



International Association for Counselling
Founded 1966

CONSTITUTION & BYE-LAWS

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(incorporating the 1992 BYE-LAWS document of IRTAC with additions from General Assembly meetings of 2003 and 2004 and Motions passed at Executive Council meetings in 2003, 2004, 2005, 2016, 2018, and 2019.)

CONSTITUTION

for the

International Association for Counselling

1. Name of the Association

The name of the association is the International Association for Counselling (the "Association").

Formerly International Round Table for the Advancement of Counselling (IRTAC)

2. Description of the Association

The International Association for Counselling (IAC) is the world body for the counselling profession. Established in 1966, IAC is an International Non-Governmental Organization (INGO) with United Nations consultative status. IAC advances the development of counselling in order to improve people's lives and well-being. Our association and members strive for human rights and the inclusive, sustainable development of our profession through the promotion of counselling, best practice, and international cooperation.

3. Vision and Mission Statement

IAC Vision: A world where counselling is available to all.

IAC Mission:

To develop the counselling profession worldwide through policy, education, practice, advocacy, and research initiatives.

Definition of Counselling:

Counselling is "a method of relating and responding to others with the aim of providing them with opportunities to explore, to clarify, and work towards living in a more satisfactory and resourceful way" (Hoxter:1998).

Counselling is a professional, confidential and collaborative process that involves providing support, assistance and guidance in resolving personal problems, including: Emotional; Behavioural; Marital; Work/Career; Educational; Rehabilitation; and Life-stage problems. Counsellors are trained to use individual and group approaches to help clients explore their thoughts, feelings, behaviours, and relationships in order to gain insight, and develop skills to make positive changes in their lives. Counselling aims to help bring about effective change and personal growth. Counselling aims to improve client's well-being and mental health. Counselling is primarily non-directive and non-advisory but can sometimes involve positive guidance by means of information and service. Counsellors employ various therapeutic techniques and approaches -- based on their training and theoretical orientation -- and tailor these to the specific client needs and goals.

4. Core Values

- **Respect:** Support dignity, value, social justice, and human rights of individuals and communities.
- **Integrity:** Embody honesty, accountability and ethical behaviour.
- **Excellence:** Demonstrate quality and professionalism in all of IAC's work.
- **Service:** Support to our membership, the counselling community, and wider society.
- **Commitment:** Benefit humanity and improve people's lives.
- **Inclusion:** Facilitate an inclusive culture that values diverse perspectives, the power of common vision, and equity.
- **Leadership:** Promote counselling scholarship, advocacy, and practice by advancing strategies, awareness, diversity, and inclusion through working with counselling entities, UN bodies, and international agencies.

BYE-LAWS for the International Association for Counselling

SECTION I. MEMBERSHIP

A. Membership of the International Association for Counselling (IAC)

1. IAC has six membership categories:
 - a. **Individual** (Professional, Student, and Retired)
 - b. **Group** (Association, Education Institute, and Counselling Service)

B. Classes of Membership

1. **Individual** (Professional, Student and Retired)
 - a. **Professional:** A category available to practising counsellors and counsellor educators who are recognised as such in their own country/region.
 - b. **Retired:** A category available to retired counsellors
 - c. **Student:** A category available to all students of counselling, psychotherapy, counselling psychology, guidance, school counselling, and kindred professions.
2. **Group** (Association/Organization, Education Institute, Counselling Services)
 - a. **Association/Organization:** A category available to national and regional counselling associations and other counselling, psychotherapy, guidance, psychological, and allied mental health organisations.
 - b. **Education Institute:** A category available to education organisations including Universities, Colleges, Academies and Education Institutes.
 - c. **Counselling Centres:** A category available to:
Group practices, university and college counselling services, counselling agencies (state and local), and counselling helplines.
3. **Honorary Membership**

Honorary Life Members are appointed by the General Assembly on advice of the Executive Council. Honorary Life Members are presented with a certificate and are exempt from further membership fees for the duration of their lives. Honorary Life Members shall include Presidents Emeriti.

C. Annual Membership Fees and Process

1. Membership fees are payable every year.
2. Notice of renewal shall be sent to each member by the Membership Director prior to the anniversary of the Member's initial membership.
3. Membership fees should be paid through the IAC website.
4. All members of IAC must subscribe to the *Universal Declaration of Ethical Principles of Professional Counsellors*: <https://www.ia-irtac.org/?q=node/227>

D. Termination or Refusal of Membership

1. The Executive Council shall have the power to refuse membership status to, or withdraw membership status from, any individual or organisation, who brings the organisation into disrepute or as it sees fit.
2. A membership in IAC is terminated when:
 - a. The Member dies, or the association, institute, or counselling service is dissolved.
 - b. The Member fails to uphold any qualifications for membership.
 - c. The Member's term of membership expires.
 - d. The member resigns by sending an email to the President or CEO of IAC, effective on the date specified in the resignation.
 - e. Following due process, the Executive Council determines that there is reason enough to terminate membership with regard to the mandate or purpose of the association, including unethical or illegal behaviour.

SECTION II. ADMINISTRATION

A. General Policies.

1. IAC shall have a General Assembly and an Executive Council to render decisions.
2. The Executive Council shall have the power to establish or dissolve IAC regions, committees, and working groups as it sees fit, or remove from office, members and non-members to these bodies.
3. The working language of IAC shall be English.

B. IAC Regions. IAC has a regional structure that provides inclusivity and representation at a regional level. It is organized as follows:

1. IAC members (in all categories) are invited to participate in regional activity.
2. IAC's regionalized structure is comprised (alphabetically) of: IAC-Africa, IAC-Asia, IAC-Caribbean, IAC-Europe, IAC Latin America, IAC-North America, IAC-Middle East and IAC-Oceania. The IAC Executive Council may from time-to-time add to, remove from, or change, the configuration of regions depending on member proposals and geo-political changes.
3. IAC Regional Branches are subject to the IAC Regional Regulations
4. The purpose of the IAC Regional Branches is to progress IAC's strategic regional aims, namely:
 - a. Advocacy for the Legal Recognition of Counselling
 - b. Advocacy for the Counselling Profession with Regional and United Nations agencies
 - c. Agreeing on Region-Wide Counselling Standards
 - d. Supporting National Associations

- e. Assisting in the development of counselling in countries
- f. Region-specific Education, Research and Practice Programmes
5. Proposals for the establishment of regional branches are received and approved by the Executive Council. The 'IAC Guide to Establishing an IAC Regional Branch' is available on the IAC website.

SECTION III. THE GENERAL ASSEMBLY

The General Assembly (GA) is the general meeting of all the members of the association.

A. Sessions

1. The General Assembly (GA) shall determine policies and give general direction on the work of The Association. It shall take decisions on proposals submitted to it by its Executive Council and on any urgent matter before it.
2. The GA shall elect, by secret ballot, The President, The President-Elect, The Secretary, The Treasurer, and members of the Executive Council.
3. The GA shall adopt the report of its activities and those of the Executive Council and approve its audited accounts.
4. The GA shall meet in person and online at least once in three years. Normally this takes place during the IAC World Conference. However, the Executive Council may call an assembly with two months' notice and provide the date and place of meeting. Members may call for a special Meeting of Members on written demand, through a 30% petition of paid up members.
5. Two months' notice shall be given before each General Assembly and the notification shall contain information on the date and place of the meeting.
6. The accidental omission to give notice or the non-receipt of a notice to any members does not invalidate proceedings at that meeting.

B. Agenda and Working Documents

1. The provisional agenda of the GA shall be prepared by the Executive Council and submitted to members not later than one month before the GA. Meeting documents will be provided to members no less than one month before the meeting.
2. Parliamentary procedure, a set of well-proven rules designed to move business along in a meeting while maintaining order and controlling the communications process, is used at the GA.

C. Voting Rights

1. While people can join IAC at any time through the website, each person needs to have been a member for six months to be entitled to one (1) vote. However, new members with no voting rights may attend GAs.
2. Members may not vote by proxy.

3. The President and The CEO shall not be entitled to a vote at a GA. For every motion submitted to a vote, the President shall declare that a resolution has been carried or lost and that shall be evidence of the fact. However, the President will exercise a casting vote in the case of a tie, or where a required two-thirds majority decision will be affected by their vote.

D. Elections

1. Elections shall be held every three years at the GA to elect:
 - a. Executive Council members to replace members who have terminated their two terms of three years in a single role. Council members who have occupied the same role for two terms may not contest that role again but may stand for other roles.
 - b. Executive Council members who have died, resigned, or received a vote of no confidence by the Executive Council or Assembly, or have decided not to run for election.
2. Elections shall be role specific. Members need to specify before what role they are seeking to contest. These details will be specified in the ballot sheet.
3. In the case of regional representation on the Executive Council, members from all World regions shall be guaranteed. In the case that an IAC Region has formed, a representative will be nominated by the regional committee and will seek assent in the IAC election. In the case that an IAC Region has not yet formed, a person from that region may stand for election at the IAC General Assembly. If a vacancy still exists because no candidate from a particular region has stood for election, the Executive Council will have the duty to actively seek to appoint a member from that particular region for the remainder of a three-year term.
4. If a member dies, is incapacitated, or resigns from a position on the Executive Council, that position shall normally be taken by the person who would have garnered the second largest amount of votes in that role. Such a person will hold the office until the next election takes place. Should there be no such person or should the Council decide otherwise, the Executive Council shall have the power to appoint a person until such time as the next elections by the GA.

E. Admission of Observers

1. The Executive Council may invite observers from the United Nations (UN), or any of its specialised agencies, to be present at specified sessions of the General Assembly. In all other cases, the General Assembly, on the recommendations of the Executive Council, may admit observers at specified sessions.
2. The meeting of the General Assembly, its committees and its subsidiary bodies shall be held in public unless the body decides otherwise.

F. Quorum

1. At the Plenary sessions of the General Assembly, twenty-five (25) members of IAC shall constitute a quorum. Motions must be delayed until the quorum is met.

G. Voting

1. Decisions of the General Assembly shall be taken by a simple majority of the members present and voting except in the case of voting for the Executive Council.
2. Amendments to the Bye-Laws shall be adopted by a simple majority of the members present and voting.
3. The term “*members present and voting*” shall mean members casting an affirmation and negative vote and excludes those abstaining from voting.
4. Voting, except when a secret ballot is taken, shall be by show of hands.
5. Associations may obtain affiliate membership for their members, but affiliate members do not have a vote unless they obtain full IAC professional membership.
6. Voting for organizational members will be commensurate with the number of members within the organization and the level of membership adopted:

Association Member Voting:

Member Numbers	Level 1 Membership	Level 2 Membership	Level 3 Membership
20-100	1 vote	1 vote	2 votes
101-1,000	2 votes	3 votes	4 votes
1,001-5,000	3 votes	4 votes	5 votes
5,001-10,000	4 votes	6 votes	7 votes
10,000 +	5 votes	8 votes	9 votes

Education Institute Member Voting:

Level 1 Membership	Level 2 Membership
2 votes	4 votes

7. Voting by secret ballot shall be mandatory when electing The President, The President Elect, The Secretary, The Treasurer and other members of the Executive Council.
8. Voting will be held in person and/or online.
9. Except where otherwise provided in the Statutes and Bye-Laws or when deemed otherwise by the assembly, decisions of the General Assembly become effective immediately upon approval.

SECTION IV. THE EXECUTIVE COUNCIL

The Executive Council and the Officer Group hold themselves to the highest ethical scrutiny and are willing to give their service to IAC to the highest

standards. Members should declare any multiple roles, conflicts of loyalty and conflicts of interest.

A. Composition of the Executive Council and Officers Group

1. Officers: The Executive Council of IAC shall consist of The Officers, namely the President, the Immediate Past President, the President-Elect, the Secretary, the Treasurer, and CEO.
2. Directors: Director of Regional Representation, Director of Fundraising, Director of UN Liaison, Director of Communication, Director of Standards/Research, Director of Education/Events, and Director of Membership.
3. Regional Representatives: As described above.

B. Elections and Appointments of the Executive Council and Officers Group

1. The President of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of three years extended by another three years if re-elected. The President is normally elected after serving for one term as President-Elect and normally serves for two terms of three years. If the President is not going to stand for election for a second term, they need to notify the EC not less than three months prior to the meeting of the General Assembly, to provide time for arranging for the election of a new President. The President should be a person with an established international reputation who embodies the values and ideals of the Association. The President shall be completely dedicated to IAC and shall not be president of any other counselling association or any other association that may create a conflict of interest or of loyalty with any other association.
2. The Immediate Past President is the role of the President upon completion of their term as President and takes place automatically. The Immediate Past President retains their post until the termination of the incumbent President's term. The Immediate Past President then becomes Past President. Should the post of Immediate Past President become vacant through, resignation, death or inability to continue in the role, the post shall remain vacant until the incumbent President becomes Immediate Past President.
3. The President-Elect of IAC shall be elected at the end of the current President's first term, from among its membership by the General Assembly by secret ballot and shall serve a term of three years. The President-Elect shall hold no other conflicting roles with their office. The President-Elect shall automatically become President at the end of the term as President-Elect. Should the President-Elect resign or not be in a position to continue, an election will need to take place at the first General Meeting available to elect a new President-Elect.
4. The Secretary of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of three years. The Secretary shall be eligible for immediate re-confirmation for an additional term of three years if re-elected by the Assembly.

Upon completion of the term, the Secretary may be appointed as a consultant to the Executive Council in an advisory capacity to the incoming Secretary.

5. The Treasurer of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of three years. The Treasurer shall not be the treasurer of any other association. The Treasurer shall be eligible for re-election of a further term by the assembly upon completion of the term. The Treasurer may be appointed as a consultant to the Executive Council in an advisory capacity to the incoming Treasurer.
6. The Directors of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of three years.
7. The Regional Representatives shall be put forward for assent by the General Assembly by secret ballot and shall serve a term of three years, if nominated by an IAC Regional Committee. If there is no IAC Regional Committee for a region, a person from that region shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of three years.
8. Members elected to the Executive Council shall hold office for a term of three years and be eligible for immediate re-election for one additional term.
9. In the event of death or resignation of a member of the Executive Council, shall be determined by Executive Council. The Executive Council shall normally invite the person who received the next highest number of votes to join the Executive Council, taking into account the requirements for regional representatives. They should hold office until the next election.
10. The Executive Council shall be empowered to appoint consultants to assist either with ongoing projects or with general advice to the Executive council or the General Assembly. Consultants shall be appointed for a three-year period with the option of re-appointment to an additional period of three years. The maximum number of consultants at any one time shall be ten. Consultants may range from President Emeritus, previous Secretaries and Treasurers and experts in specific subject areas.
11. The IAC may engage the services of a Chief Executive Officer (CEO) and other paid personnel.

C. Committees

1. The Executive Council may set up standing committees and ad hoc committees as deemed necessary in order to fulfill the responsibilities of the Association.
2. Powers and duties of such committees shall be conferred upon them from time to time by the Executive Council by a resolution.
3. Committees may formulate their own rules of procedure, subject to the approval of the Executive Council.
4. The Chair of each committee shall be appointed by the Executive Council.

5. Any members of the committees may be suspended from office by the Officers Group until such time as the Executive Council decides on the matter.

D. Removal of Executive Council Members

1. Any member of the Executive Council may be removed from office by a resolution of the Executive Council.

E. Remuneration of Executive Council Members

1. Elected Members of the Executive Council shall serve without remuneration.
2. Officers shall be entitled to reimbursement for reasonable expenses incurred carrying out their duties if approved in advance by the Officer Group and the Treasurer.
3. Officers and Executive Council members shall be entitled to remuneration for special services and activities rendered on behalf of the Association provided that those services and activities have been pre-approved by the Officer Group.

F. Roles and Responsibilities of the Executive Council

1. Executive Council

- a) Executive Council, acting under the authority of the General Assembly, shall be responsible for the execution of its programs.
- b) The decisions of the Executive Council shall be by a simple majority with the President exercising a casting vote in the event of a tie.
- c) The mandate of the Executive Council is:
 - i. To be committed to the vision, mission and values of IAC, managing its business in accordance with its Bye-Laws, statues, and Standing Orders.
 - ii. To provide strategic direction, including agreeing, and monitoring strategic plans.
 - iii. To agree on operational plans and budgets, and programs, and lead in their development, implementation, and management.
 - iv. To monitor progress and spending against plan and budget, and review and/or amend the plan and budget as appropriate if needed.
 - v. To evaluate results, assess outcomes and impact IAC policies, programs, and activities.
 - vi. To keep informed and report on the activities of IAC and the wider issues that affect its work.
 - vii. To ensure the work of the organisation is monitored and evaluated in accordance with its values, objectives, and principles and remains relevant and valid.
 - viii. To lead and participate in the work of the association.
 - ix. To fulfill the responsibilities outlined in job descriptions to which members are elected or appointed.

2. Officer's Group

- a) The mandate of the Officer's Group is to manage IAC business as it arises on behalf of the Executive Council requiring attention, action, investigation, analysis, decision or resolution.
- b) To schedule meetings and plan the agenda for the Executive Council meetings and the GA.
- c) To authorize expenditure as required and determined by Standing Orders.
- d) To ensure proper governance and oversight procedures are executed for the benefit of IAC.
- e) To lead, oversee, monitor, and assist with the work of strategic committees of the association.

3. President

- a) The President is the face and the voice of IAC. The President works continuously to develop The Association's mission and vision and implements policies and procedures that make possible for them to be reached.
- b) The President gives strategic and operational leadership to IAC; articulates the vision and mission statement; maintains its spirit and values whilst moving the organisation towards meeting its objectives.
- c) The President represents The Association and carries out negotiations at all official meetings with entities, NGO's, and national and international associations.
- d) The President is accountable to both the IAC Council and to the Assembly. The President continuously evaluates the effectiveness of The Association and all its arms including the Council and the Round Tables and oversees the successful running of IAC.

4. Immediate Past-President

- a) The Immediate Past-President will be an IAC Officer and Council member and shall provide support and counsel to the Executive Council and President when it is solicited.
- b) The Immediate Past-President will provide advice and leadership to the Executive Council regarding past practices.
- c) The President may also ask the Immediate Past-President to act as their delegate and to perform the duties of the President in the absence of the President.
- d) The Immediate Past President shall chair a committee of at least two other members not running for election, will oversee the process of the IAC Elections at the GA. In the event that the Immediate Past President is running for another role in the EC or is unable to fulfill this duty, the EC shall appoint a chair who is an IAC member not running for any role.

5. President-Elect

- a) The President-Elect will join the Officer Group for three years and will devote time to learning, preparing, and participating prior to becoming President.
- b) The President-Elect collaborates with the President to learn the role of the President, to become familiar with the strategies of the

Association and its governance, and to develop and facilitate transition.

c) The President-Elect assists and supports the President as needed.

6. Secretary

a) The Secretary is responsible to the President, Executive Council, and Annual General Meeting.

b) The Secretary ensures meetings are effectively organised and minuted.

c) The Secretary maintains effective records and administration.

d) The Secretary upholds the legal requirements of governing documents, Statutes, Bye-Laws, and Standing Orders.

e) The Secretary maintains IAC archives.

7. Treasurer

a) The Treasurer will maintain an overview of The Association's financial affairs, and work in close collaboration with the CEO.

b) The Treasurer ensures the viability of The Association.

c) The Treasurer maintains an overview of IAC's finances and the proper maintenance of financial records and procedures.

d) The Treasurer keeps the Executive Council informed of the financial position in a timely manner.

e) The Treasurer assists the Council in making informed financial decisions and identifies financial risk.

8. Regional Representatives

a. The Regional Representative represents IAC and its values in their Region.

b. The Regional Representative shall endeavour to communicate the views, needs, and issues of the IAC-Region that they represent, or in the case where no IAC-Region exists will liaise with national associations within that region and inform, sensitize, and advise the Executive Council on concerns and issues that pertain to that region.

c. The Regional Representative will facilitate formation, maintenance, collaboration, and growth of the regional branch of IAC which they represent.

9. Directors: all directors are elected members of the IAC Executive Council and fulfill specific roles as defined below:

a. **Director of Membership:** The Director of Membership is responsible for all aspects of IAC member management, including promoting membership, member support, and the accurate recording and reporting of IAC membership numbers. This role also includes the administration of members' benefits, handling of queries and complaints, and timely member communication.

b. **Director of Communications:** The communications officer will oversee communication by the Association with members in consultation with the Executive Council, and will advise the EC on strategic communication and trending topics or issues where communication by IAC may be necessary.

- c. **Director of Regional Representation:** The Director of Regional Representation will serve as the coordinator of efforts and activity among the regional representatives.
- d. **Director of Fundraising:** The Director of Fundraising will work closely with the Treasurer and CEO and helps oversee the development of fundraising efforts.
- e. **Director of Education/Events:** The Director of Education/Events will oversee the development and the advancement of educational programming and event activities.
- f. **Director of Standards/Research:** The Director of Standards/Research will continue to advance the efforts of advancing standards and research within IAC.
- g. **Director of United Nations (U.N.) Liaison:** The Director of U.N. Liaison will facilitate ongoing collaborations with the U.N. to enhance relations among the various organizations and agencies of the U.N.

G. Past-President

1. Past-President is a title held by all former IAC presidents who are not Immediate Past-Presidents. Together with other senior/retired members of the council, they form the pool known as ‘consultants’ and who may attend the meetings of the Executive Council as non-voting members should the Council decide to invite them. They may be invited by the Executive Council to use their expertise to facilitate and coordinate specific IAC ventures and activities, including Round Tables, strategic committees, and initiatives. Past-Presidents carry the title for life.

H. Chief Executive Officer

1. The IAC Executive Council (EC) may appoint a Chief Executive Officer (CEO). The CEO shall manage the day-to-day responsibilities and functioning of the association, including, but not limited to, carrying out the Association’s policies, supporting the work of the EC and committees, administration, membership management, and coordinating and promoting volunteer and committee activities in support of the Association’s mission. The CEO shall attend all EC meetings, report on the progress of the Association, answer EC member's questions, and carry out the duties described in the job description. The CEO shall not vote on matters before the EC. The EC shall be authorized to remunerate the CEO, and any other personnel engaged, as they see fit.
2. The duties and responsibilities of the Chief Executive Officer shall be reviewed after every election.
3. The CEO shall attend all Executive Council meetings. The CEO shall not vote on matters before the Executive Council, but as a member will have a vote in the General Assembly.

4. The CEO directly reports to the current IAC president or their designee.
5. The CEO supervises the work of any IAC paid staff. Personnel requirements shall be reviewed by the Executive Council on an annual basis.

I. Travel and Subsistence for Executive Council Members

1. The Executive Council shall have power to approve travel and subsistence expenses for designated IAC EC members, or other personnel, for the purposes of attending to IAC business, which shall be reported on to the Executive Council when completed. All travel and expense requests must be approved by the IAC Officers following submission of an application.

SECTION V. ROUND TABLES OF THE ASSOCIATION

A. Round Table Structure.

1. The IAC shall establish and recognise groups of members sharing a specialist interest, known as Round Tables.
2. The Round Tables shall operate in line with IAC's strategy and mission and shall be subject to IAC EC governance and scrutiny. The overarching aim of all RoundTables will be the advancement of counselling worldwide with particular reference to their specialist area or grouping.
3. The Executive Council has the power to create, merge or change Round Tables. The Officers Group will propose the Chairs and Vice Chairs of the Round Tables and the decision will be taken by the Executive Council.
4. The IAC EC may amalgamate or dissolve such Round Tables and modify their remit from time to time.
5. Each Round Table must meet a minimum of three times per year (with at least one of those meetings being in-person).
6. A Roundtable shall not be an incorporated entity. The granting of Roundtable status shall be at the absolute discretion of the IAC Executive Council.

B. Roundtable Governance

1. The Chairs of the Round Tables are appointed by the EC for a term of three years. A Chair may serve a second three-year term. The EC will have the right to terminate the appointment of a Chair.
2. The Chair shall be helped by a Vice-Chair appointed by the EC.
3. Should the position of Chair become vacant the EC may appoint the Vice Chair or any other respected person as Chair.
4. The Chairs should produce an annual report of the work of their respective RoundTable as well as an annual plan of action for it to be reviewed by the EC during its meetings before a conference.
5. The RoundTable officials are also governed by the same rules that the EC members are governed through these bye-laws.
6. The following is a non-exhaustive list of IAC Round Tables:

- a. Associations' RoundTable
- b. Counselling Practitioners' RoundTable
- c. Counsellor Educators and Supervisors RoundTable
- d. Ethics RoundTable
- e. School Counsellors' RoundTable
- f. Students' and Early Career Counsellors RoundTable
- g. Practitioners' RoundTable
- h. Projects RoundTable
- i. International Research RoundTable
- j. Indigenous RoundTable
- k. Peace and Social Justice RoundTable

SECTION VI. PARTNERSHIPS WITH ORGANIZATIONS

- A. The Association may enter into joint ventures or partnerships with national or international bodies having similar objectives as the Association. Such a decision shall require the recommendation of the Officer's Group and must have support of the Executive Council.
- B. All agreements must be reviewed at least every three years.

SECTION VII. FINANCIAL MANAGEMENT

- A. The EC has fiduciary responsibilities to take steps to ensure that funds are spent in accordance with bye-laws, that statutory obligations are fulfilled, such as annual auditing, and that internal controls are in place to avoid the occurrence of fraudulent transactions within the organization. Financial statements and information will be provided to EC members to assist them in fulfilling these responsibilities.
- B. The following financial reports are submitted to the EC:
 - 1. The budget for the coming year (based on the Treasurer's year-end estimates from the preceding year and other information) prepared and presented by the Treasurer annually in January.
 - 2. The audited financial statements from the previous year (upon completion of the external auditor's work on IAC's financial statements) made available in March of each year.
 - 3. A short financial report is made by the Treasurer at each EC meeting and a full report is required at six and twelve month intervals (July and December).
 - 4. Financial statements to report on actual results compared to the budget, including projected results to year-end (prepared by the Treasurer and the CEO).
- C. The fiscal year end of the Association shall be December 31.

SECTION VIII. AMENDMENTS TO BYE-LAWS

- A. Amendments to the bye-laws may be made at any IAC Annual General Meeting provided that the following conditions are met:
 - 1. The Executive Council must approve the proposed amendment additions or deletions by a simple majority vote.
 - 2. Draft amendments to these Bye-Laws, signed by not less than 25 IAC members, should be submitted to the President at least two months before the General Assembly.
 - 3. Copies of the proposed changes shall be distributed to IAC members at least one month prior to the established voting date at the Annual General Meeting.
 - 4. The proposed changes must be approved by a simple majority of the IAC Voting Members in support of the proposed change.

SECTION IX. DISSOLUTION OF THE ASSOCIATION

- A. The Association may be dissolved by a resolution passed by a two-thirds majority vote of all of its members at a meeting of the General Assembly.
- B. IAC will distribute its assets to other organizations with objectives similar to those of the Association. Members select this organization by special resolution passed by simple majority.