



BYE-LAWS
International Association for Counselling

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

(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 and 2005.)

SECTION 1. MEMBERSHIP

1. Membership of the International Association for Counselling (IAC)
 - a) Membership fees are payable every two years. They may be collected with the fees for an IAC conference or consultation or paid direct to the Treasurer. All members of IAC must subscribe to the *Universal Declaration of Human Rights* as passed by the General Assembly of the United Nations.
 - b) Membership can be renewed every second year either by attendance at an IAC event or by direct payment to the IAC Executive Council.
 - c) People who are not yet members of IAC can ask for membership information or to have their names put on the IAC mailing list by writing to the Membership Secretary.
 - d) Membership in IAC is open to individuals as well as associations or corporate bodies. The Executive Council of IAC seeks to encourage a mutual recognition between itself and other bodies with a practice, teaching, or research interest, in the field of counselling. It invites such groups to maintain Membership by writing to the Secretary of IAC with the details of their activities and rules of association. Such bodies, when listed as being in correspondence with IAC are kept informed of conferences and other activities and their members are very warmly welcomed to individual participation in IAC events.

Section 2.

Administration

1. IAC shall have a General Assembly and an Executive Council.
2. The working languages of IAC shall be English

Section 3.

The General Assembly

A. Sessions

1. In pursuance of its aims as laid down in Article 2 of its statutes, the General Assembly 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 General Assembly shall elect by secret ballot, the President and members of the Executive Council.
3. The General Assembly shall adopt the report of its activities and those of the Executive Council and approve its audited accounts.
4. The General Assembly shall meet at least once in two years. Normally the General Assembly shall fix, on the recommendation of the Executive Council, the date and place of the next session, but in exceptional cases, It may authorise the latter to do so.
5. Notwithstanding the above, the General Assembly shall be convened at the request of at least 50 members or on a decision of the Executive Council. In such an event, it shall be held at the Headquarters of the IAC unless the Executive Council finds it necessary to hold it elsewhere.
6. Three months notice shall be given before each General Assembly and the notification shall contain information on the date and place of the meeting.

B. Agenda and Working Documents

1. The provisional agenda of the General Assembly shall be prepared by the Executive Council and submitted to members when their conference application is acknowledged. Working documents will be placed in conference folders and provided to members upon registration.
2. When a General Assembly is held at a date not coinciding with an IAC conference, working documents will be provided to members not less than one month before the opening of the session.

C. Voting Rights

1. Except as provided in 2 below, each member present at the General Assembly shall be entitled to a single vote.
2. The President shall not be entitled to a vote. However, he/she may exercise a casting vote in case of a tie, or where a required two-thirds majority decision will be affected by his/her vote.

D. Admission of Observers

1. The Executive Council may invite observers from the 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.

E. President

1. The President of IAC shall preside at the meetings of the General Assembly. In addition to powers vested in him/her in accordance with the Statutes and elsewhere in the Bye-Laws, he/she shall declare the opening and closing of each meeting, shall direct discussions, ensure observations of these Bye-Laws, accord right to speak, put questions to vote and announce decisions. He/she shall rule on points of

order and control the proceedings and maintenance of order.

2. In the event the President is absent during a meeting or any part of it, he/she, or in his/her absence, the Executive Council, shall appoint either the President elect or a Vice-President to take his/her place. A President- elect or a Vice-President acting in such capacity shall exercise the same powers and responsibilities as the President.

F. Quorum

At the Plenary sessions of the General Assembly, twenty-five members of IAC shall constitute a quorum.

G. Voting

1. Decisions of the General Assembly other than referred to in 2 below, shall be taken by a simple majority of the members present and voting.
2. Except as provided for in Article 17 of the Statutes concerning voting in respect of amendments to the Statutes and the dissolution of IRTAC, amendments to the Bye-Laws shall be adopted by a two-thirds 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 shall, except when a secret ballot is taken, be by show of hands, except when the General Assembly decided to vote by roll-call.
5. Voting by secret ballot shall be mandatory when electing the President and members of the Executive Council.
6. Except where otherwise provided in the Statutes and Bye-Laws, decisions of the General Assembly become effective immediately upon approval.

H. Miscellaneous

1. Order of Speeches

The President shall call upon speakers in the order in which they signify their wish to speak.

2. Time-Limit on Speeches

The General Assembly may limit the time allowed to each speaker.

3. Closing List of Speakers

During the course of a debate, the President may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. However, he/she may allow the right of reply to any other speakers if he/she thinks this desirable.

4. Observers

Observers, may with the permission of the President address the General Assembly.

5. Points of Order

In the course of a debate, any member may raise a point of order and such a point of order shall be immediately decided by the President. If an appeal is made against the ruling of the President, it shall be put to vote immediately and the President's ruling shall stand unless over-ruled by a majority of members present and voting.

6. Suspension or Adjournment of Meeting

During the discussion of any matter, any member may move the suspension or adjournment of the meeting. Such motions shall not be debated but shall be put to the vote.

7. Adjournment of Debate

During the discussion of any question, any member may move adjournment of the debate on the item under discussion. Any such motion shall have precedence. In addition, to the proposer of the motion, one speaker may speak in favour of, and one against, the motion.

8. Moving of Closure

Any member may move, at any time, the closure of the debate. If application is made to speak against the closure, it may be accorded to not more than two speakers, when the motion should be put to the vote.

9. Order of Procedural Motion

Excepting 5 above, the following motions shall have precedence, in the following order, over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) For the closure of the debate on the item under discussion.

Section 4. The Executive Council

A. Composition

- 1. The Executive Council of IAC shall consist of the President, the Past President, the President-elect, two Vice-Presidents, the Secretary, the Treasurer and nine other members, at least one of whom shall be a Belgian citizen.
- 2. The President of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of two years. He/she shall be eligible for immediate re-election for two additional terms of two years.
- 3. The President-elect of IAC shall be elected, from among its membership by the General Assembly by secret ballot and shall serve a term of two years , the last two years of the current President's incumbency.
- 4. Two Vice-Presidents of IAC shall be elected, from amongst its membership by the General Assembly by secret ballot and shall serve a term

of two years. They shall be eligible for immediate re-election for two additional terms of two years.

5. The Secretary of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of two years. He/she shall be eligible for immediate re-election for two additional terms of two years. Upon completion of his/her term, the Secretary may be appointed as a consultant to the Executive Council for a period of two years in an advisory capacity to the incoming Secretary.
6. The Treasurer of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of two years. He/she shall be eligible for immediate re-election for two additional terms of two years. Upon completion of his/her term, the Treasurer may be appointed as a consultant to the Executive Council for a period of two years in an advisory capacity to the incoming Treasurer.
7. The Treasurer- elect of IAC shall be elected from amongst its members by the General Assembly by secret ballot and shall serve a term of one year, the year immediately prior to the end of the Treasurer's incumbency.
8. The General Assembly shall elect by secret ballot from amongst its members, the number of members of the Executive Council to fill the vacancies occurring before the next session. These elected individuals shall hold office for a term of two 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, his/her replacement until the expiry of his/her term shall be determined by Executive Council. Executive Council shall give serious consideration to previous candidates who were unsuccessful in bids for Executive Council.
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 two year period with the option of re-appointment to two additional

periods of two years. The maximum number of consultants at any one time shall be ten. Tim asked us to consider whether consultants should be invited to attend when their expertise was needed rather than automatically attending

11. An additional membership category shall be the category of "Honorary Life Member". Honorary Life Members are appointed by the General Assembly on advice of Executive Council. Honorary Life Members are presented with a certificate and are exempt from further dues or conference fees for the duration of their lives. A maximum number of Honorary Life members at any one time would be 2% of the membership in the Association.
12. A fully franchised member of the Executive Council is the immediate Past-President of the Association.
13. A Membership Secretary shall be appointed by the Executive Council.

C. Functions

1. The Executive Council, acting under the authority of the General Assembly, shall be responsible for the execution of its programmes.
2. Decisions of the Executive Council shall be by a simple majority with the President exercising a casting vote in the event of a tie.
3. The President shall be the Chief Executive of the Association and shall, subject to decisions of the General Assembly and the Executive Council, in addition to the powers granted to him in the Statutes and elsewhere in these Bye-Laws, supervise and control the execution of business of IAC and all duties incident to the office of President.
4. In the absence of the President, the President-elect or a Vice-President designated by the Executive Council, shall perform the duties of the President and when so acting shall have all the powers and responsibilities vested in the President.
5. An Executive Director can be appointed by the Executive Council and would be responsible directly to the President.

Section 5. Amendments to Bye-Laws

Draft amendments to these Bye-Laws, signed by not less than two members, should be submitted to the President at least two months before the General Assembly.