IAC Regional Branch Regulations

Regional Regulations are the rules on forming running, maintaining, and dissolving IAC Regional Branches. Those proposing an IAC Regional Branch must confirm that they understand and agree to the regional regulations.

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Regional Branch Regulations:

Section 1: General

Regional Branch Establishment: Regional Branches may only be established with the approval of the IAC Executive Council (IAC EC).

Geographic Area: IAC Regional Branches cover a defined geographic area. Proposals should include a list of countries in the region and highlight the countries involved in the proposal.

Number Proposing: A minimum of 20 (twenty) IAC Members in good standing may propose to establish a regional branch. Members include Groups (e.g., Associations, Universities – only one proposer per group is counted) or Individuals (e.g., IAC Professional Members).

Name: Regions are named according to IAC's naming convention. Regional branches are named "IAC-(Name of Region)".

The Purpose: Of the Regional Branch shall be in accordance with the IAC Constitution and Byelaws.

Working Language(s): The working language(s) of the region must be stated on the regions governing documents and information.

Logo: Branches will be provided with an IAC regional logo template. It is required that the words "IAC (Name of Region)" are legible.

Flexibility: The IAC Executive Council (EC) welcomes ongoing suggestions and open discussion on all aspects of regional regulations to ensure regional and cultural relevance. The IAC EC and Region will discuss requests for specific changes to the regional regulations to achieve a mutually agreeable outcome.

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Section 2: Legal and Financial

Legal Status: IAC Regional Branches are not Legal Entities and are organized under the IAC Executive Council's authority.

Financial Commitments: As regional branches are not legal entities, branches cannot hold bank accounts or any other financial instruments. All membership fees are processed through IAC. A Regional Branch, its officers, or its members shall not obligate IAC to any financial commitment without written prior approval of the IAC EC.

Region-Specific Fundraising: Regional Branches are encouraged to seek, or partner in seeking, region-specific funding (e.g., Grants and Sponsorships) as long as these fundraising activities are not in conflict with or jeopardize the financial position of the Association.

Region-Specific Financial Support: Upon request the IAC EC may approve special grants of money to Regional Branches to assist in their organization and development (e.g., money to cover venue/meeting costs for in-person IAC regional meetings). An application process will be made available.

Signing Authority: Regional branches cannot sign contracts or enter into agreements with commercial organizations. All such agreements should be referred to the IAC EC for pre-approval and possible signing. Any activity that involves legal or financial risk to IAC must be brought to the attention of the IAC EC.

Privacy: IAC membership and participation in regional branch meetings are subject to locally applicable data protection regulations (for instance, GDPR).

IAC Vision and Mission: All IAC regional branch activity must be in line with, and adhere to, the IAC Vision, Mission, Strategy, Values and Ethical Principles.

Section 3: Governance

Branch Leadership: IAC Regional branch leaders are responsible for ensuring the branch complies with all IAC policies while fulfilling its mission and obligations. Leadership is personal, and not associated with any association, organization, company, or employer. Regional branch Officers must be IAC Professional members.

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Governing Documents: Regional members shall create and propose their own governing document and rules of procedure. These shall conform to the IAC Constitution and Bylaws, and regional regulations.

Structure: Regional members shall create and propose their own branch structure. Branch organising structures are required to have a minimum of the following three roles: Chair, Vice-Chair and Secretary. It is at the discretion of the region to decide on other Officers or role holders.

Regional Branch Reporting: Each Regional branch EC representative shall submit a brief annual report to the IAC EC not later than March 31st of the subsequent year. The report shall include: Meetings & Recent Activities, Upcoming Activities, Officers list.

The Regional representative for the region will report at IAC Executive Council and IAC Assemblies in line with IAC EC requirements.

Regional Autonomy:
- Each Regional Branch shall determine the content and conduct of meetings within the region.
- The IAC EC will not involve itself in regional matters. Regional standards, regional advocacy, regional education, decision-making and voting are among the matters decided by regional participants.
- Apart from the person nominated by the region to represent the region on the IAC Executive Council, no other IAC EC members will serve on regional branch committees or sub-groups.
- IAC regional committees must respect the autonomy of their national association members.
- Requests by IAC Regional Branches for support from IAC EC members (additional to the elected one), may be considered by the IAC EC under special circumstances. The IAC EC decision-making criteria for such requests will be provided. In such circumstances IAC EC members may be able to carry out specific pieces of work for the region, or to offer specified support, but may not serve on regional committees or sub-groups.

- **Regional Decision-Making, Voting and Elections**: Regional Members shall create and propose their own Decision-Making, Voting and Election policies and procedures. Voting proposals for all regions shall be based on democratic principles.
- **Amendments** to regional branch governing documents must be approved by the IAC EC.
- **Officers:** Regions shall submit, to the IAC EC, the names of its Officers upon their election, appointment or other change.

Section 4: Branch Meetings, Activity and Reporting

Regional Branch Meetings:

- Regional Branches should host a minimum of 3 branch meetings a year to maintain an active IAC branch.
- Regional Branches shall take minutes of each meeting.
- Regional branch assembly information (date, time, and location) must be posted on the regional webpage on the IAC website at least one month in advance of the meeting.
- Branch meetings must be free of charge to attend.
- It is recommended that 'Robert's Rules of Order' shall be the procedure used at all meetings.

Policy Statements: A regional branch shall not issue policy statements on matters outside its geographic area or purport to speak for the IAC without advance written approval of the IAC EC.

Region-Specific Events: Regions may organise regional events as long as the events are not in conflict with (e.g., confuse members about what to attend) or jeopardize the financial position of the Association. Any in-person regional event that incurs a cost to members must be approved by the IAC EC.

Branch Discoverability and Communications: Branches must be discoverable by new and existing members and participants.

- Branch activities must appear on the IAC website – a region-specific webpage will be created.
- A list of the current regional leaders and their email addresses will be listed on the IAC Website.
- IAC branches should use IAC social media channels to inform of regional developments.

Section 5: Conflict Resolution and Termination

Disputes and conflict resolution: In general, disputes should be resolved between parties and not in the court of public opinion, on social media, or email lists. Where issues or complaints relating to the running of a regional branch cannot be resolved regionally, it may be referred to the IAC EC.

Termination: Regional Branches may be terminated by action of the IAC EC. The IAC EC may terminate a Branch if it becomes inactive (e.g., not meeting or reporting over an extended period) or if its continuance is considered not to be in the best interest of IAC.

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