out their duties, the Secretary General may be replaced by the Assistant Secretary General.

Paragraph 23:

The Executive Board shall have responsibility for establishment, terms of reference, and oversight of any committee of the Society. The members of any such committee shall include designated members of the Executive Board together with any additional Members of the Society as the Executive Board may deem appropriate. The President and Secretary General shall be ex officio members on any committee of the Society.

Paragraph 24:

The Congress Committee shall be responsible for oversight of each successive Ordinary Congress or any Extraordinary Congress. The Congress Committee will be responsible for liaison with the President of the Congress on a regular basis, and for any recommendations to the Executive Board on proposed changes to the Guidelines for organisation of the Congress.

The members of the Congress Committee shall be determined by the Executive Board and may include the President of any previous or upcoming Congress.

Paragraph 25:

The Scientific Committee shall be responsible for considering proposals and making recommendations to the Executive Board for scientific activities and programmes of the Society, and awards and honours.

Paragraph 26:

The Communications Committee shall be responsible for all print and electronic media activities of the Society, with the exception of the International Journal of Audiology (IJA) which is governed by its own council. The representatives of the International Society of Audiology to the IJA Board shall be appointed by the Executive Board.

The Communications Committee shall monitor communication strategy, where appropriate audit the running of any publication(s) of the society, propose new communications initiatives, and recommend to the Executive Board nominees for editor and/or co-editors of the various publications, including electronic websites, of the Society.

Paragraph 27:

Decisions of the Executive Board and any committee meetings shall be taken by simple majority vote. Should a tied vote occur, the tie-breaking vote should be cast by the

President.

Paragraph 28:

The decisions taken by the Executive Board shall be written down as minutes and signed by the President and the Secretary General. The minutes will be kept at the head office of the Secretary General. Copies will be sent to the members of the Executive Board.

The decisions taken by any committee shall be written down as minutes and signed by the Chair of the respective Committee. The minutes will be sent to the Secretary General

CHAPTER IV - CONGRESSES

Paragraph 29:

The primary purpose of the Congress of the Society is the exchange and dissemination of information.

Paragraph 30:

The Ordinary Congresses of the Society shall take place every two years. The exact date of a Congress shall be recommended by the President of the Congress, subject to approval by the Executive Board. Each of these Congresses shall be known as 'xth World Congress of Audiology'. 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 logo of the International Society of Audiology and the statement "hosted in the name of the International Society of Audiology" must be included in all official communications.

Paragraph 31:

The President of a Congress must be a Member of the Society, and shall be ratified by the Executive Board four years before the Congress takes place.

The President of the Congress will liaise with the Congress Committee of the Society and be responsible for organisation of the Congress consistent with the Guidelines and terms established by the Society.

Paragraph 32:

The Executive Board of the Society shall be kept informed about all matters related to the local organization of Congresses. The proposed budget should be submitted for approval to the Executive Board.

Unless specifically otherwise agreed, the local organising committee shall be responsible for the financial management of the Congress. The International Society will not be responsible for

payment of any debts incurred by the local organising committee in relation to the World Congress.

The Society may be called upon to provide funds and loans for initiating activities of a Congress, which will be reimbursed in full.

A portion of any profits generated from the Congress will be donated to the ISA, consistent with the Congress Guidelines.

Paragraph 33:

Any bids to host a Congress should be presented by the proposed Congress President who must be a Member of the Society. The bid should be endorsed by at least one of the Affiliated Societies or a national body from the country originating the bid. Bids from individual Members or other persons or groups may be considered by the Executive Board. Bids should be submitted to the Executive Board at least sixty (60) days prior to the General Assembly. The bid should be presented in the format as outlined in the Guidelines including full logistical information on the proposed congress, hotel facilities and a preliminary budget.

Bids will be reviewed by the Executive Board, which will determine whether any particular bid will be presented to the General Assembly.

Paragraph 34:

The official Congress language shall be English.

Paragraph 35:

The meeting of the General Assembly shall take place during the Congress at a time established by the Executive Board.

Paragraph 36:

The organisation of the scientific program of the Congress shall include a minimum of three Round Tables as follows: one Round Table topic as selected by the Executive Board; one Round Table topic as selected by the Congress President; and one Round Table topic as selected by the General Assembly.

Paragraph 37:

To encourage the development of Audiology internationally, time shall be reserved in each Congress for the presentation of submitted papers on subjects not related to the topics of the Round Tables and for poster sessions.

Paragraph 38:

The President of the Congress shall be responsible for providing summaries of the Round Tables and abstracts of the accepted papers and posters to all delegates.

Paragraph 39:

A scientific and commercial exhibition, which will be the responsibility of the President of the Congress and the local organizing committee, shall be arranged in rooms at or near the congress venue.

Paragraph 40:

A complimentary stand in the exhibition area, in a prominent and easily accessible place must be reserved for the Secretary General of the Society

Paragraph 41:

The Secretary General or President of the Society must be informed of any unofficial meetings, meetings of other societies or organizations, or special sessions to be held at the Congress and they shall have the right to attend such a meeting or to send a representative of the International Society of Audiology.

Paragraph 42:

The registration fee for Members of the Society must be less than that paid by non-Members.

The Society encourages student involvement in its Congresses, and concessional registration rates must be made available for Student Members of the Society.

Members of the Executive Board of the Society, and the Moderators for the Round Tables, should be exempt from payment of registration.

The Executive Board may request additional exemptions from payment of registration.

Paragraph 43:

The final programme must contain a detailed agenda of the scientific meetings and the agenda of the General Assembly of the Members of the International Society of Audiology.

Paragraph 44:

The official opening and the official closing of the Congress will be performed by the President of the Society.

Paragraph 45:

From time to time, Extraordinary Congresses may be approved by the Executive Board and the General Assembly. The title of these Congresses shall be 'xth Extraordinary Congress of the International Society of Audiology'.

The same information as designated for the ordinary Congresses must be provided.

Paragraph 46:

The programme to be presented at an Extraordinary Congress shall be decided upon in consultation between the Executive Board and the local organizing committee of the Congress.

CHAPTER V - COMMUNICATIONS OF THE SOCIETY

Paragraph 47:

The Executive Board shall have final responsibility for all communications.

The Communications Committee shall be responsible for periodic evaluation of existing print and electronic media activities and for recommendations to the Executive Board concerning communications strategy and personnel.

Paragraph 48:

The Society is the co-owner of the International Journal of Audiology. This journal is the official publication of the Society.

Paragraph 49:

The Society will maintain a website for the purposes of information for members and the general public. The Executive Board will be responsible for the oversight of any such website. An Editor may be appointed by the Executive Board.

Paragraph 50:

From time to time the Society may publish monographs, special issues or extraordinary publications in accordance with its aims and rules. The Society may also sell or choose to distribute such documents to its members. Approval of the Executive Board is required for any such action, usually upon recommendation of the Communications Committee.

CHAPTER VI - FINANCES

Paragraph 51:

The general expenses of the Society shall be covered by the membership subscriptions and other revenues generated by the activities of the Society. Further income may be generated by official or voluntary contributions or by legacies.

The general accounts of the Society shall be kept current by the Secretary General and shall be audited at the end of each fiscal year, and an audit report provided to the Executive Board and General Assembly.

A qualified and independent auditor appointed

by the Executive Board shall annually audit the accounts of Society. The Executive Board shall approve the audit procedure for the accounts.

The accounts, accompanied by a copy of the auditor's report, shall be presented to the Executive Board for approval and a summary provided to the General Assembly.

Paragraph 52:

The Executive Board may, from time to time, approve expenditures by the International Society of Audiology as dues or as a contribution to a duly constituted organization, where such a contribution furthers the aims of the Society.

Paragraph 53:

Membership subscriptions shall be proposed by the Executive Board and approved by the General Assembly.

CHAPTER VII - ACCOUNTABILITY

Paragraph 54:

The Executive Board shall represent the Society in all its dealings with third parties. It shall designate the persons authorized to sign on behalf of the Society and shall decide on the title of the signature. In general, all documents should bear the signature of the President and the Secretary General. Members of the Society and their agents and assignees shall incur no personal obligation when acting on behalf of the Society. If possible, the Society should arrange appropriate insurance for the members of the Executive Board in the discharge of their duties.

Members of the Executive Board may be reimbursed for costs of approved travel on provision of receipts.

A Member of the Executive Board may receive compensation from the Society for activities which fall outside of the usual activities and Responsibilities of an Executive Board Member. Such compensation will be determined by the Executive Board on a case-by-case basis."

CHAPTER VIII - MODIFICATION OF RULES AND DISPUTES

Paragraph 55:

Any full Member of the Society may propose a change to the Rules by written submission to the Executive Board. The Executive Board, by a two-thirds vote, may approve that a ballot be held at the next General Assembly meeting or

by mail to consider any such proposal.

Any proposed amendment to the Rules of the International Society of Audiology must be approved by a simple majority vote of the members of the General Assembly meeting or by a simple majority vote of those returning a postal or electronic ballot.

In the case that the Executive Board does not approve a proposal for a change to be circulated for a ballot of the Membership, the proposing Member may request that the matter is placed on the Agenda of the next General Assembly for discussion by the Members.

Paragraph 56:

Any dispute shall be subject to the following procedure: A registered letter must be addressed to the Secretary General and to the President. The Executive Board will consider any dispute and shall decide whether it can reach a decision on the matter or whether it is necessary to refer the matter to the General Assembly for consideration.

Paragraph 57:

In the event of the Society being wound up, for whatever reason and whenever this might be, this step will be undertaken by an Administrator appointed by the Executive Board, which shall also decide on the powers granted to the Administrator and, if applicable, fix a reasonable remuneration. The Executive Board will inform the General Assembly of all decisions in regards to any winding up of the Society. On wind up, the assets of the Society should be transferred to an institution or association having a similar public interest purpose as the Society and being a tax exempt institution or association under the applicable Laws and Regulations as the State of Geneva, Switzerland.

On wind up, under no circumstances shall the assets of the Society be remitted to, or used in any manner, either in full or partially, for the personal interests or profit of the founders of the Society or any of its Members.

CHAPTER IX - DISSOLUTION

