

HANDBOOK

2024

Preamble:

The IAIA Handbook provides information regarding the organizational structure, along with how the association functions and is governed. Some historical association information is also provided.

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1 Context

1.1 Vision, Mission and Values

Vision

A just and sustainable world for people and the environment.

Mission

IAIA provides the international forum to advance best practice and innovation in impact assessment and advocates for its expanded use for the betterment of society and the environment.

Values

IAIA promotes the application of integrated and participatory approaches to impact assessment, conducted to the highest professional standards.

IAIA believes the assessment of the environmental, social, economic, cultural, and health implications for proposals to be a critical contribution to sound decision-making processes, and to equitable and sustainable development.

IAIA is committed to the promotion of sustainability, the freedom of access to information, and the right of citizens to have a voice in decisions that affect them. When we assess the impact of policies, plans, programs, or projects, we promote the free flow of complete, unbiased and accurate information to decision makers and affected parties. We believe that impact assessments should be inclusive and comprehensive, addressing the broader social and health impacts as well as any impacts on the biophysical environment. Respect for human rights and human dignity should underpin all assessments. We acknowledge that we have a duty of care to both present and future generations.

IAIA Code of Ethics

The member shall carry out his or her professional activities, as far as possible, in accordance with emerging principles of sustainable development and the highest standards of environmental protection.

The member shall, at all times, place the integrity of the natural environment and the health, safety, and welfare of the human community above any commitment to sectoral or private interests.

The member shall insure the incorporation of environmental protection and social or socio-economic impact considerations from the earliest stages of project design or policy development.

The member shall not conduct professional activities in a manner involving dishonesty, fraud, deceit, misrepresentation or bias.

The member shall not advertise or present the member's services in a manner that may bring discredit to the profession.

1.2 IAIA Code of Conduct for Members

As a self-ascribed professional member of IAIA, the information and services that I provide must be of the highest quality and reliability. I consequently commit myself:

1. To conduct my professional activities with integrity, honesty, and free from any misrepresentation or deliberate bias.
2. To conduct my professional activities only in subject areas in which I have competence through education, training, or experience. I will engage, or participate with, other professionals in subject areas where I am less competent.
3. To take care that my professional activities promote sustainable and equitable actions as well as a holistic approach to impact assessment.
4. To check that all policies, plans, activities, or projects with which I am involved are consistent with all applicable laws, regulations, policies and guidelines.
5. To refuse to provide professional services whenever the professional is required to bias the analysis or omit or distort facts in order to arrive at a predetermined finding or result.
6. To disclose to employers and clients and in all written reports, any personal or financial interest that could reasonably raise concerns as to a possible conflict of interest.
7. To strive to continually improve my professional knowledge and skills and to stay current with new developments in impact assessment and my associated fields of competence.
8. To acknowledge the sources I have used in my analysis and the preparation of reports.
9. To accept that my name will be removed from the list of self-ascribed professional members of IAIA should I be found to be in breach of this code by a disciplinary task-group constituted by the IAIA Board of Directors to consider any complaint lodged against my professional conduct.

This code of conduct was developed by an IAIA Task Force on Ethics. It was approved for distribution by the IAIA Board of Directors in September 2007 and updated in 2021.

1.3 Products and Services

IAIA offers a variety and ever-expanding number of products and services. Some are limited to members only and some are accessible to all.

- Conferences and symposia
- Affiliate and branch associations
- Best practice guidelines
- Publications in a variety of formats and topics, including best practice principles, key citations, and FasTips
- E-newsletter
- On-line searchable membership database (available to members only)
- Organizational linkages and global networks
- Refereed journal (*Impact Assessment and Project Appraisal*)
- Social media networking
- Topic-specific interest groups (Sections) and access to electronic discussions

- In-person training courses associated with conferences and symposia
- Online training courses and webinars
- Website with IAIA resources and electronic membership application and renewal and conference and symposia registration
- IAIA Hub networking platform
- Social media accounts: Facebook, LinkedIn, X, YouTube channel, Instagram

2 Organizational Structure

2.1 Overview

All members serving in leadership roles on the IAIA Board and Council do so as unpaid volunteers in service to IAIA and their profession and in their commitment to the promotion, perfection, and use of impact assessment.

IAIA BOARD

- President
- Past President
- President-Elect
- Director-Treasurer
- Director-Secretary
- 4 Directors

IAIA COUNCIL

- Board of Directors
- Committee Chairs
- Section Chairs
- Affiliate and Branch Representatives
- Chief Executive Officer
- Chief Operating Officer
- IAIA Headquarters staff

IAIA SECTIONS

- Academia
- Agriculture, Forestry, & Fisheries
- Artificial Intelligence and Emerging Technologies
- Biodiversity & Ecology
- Climate Change
- Corporate Stewardship & Risk Management
- Cultural Heritage
- Cumulative Effects Assessment
- Disasters & Conflict
- Governance and Implementation Systems
- Health
- Indigenous Peoples
- Public Participation
- Social Impact Assessment
- Students & Young Professionals

IAIA COMMITTEES

- Journal Management Committee (JMC)
- Training & Professional Development Committee (TPDC)
- Conferences Committee
- Finance Committee
- Awards Committee
- Board Nominations Committee
- Sections Coordinating Committee (SCC)
- Annual Conference Technical Program (TPC)

2.2 IAIA Headquarters

IAIA International Headquarters (HQ) is the administrative center for all IAIA activities, comprising staff. As the communication hub for the organization, HQ staff provides vital support for every part of the IAIA structure. Management of the organization, including all financial matters, is carried out by HQ under the direction of the Chief Executive Officer and Chief Operating Officer.

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Fax +1.701.297.7917
E-mail: info@iaia.org

Inquiries regarding any organizational matter should be directed in the first instance to the Chief Executive Officer or Chief Operating Officer.

2.3 Board of Directors

IAIA is governed by an elected Board of Directors who are committed to the organization's mission and leadership of the organization.

Article IV, Section 1 of the IAIA by-laws states that "the affairs of the Association shall be conducted by a Board." The Board of Directors determines the mission, strategic direction, and future programming of IAIA. It actively supports the IAIA staff, ensures and nurtures adequate human and financial resources, and actively monitors and evaluates IAIA activities. The Board develops and approves policies that ensure achievement of the mission and prevent perceived, potential, or actual conflict of interest.

Overall Responsibilities of the Board of Directors

- Determine IAIA's mission and purpose
- Provide support and guidance to the Chief Executive Officer and Chief Operating Officer
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Determine and monitor IAIA's programs, products and services

- Enhance IAIA’s public image
- Assess its own and the organization’s strengths and weaknesses
- Serve as the voice of the membership

The number of Board positions is set by the current organizational bylaws (Article IV) at seven to nine, each member serving a three-year term. The roles include:

- President and Chair of the Board
- Immediate Past President
- President-Elect
- Secretary-Director
- Treasurer-Director
- Directors

The Chief Executive Officer and Chief Operating Officer facilitate all Board meetings and communications, with Headquarters staff contributing to the administrative effectiveness of the Board.

Special Duties and Responsibilities of the President

Early in his/her tenure, the President-Elect generally chooses a major project or activity in keeping with the Strategic Plan for special personal emphasis during his/her three-year tenure on the Board. This becomes President-Elect’s “presidential initiative” or legacy to leave with IAIA when his/her term is completed. In the presidential year, leadership of the organization is expected and requires almost daily communication with the Chief Executive Officer and/or Chief Operating Officer. As Past President, the day-to-day responsibilities ease and the emphasis is on completing his/her presidential initiative and other projects. A list of specific duties (non-comprehensive) follows for each year of the presidential term:

The President-Elect

- Performs all duties of the President in the event of the President’ absence or disability
- Assumes position as Board liaison on the Board Nominations Committee and other liaison functions as assigned
- Assumes position on the Conferences and Finance Committees
- Actively carves out an area of the strategic plan for personal presidential priority
- Serves as chair or member of taskforces as assigned
- Delivers presidential address at the annual meeting preceding assumption of the office of president

The President

- Coordinates the activities of the Board, the Council, and the Headquarters Office
- Officiates at meetings of the Board, the Council, and the AGM
- Communicates with IAIA Committees through the Board liaisons, Headquarters staff, and directly
- Implements action on personal presidential priorities/goals to support the mission of IAIA and its Strategic Plan
- Appoints Board liaisons to IAIA Committees
- Establishes Board meeting agenda in conference with the Chief Executive Officer and Chief Operating Officer and in keeping with the Strategic Plan
- Sets the agenda for the AGM in conference with the Secretary, the Chief Executive Officer and Chief Operating Officer and according to current guidelines
- Assumes position on the Conferences and Board Nominations Committees, and as Board liaison to the Finance Committee.

- Maintains the momentum for strategic planning as the driver of Board/IAIA activities
- Participates in other task forces as appropriate
- Serves as a partner to the Chief Executive Officer
- Reviews and recommends committee assignments with the Chief Executive Officer
- Recommends location of the midterm meeting
- Prepares message for Annual Report, welcome message for the Conference Program, and any blog submissions of his/her interest.
- Officiates at the annual meeting which occurs during his/her term of office
- Serves as the main spokesperson for the IAIA Board of Directors
- Supports HQ efforts in implementing annual conference agreements and process

The Past President

- Works toward completion of any projects/activities set as his/her presidential priorities
- Serves as Board liaison to the Awards Committee and Conferences Committee
- Assumes position on the Board Nominations, Finance and Conference Technical Program (as needed) Committees
- Serves as chair or member of task forces as assigned

Special Duties and Responsibilities of the Secretary

The Secretary is responsible for all IAIA corporate documents as assures IAIA is complying with its bylaws. The Secretary is served by one or more Headquarters staff members who are also present and capture the minutes of all Board and Council meetings and the AGM. This double set of records significantly increases the accuracy and veracity of the documentation when the two sets of minutes are used to create the final records. The Secretary also signs any documents that need to be circulated outside the organization to confirm Board decisions.

Secretary

- Assures that minutes of the Board, Council, and AGM are recorded, and are accurate by augmenting and recommending changes to those minutes as drafted by Headquarters staff
- Signs the Board minutes after approval by the full Board, and signs any other documents required by outside bodies to confirm Board votes and decisions
- Serves as reference for whether the Board is operating under its bylaws
- Ensures compliance with all local, regional or national laws, regulations or ordinances.
- Serves as a member of the Executive Committee
- Assumes position on the Finance Committee
- Serves as a member of other task forces as assigned
- Serves as Board liaison as assigned

Special Duties and Responsibilities of the Treasurer

The Director-Treasurer serves on the IAIA Board as a regular Board member but has the special task of overseeing the ongoing financial, fiscal, and revenue positions of IAIA. IAIA retains the services of a Certified Public Accountant who reports to the Board through the Treasurer. The Director-Treasurer submits the annual budget for Board approval and an annual financial report for publication in the Annual Report and verbally reports at the AGM. All projects and proposals having financial implications are reviewed by the Treasurer before final action by the Board.

Treasurer

- Develops annual budget proposals with the Chief Executive Officer and Chief Operating Officer to present to the Board; the budget for the coming fiscal year (Jan-Dec) is approved by the Board at its midterm meeting
- Takes a lead role in any fundraising activities and/or income generation plans
- Reviews the annual financial review prepared by the IAIA accountant
- Chairs the Finance Committee
- Supports the Chief Executive Officer and Chief Operating Officer in implementing financial procedures and policies
- Reviews the tax forms submitted to the IRS each year
- Liaises with the IAIA accountant as needed
- Reviews and makes recommendations on all proposals which have financial implications for IAIA
- Serves as a member of other taskforces as assigned
- Reviews letter of agreement with annual meeting partners
- Negotiates conference budget with partners as needed
- Works closely with the Chief Executive Officer and Chief Operating Officer on all matters of finance
- Serves as member of the Executive Committee

2.4 Council

The IAIA Council is distinct from but includes the Board of Directors. It is an advisory resource to the Board, is chaired by the President, and has a membership comprising:

- Board of Directors
- All Committee Chairs
- All Section Chairs
- Representative(s) of Branches & Affiliates
- Representative of Journal Editorial Board
- Chief Executive Officer and Chief Operating Officer

The Board of Directors may designate other members for inclusion on the Council, as appropriate from time to time. Council meetings serve as the official venue for face-to-face communication between/among Committees, Sections, and the IAIA Board of Directors.

2.5 Branches

Within the structure of IAIA, a designated “Branch” provides a visible “shopfront” or program activity center in a geographical region of existing strength in IAIA membership numbers. Such a region would also exhibit considerable scope for attracting additional membership. Through a locally selected Management Committee, Branches schedule professional and community interest programs, foster professional links with practitioners, encourage community access to the broad spectrum of impact assessment, and actively support IAIA global activities, products, and services. A distinguishing characteristic of a Branch is that all participants are direct members of IAIA. The Branch Manager or his/her representative is a member of the IAIA Council.

Current Branches:

- Washington (DC) Area Branch (WAB), established 2001

- Ireland-UK Branch, established 2005
- Japan Branch, established 2015

2.6 Committees

IAIA has several committees enabling and enhancing the global performance of IAIA. Each committee's role and set of responsibilities is fundamental to attaining the goals of the organization.

As per the IAIA bylaws, the Board confirms appointments to chairs and committees. In all instances, the designation comes from the Board, acting on the advice and nominations submitted to and from committee chairs, the Chief Executive Officer and Chief Operating Officer, or other staff. The duration of committee membership is normally three years. The Board reviews committee appointments as needed and encourages rotation of committee membership among the organization's most interested members. For all IAIA Committee nominations, diversity (in gender, region, expertise, sector, age, etc.) should be a consideration when looking at the overall committee membership.

The chairperson of each committee is automatically a member of the IAIA Council and all chairpersons are expected to attend meetings of Council, as practicable. Usually, one chairperson is designated per committee.

Normally, committee chairs are appointed for a three-year term, but the Board of Directors will review all appointments as needed. Any variation in tenure will be addressed at that time. Appointments may be terminated at any time at the request of the chairperson or the Board. It is preferred to limit the chair appointments to one term of office, but the Board may vary this.

Chairs will provide a progress report 30 days before each meeting of the Board (usually at midterm and in conjunction with the annual conference event). These reports are submitted electronically to IAIA Headquarters for distribution to the Board.

Within the IAIA operational structure for committees, distinctions are based on group function and composition. Some committees include several Board of Directors members. Examples are the Board Nominations, Conferences and Finance committees. These groups provide essential corporate input to sustain the annual cycle of membership services, funding, planning, and Board appointments, thereby facilitating IAIA overall strategic direction. Other committees are composed mainly of non-Board members, but these have a reporting mechanism linking them to the Board.

All IAIA committees are crucial to the credibility, success, and progress of the organization. For each of the committees, the Board appoints a Director to serve as the Board Liaison. The liaison function is essential in maintaining timely and effective communication lines to and from the Board. The Board Liaison is the champion of the particular committee wherever and whenever appropriate in the overall corporate agenda.

There is a clear role for each committee, and whether it is guiding excellence in IAIA training programs or selecting deserving recipients for IAIA awards, these are vital interactive connections for the organization. They also enable IAIA to have a local and regional presence in the global professional network.

Committees may nominate a chair, but all such recommendations then follow the standard process now established via the Board of Directors for final decision and official appointment (as per *Bylaws, Article VI, Sec 1*). As the Chair of each committee also has a place on the Council, there is a substantial communication line between and among committees, Council, and Board.

2.7 Sections

IAIA Sections are an informal point of connection for IAIA members who have an interest in a special area of concentration; these groups ensure that the academic, professional, and practical interests of members in all areas of impact assessment are addressed within IAIA. Current Section descriptions begin at 3.10. Specific qualifications are not a prerequisite. Individual Sections are not authorized to stipulate requirements or conditions upon participants in a particular Section.

Sections promote the development of best practice within the Section interest areas, but also strengthen links between their own interest area and the broader remit of IAIA. Sections develop a rolling program of activities including a review/update of publications (such as key citations, best practice principles, or FasTips) as needed or preparation of publications for review if such documents are not yet available.

Sections may pursue opportunities for relevant conferences, workshops, training, projects, publications, and research at IAIA conferences and elsewhere.

For the Annual Conference, each IAIA Section is guaranteed one approved session. This set-aside is specifically intended to bring into each annual conference a diversity of topics and presentations which may not fully sit within an overall conference theme. The approval is given in phase I of the program development process, when sessions are initially proposed and listed in the preliminary program. The Section is then expected to develop the session so that it meets criteria for approval in phase II for inclusion in the final program (sufficient number of presentations and/or a fully developed session plan).

Sections are encouraged to seek project funding or sponsorship in keeping with IAIA's sponsorship policy and internal project guidelines.

Section Chairs are responsible for:

- Developing, coordinating, and monitoring the activities of individual Sections
- Monitoring Section participation
- Acting as an IAIA Hub Section "group moderator" (or designating a moderator from the Section)
- Providing input for the SCC reports to the Board and participating in the SCC meetings and deliberations
- Coordinating and promoting their Section's contribution to the IAIA annual conference events

IAIA recognizes that the key to a lively and active Section is frequent communication, and the Section Chair is key to ensuring that this happens. Each Section Chair is expected to be a current member of IAIA, to serve as a member of the SCC (Sections Coordinating Committee), and is elected by the members of the Section, with final appointment to the post approved by the Board of Directors. A Section Chair may serve in this function for a three-year term with provision for additional years with annual approval up to a maximum term of six years. Joint Section leadership (e.g., two or more Co-chairs) is possible. The process to replace an outgoing Section chair is that the outgoing Chair makes a nomination(s) for a new chair. HQ creates a survey (via SurveyMonkey) and puts out a message on The Hub directing people who are interested in participating in the particular Section to either vote yes or post an objection in SurveyMonkey. Individuals with a preponderance of yes votes will be confirmed as the Chair, pending approval by the Board. The same process applies to adding a Co-chair.

Realizing the dynamic nature of the field of impact assessment and the resulting fluctuation of interests and needs within the membership of IAIA, Sections will submit a request for review and continuation (or dissolution) to the IAIA Board of Directors once every three years and will report to the Council each year. The Board may decide to

dissolve evidently inactive or dormant Sections after having sought the advice of the SCC. Section leaders may also propose to combine two or more Sections to become one new Section. In such instances, the SCC provides advice to the IAIA Board concerning the request for consolidation. If a name change is desired, the Section Chair should post a message to the Section group on the Hub explaining the change and asking for feedback. If the majority of responses from the Section group are positive, the Section Chair then advises the Sections Coordinating Committee of the desired change. If the Sections Coordinating Committee approves the change, the Chair then asks the Board to approve the name change.

If a group wishes to form a new Section, they apply in writing to the Sections Coordination Committee giving justification for the new Section and a proposed plan of action, including:

- Relevance of the topic to IAIA
- Aim of the new Section
- Membership (to give an indication of other people who support the idea of a section and would likely be involved)
- Initial plan of action (any activities the Section would like to take on – publications, webinars, conference program streams, etc.).

The Board will base its decision on the recommendation of the SCC and the proposal submitted by the group wishing to form the new Section.

2.8 Affiliates

IAIA Affiliates are organizations operating around the world that share an interest in improving impact assessment capacity, either within a specific geographic region or on a specific topic. These organizations are completely independent of IAIA, but the designation of Affiliate through a MoU provides a formal link to IAIA and recognizes the potential for mutually beneficial collaboration between organizations. Such strategic partnerships help expand IAIA's reach and impact. Affiliates are typically member-based associations or civil society organizations. A list of current IAIA Affiliates is available at www.iaia.org/affiliates.php. Inquiries regarding the process of becoming an IAIA Affiliate should be directed to HQ.

3 Terms of Reference for Committees and Sections

3.1 Notes for All Committees and Sections

Major decisions and outcomes require final endorsement by the Board of Directors prior to public release or general membership circulation. Thus, the ultimate responsibility and final decisions rest with the Board. This policy assists organizational cohesiveness in presenting a global statement of direction, policy, and administration.

Financial transactions relating to Committees, Sections, and task forces are undertaken by IAIA Headquarters. Any activities with financial implications up to \$20,000 must be referred to the Chief Operating Officer. The Board Liaison to each committee, in consultation with the committee chair, is responsible for notification of instances requiring authorization by the IAIA President. In the case of Sections, any activities with financial implications up to \$20,000 must be referred to the Chief Operating Officer, who would seek authorization of the IAIA Board on the Section's behalf, as necessary, or to the Section Coordination Committee Chair and who would proceed as above for committees. Activities with financial implications over \$20,000 must be referred to the Chief Executive Officer. In all such matters, clarification is available from HQ.

Committees or Sections may find it helpful to convene task forces to focus on special aspects of their overall responsibilities. This is often a way of doing some research, undertaking a survey, gaining a new perspective, or making progress on matters of priority.

Members interested in committee work or Section involvement within IAIA may indicate their interest in their member profiles or contact HQ) for further discussion. All inquiries are most welcome and appreciated. It should be noted that all committee and Section positions represent the generous contribution of professional and personal time, energy, and resources of IAIA members. *Members serve without reimbursement for time or expenses.*

3.2 Awards Committee

Membership

Chairperson (non-Board), plus five or six additional members. The Board Liaison is the Past President. Membership is reviewed and approved by the Board of Directors.

Responsibilities

Identify potential candidates, call for nominations, conduct selection assessment process, recommend award recipients to the Board of Directors, and notify recipients following Board decision on recommendations. In addition, plan the annual ceremony for conveying IAIA awards according to the Guidelines for Distribution and Presentation of Awards. The present range of honors includes the:

- Global Award
- Regional Award
- Institutional Award
- Individual Award

- Corporate Initiative Award
- Outstanding Service to IAIA Award*
- Best Journal Article Award**
- Lifetime Achievement Award
- Young Professional Award

Historically, awards are given to IAIA members who have contributed in an outstanding way to the overall professional excellence and/or program development of the organization. Awards have also been presented to institutions, and there is sufficient flexibility to nominate a recipient external to IAIA.

*The Outstanding Service to IAIA Award recipient is selected by the Board of Directors, independent of the Awards Committee.

**The Best Journal Article Award is selected by the journal editorial board, independent of the Awards Committee.

It is possible that all awards are not given out each year.

3.3 Board Nominations Committee

Membership

Chairperson (non-Board) and members are appointed annually. Given the pivotal role of this Committee, the Chair is held by a former member of the Board. The responsibilities of this Committee require that the Chair and members have considerable IAIA experience with great proficiency in related communication networks. Provisions pertaining to this Committee are contained in Article IV, Section 5 of the bylaws.

Membership includes the President and President-elect plus three or more individual members with excellent knowledge of the organization. These others are not Board members. The Board Liaison is the President-Elect. The Chief Executive Officer and Chief Operating Officer serve as staff representatives.

Responsibilities

- Canvass nominations for all vacancies that occur on the Board of Directors
- Process nominations having regard to Bylaws, organization timetable, and best practice in equitable representation throughout each stage of communication

There is a comprehensive and demanding schedule that drives the considerable workload of the Board Nominations Committee. Details regarding the annual IAIA timetable, information for potential candidates, anticipated commitments of an office-holder, and the election process are contained in guidelines available from HQ (info@iaia.org).

3.4 Conferences Committee

Membership

Chief Operating Officer (Chair), President, President-Elect (Board Liaison), Past-President, Treasurer, and one to three individual IAIA members (non-Board members) with specific experience in the planning of conference events.

Responsibilities

- Conduct an initial review of conference proposals and prepare recommendations before proposals are submitted to the Board of Directors for approval.
- Provide guidance to IAIA HQ on overall continuity, innovation, and relevance in conference themes.
- Assist HQ with revising conference proposal evaluation criteria, as deemed necessary.

The IAIA Guide for Potential Conference Hosts sets out the requirements of annual conference proposals. The HQ staff ensure that conference proposals are complete before the proposals are submitted to the Conferences Committee for review. It is the responsibility of the committee, with the assistance of HQ staff, to assess proposals and prepare a recommendation for the Board, including, if necessary, which proposal should be approved should competing proposals be received for a specific year. The committee will also provide their views on proposed conference themes.

The Committee meets on an as-needed basis, either in person at an annual conference or virtually when decisions need to be made outside the annual conference timeline. An evaluation form is provided to assess the qualities of a bid; additional criteria may include the most recent conference experiences, including their successes, areas for possible improvement, and overall continuity and innovative approaches to the conferences.

The committee is responsible for determining the criteria for endorsement of a proposal and will periodically review and update the selection criteria as necessary.

3.5 Finance Committee

Membership

Treasurer (Chair), President (Board Liaison), Past President, President-Elect, Secretary, Chief Executive Officer and Chief Operating Officer.

This committee exists to plan, ensure, and strengthen the financial base of the organization. It is critical to the successful functioning of IAIA and is responsible for overall financial security in implementing the strategic plan. Task forces may be formed to assist the Committee, particularly with strengthening primary sources of income to the organization, including conferences membership and sponsorship.

Responsibilities

- Develop and review the financial plan
- Review the annual budget proposals
- Review and endorse all major proposals
- Make proposals for strengthening the financial base of the organization

- Develop strategies for securing institutional/corporate funding
- Make recommendations regarding membership dues, contributions from Branches and Affiliates, conference fees, and other income

The Finance Committee is a central corporate mechanism to foster the continued expansion and success of IAIA program goals.

3.6 Journal Management Committee (JMC)

The Journal Management Committee (JMC), established in 2017, actively manages the journal on behalf of IAIA, including monitoring the performance of the editor and publisher, and ensuring the ongoing health of the journal. The Journal Management Committee Chair is appointed by the IAIA Board.

Membership

- Journal Management Committee Chair
- Chief Executive Office
- IAIA Director (Board Liaison who is also a member of the IAPA Board)
- IAPA Editor (Committee chair)
- One or two IAIA members who have detailed knowledge of the journal business/publishing industry and a high-level perspective
- IAIA Resources Manager

Responsibilities

- Manage the journal on behalf of IAIA (noting that operational decisions are the responsibility of the IAPA Editor and/or the publisher's production staff)
- Annually consider the performance of the publisher and confirm ongoing relationship
- Annually consider the performance of the editor, giving feedback as appropriate [*the IAPA Editor will not be involved in this discussion]
- Annually consider the health of the journal and give consideration as to what might be done to improve the health of the journal
- Define the selection criteria of the IAPA Board members (the lead of this task will rest with the Editor)
- Approve the IAPA Board members recommendations from the Editor
- Make operational decisions regarding journal management; but will make recommendations to the Board of Directors for all other policy decisions relating to the journal
- Liaise with the editor about how the policy decisions are implemented
- When necessary, lead the process for recruitment of new editors and associate editors; and make recommendations to the Board of Directors on such appointments for their approval.
- When and if necessary, make recommendations to the Board of Directors relating to the publisher of the journal
- Ensure that the journal's procedures demonstrate integrity and fairness, as well as ensuring the quality of the journal
- Ensure the editor follows the code of conduct for editors as produced by COPE (the Committee on Publication Ethics)

3.7 IAPA Editorial Board

Because the IAPA journal is an important component of IAIA, there is a separate Editorial Board to provide advice on matters relating to content.

The existing Editorial Board recommends new members of this Board, with input from the Editor (see “Criteria for Selection of IAPA Board Members,” available from HQ). The Editor decides upon membership appointments. Appointments are usually for three years, subject to annual performance appraisal and continuing interest. Members may be reappointed for a normal maximum of three additional years. The Chair of the Editorial Board is the Journal Editor. The IAIA Board of Directors appoints the Journal Editor for a specified number of years (for more information on the appointment and responsibilities of the IAPA editor, see “Guidelines for IAPA Editors” available from HQ).

Membership

- Approximately 20-40 distinguished impact assessment professionals
- Journal Editor (chair)
- Associate Editors
- Board Liaison
- Representative of the publisher

Criteria for Appointment to the Editorial Board

Appointments to the Editorial Board are based on individual merit and the following criteria:

- High standing in the relevant discipline
- Professional capability in English, the language of the IAIA journal
- Email accessibility and capability
- Gender, geographical, sub-discipline representation

Responsibilities

- Monitor and improve the perceived standing of the journal.
- Make recommendations to the IAIA Board of Directors regarding appointments of book review editor(s) and other positions as appropriate.
- Take responsibility for general content policy and solicit contributions.
- Review submitted articles and books.
- Determine topics and guest editor(s) for special issues of the journal.
- Select best published paper each calendar year.
- Monitor activities and performance of the IAIA journal editorial team.
- Make recommendations for new members of the Board in consult with the Editor(s) and the publisher.
- Submit an annual report to the IAIA Board of Directors.

3.8 Sections Coordinating Committee (SCC)

Membership

The SCC has two co-chairs; one is the Chief Executive Officer, the other is nominated by SCC members. SCC members are representatives designated by Section chairs. The nominated co-chairs and membership of this committee are reviewed and approved annually by the Board of Directors, and are subject to the three-year term guidelines [2.7].

The SCC ensures that special interest areas are catered to within IAIA and that the full spectrum of impact assessment issues can be widely discussed. Current Section descriptions begin at Section 3.10 (these are submitted by the Section Chairs). The IAIA membership information form requests an indication of Section preference, to increase active participation in existing and evolving categories of interest. Specific qualifications are not a prerequisite. Individual Sections are not authorized to stipulate requirements or conditions upon membership of a particular Section. Thus, the SCC provides a forum for all interest areas to report on activities and priorities and to coordinate joint activities.

Responsibilities

- Provide a focus, within IAIA, to ensure that the academic, professional and practical interests of members are well served by the Organization.
- Facilitate interaction between/among Sections, and identify issues in common.
- Support the process for input from Sections to the Board.
- Assist members wishing to establish new Sections and provide related recommendations to the Board for approval.
- Ensure that each annual IAIA Conference reflects the range of member interests, via SCC representation on each conference Technical Program Committee.
- Promote development of best practice within Section interest areas.
- Promote the development of individual Section web pages at www.iaia.org.
- Strengthen links between IAIA and other relevant organizations, as appropriate for the range of Section topics.

There is a meeting of the SCC in conjunction with the IAIA Conference each year. Each Section will have one representative at the SCC meeting, but they may also have an extra representative for consultation. However, in voting, each Section has only one vote. If it is not possible for a Section Chair to attend the SCC meeting, he/she may propose a substitute to be the Section's representative at the meeting. At that time the activities of the existing Sections will be reviewed and recommendations will be submitted to the Board regarding the introduction of new Sections. Since the annual conference provides an opportunity for valuable face-to-face interaction, individual Sections also hold meetings of available members.

3.9 Training and Professional Development Committee (TPDC)

Membership

Chairperson (non-Board) and members are appointed by the Board. A Director of the Board is the Board Liaison.

Responsibilities

- Promote professional development in impact assessment.
- Support training and professional development activities at annual conferences.
- Promote, develop, and nurture IA resources and professional networking among IAIA members
- Identify and undertake special initiatives.
- Promote training in impact assessment.
- Review and recommend pre-conference training courses.
- Identify and solicit new training courses.
- Identify and undertake special initiatives.

Potential Activities

- Developing and nurturing liaisons with other professional organizations.
- Recommending topics for journal submissions.
- Identifying and fostering research on EIA issues with related professional organization.
- Assisting IAIA affiliates and regions in the development of specific training initiatives at their request.
- Developing and implementing quality assurance measures in all IAIA training activities.
-

3.10 Technical Program Committee

Membership

The Committee is comprised of 5-8 members:

- 3 general IAIA members who have knowledge of IAIA conferences and/or experience as a technical program committee member of other conferences and who are nominated by HQ staff, the Board of Directors, or current and/or outgoing Committee members.
- One or both of the 2 Sections Coordinating Committee co-chairs.
- The Past President or other designated Board member
- And in cases where the conference is driven by a local host, 2 local representatives who serve for the year of their conference.

Responsibilities

The IAIA Annual Conference Technical Program Committee is responsible for developing the theme and overseeing the content of the technical program, which primarily consists of sessions and presentations. In order to achieve its purpose, the Committee shall:

- Together with the host, review the text describing the theme and objectives of the conference in the preliminary and final programs; revise and update as needed. This text is initially prepared by the host as part of the conference proposal. If the conference location is proactively selected by IAIA, suggest and develop the theme.
- Identify topical streams related to the conference theme.
- Review and select submitted session proposals; develop sessions to cover any gaps in topics.
- Pre-review abstract submissions and prepare instructions for session chair reviews accordingly (e.g., advise session chairs how many abstracts they can accept).
- Oversee the session chairs' reviews of abstracts and manage their recommendations (e.g., reassign abstracts from one session to another).
- Identify session chairs for new sessions; remove chairs who do not follow through with required tasks and find replacement chairs.
- Review poster abstracts.
- Following presenter registration deadline, assess sessions to determine which will go forward, which will be dropped, and which abstracts will be reassigned.
- Review and finalize the final program schedule based on session chairs' submitted session plans.
- Assist with identifying the plenary speakers.

3.11 Section: Academia

This Section gives a home to academics in IAIA, including those in higher education and research, where academic challenges can be discussed, and solutions can be identified.

3.12 Section: Agriculture, Forestry & Fisheries (AFF)

The formation of this Section followed a well-attended forum on the subject at IAIA04 in Vancouver. EIA has not been focused on agriculture, forestry, and fisheries, despite the massive negative impacts that result from chronic and damaging practices in some terrestrial, aquatic, and social-cultural environments. Recent work has demonstrated that obvious benefits can be conferred by the application of EIA tailored to the specific sectoral activities.

The overall long-term objectives are to improve and extend the application of EIA to agriculture, forestry, and fisheries, and to do this in all possible jurisdictions. Short-term objectives include describing the EIA process as it applies to these sectors at present, building a useful bibliography, and showcasing success stories with case studies and relevant experiences from the National Environmental Policy Act (1970) of the USA and beyond.

3.13 Section: Artificial Intelligence and Emerging Technologies

This Section aims to facilitate engagement of interested IAIA members in the evolving global debates on complex impacts of fast-progressing technological changes.

3.14 Section: Biodiversity and Ecology

Formed in 1998, the Biodiversity and Ecology Section promotes the development of good practice for “biodiversity-inclusive” impact assessment and provides a focus for information exchange and collaboration of practitioners working in the public, private, and academic sectors around the world.

Activities

- Organizes the biodiversity/ecology contributions at the IAIA annual conference.
- Leads the Biodiversity and Ecology Section discussions on the IAIA Hub.
- Keeps members up to date with announcements regarding resources, events, and news in relation to biodiversity and impact assessment.
- Provides a clear strategy direction for the Section over the next 2-3 years.
- Raises the profile and influence of the Section both within IAIA and externally.
- Provides input to IAIA projects on biodiversity in impact assessment.
- Serves as a forum for knowledge exchange on changes and advances in the field of biodiversity-inclusive impact assessment.

Highlights

- Setting up of a working group on ecosystem services.
- Review of CBD guidelines on impact assessment for Ramsar.
- Review and update of key biodiversity and ecological impact assessment terms.
- Input to the Capacity Building in Impact Assessment (CBBIA) project.
- Contribution to the preparation of regional guidance manuals for biodiversity-inclusive impact assessment, e.g., for South Asia.

3.15 Section: Climate Change

In response to increasing interest in the climate change component of impact assessment, both within IAIA and throughout the world, an IAIA Climate Change Section was formed in 2011.

3.16 Section: Corporate Stewardship and Risk Management

At the Environmental Management Systems (EMS) Section meeting during IAIA07, a discussion took place regarding the need to redefine the EMS Section in order to be more relevant to current interests within the impact assessment field and to increase our value to IAIA members. In October 2007, the IAIA Board of Directors accepted the proposal to broaden the mandate and to rename our Section to “Corporate Stewardship and Risk Management.” The goal for the Corporate Stewardship and Risk Management Section is to foster opportunities to explore and discuss application of relevant corporate social responsibility topics.

Corporate stewardship is constantly evolving and this Section hopes to explore how the private sector goes beyond legal compliance in order to demonstrate corporate stewardship. This can be achieved through a variety of ways such as establishing innovations in corporate systems of governance, committing to international best practice, and/or reporting on corporate sustainability.

This group discusses practical applications and learns from experience by means of case studies and experiences applying the International Finance Corporation's (IFC's) Performance Standards, Equator Principles, UN Global Compact, ISO 26000, and other internationally recognized safeguards.

The Section uses the annual meeting to discuss strategy and to develop our objectives and activities for the upcoming year. One ongoing key activity is maintaining CSR-related material on the IAIA website and ensuring that The Hub is current.

3.17 Section: Cultural Heritage

In response to increasing interest in the cultural heritage component of impact assessment, both within IAIA and throughout the world, an IAIA Cultural Heritage Section was formed.

3.18 Cumulative Effects

This Section was formed in June 2024. The main goal for the Section is to better bring practitioners and academics together on this issue around the globe. Practitioners and academics tend to be in silos, only occasionally coming together in CEA-related sessions at conferences. The Section provides a conduit between academics and practitioners on an ongoing basis. CEA undoubtedly plays a role in many countries; this Section provides a mechanism to exchange ideas and learn from each other within IAIA.

3.19 Section: Disasters and Conflict

Disasters, conflict, and other crisis events have short- and long- term impacts. Opinions differ on whether crises cause, or are simply a catalyst for, these impacts. But it is clear that impact assessments that do not take into consideration the possible disasters and crises can produce inaccurate results. The consequences of inaccurate assessments can range from inconvenience in project implementation to, in the extreme, mortality rising above pre-disaster levels.

In view of the key role which impact assessment plays in effective response to disasters, the Disasters and Conflict Section:

- Provides a forum for discussions on how to adapt and apply impact assessment principals and procedures in disasters, conflicts and other crises.
- Serves as a means to increase the awareness of mainstream assessment professionals of the links between disasters, conflicts and other crises and impact at social and individual levels.

To these ends, the Section:

- Promotes the presentation of papers and discussion on disasters and other crises at IAIA meetings.
- Promotes the publication of papers on impact assessment and disasters and crises in professional journals.
- Encourages discussions with the mainstream IAIA community on considering disasters and other crisis in normal impact assessment.

3.20 Section: Governance and Implementation Systems

Objectives

- To address in a holistic way the entire ESIA process and its implementation by countries and institutions to meet a growing need to address important implementation challenges and system weaknesses that have been consistently identified around the globe.
- Facilitate exchange of best practices and lessons learned to improve efficiency and effectiveness of ESIA program implementation.
- Address issues common to countries and/or institutions responsible for implementing ESIA programs.

3.21 Section: Health

This section focuses on Health impact assessment (HIA) throughout the world and on integration of health into other types of Impact Assessment. The section promotes the approach to health as a cross-cutting issue, not merely the bio-medical health approach.

Objectives

- To further HIA by stimulating learning and mutual exchange of experiences and knowledge.
- To promote integration of human and health concerns into impact assessment.
- To promoted integrated impact assessment.

The specific topics of interest are community and social empowerment, evaluation of HIA, methods for integrated impact assessment, development of methods/tools for inclusion of health aspects in SEA, and in relation to policy and planning.

Activities

- Developing joint activities with other Sections.
- Developing HIA training course for other IA practitioners.
- Active involvement in IAIA-wide activities and committees.

In 2014 a joint project with the World Health Organization was carried out, implementing the Memorandum of Understanding between WHO and IAIA.

Highlights

- Publication of HIA Principles and Practice as IAIA special publication.
- Publication "Health Impact Assessment: The State of the Art," *Impact Assessment and Project Appraisal*.

3.22 Section: Indigenous People

The formation of this Section followed a well-attended session at IAIA02, and interest has now built to where sessions focus on the IPS with help and support from other sections having strong links to the IPS including Social Impact, Health, EMS, and Biodiversity Sections. A major output from the Section is the principles for "respecting

Indigenous Peoples and Traditional Knowledge.” The IPS continues to look for means to express best practices when working with IP.

Objectives:

- Organize and increase the participation of the IPS at IAIA annual conferences.
- Provide input to the IAIA project on Capacity Building for the Indigenous Peoples Section.
- Maintain a positive and interesting session/sessions at IAIA.
- Maintain active involvement.
- Discuss and improve the best practices for IP.

Highlights:

- 2005 IP section had the great honor of the Maori Queen from New Zealand Te Arikinui Dame Te Atairangikahu to attend the Special Preconference Event, “Indigenous Peoples and Impact Assessment.”
- 2012 Publication of "Respecting Indigenous Peoples and Traditional Knowledge."
- Special Aashukan event at IAIA17

3.23 Section: Public Participation

The Public Participation Section includes practitioners, academics, and students interested in any type of public involvement within the context of impact assessment. It aims to advance and improve the practice of EIA by disseminating information and stimulating discussions and exchanges on public participation practice and experience, elaborating public participation best practice principles, stimulating members to publish papers on public participation and keeping IAIA members informed on public participation issues and challenges.

The Section manages the public participation contributions to the annual conference and lately produced its Public Participation International Best Practice Principles, which is available on the IAIA website.

Objectives:

- Advance and improve the practice of EIA.
- Disseminate information and stimulate discussions and exchanges on public participation practice and experience.
- Stimulate members to publish papers on public participation.
- Keep IAIA members informed on public participation issues and challenges.

Activities:

- Lead the Public Participation stream of papers for IAIA conferences.
- Stimulate interaction and exchange between its members both at the annual conference and throughout the year.
- Create exposure and co-organize participatory and interactive sessions at annual conferences.
- Improve the exchange of information on public participation between/among its members.

3.24 Section: Social Impact Assessment

The general responsibilities of the SIA Section includes the development of professional good practice in all aspects of SIA, drawing on the experience of SIA practitioners in the private, public and academic sectors around the world.

Objectives:

- To further SIA by stimulating learning and mutual exchange of experiences and knowledge.
- To promote integration of human and social concerns into impact assessment.
- To promote integrated impact assessment.
- Developing joint activities with other Sections.
- Disseminate information and stimulate discussions and exchanges about social impact assessment practice and experience.

Highlights:

- Produced SIA key citations.
- International Principles for SIA.
- SIA Guidance document.

3.25 Section: Students and Young Professionals (SYP)

The Students and Young Professionals (SYP) group strives to provide activities and services of interest to this highly diverse segment of IAIA membership and to recruit new members in this interest area.

4 Key Administrative Arrangements

4.1 Format for Submitting Proposals to the Board

Contacting the Headquarters Office prior to sending any request is strongly recommended. For most proposals there are specific guidelines available to assist your submission. Proposals submitted with inadequate or inappropriate information will be returned to sender.

To expedite the discussion and decision making associated with all proposals requiring consideration by the Board it is essential that information is presented with the below information.

Every effort will be made to process proposals as quickly as possible, but it is advisable to give plenty of notice to allow sufficient time for Board consideration. The Board meets once a year in person at the annual conference and once at midterm either in person or electronically. The Board also holds electronic discussions and meetings during the intervening months. Decisions taken by the Board throughout the year facilitate timely processing of essential business. Adhering to requirements regarding proposal format and ample notification are essential.

The below format is to be used for all proposals, including initiatives, collaborative projects, requests for endorsement, initial briefings, advanced reports or other requests for action by the Board.

All proposals should be submitted allowing at least 30 days for an initial electronic indication from the Board or before a scheduled face-to-face meeting. The Headquarters Office can be contacted regarding the Board meeting schedule and processing of proposals.

Guidelines for Submitting Proposals to the IAIA Board

The following format is used by the Board of Directors for efficient review and decision making on policy and action proposals. Please address all questions that are pertinent to a decision on the proposal you are submitting.

All proposals from Committees, Board members, members-at-large, Affiliates, Sections, etc. should be submitted in this format ideally 30 days prior to the start of a scheduled Board meeting, or throughout the year for possible electronic discussion and decision.

Proposals should be submitted to the Board through the Chief Executive Officer.

1. Title of Proposal
2. Submitted by
3. Contact information
4. Date
5. Important and relevant information:
 - a) What short-term purpose does your proposal seek to achieve?
 - b) Why is this purpose important?
 - c) What opportunities will the proposal take advantage of?
 - d) What risks (to the IAIA community and to IAIA) will it address?
 - e) What longer-term positive outcomes will be achieved?
 - f) What resources are required to implement the proposal? (Consider time, money, human resources)

- g) How will successful implementation be ensured?
- h) What are the potential risks/disadvantages?
- i) Who is / would be affected?

4.2 IAIA Endorsement of External Proposals

As a professional association, IAIA considers the merits of numerous requests for the endorsement of activities undertaken by external individuals and organizations. IAIA endorsement reflects approval of an activity and its intended output. While endorsement does permit public statements to that effect, it does not confer any other rights or resources from IAIA, including matters of copyright, legal liability, or intellectual property.

4.3 Approval Process for IAIA Proposals

There are specific guidelines related to various types of IAIA proposals submitted from time to time and seeking approval from the Board. Such guidelines are available from the Headquarters Office and early contact can greatly assist proponents of proposals.

IAIA “in-house” proposals may be undertaken entirely by members or in collaboration with others. It is possible to gain approval in principle for the early stages of a proposal and this carries notional support to further advance the work. It does not confer any rights or resources or permit any public statement (outside of IAIA) acknowledging this early stage of endorsement. The first stage of a proposal is designated an “IAIA Initiative” and this term should be used in related motions to the Board.

If proposals advance and gain full approval from the Board, then wide publication and promotion as an IAIA project are encouraged. Such projects are also given the right to use the IAIA logo on all related communication. The later stage of a proposal is designated an “IAIA Project” and this term should be used in related motions to the Board.

All proposals submitted to the Board must be presented in the required format and observe the necessary timelines, to facilitate review and consideration by the Board. Further information is available from the Headquarters Office.

5 Key Corporate Activities

5.1 Annual General Meeting (AGM)

The Annual General Meeting (AGM) is chaired by the current IAIA President. While the newly-elected President-Elect will be introduced at this meeting, that person's term of office as President does not commence until the start of the first Board Meeting after the AGM. All current and newly-elected Board members are introduced.

All members of IAIA are encouraged to attend this annual meeting as it presents a unique opportunity for interaction regarding the corporate and professional directions of the organization. The Lifetime Achievement Award is presented at the AGM, acknowledging outstanding service, advancement and commitment to the profession of impact assessment.

While over time it became regular practice within IAIA to conduct the AGM in conjunction with the Annual Conference, in order to enable wider attendance and greater visibility for all organizational activities, the COVID-19 pandemic and subsequent development of online meeting options has made it possible for the AGM to be conducted virtually. This format allows for greater access to all members, not just those who have the resources to attend the annual conferences. Beginning in 2020, the AGM is held approximately one month prior to the start of the annual conference. The AGM is the business meeting for the organization and as such, the IAIA Treasurer presents a report on the organization's finances for review by the members present. The President and Chief Executive Officer make presentations regarding the past year's accomplishments, and the upcoming year's plans and priorities.

5.2 Board Meetings

There are very few opportunities for the Board to meet in-person, given the professional and personal resources required for international travel. The Board generally meets in conjunction with the Annual Conference and at a midpoint in the IAIA year. To maximize efficiency and make progress on the many items of business, Board communication is largely conducted electronically. This enables discussion and decision-making on matters of importance to take place throughout the year.

The Board believes in the principle of openness but considers that the most appropriate and effective forum for this wider communication is at Council Meetings. To gain full benefit from the special opportunities of meeting personally, the Board would like to encourage an awareness that Board Meetings are attended solely by designated members of the Board. Subsequent electronic discussion is greatly facilitated by the experience of these meetings and the work of the organization is able to advance accordingly. Minutes of all Board Meetings are posted on the IAIA web site. Elected Board members welcome direct contact, questions and ideas throughout the year.

5.3 Council Meetings

As with the AGM, beginning in 2020 IAIA Council meetings are held virtually and are scheduled approximately one month prior to the annual IAIA Conference. These meetings allow the Board of Directors to gain direct input from all available representatives and advisors throughout the organization, to acknowledge leadership in the

organization and to extend appreciation for the efforts made. The Council meeting increases awareness of most aspects of IAIA service and activities among all who participate. As appropriate, the Outstanding Service to IAIA award is presented at Council meeting.

APPENDIX 1: Selected Milestones in IAIA History

1980

- During the special session on Integrated Impact Assessment at a meeting of the American Association for the Advancement of Science (AAAS), the formation of a new organization was discussed. It would combine the interests of environmental impact assessment, social impact assessment, technology assessment, risk assessment and related fields. A working party was convened to advance the proposal.

1981

- The International Association for Impact Assessment (IAIA) was inaugurated, with 160 founding members.
- Articles of Incorporation were filed in the State of Georgia, USA.
- *Impact Assessment Bulletin*, the IAIA journal, was first published.

1982

- First Annual Conference (in conjunction with AAAS)
- IAIA membership numbers in excess of 300, representing 23 nations
- IAIA achieved tax-exempt status in USA

1985

- Fourth Annual Conference, Utrecht, The Netherlands, first event outside of North America and sponsored solely by IAIA

1987

- European Chapter of IAIA was formed
- First female President of IAIA

1988

- IAIA attained registered Non-Government Organization (NGO) status with the United Nations; IAIA membership reached 500+, representing 45 nations

1989

- Executive Director appointed, based in North Carolina, USA (Maurie Volland)

1991

- First President external to North America

1992

- Membership base expanded to 800+

1993

- IAIA journal name change from *Impact Assessment Bulletin* to *Impact Assessment*

1994

- Largest Annual conference to date, 650 delegates, Quebec City, Canada

1995

- Executive Director Maurie Volland retires
- Executive Office re-located to North Dakota State University, USA; Rita Hamm becomes Executive Director
- IAIA inaugural website

1996

- Electronic communication services expanded; listservs established

1998

- Structural reform within IAIA; progress on internationalization
- Journal publication changes: merger resulting in *Impact Assessment and Project Appraisal*, published by Beech Tree in UK

1999

- Bylaws modified to expand Board numbers, promote internationalization and clarify organizational procedures
- Executive Office gained full-time staff and independent premises

2000

- IAIA committee structure revised
- Individual membership numbers reached 1200, representing 111 nations IAIA Affiliates provide local programs to affiliate participants

2001

- 20th anniversary year
- First annual conference held in South America
- Task Force created to examine multi-linguistic service needs
- First Branch established, IAIA-Washington Area Branch
- MoU signed with Ramsar

2002

- Participation in the World Summit on Sustainable Development
- MoU signed with the Convention on Biodiversity

2003

- Work begun on Capacity Building in Biodiversity and Impact Assessment grant
- IAIA-WB SEA in China project begun
- Website divided into members and non-members sections
- Training component of website developed with UNEP funds

2004

- Largest Annual Conference to date, 875 delegates, Vancouver, Canada
- IAIA co-sponsors first Chinese EIA Conference in Bo' Ao, PRC
- Board adopts tiered membership fee structure to be implemented in 2005

2005

- 25 Year Anniversary Celebration at IAIA05
- First Special Symposium in Prague on SEA
- Pilot Branch established in UK-Ireland

2006

- First annual conference held in a Nordic country
- Session on IA & HIA at the National Council on Science & Environment, Washington, DC

2007

- First annual conference held in Korea
- IAIA participates in second EIA Conference in China
- Self-subscribed Code of Conduct for members adopted by the Board

2008

- Ireland-UK Branch approved at full Branch status
- Associated membership rate approved by the Board
- Option for electronic-only journal approved by the Board

2009

- IAIA-Italia approved as affiliate
- IAIA wiki

2010

- China Day Symposium held at IAIA10
- IAIA Connect Social Media activated
- Pilot affiliates in Cameroon, Mozambique and Zambia
- Criteria for IA Professionals and Administrators approved
- IAIA presence on Facebook
- IAIA YouTube Channel established

2011

- Submission to Rio+20
- IAIA11 in Puebla, Mexico
- Pilot affiliate in Germany
- Taylor and Francis selected as new journal publisher

2013

- Record number (1,105) of annual conference attendees in Calgary, Canada
- Transitioned to paperless membership

2014

- Executive Director Rita Hamm retires; Jill Baker is hired
- Sustainability policy established
- Special Resettlement and Livelihoods symposium held in South Africa
- New Brazilian Affiliate, New Japan Branch

2015

- Special Mega-Infrastructure & Impact Assessment symposium in Panama
- 3 expert roundtables held with World Bank and European Investment Bank

2016

- IAIA joins IUCN
- 3 new Associated Organizations
- CommunityConnect pilot developed
- Webinar program developed
- Website redesigned
- New Chinese Affiliate
- New 3-year Strategic Plan implemented
- IAPA accepted into Thomson Reuters' ISI Impact Factor

2017

- Professional Development Program (PDP) pilot developed

2018

- Executive Director Jill Baker resigns; David Bancroft is hired

2020

- HQ adds two full-time staff positions (Training and Communications)

- IAIA20 is postponed due to COVID-19 pandemic

2021

- IAIA21 is held virtually due to the ongoing effects of the COVID-19 pandemic

2022

- IAIA trials an in-person annual conference that incorporates a virtual component (Vancouver)
- Executive Director David Bancroft resigns in June
- Executive Director/Deputy Executive Director roles reframed as Chief Executive Officer and Chief Operating Officer
- IAPA abstracts and articles begin to be translated into Spanish by COMIMPACT

2023

- Gary Baker is hired as Chief Executive Officer; Bridget John becomes Chief Operating Officer
- IAIA implements a new Association Management Software; retires the online community *IAIAConnect* and introduces the Hub

2024

- IAIA's largest conference to date: 1,109 delegates in Dublin, Ireland.
- Emerging Technologies Section is renamed Artificial Intelligence and Emerging Technology; Cumulative Effects Assessment Section is added

APPENDIX 2: Past Presidents and Annual Conference Locations

<i>Year</i>	<i>IAIA President</i>	<i>Country</i>	<i>Annual Conference Locations</i>	<i>Annual Conference Theme</i>
1981	Edward Wenk	USA	Toronto, Canada	
1982	Joseph Coates	USA	Washington, DC, USA	
1983	Edward Lawless	USA	Detroit, USA	Anticipating the Future: The Changing Public Context of Developing Impact Assessment Methodologies,
1984	Richard Schwing	USA	New York, USA	Technology-Society-Environment: Resolving Conflicts, Optimizing Development
1985	Irvin (Jack) White	USA	Utrecht, The Netherlands	Methods and Experiences in Impact Assessment
1986	Charlie Wolf	USA	Philadelphia, USA	The Use of Impact Assessment
1987	Audrey Armour	Canada	Barbados	International workshop on impact assessment for international development
1988	Vary Coates	USA	Brisbane, Australia	7 th annual meeting of the International Association for Impact Assessment
1989	David Marshall	Canada	Montreal, Canada	Impact assessment in an age of transformation: New imperatives, new approaches

Year	IAIA President	Country	Annual Conference Locations	Annual Conference Theme
1990	Rabel Burdge	USA	Lausanne, Switzerland	Impact assessments in their institutional framework
1991	Henk Becker	Netherlands	Urbana-Champaign, USA	Technology and environmental responsibility: A new age for impact assessment
1992	Richard Roberts	Canada	Washington, DC, USA	Industrial and 3 rd world environmental assessment: The urgent transition to sustainability
1993	Larry Leistriz	USA	Shanghai, People's Republic of China	Development and the environment
1994	Robert Goodland	UK/USA	Quebec City, Canada	25 years of impact assessment: Looking back and projecting the future
1995	Alan Porter	USA	Durban, South Africa	Impact assessments: involving people in the management of change towards a sustainable future
1996	Pierre Senecal	Canada	Estoril, Portugal	Improving environmental assessment effectiveness: Research, practice and training
1997	Maria Partidario	Portugal	New Orleans, USA	Reflections on water: Learning from history and assessing the future
1998	Alex Weaver	South Africa	Christchurch, New Zealand	Sustainability and the role of impact assessment in the global economy

Year	IAIA President	Country	Annual Conference Locations	Annual Conference Theme
1999	Hobson Bryan	USA	Glasgow, Scotland	Forecasting the future: Impact assessment for new century
2000	Mary Lou Morris	Australia	Hong Kong	Back to the future: Where will impact assessment be in 10 years and how do we get there?
2001	Elvis Au	Hong Kong	Cartagena, Colombia	Impact assessment in the urban context
2002	Peter Leonard	Canada	The Hague, Netherlands	Assessing the impact of impact assessment: Impact assessment for informed decision making
2003	Richard Morgan	New Zealand	Marrakech, Morocco	Impact assessment and capacity building
2004	Richard Fuggle	South Africa	Vancouver, Canada	Impact assessment for industrial development: Whose business is it?
2005	William Veerkamp	The Netherlands	Boston, USA	Ethics and quality
2006	Ross Marshall	UK	Stavanger, Norway	Power, poverty and sustainability: The role of impact assessment
2007	Charlotte Bingham	USA	Seoul, Korea	Growth, conservation and responsibility
2008	Sachihiko Harashina	Japan	Perth, Australia	The art and science of impact assessment

Year	IAIA President	Country	Annual Conference Locations	Annual Conference Theme
2009	Nick Taylor	New Zealand	Accra, Ghana	Impact assessment and human well-being
2010	Jonathan Allotey	Ghana	Geneva, Switzerland	Transitioning to the green economy
2011	Stephen Lintner	USA	Puebla, Mexico	Impact assessment and responsible development
2012	Luis Sanchez	Brazil	Porto, Portugal	Energy future: The role of impact assessment
2013	Greg Radford	Canada	Calgary, Canada	Impact assessment: The next generation
2014	Miguel Coutinho	Portugal	Viña del Mar, Chile	Impact assessment for social and economic development
2015	Yaw Amoyaw-Osei	Ghana	Florence, Italy	Impact assessment in the digital era
2016	Ana Maria Esteves	The Netherlands	Aichi-Nagoya, Japan	Resilience and sustainability
2017	Marla Orenstein	Canada	Montréal, Canada	Impact assessment's contribution to the global efforts in addressing climate change
2018	Sara Bice	Australia/China	Durban, South Africa	Environmental Justice In Societies in Transition
2019	Luis Montañez-Cartaxo	Mexico	Brisbane, Australia	Evolution or revolution: Where next for impact assessment?
2020	Ben Cave	UK	Seville, Spain	Smartening Impact Assessment: Science, Technology, and

Year	IAIA President	Country	Annual Conference Locations	Annual Conference Theme
			(Postponed due to COVID-19 pandemic)	Governance Advancements Toward Efficiency and Effectiveness
2021	Marla Orenstein	Canada	Conference was hosted by Seville team but held virtually due to ongoing COVID-19 issues	Smartening Impact Assessment in Challenging Times
2022	Gaby Factor	Denmark	Vancouver, Canada In-person with a virtual component	Confidence in Impact Assessment: Policies, partnerships and public involvement
2023	Edith Birungi Kahubire	South Africa	Kuching, Malaysia	Resilience through Impact Assessment and Leadership
2024	Alan Ehrlich	Canada	Dublin, Ireland	Impact Assessment for a Just Transformation
2025	Lone Kørnøev	Denmark	Bologna, Italy	Impact Assessment in the Age of Artificial Intelligence

Appendix 3: List of Symposiums

INFRASTRUCTURE & THE ENVIRONMENT: THE ROUTE OF LATIN AMERICA TOWARDS SUSTAINABILITY
Antigua, Guatemala / 6-7 November 2024

CELSIUS 1.5: IMPACT ASSESSMENT AND CLIMATE CHANGE
Cape Town, South Africa / 27-28 September 2022

OUR INTERCONNECTED WORLD: IMPACT ASSESSMENT, HEALTH, & THE ENVIRONMENT
Virtual Event / 5-8 October 2020

USING IMPACT ASSESSMENT TO ACHIEVE THE SDGS IN ASIA
Kuching, Malaysia / 1-3 October 2018

IMPROVING IA & MANAGEMENT IN THE MINING SECTOR
London, UK / 4-5 December 2018

MAINSTREAMING THE MITIGATION HIERARCHY IN IA
Washington, DC, USA / 14-15 November 2017

WATER AND IMPACT ASSESSMENT
Lincoln, England, UK / 1-2 September 2016

RESETTLEMENT & LIVELIHOODS
Manila, Philippines / 20-22 February 2017

SUSTAINABLE MEGA-INFRASTRUCTURE & IA
Panama City, Panama / 1-3 December 2015

RESETTLEMENT & LIVELIHOODS
Kruger National Park, South Africa / 21-22 October 2014

BIODIVERSITY AND ECOSYSTEM SERVICES IN IMPACT ASSESSMENT
Washington, DC, USA / 7-8 February 2013

SEA IMPLEMENTATION & PRACTICE: MAKING AN IMPACT?
Prague, Czech Republic / 21 - 23 September 2011

IAIA CLIMATE CHANGE SYMPOSIUM
Aalborg, Denmark / 25-26 October 2010

IAIA CLIMATE CHANGE SYMPOSIUM
Washington, DC, USA / 15-16 November 2010

HEALTH, WELLBEING, AND HIA: WORKING BETTER, WORKING SMARTER
Dunedin, New Zealand / 17-19 November 2010

ASSESSING & MANAGING CUMULATIVE ENVIRONMENTAL EFFECTS
Calgary, AB, Canada / 6-9 November 2008

INTERNATIONAL EXPERIENCE AND PERSPECTIVES IN SEA
Prague, Czech Republic / 26-30 September 2005

APPENDIX 4: IAIA Bylaws



The International Association for Impact Assessment, Inc.

Fourth Amended and Restated Bylaws

(as amended on 15 June 2020)

Article I. Name and Legal Status

Section 1: The name of the Organization shall be “The International Association for Impact Assessment, Inc.” When proof of corporate status is not necessary, the Organization may be referred to as “International Association for Impact Assessment” or “IAIA.”

Section 2: The Organization is incorporated under the laws of the State of Georgia, United States of America, as per the Organization’s Articles of Incorporation signed on 5 February 1981, as amended.

Section 3: The location of the registered office of the Organization shall be determined by the Board of Directors of the Organization (the “Board”).

Article II. Purpose

The Organization is organized and shall be operated exclusively for charitable, educational, scientific and other purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended (the “Code”), specifically to include the betterment of society through the encouragement of improved policymaking processes concerning the analysis of the future consequences of present decisions. In furtherance of this purpose, the Organization may:

- publish, edit or otherwise disseminate to practitioners and the general public articles, journals, books, monographs, audiovisual materials, and newsletters concerning the practice of impact assessment;
- hold meetings, conferences, seminars and other sessions at which information concerning the practice of impact assessment can be disseminated;
- prompt, enhance and encourage the exchange of information among practitioners and users of impact assessment and the general public;
- improve the quality and professionalism of persons in the field of impact assessment;
- otherwise encourage the growth and development of the field of impact assessment, the development of techniques in the field of impact assessment and the public understanding of and participation in the field of impact assessment; and
- undertake such other activities as will further the purposes of the Organization.

Article III. Membership

Section 1. The Board shall establish categories of membership in the Organization, including qualifications, fees and other requirements for each category of membership. These categories and requirements may be changed by a vote of the Board.

Section 2. The Board shall extend voting privileges to members by category of membership, and the categories of eligible voting members shall be established by a vote of the Board.

Section 3. Applications for membership shall be submitted, together with payment of current dues to IAIA Headquarters. The acceptance of an application for membership by the designated administrative officer shall constitute formal recognition of membership.

Section 4. Annual dues for all categories of membership shall be fixed from time to time by the Board.

Section 5. Members failing to pay dues shall cease to be members. If dues are paid within sixty (60) days of membership expiration (or such other time period as may be determined by the Board), the membership shall be deemed continuous for purposes of computing years of membership.

Section 6. Members deemed to be in breach of the Organization's Code of Ethics may, by resolution of the Board, be denied continuing membership in the Organization.

Article IV. Board

Section 1. The affairs of the Organization shall be conducted by a Board.

Section 2. Any voting member of the Organization may serve as a Director. Termination of membership shall automatically terminate eligibility to be a Director. Directors shall be elected by the membership as specified in Article VII.

Section 3. The number of directors shall be no fewer than seven (7) nor more than nine (9), as may be determined from time to time by the Board, provided that the President, the Immediate Past President and the President-Elect shall serve as Directors. The President shall preside at all meetings of the members and the Board.

Section 4. Directors may participate in and act at any meeting of the Board through the use of a conference telephone, video conference or other means of communications by which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Section 5. A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the Directors then in office if there is an odd number of Directors, or one half of the number of Directors if there is an even number of Directors in office. In addition to regular meetings, actions of the Board may be taken by mail or electronic communication, where permitted by state law. An absolute majority of all members of the Board shall be required for decisions taken by electronic communication. Electronic voting may be conducted by either:

[a] signing a ballot or consent that is scanned and transmitted as a PDF; or

[b] signing a ballot or consent through an electronic signature service.

Section 6. Directors shall serve for a term of three (3) years, such that approximately one-third of the Directors are elected at each annual meeting, and provided that no Director shall be elected to serve for a third consecutive term. Official duties of all members of the Board shall commence and cease at the commencement of the first meeting of the Board after each Annual General Meeting.

Section 7. Directors may be removed from office by a vote of two-thirds of all Directors then in office. Such action may be taken at a regular meeting of the Board or at a special meeting called for such purpose, provided that notice of the proposed removal shall be sent to all Directors at least five (5) days prior to the special meeting. Any Director may resign from the Board at any time by giving written notice to the Board, or to the President or Secretary of the Organization, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective, but such resignation shall be effective when notice is delivered.

Section 8. In the event that a Director is removed, resigns or is otherwise incapable of completing their term, the vacancy will remain open until the following election, at which time the Nominations Committee will field a candidate(s) to be elected to serve for the remainder of the original term.

Article V. Officers

Section 1. There shall be a President, Treasurer and Secretary of the Organization, and there also may be such Assistant Treasurers and Assistant Secretaries as the Board may elect from time to time. Any two offices may be held by one person, except that the President shall not concurrently hold the offices of Secretary or Treasurer.

[a] Election of a President-Elect shall occur annually by the membership. The President-Elect shall serve one-year in that capacity, one year as President and one year as immediate Past President. The President-Elect shall perform all of the duties of the President in the event of the absence or disability of the President, and shall have such other duties and powers as may be assigned by the Board.

[b] The President shall be the chief executive officer of the Organization, and as such shall ensure the supervision and administration of the business and affairs of the Organization, and shall have such other duties and powers as may be assigned by the Board.

[c] The Immediate Past President shall have such duties and powers as may be assigned by the Board.

[d] A Secretary shall be appointed by the Board from amongst the Directors or the Organizational membership. The Secretary shall be the chief record-keeping officer of the Organization, and as such shall ensure the maintenance all of the permanent corporate and non-financial records of the Organization, and shall have such other duties and powers as may be assigned by the Board.

[e] A Treasurer shall be appointed by the Board from amongst the Directors or the Organizational membership. The Treasurer shall be the chief financial officer of the Organization, and as such shall ensure the preparation and maintenance of the accounting and financial records of the Organization, and shall have such duties and powers as may be assigned by the Board.

Section 2. Any voting member of the Organization may serve as an Officer. Termination of membership shall automatically terminate eligibility to serve as an Officer.

Article VI. IAIA Offices and Other Offices

Section 1. The Board shall appoint administrative offices for such periods and under such conditions as they shall from time to time determine.

Section 2. Other offices, groups or task forces may be appointed to assist the Organization in promoting its objectives to special interest groups or to non-English-speaking members of IAIA. Such relationships will only be established through a special Memorandum of Understanding governing specific activities.

Article VII. Committees, Sections, Council and Organizational Structure

Section 1.

[a] A Nominations Committee shall comprise the President, President-Elect and three or more voting members of the Organization appointed by the Board to serve staggered terms as determined by the Board. One such member shall be designated by the Board to serve as Chair for a specified term. The Nominations Committee shall seek suggestions of voting members to be considered as possible candidates for the offices to be filled. In preparation of slates of two or more candidates for each office, the Nominations Committee shall seek to ensure that the Board maintains a balance of regional, racial, ethnic, gender, experience and professional expertise.

[b] In addition to those individuals who are included in the slates of candidates by the Nominations Committee, nominations signed by at least five nominators and by the nominee, all of whom must be voting members, may be included on the ballot papers provided that such nomination is received by the Board not later than six (6) months prior to the date of the next Annual General Meeting.

[c] The Nominations Committee shall supervise preparation of a ballot comprising such candidates as the Board has determined to be consistent with the requirements set forth in these Bylaws and the guiding

principles of the Organization, and shall use best efforts to ensure that such ballot is delivered to each voting member of the Organization consistent with the contact information provided by each such member. Ballots shall be valid and counted if received at the IAIA Offices on or before such time as designated by the Board. Candidates on each slate receiving the highest number of votes will be declared elected.

Section 2. The Board may establish such Committees, Task Groups, Sections and other organizational structures as may be necessary for the conduct of affairs of the Organization. The Chair and members of committees and task groups shall be appointed as appropriate by the Board for specific periods.

Section 3. Three additional forms of organizational structure shall be recognized by the Organization:

Branches - geographically-based groups comprised completely of Organization members.

Affiliates - geographical, member-based groups that accept the Organization's purpose and include a proportion of Organization members.

Associated Organizations - independent organizations that have a purpose similar to that of the Organization and with which a mutually beneficial relationship may result.

Section 4. The Council of the Organization is advisory to the Board and includes Committee Chairs; representatives of Branches, Affiliates and Associated Organizations, and representatives of Sections and such other members of the Organization as the Board shall from time to time appoint.

Section 5. The Board shall recognize within the Organization the existence of Sections that have specifically-defined interests related to the overall purposes of the Organization. There shall be a Sections Coordination Committee which shall be charged with coordinating communication amongst Sections, and advising the Board on additional Sections to be recognized.

Section 6. Recognition of affiliates and associated organizations by the Organization would be conferred by the Board on the basis of a Memorandum of Understanding with a renewal agreement negotiated on a fixed and agreed time period. Recognition and continued recognition of branches shall be conferred by the Board based on guidelines set by the Board.

Section 7. The Board may establish a prescribed fee for registration as a Branch of the Organization, or as an Affiliate of the Organization, or as an Associated Organization.

Article VIII. Membership Meetings

Section 1. There shall be an Annual General Meeting of the voting members of the Organization as determined by the Board so as to maximize attendance by these members. The date, time and place of the Annual General Meeting shall be announced to the members at least thirty (30) days in advance.

Section 2. In addition to an Annual General Meeting, Special Meetings of the Organization may be called by the Board or by a special petition signed by at least fifty (50) voting members from at least five (5) countries by giving ninety (90) days' notice to the Executive Director (or equivalent administrative officer), indicating the purpose and the business of such Special Meeting.

Section 3. Members may participate in and act at any meeting through the use of a conference telephone, video conference or other means of communications by which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Section 4. The voting members present at a meeting of the Organization called pursuant to Article VIII Section 1 or Article VIII Section 2 shall constitute a quorum. Acts of the majority of voting members present at a meeting shall be deemed acts of the members of the Organization, unless the Board has previously indicated that a mail or electronic ballot of the voting membership should be taken on a particular issue.

Section 5. All records of the Organization shall be open to inspection by any member at any reasonable time, provided reasonable notice is given.

Section 6. The Annual General Meeting and all Section Meetings are open to all members. Access to all other business and committee meetings are at the invitation of the President or Chair of each meeting.

Article IX. Restrictions

Section 1. No part of the earnings of the Organization shall inure to the benefit of or be distributable to any private individual or person, provided that the Organization may pay reasonable compensation for services rendered to it and reimbursement of expenses reasonably incurred on its behalf.

Section 2. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting, to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and the Organization shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. The Organization shall at all times be organized and operated so as to qualify as an Organization that is not a private foundation, as defined in Section 509(a) of the Code. If, however, at any time or times, the Organization shall be classified as a private foundation under United States internal revenue laws, then at such time or times the Organization:

[a] Shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code (or corresponding section of any future federal tax code);

[b] Shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code (or corresponding section of any future federal tax code);

[c] Shall not retain any excess business holdings as defined in Section 4943(c) of the Code (or corresponding section of any future federal tax code);

[d] Shall not make any investment in such manner as to subject it to tax under Section 4944 of the Code (or corresponding section of any future federal tax code); and

[e] Shall not make any taxable expenditure as defined in Section 4945(d) of the Code (or corresponding section of any future federal tax code).

Article X. Indemnification

The Organization shall indemnify all of its present and former Directors, Officers, employees and agents to the fullest extent permitted by the Code or applicable state laws, the relevant indemnification provisions of which are hereby incorporated herein by reference. To the extent determined from time to time by the Board, the Organization shall also cause to be purchased insurance for such indemnification of its Officers and Directors.

Article XI. Contracts, Loans, Checks, Deposits, Gifts and Finances

Section 1. In addition to the officers so authorized by these Bylaws, the Board may authorize any officer or agent of the Organization to enter into any contract or sign any instrument in the name of the Organization, and such authority may be general or confined to specific instances.

Section 2. No loan shall be contracted on behalf of the Organization, and no evidence of indebtedness shall be issued unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness (issued in the name of the Organization) shall be signed by such officers or agents of the Organization as shall from time to time be determined by the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and may be countersigned by the President or other officer authorized by the Board when countersignature is required.

Section 4. The Board, or such other officers or agents authorized by the Board, may accept on behalf of the Organization any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Organization.

Section 5. The Organization shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the Board. The financial accounts of the Organization shall be reviewed on an annual basis by a finance committee of the Organization, or by such individual or individuals with relevant expertise as determined by the Board. The fiscal year shall be determined by the Board.

Article XII. Dissolution

Section 1. Any proposal for the dissolution of the Organization shall be treated as an amendment of the Bylaws and shall comply with the provisions of Article XIII.

Section 2. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the country in which the principal office of the Organization is then located, exclusively for such qualified purposes or to such Organization or Organizations, as said court shall determine are organized and operated exclusively for such purposes.

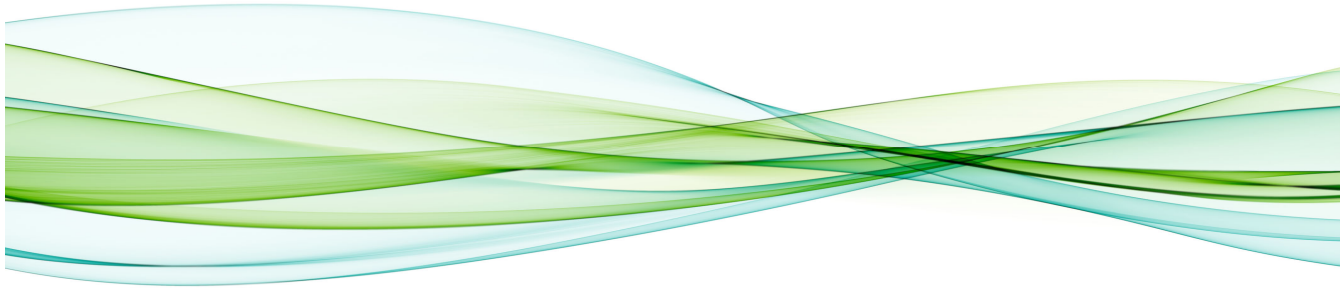
Article XIII. Amendments to Bylaws

Section 1. The Bylaws of the Organization may be altered, amended or repealed, and new Bylaws may be adopted by:

[a] A two-thirds majority vote of the voting members present at an Annual General Meeting of the Organization or at a special meeting of the Organization called for this purpose; or

[b] A two-thirds majority vote of the eligible voting members submitting a ballot for this purpose, in accordance with the requirements for mail or electronic communications as set forth in Article IV Section 5.

Section 2. Proposals for amendments must be submitted to members at least sixty (60) days prior to a meeting described in Article XIII Section 1, or by ballot submitted by mail or electronic communication. Amendments may be proposed by the Board or by a petition signed by at least fifty (50) members of the Organization representing at least five (5) countries.



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