



December 2016

## Draft General Regulations for the International Organization for Marine Aids to Navigation (IALA)

### Article 1 Application

**1.1** These General Regulations together with the Financial Regulations annexed hereto, as ANNEX A, are determined in accordance with Article 6.7 of the Convention on the International Organization for Marine Aids to Navigation (IALA) and shall apply to the operations of IALA.

**1.2** The General Regulations are subject to the provisions of the Convention. Where there is a conflict between the Convention and the General Regulations or any other basic documents covering the governance of the Organization, the Convention shall prevail. Where there is a conflict between the General Regulations and any of the other basic documents, the General Regulations shall prevail; any conflict between any of the other basic documents should be brought to the attention of the Council.

**Commenté [FIN1]:** Is Council also be the body who solves the conflict?

### Article 2 Membership of IALA

#### 2.1 Membership Categories

The Organization shall be comprised of Contracting Parties and Associate and Affiliate members as stipulated below:

Associate membership shall be open for:

- (a) a territory or groups of territories for which a Contracting Party has responsibility in accordance with Article 4.3 of the IALA Convention; and
- (b) former National Members of the International Association of Marine Aids to Navigation and Lighthouse Authorities whose country is not party to the IALA Convention, in accordance with Article 18.1 and 18.6 of the IALA Convention.

Affiliate membership shall be open to:

- (a) manufacturers and distributors of marine aids to navigation equipment for sale, or organisations providing marine aids to navigation services or technical advice under contract. These affiliates will be known as Industrial members;
- (b) any other service, organisation or scientific agency that is concerned with aids to navigation or related matters; and
- (c) former Industrial and Associate members of the International Association of Marine Aids to Navigation and Lighthouse Authorities, in accordance with Article 18.2 of the Convention.

**Commenté [FIN2]:** This might introduce a sub category for the category Affiliate Member. Is there need for other sub categories?

## 2.2 Contact Point for Contracting Parties

Contracting Parties shall designate a contact point, preferably the national authority legally responsible for the regulation, provision, maintenance or operation of marine aids to navigation. Each Contracting Party provides the Secretariat with the name and contact details of the contact point in Member country. All official documentation of the meetings, as well as information on IALA to be distributed within each Member country are sent to the focal points and to the Embassies of Members in [France].

**Commenté [FIN3]:** In some international organisations it is required to send information also to the Embassies

## 2.3 Application for Membership

(a) Application for Associate and Affiliate membership must be made in writing to the Secretariat and should be accompanied by the following documentation:

- i. the IALA Membership Application form; and
- ii. additional information about the activity of the applicant to determine the appropriate membership category if requested by the Secretariat.

(b) The Secretariat will submit all applications for membership to the Council for acceptance.

(c) Accepted applications will take effect as of 1<sup>st</sup> January if the application is accepted between 1<sup>st</sup> January and 30<sup>th</sup> June and as of 1<sup>st</sup> July if the application is accepted between 1<sup>st</sup> July and 31<sup>st</sup> December.

(d) The Council may require or a Contracting Party may request that aspects of an application for Affiliate membership be reviewed by the Contracting Party (or Parties) where the applicant carries out its activities or has its principal place of business or registered office. If supported by the Contracting Party (or all Parties), who requested the review, the Council shall decide accordingly.

## 2.4 Membership Rights and Benefits

(a) Membership rights and benefits are listed in Annex B.

(b) In addition to those rights and benefits, Industrial members are represented by the Industrial Members Committee, in accordance with its constitution and bye-laws as approved by the General Assembly of Industrial Members.

**Commenté [FIN4]:** How are Industrial Members differentiated from other Affiliate members? Industrial members are not recognized as a separate membership class in the Constitution. Maybe a sub category could be introduced. Is there need for also other sub categories?

## 2.5 Contributions and Fees

(a) Contracting Parties shall pay contributions to the Organization on an annual basis in the amount determined by the Council on recommendation from the Finance and Audit Committee. Contracting Party contribution shall be the same for each Contracting Party.

(b) Members shall pay fees to the Organization on an annual basis in the amount determined by the Council on recommendation from the Finance and Audit Committee. Member fees may be determined as different amounts for each membership category but shall be the same for each member within each membership category.

(c) Contributions and fees are charged in accordance with the Financial Regulations.

(d) Overdue contributions or fees will be subject to a rate of interest which will be recorded in the Financial Regulations.

(e) Associate and Affiliate members who fail to pay fees by the due date may also be subject to suspension of membership rights and benefits in accordance with Article 2.6.

## **2.6 Suspension and Reinstatement of Associate and Affiliate Membership**

(a) The Secretary-General may recommend that the Council suspend, and the Council may suspend, an Associate or Affiliate membership for non-payment of fees according to the escalation procedure established in the Financial Regulations.

(b) The Secretary-General may recommend that the Council suspend, and the Council may suspend, an Associate or Affiliate membership for any justifiable cause in the best interest of the Organization.

(c) The Secretary-General may reinstate an Associate or Affiliate membership suspended under Article

2.6 (a) when the member has paid advised arrears of fees. The Secretary-General must advise the Council of such action at the next Council meeting.

(d) The Council may reinstate an Associate or Affiliate membership suspended under 2.6 (b) when the member has met the requirements of the Council.

## **2.7 Termination of Associate and Affiliate Membership**

Associate or Affiliate membership may be terminated:

(a) by the member by notice in writing to the Secretariat at any time noting that no refund of fees already made will be given. Such termination will take effect:

- i. on the date specified in the notice of termination; or
- ii. if no date is specified, thirty calendar days after the notice is received by the Secretariat;

(b) by the Council where a suspended member has not paid fees within six months of suspension for that non-payment:

- i. the Secretary-General will notify the Council of any such qualifying event at its next meeting; and
- ii. such termination will take effect from the date of the meeting at which the Council terminates the membership; or

(c) by the Council, for any justifiable cause in the best interest of the Organization.

In the case of a decision by the Council the Secretary-General must notify the member of the reason for termination and the date of effect of termination within thirty calendar days of the termination taking effect.

## **Article 3 The General Assembly**

### **3.1 Convening the General Assembly**

(a) The General Assembly shall ordinarily be convened at least once every four years by order of the Council in accordance with the Council's Rules of Procedure.

(b) The General Assembly shall, where possible, be convened during the same period and at the same location as an IALA conference, but in any case must be held no earlier than June of the General Assembly year.

(c) For reasons of necessity, the Council may determine an alternate time, in which case the General Assembly will be convened at a location determined by the Council.

(d) It shall be a condition for convening the General Assembly at a location other than the IALA Headquarters that the Contracting Party in whose territory it is proposed to hold the General Assembly

gives assurances that, at the time of the offer, no Contracting Party or member of the Organization will be prevented from entering the host country.

(e) The Council may, after a notice of ninety calendar days, convene an extraordinary session of the General Assembly at which time and place as it determines.

(f) The Secretary-General shall, after a notice of ninety calendar days, convene an extraordinary session of the General Assembly within four months of receipt by the Secretary-General of requests to do so from one third of the Contracting Parties, the time and place of which session will be determined by the Secretary-General.

### **3.2 Attendance**

(a) Contracting Parties and members of the Organization are entitled to attend the General Assembly and are responsible for their own travelling and accommodation expenses should they choose to attend.

(b) The Secretary-General is authorised to invite, on behalf of the Council and subject to consent of the Contracting Parties, observers from:

- i. governments that are not parties to the Convention if proposed by a Contracting Party or the Council;
- ii. international organizations whose activities are connected with those of IALA; or
- iii. national organizations of Contracting Parties which have had or are likely to have occasion to collaborate with the Organization.

(c) Each Contracting Party shall communicate in writing, in accordance with its own practice, to the Secretary-General the names of the persons composing its delegation to the General Assembly, indicating which of these is to be regarded as its designated representative executing voting rights. This communication will be regarded as appropriate credentials for the participation of the named individuals in all activities of the General Assembly.

(d) Each member shall communicate in writing to the Secretary-General the names of the persons attending the General Assembly.

### **3.3 Organisation**

(a) The General Assembly is to be prepared and organised by the Secretary-General using the resources of the Secretariat and those other resources as agreed in writing with the host country.

(b) The business of the General Assembly shall be conducted in the English, French and Spanish languages.

(c) Six months before the opening of the General Assembly the Secretariat shall invite Contracting Parties to submit proposals that they wish to discuss at the General Assembly. These will be received by the Secretariat for the following sixty calendar days.

(d) Four months before the opening of the General Assembly submitted proposals together with those prepared by the Council shall be circulated to all Contracting Parties and members, who shall be invited to forward their comments to the Secretariat within sixty calendar days. After this date no proposals shall be accepted unless:

- i. there are exceptional circumstances, in which case the proposal should be approved by the General Assembly for inclusion; or
- ii. the proposal amends or provides an alternative to a proposal already submitted, in which case it may be received until thirty calendar days before the General Assembly.

(e) All final papers, including the provisional agenda but excluding any amending or alternative proposals, shall be circulated to Contracting Parties and members at least sixty calendar days before the opening of the General Assembly.

(f) The provisional agenda for an ordinary session of General Assembly shall be prepared by the Secretariat for approval by the Council and shall normally include:

- i. Approval of the Agenda;
- ii. Report of the President/Secretary-General;
- iii. Finance Report;
- iv. Outline budget for the next four year period;
- v. Approval of amendments to the General Regulations and the rules of procedures of the General Assembly, the Council, Committees and other subsidiary bodies of the Organization;
- vi. Approval of the Strategic Vision;
- vii. Adoption of Standards;
- viii. Consideration of reports and proposals received from Contracting Parties and members;
- ix. Election of the Council; and
- x. Any other business.

(g) The provisional agenda for an extraordinary session of General Assembly called by the Council shall be prepared by the Secretariat for approval by the Council and shall include consideration of the question(s) for which the session was convened.

(h) The provisional agenda for an extraordinary session of General Assembly called by the Contracting Parties shall be prepared by the Secretariat for approval by the Secretary General and shall include consideration of the question(s) for which the session was convened.

### **3.4 Rules of Procedure**

The following Rules of Procedure shall apply to the conduct of the business of the General Assembly:

#### **3.4.1 The Role of the Chair**

(a) The President, or in his/her absence, the Vice President, shall be the Chair of the General Assembly.

(b) The Chair will open and close the meeting, direct discussions, ensure the observance of the procedures in the IALA Convention and these General Regulations, accord the right to speak, put questions to the vote and announce decisions.

(c) The Chair will have control over the proceedings and may rule on points of order and shall have the power to propose adjournment or closure of debates or adjournment or suspension of the meeting.

#### **3.4.2 Conduct of Meetings**

(a) No person may address the General Assembly without having previously obtained the permission of the Chair. Subject to this rule and rules b), c), g) and i) below, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the remarks of such speaker are not relevant to the subject under discussion.

(b) The Chair of a Committee or his or her representative, or the delegate of a subsidiary body may be accorded precedence for the purpose of explaining the conclusion arrived at by that Committee or subsidiary body.

(c) During the discussion of any matter, a delegate may rise to a point of order and the point of order shall immediately be decided by the Chair. A delegate may appeal against the ruling of the Chair. The appeal shall immediately be put to the vote and the Chair's ruling shall stand unless overruled by the majority of the designated representatives present and voting. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

(d) The General Assembly may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion. When the debate is limited and a delegate has spoken for the allotted time, the Chair shall call such delegate to order without delay.

(e) During the course of a debate, the Chair may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. The Chair may, however, accord the right of reply to any delegate if a speech delivered after the closure of the list makes this desirable.

(f) During the discussion of any matter, a delegate may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two delegates may speak in favour of, and two against, the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.

(g) A delegate may, at any time, move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.

(h) During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote. The Chair may limit the time to be allowed to the speaker moving the suspension or adjournment.

(i) Subject to rule f) above, the following motions shall have precedence in the following order over all the other proposals or motions before the meeting:

- i. to suspend the meeting;
- ii. to adjourn the meeting;
- iii. to adjourn the debate on the question under discussion; and
- iv. for the closure of the debate on the question under discussion.

(j) Subject to rule f) above, any motion calling for a decision on the competence of the General Assembly to discuss any matter or to adopt a proposal or an amendment submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

(k) A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any delegate.

(l) When a proposal has been adopted or rejected it may not be reconsidered unless the General Assembly, by a two-thirds majority of the designated representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be put immediately to the vote.

#### **3.4.3 Voting During Meetings**

(a) The General Assembly will normally vote by show of hands overseen by scrutineers. However, any Contracting Party may request a roll-call vote, which shall be taken in English alphabetical order of the name of Contracting Parties present, commencing with the Contracting Party whose name is drawn by lot by the Chair. The vote of each Contracting Party in any roll-call shall be noted in the meeting record.

(b) A representative of one Contracting Party shall not vote on behalf of another Contracting Party.

#### **3.4.4 Decision Making and Reporting**

(a) Where the General Assembly is requested to make a decision, that request shall be put to the meeting in the form of a General Assembly Resolution. Each Resolution should include an implementation date, if relevant, and for convenience, the Chair may aggregate Resolutions for approval and reporting purposes.

(b) The Secretariat shall arrange for the substance of all discussions of the General Assembly to be recorded in a general summary of the work of the meeting. These minutes shall be distributed to those Contracting Parties and members attending, which may submit their proposed corrections in writing to the Chair. Any disagreement on the proposed corrections shall be decided by the Chair after consultation with the Contracting Parties and members concerned.

(c) The minutes will be adopted by the General Assembly in session, or if necessary, by correspondence.

(d) Contracting Parties and members who made statements during debate may request that such statement be attached to the minutes.

(e) The minutes, together with all relevant documents, shall be made available to the Contracting Parties and members within two weeks after their approval by the General Assembly.

(f) Audio recordings of General Assembly sessions may be made and shall be retained by the Secretariat for record purposes.

#### **3.5 Election of the Council**

The election of Councillors shall be conducted as follows:

(a) The Secretary-General will invite Contracting Parties to declare their candidacy for the Council, according to Article 7 of the Convention six months before the opening of the General Assembly. Nominations will be received by the Secretariat for the following four months. Nominations should include:

- i. the name of the Contracting Party being nominated;

- ii. a statement, in the form approved by the Council and provided by the Secretariat, outlining the credentials of the Contracting Party for a position on the Council; and
- iii. a statement, in the form approved by the Council and provided by the Secretariat, outlining the credentials of the person to represent the Contracting Party.

(b) Councillors should, as far as possible, be drawn from different parts of the world with a view to achieving as widespread a representation as possible.

(c) The Contracting Party having the non-elected councillor in accordance with Article 7 of the IALA Convention cannot be nominated for election.

(d) Sixty calendar days before the opening of the General Assembly all nominations shall be collated and circulated to all Contracting Parties by the Secretariat. After this date no nominations shall be accepted unless there are exceptional circumstances, in which case the nomination should be approved by the General Assembly for inclusion in the election.

(e) A vote to elect Councillors from among those nominated will be conducted by secret ballot.

(f) The Secretariat shall produce a ballot form for nominees for the Council and each designated representative shall have one vote for each vacant seat on the Council.

(g) The Chair shall appoint two scrutineers from amongst the Contracting Parties who have not been nominated for the Council, who shall proceed to scrutinise the votes cast and the counting of votes by the Secretariat.

(h) If two or more candidates obtain the same number for the last seat or seats to be filled, there shall be a further ballot from among these candidates only. Should the votes again be divided equally, the Chair shall draw by lot the name of the candidate to be eliminated in any subsequent ballots.

(i) When voting and counting are completed the Chair shall confirm the election and invite the newly elected Council to take up their duties.

(j) The term of the Council is from confirmation of its election until the election of a new Council at the following ordinary General Assembly.

(k) Should a Contracting Party elected to the Council advise at some time during the term of that the Council, being more than two years from the next General Assembly, that they are unable to continue to serve on the Council, the Secretary-General may conduct a by-election to fill the vacancy. The Secretary-General shall invite nominations from all eligible Contracting Parties, conduct the vote electronically and rules g) - j) above will apply. The term of office of any Contracting Party so elected will be the same as that of the Contracting Party being replaced.

(l) Contracting Parties are to advise the Secretary-General in cases where the person representing the Contracting Party at the Council changes.

## **Article 4**

### **The Council**

#### **4.1 Functions of the Council**

(a) The Council, in fulfilling its obligation to administer the Organization will carry out the functions assigned to it by Article 7.6 of the IALA Convention.

(b) In the period between General Assemblies, should no appropriate provision be made in the IALA Convention or these General Regulations, the Council shall make any administrative or technical decision which may be necessary, unless such decision falls exclusively within the jurisdiction of the General



Assembly under the Convention. Any such decision must be referred to the next General Assembly for confirmation.

(c) The Council shall be guided by the overall policy and Strategic Vision as decided by the General Assembly.

(d) If the Council considers that any question or issue should be referred to Contracting Parties, it shall direct the Secretary-General to send a circular to each Contracting Party requesting them to notify the Secretariat of their opinion on the matter. The Council shall then decide the matter.

#### 4.2 Convening the Council

(a) The Council will be convened, ordinarily twice a year by notice in writing by any of the following:

- i. the President or the Vice President;
- ii. the Secretary-General; or
- iii. at the request of two Councillors.

(b) The date of the meeting of the Council in ordinary meeting will be determined by decision of the Council at its previous meeting. The location will be the IALA Headquarters unless the Council agrees alternate arrangements, or if the meeting is to be held electronically.

(c) The date of an extraordinary meeting of the Council will be not less than ten calendar days from the date of notification, and the location will be the IALA Headquarters unless otherwise agreed by the President and the Secretary-General, or if the meeting is to be held electronically.

(d) The quorum for a Council meeting is two thirds of Councillors, at least one of which must be the President or Vice President, who will chair the meeting, and one member of the Finance and Audit Committee.

(e) Any Contracting Party may be present at a Council meeting.

(f) The Council may also determine that a representative of any Committee or other body established by it or of another organization may be present at a Council meeting.

#### 4.3 Organisation of Council Meetings

(a) Council meetings are to be prepared and organised by the Secretary-General using the resources of the Secretariat.

(b) The business of the Council shall be conducted in English, including output documents. Input documents may be submitted in French and shall be translated by the Secretariat.

(c) Sixty calendar days before a scheduled Council meeting the Secretariat shall invite Councillors, Contracting Parties and members to submit papers addressing matters that they wish to discuss at the Council. These will be received by the Secretariat for the next two weeks.

(d) Six weeks before the opening of the Council submitted papers together with those prepared by the Secretariat shall be made available to all Councillors, Contracting Parties and members who have requested them, and they shall be invited to forward their comments to the Secretariat within two weeks.

(e) Four weeks before the Council the Secretariat shall make all papers and the provisional agenda for the meeting available to Councillors, Contracting Parties and members.

(f) The provisional agenda for an ordinary meeting of the Council shall normally include:

- i. Approval of the Agenda;
- ii. Report of the President/Secretary-General;

**Commenté [FIN5]:** Is this standard practice and necessary requirement?

- iii. Report of the Finance and Audit Committee;
- iv. Committee Reports;
- v. Any other business; and
- vi. Date and time of next meeting.

(g) The provisional agenda for an extraordinary meeting of the Council shall normally include consideration of the question(s) for which the meeting was convened.

#### **4.4 Rules of Procedure for Council Meetings**

The following Rules of Procedure shall apply to the conduct of the business of the Council:

##### **4.4.1 The Role of the Chair**

- (a) The President, or in his/her absence, the Vice President, shall be the Chair of the Council.
- (b) The Chair will open and close the meeting, direct discussions, ensure the observance of the procedures in the Convention and the General Regulations, accord the right to speak, put questions to the vote and announce decisions.
- (c) The Chair will have control over the proceedings and may rule on points of order and shall have the power to propose adjournment or closure of debates or adjournment or suspension of the meeting.

##### **4.4.2 Conduct of meetings**

- (a) No person may address the Council without having obtained the permission of the Chair. Subject to rules b), f) and h) below, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the remarks of such speaker are not relevant to the subject under discussion.
- (b) During the discussion of any matter, a Councillor may rise to a point of order and the point of order shall immediately be decided by the Chair. A Councillor may appeal against the ruling of the Chair. The appeal shall immediately be put to the vote and the Chair's ruling shall stand unless overruled by the majority of the Council present and voting. A Councillor rising to a point of order may not speak on the substance of the matter under discussion.
- (c) The Council may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion. When the debate is limited and a Councillor has spoken for the allotted time, the Chair shall call the Councillor to order without delay.
- (d) During the course of a debate, the Chair may announce the list of speakers and, with the consent of the Council, declare the list closed. The Chair may, however, accord the right of reply to any Councillor if a speech delivered after the closure of the list makes this desirable.
- (e) During the discussion of any matter, a Councillor may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two Councillors may speak in favour of, and two against, the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.
- (f) A Councillor may, at any time, move the closure of the debate on the question under discussion, whether or not any other Councillor has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the Council is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.

(g) During the discussion of any matter, a Councillor may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote. The Chair may limit the time to be allowed to the speaker moving the suspension or adjournment.

(h) Subject to rule e) above, the following motions shall have precedence in the following order over all the other proposals or motions before the meeting:

- i. to suspend the meeting;
- ii. to adjourn the meeting;
- iii. to adjourn the debate on the question under discussion; and
- iv. for the closure of the debate on the question under discussion.

(i) Subject to rule e) above, any motion calling for a decision on the competence of the Council to discuss any matter or to adopt a proposal submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal in question.

(j) A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any Councillor.

(k) When a proposal has been adopted or rejected it may not be reconsidered unless the Council, by a two-thirds majority of the Councillors present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be put immediately to the vote.

#### **4.4.3 Voting**

(a) In ordinary meetings the Council shall vote by show of hands and otherwise in accordance with Article 5.3 of the Convention.

(b) The Chair may decide to call an out of session postal or electronic vote by the Council. Postal or electronic votes will be determined by simple majority of votes cast, with nil returns being counted as votes in favour of the proposal, unless otherwise notified when the vote is called.

#### **4.4.4 Decision Making and Reporting**

(a) Where the Council is requested to make a decision, that request may be put to the meeting in the form of a proposed Council Resolution. Each Resolution should include an action date, if relevant, and for convenience, the Chair may aggregate Resolutions for approval and reporting purposes.

(b) The Secretary-General shall arrange for the substance of all discussions of the Council to be recorded in a general summary of the work of the meeting. The minutes shall be distributed to all Councillors present at the meeting, who may submit their proposed corrections in writing to the Chair. Any disagreement on the proposed corrections shall be decided by the Chair after consultation with the Councillor(s) concerned.

(c) The minutes will be approved by the Council in meeting, or, if necessary, by correspondence. The approved minutes, including the text of all Resolutions, will be made available to Councillors, Contracting Parties and members.

(d) Documents relevant to the implementation of decisions shall be distributed to Councillors, Contracting Parties and members as relevant.

#### **4.5 Election of the President and Vice President of IALA**

(a) The Council shall, upon its election or as necessary, from among its Councillors elect the President and Vice President of the Organization.

(b) The election will be by secret ballot, which shall be conducted by the Secretary- General.

(c) All Councillors will be eligible for election upon indication of their willingness to stand for election.

(d) There shall be two ballots, one to elect the President and the other to elect the Vice President.

(e) Each Councillor is entitled to cast one vote in each ballot.

(f) Election will be the majority of votes cast, the counting of which will be done by the Secretary-General in view of the Council.

(g) If no candidate in either ballot in accordance with (d) above obtains a majority in the first ballot, a second ballot shall be taken confined normally to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Secretary-General shall decide between the candidates by drawing lots.

(h) The President and the Vice President shall hold office for one term between General Assemblies unless resigning earlier. They shall not be eligible for immediate re-election and shall not hold office for more than two terms in total.

(i) The President and Vice President hold these positions on a personal basis. Should either cease to be the designated representative of their Contracting Party, the position will fall vacant from date of them so ceasing.

(j) Should the position of President become vacant the Vice President will assume this role and the position of Vice President will become vacant instead. In this event, the Secretary-General shall call for nominations to fill the vacant position and will conduct a ballot, either in session or electronically, in accordance with the provisions above.

### **Article 5 Finance and Audit Committee**

#### **5.1 Function of the Finance and Audit Committee**

(a) The Council shall, upon election or as necessary, establish a Finance and Audit Committee to provide advice to the Council.

(b) The finances of the Organization shall be managed by the Council, the Finance and Audit Committee and the Secretary-General in accordance with the financial arrangements as determined by the General Assembly and the Financial Regulations.

(c) The Finance and Audit Committee shall assist the Council in the supervision of the financial administration of the Organization.

## 5.2 Election

(a) The Council shall, from among its Councillors elect at least three and no more than five Councillors to sit on the Finance and Audit Committee. The Council will then elect one of these Councillors, on a personal basis, to act as Treasurer and Committee Chair.

(b) The election will be by secret ballot, which shall be conducted by the Secretary- General.

(c) All Councillors will be eligible for election upon indication of their willingness to stand for election.

**Commenté [FIN6]:** Does this include also elected President and Vice-President?

(d) There shall be two ballots, the first to elect the Committee members and the second to elect the Treasurer.

(e) Each Councillor is entitled to cast one vote in each ballot.

(f) Election will be simple majority of votes cast, the counting of which will be done by the Secretary- General in view of the Council.

(g) If the votes are equally divided for one or more of the positions as Committee member, a second ballot shall be taken confined to the number of positions not filled as a result of the first ballot. If in the second ballot the votes are equally divided, the Chair shall decide between the candidates by drawing lots.

(h) Should the number of candidates nominated be the same as the number of positions to be filled, those candidates will be appointed to the Committee without ballot.

(i) The Committee and the Treasurer shall hold office for the term of the Council unless replaced earlier by decision of the Council or through resignation.

(j) Should the Treasurer or a member of the Finance and Audit Committee resign and the remaining Committee then have less than three members the Secretary- General shall call for nominations to fill the vacant position and will conduct a ballot, either in session or electronically, in accordance with the provisions above.

(k) If the Treasurer cannot attend a meeting of the Finance and Audit Committee the Treasurer shall arrange for another member of the Committee to chair the meeting.

## 5.3 Convening the Finance and Audit Committee

(a) The Finance and Audit Committee will be convened, ordinarily twice a year by notice in writing by any of the following:

- i. the President or Vice President;
- ii. the Treasurer;
- iii. the Secretary-General; or
- iv. at the request of two Councillors.

(b) The date and location of the meeting of the Finance and Audit Committee in ordinary meeting will be determined by decision of the Treasurer, however such meetings will generally run at the same location and prior to Council meetings.

(c) The date of an extraordinary meeting of the Finance and Audit Committee will be not less than one week from the date of notification, and the location will be the IALA Headquarters unless alternate arrangements are agreed by the Treasurer, the Secretary-General and the President, or if the meeting is to be held electronically.

(d) In the event that the Finance and Audit Committee cannot meet in regular or extraordinary meeting and approvals are required, the Committee may convene out of session by electronic means.

(e) The business of the Finance and Audit Committee shall be conducted in English, including output documents. Input documents may be submitted in French and shall be translated by the Secretariat.

## **Article 6**

### **Committees and Other Bodies**

#### **6.1 Establishment and Functions of Committees and Other Bodies**

(a) The General Assembly or the Council may establish Committees and other bodies it deems necessary to support the endeavours of IALA. The Council will approve Terms of Reference for Committees and other bodies, and all activity of the Committees and other bodies shall be conducted within those Terms of Reference.

(b) Committees and/or other bodies may:

- i. study matters relevant to the aims of IALA, with the objective of preparing Standards, Recommendations, Guidelines and Manuals, and submissions to other organizations in accordance with the Work Programme approved by the Council; or
- ii. address other objectives as established by the General Assembly or the Council.

(c) Contracting Parties and members are eligible to participate in the Committees established by the General Assembly or the Council.

(d) The Council will determine participation in other bodies as part of the development of the Terms of Reference for those bodies.

(e) The business of the Committees and other bodies shall be conducted in English, including output documents. Input documents may be submitted in French and shall be translated by the Secretariat.

#### **6.2 Appointment of Chair and Vice Chair**

(a) Each Committee will have a Chair and Vice Chair appointed by the Council for a period of four years.

(b) Nominations for these positions may be made by Contracting Parties or the Secretary-General. When a vacancy arises, the Secretariat will inform Contracting Parties of the vacancy and seek nominations in an open and timely manner, including providing advice to Contracting Parties of the process for selection of the successful candidate. The Secretariat will inform the Council of all nominations and the Council will determine the successful candidate.

(c) Chairs and Vice Chairs of working groups shall normally be provided by Contracting Parties and appointed by the Chair of the Committee. However, where appropriate, they may be drawn from members or sister organizations. The appointment of the working group Chair and Vice Chair are at the discretion of the Committee Chair.

#### **6.3 Rules of Procedure**

##### **6.3.1 Meetings**

(a) Committee meetings shall normally be held twice a year at the IALA Headquarters. Exceptionally they may be held elsewhere, with the approval of the Secretary-General.

(b) The duration of a Committee meeting shall normally be five days, with the daily schedule being decided by the Committee Chair.

(c) The Secretariat will inform all Contracting Parties and members of the date of each Committee meeting by email. Notices will be sent ninety calendar days in advance and again thirty calendar days in advance. Dates will also be available on the IALA website.

- (d) Every Contracting Party and member may send one or more representatives to participate in a Committee meeting.
- (e) Contracting Parties and members intending to send participants to a Committee meeting should advise the Secretariat of the participants' details.
- (f) When it would be beneficial to the work of a Committee, individuals from academic, scientific, research or other relevant organizations may be invited by the Secretary-General to attend a Committee meeting for a specific purpose.
- (g) Participants are responsible for arranging their own accommodation and transport during a Committee meeting, but the Secretariat will advise of accommodation options and of special rates if available.
- (h) Committee participants should ensure that they:
- i. act honestly and in good faith, with a view to upholding the best interests and purpose of the Organization;
  - ii. advise the Committee of a perceived, potential, or actual conflict of interest and withdraw from discussion of that particular item, if appropriate;
  - iii. do not conduct any commercial activity within the IALA Headquarters; and
  - iv. keep IALA products free from unresolved or unreasonable intellectual property rights issues and claims.

#### **6.3.2 Work of the Committees**

- (a) Each Committee shall develop and work to a work programme. The following factors shall be taken into account when the work programme is developed:
- i. the Strategic Vision;
  - ii. the number of meetings available to the Committee during the four-year work period, which is the time between regular sessions of the General Assembly;
  - iii. the order in which the work should be undertaken; and
  - iv. any other matters relevant to the work of the Committee.
- (b) A Committee work programme, or changes thereto, shall be submitted to the Council for approval.
- (c) The work of a Committee may be facilitated by the use of working groups. The creation of a working group is at the discretion of the Committee Chair.
- (d) A working group will be an integral part of its parent Committee and will meet during the same week as the Committee.
- (e) An inter-sessional meeting of a working group (that is a working group meeting held between two meetings of the parent Committee) may be used to enable faster progress of a specific work item.
- (f) An inter-sessional meeting of a working group requires the approval of the Secretary-General. The meeting should be held at the IALA Headquarters unless an alternative location is approved by the Secretary-General.

(g) With the approval of the Committee, the Chair may appoint rapporteurs to regularly provide advice to the Committee on specific matters that have an impact on or influence the work of the Committee and the provision of aids to navigation services.

#### **6.3.3 Decisions**

If a consensus on a specific matter cannot be reached, a Committee shall decide by a simple majority of the Contracting Parties represented at the meeting. There shall be only one vote per Contracting Party. The Chair has a casting vote if necessary.

#### **6.3.4 Agenda and Documents**

(a) Agenda items will depend upon the specific topics to be addressed during the particular Committee meeting to which the agenda refers. The topics to be addressed will be determined by the Chair, assisted by the Vice Chair and the secretary to the Committee, taking into account the Strategic Vision, the Committee structure, and the work programme of the Committee.

(b) Input documents for a Committee meeting should be sent to the Secretariat not later than two weeks before the meeting and will be published on the relevant section of the IALA website. Documents should conform to the standard template, input documents.

(c) Documents for consideration at a Committee meeting will be numbered by the Secretariat in a way that indicates the meeting number, the agenda item to which they refer and the description.

(d) Any Contracting Party or member may submit a document addressing any item on the work programme of a Committee.

(e) Working documents are documents to be carried over to a subsequent meeting.

(f) Output documents are documents completed by the Committee. They include draft Standards, Recommendations, Guidelines, and other documents for submission to the Council for approval.

(g) The report of a Committee meeting shall be approved by the Committee, endorsed by the Chair, and made available for Contracting Parties and members on the website by the Secretariat without delay.

(h) ~~Output~~~~Input~~ documents and reports shall follow the respective template formats.

(i) Draft Standards, Recommendations, Guidelines, and similar created by a Committee shall follow a quality assurance process to ensure that both content and presentation reflect the expected standard. This process has the following steps:

- i. The Chair and Vice-Chair of the Committee shall be actively involved throughout the development process. The IALA Secretariat (secretary to the Committee) shall be involved throughout the development process for format and editorial review.
- ii. Once completed by a Committee, an output document shall proceed through a quality assurance check via the Secretariat including final formatting, and shall then be sent to the Council for review and approval.
- iii. Before approval by the Council or the General Assembly in the case of Standards, an output document must be watermarked "Draft" on each page.



- iv. After approval by the Council or the General Assembly as appropriate, the document shall be placed on the IALA website with public access.
- v. Contracting Parties and members shall be notified of newly approved documents.

## Article 7

### The Secretary-General and the Secretariat

#### 7.1 Appointment of the Secretary-General

(a) In accordance with the Convention Article 7.6 (h) the Council will appoint a Secretary-General to act as legal representative and Chief Executive of IALA for a term of four years and may reappoint the Secretary-General for one additional term not exceeding four years.

(b) The Council, upon advice of a forthcoming vacancy in the position of Secretary- General, will empower a panel of Councillors to act as Selection Panel to fill that vacancy.

(c) The Selection Panel shall consist of the President, the Vice President, the Treasurer and two other Councillors, which shall be assisted by a suitably qualified member of the staff of the Secretariat appointed by the incumbent Secretary-General.

**Commenté [FIN7]:** Compared to IHO, there seems to be very few people involved in the selection of the Secretary General.

(d) The Selection Panel will:

- i. review the existing position description and salary by comparison with like positions in other organizations;
- ii. prepare an updated position description, vacancy notice, selection criteria, candidate assessment matrix and interview process;
- iii. consult with the Finance and Audit Committee to establish a remuneration and benefits package for the position;
- iv. publish the vacancy notice on the IALA website and in other media as appropriate;
- v. determine and implement interview arrangements;
- vi. individually evaluate applications against the selection criteria using the candidate assessment matrix;
- vii. collectively identify candidates for interview based on completion of a combined candidate assessment matrix;
- viii. conduct interviews;
- ix. collectively assess and rank each candidate against the selection criteria based on application and interview performance;
- x. undertake consultation with referees for short-listed candidates;
- xi. enter without prejudice negotiations with the preferred candidate, inter alia in relation to the position description, employment conditions and remuneration and benefits package; and

- xii. document its conduct of the above process, including a comparative assessment of short-listed candidates, and report to the Council, nominating a preferred candidate.

(e) The Council will consider the report and nomination of the Selection Panel, meeting in extraordinary session if required, and unless there is evidence of lack of good faith or dereliction of duty on the part of the Selection Panel, confirm the nomination.

(f) The President will then take all necessary steps to finalise the appointment.

(g) Upon the commencement of duty by the new Secretary-General the President and the Treasurer shall meet with the Secretary-General to discuss expectations, performance requirements, powers and responsibilities and to commence an induction into the operation of the organs of the Organization and management of the Secretariat.

(h) The Secretary-General shall be subject to the Staff Rules and the Secretariat Procedures to the extent that this is appropriate.

## **7.2 Appointment and Management of Staff**

The Secretary-General shall:

- (a) determine the requirement for, and functional organisation of, the staff of the Secretariat;
- (b) prepare Staff Rules for approval by the Council;
- (c) select and engage the staff of the Secretariat in accordance with the Staff Rules; and
- (d) manage the performance of the staff of the Secretariat in accordance with the Staff Rules.

## **7.3 Function of the Secretariat**

In the performance of their duties the staff of the Secretariat shall not seek or accept instructions from any authority external to the Organization. They shall refrain from any action which might adversely reflect on their position in the Organization as international officers.

The Secretariat, under the direction of the Secretary-General, and in accordance with the Secretariat Procedures, shall:

- (a) handle all day-to-day administration of the Organization, including the flow of information between the Secretariat and Contracting Parties and members;
- (b) organise and support meetings of the General Assembly and the Council;
- (c) prepare Terms of Reference for Committees and other bodies for approval by the Council;
- (d) organise and support the Committees and other bodies in accordance with the Work Programme approved by the Council, by (as required):
  - i. hosting the meetings;
  - ii. providing secretarial and technical support;
  - iii. preparing and submitting related documents to the Council; and
  - iv. circulating meeting documents;
- (e) establish Rules of Procedure for participation in Conferences and Symposia for approval by the Council;
- (f) organise Conferences, Symposia, seminars, workshops and other events;
- (g) manage finances under the direction of the Council and in accordance with the Financial Regulations;

- (h) prepare the annual budget and accounts for submission to the Finance and Audit Committee;
- (i) produce the Annual Report;
- (j) receive, print, file and/or circulate/publish documents, and in so doing, ensure that all Standards, Recommendations, Guidelines and Manuals upon their publication are made available in all the official languages of the Organization;
- (k) establish, maintain and have custody of documents in the archive; and
- (l) generally perform all other work that may be required to support the endeavours of the Organization.

#### 7.4 Secretariat Procedures

- (a) The conduct of business of the Secretariat shall be governed by Secretariat Procedures established by the Secretary-General, which shall be reviewed and kept updated to ensure efficient operations are maintained.
- (b) The Secretariat Procedures shall be made available to all staff.
- (c) The staff are required to implement the Secretariat Procedures applicable to them and to work with the Secretary-General to ensure that the Secretariat Procedures reflect safe, clear, open and sustainable working practice.

#### 7.5 IALA World-Wide Academy

The IALA World Wide Academy ("the Academy"), the vehicle by which the Organization delivers training and capacity building, shall be an integral part of the Secretariat.

- (a) The Academy shall be administered by the Secretary-General as advised by a Dean supported by an Advisory Board ("the Board").
- (b) The role of the Board shall be:
  - i. to maintain a global view of maritime aids to navigation training and capacity building needs; and
  - ii. to recommend and oversee the strategy and delivery of the Academy's key deliverables of training and capacity building and annual programme.
- (c) The Board shall consist of:
  - i. a Chair nominated by the Council from among the Board Members;
  - ii. the Secretary-General
  - iii. the Dean of the Academy;
  - iv. up to six (6) members appointed by the Council for a period of four (4) years and who may be re-appointed.
- (d) The Board shall meet twice a year, at least thirty calendar days before the next Council meeting.
- (e) The Dean shall be a member of the staff.

**Commenté [FIN8]:** IALA World-Wide Academy is not mentioned in the Constitution. Is there need for that?

## **Article 8**

### **Conferences and Symposia**

#### **8.1 Definition**

(a) A Conference is a meeting that has, as its principle objective, the exchange of and information relative to all types of marine aids to navigation.

(b) A Symposium is a meeting to consider and discuss a set of contributions on specific subjects relating to marine aids to navigation.

#### **8.2 Attendance**

(a) Conferences shall be open to:

- i. all Contracting Parties and members;
- ii. other international organizations and associations, aids to navigation Authorities, VTS Authorities and official bodies as approved by the Council; and,
- iii. international organizations and associations designated by the Council.

(b) Symposia shall be open to international organizations, companies or individuals working in the field or having an interest associated with the subject addressed by the Symposium, upon registration.

#### **8.3 Exhibitions**

(a) At Conferences

An exhibition of aids to navigation equipment will be organised during each Conference period. Only those Industrial members who have paid the equivalent of the fees for the two years immediately prior to the year of the Conference, plus the year of the Conference, will have the right to exhibit.

(b) At Symposia

An exhibition of aids to navigation equipment will be organised during each Symposium. The exhibition will be open to any entity operating in the aids to navigation field, upon registration.

#### **8.4 Preparations for Conferences and Symposia**

(a) The Secretariat shall develop, for approval by the Council, guidelines for preparations for Conferences and Symposia. The guidelines shall assist the Secretariat and the host in the planning and preparation for convening, and conduct of, Conferences and Symposia.

(b) The guidelines shall be made available to Contracting Parties and members considering hosting a Conference or a Symposium.

## **Article 9**

### **Amendments to the General Regulations**

**9.1** These General Regulations may be amended by the General Assembly.

**9.2** The Council and any Contracting Party to the Convention may propose an amendment to these General Regulations, in accordance with Article 3.

**9.3** Decisions of the General Assembly relating to matters covered by these General Regulations shall be incorporated therein.

**Article 10**  
**Termination**

In the event of the termination of the Organization the Council shall make the necessary arrangements for the winding up of the Organization, including:

- (a) determining the assets of the Organization and returning any property not belonging to the organization;
- (b) determining and settling any claims against the Organization and any sums owed by the Organization including costs associated with the winding up of the Organization; and
- (c) dividing the balance of the accounts amongst the Contracting Parties [and members] in accordance with the Financial Regulations.

## **ANNEX A Financial Regulations of the International Organization for Marine Aids to Navigation (IALA)**

### **Article 1 Application**

These Financial Regulations shall govern the financial administration of the International Organization for Marine Aids to Navigation (IALA).

### **Article 2 Financial Governance**

**2.1** The General Assembly, upon advice of the Council:

(a) shall determine and review the financial arrangements and endorse the Finance Report. The Finance Report shall cover the preceding four year period in respect of:

- i. balance sheet;
- ii. income statement;
- iii. cash reserve; and
- iv. outstanding contributions and fees and interest due; and

(b) shall approve the outline budget for the next four year period.

**2.2** The Council, upon advice of the Finance and Audit Committee ("FAC") and the external auditor, shall:

(a) approve the budget for the current year and review the forecast for the following three years;

(b) approve the balance sheet;

(c) close the annual accounts;

(d) determine rates of contributions and fees in accordance with the General Regulations Article 2.5; and

(e) decide on suspension and termination of Associate and Affiliate membership for non-payment of fees.

**2.3** The FAC shall:

(a) review the audited financial statements for the previous year and advise the Council on the approval of the annual accounts;

(b) review the draft annual budget for the coming year for consideration by the Council;

(c) approve a four year budget on an annual basis for noting by the Council;

(d) provide advice to the Council and to the Secretary-General on any audit observations or findings related to finances;

(e) recommend the rates of contributions and fees for the next year;

(f) recommend potential termination of membership, in respect of fees in arrears; and

(g) consider any other matters referred to it by the Council.

**2.4** The Treasurer:

- (a) shall examine the accounts and submit them to the FAC; and
- (b) may authorize expenses not provided for in the budget, within approved limits.

**Commenté [FIN9]:** The body approving these limits should be defined

**2.5** The Secretariat, in accordance with the Secretariat Procedures, shall:

- (a) maintain the accounts;
- (b) prepare the finance report and the financial statements;
- (c) control the financial records, including records of income and expenditure;
- (d) manage the audit; and
- (e) advise the Secretary-General on financial matters.

**2.6** An external auditor must be engaged to check the financial management and a chartered accountant shall be engaged to assist the Secretariat with management accounting.

**2.7** The operating currency shall be the Euro.

**Article 3**  
**The Financial Period**

**3.1** The financial year shall run from 1st January to 31st December.

**3.2** The budget shall be drawn up on a four year basis. Budget estimates for each year shall be shown separately.

**Article 4**  
**Budget**

**4.1** The Secretary-General shall operate within the limits of the annual budget. However the Secretary-General may adjust allocations within the approved budget, especially in the case of major unplanned expenditure or substantial change in the number of members.

**4.2** Any transfers of allocations between different categories of expenditure specified in the budget shall be reported, with the necessary justification, to the FAC.

**4.3** No further commitment to expenditure against the approved budget may be incurred after the close of the financial period. Outstanding obligations against the approved budget must be met within ninety calendar days of the close of the financial year.

**Article 5**  
**Income and Expenditure**

**5.1** Details of income and expenditure shall be shown separately in the financial records of the Organization.

The Organization shall primarily be funded from contributions and fees.

**5.2** The expenses shall be comprised of budget headings, as follows:

- (a) Personnel costs;

(b) Operating costs; and

(c) Capital costs.

Each heading may be further subdivided, as necessary.

**5.3** Full and accurate records of all income and expenditure, including supporting documentation for expenditure, shall be kept. These records shall conform to standard accounting practices. The Secretariat shall maintain an archive of financial records for production to the Secretary-General, the FAC or an auditor.

**5.4** No payment greater than permitted by the law of the Host Nation shall be accepted in cash.

#### **Article 6 Procurement**

**6.1** All funds shall be under the operational control of the Secretary-General.

**6.2** The Secretary-General may designate, in writing, members of the Secretariat as line managers for the purpose of these Financial Regulations.

#### **Article 7 Financial Statements**

**7.1** The financial statements shall be the budget, the income and expenditure accounts and the balance sheet.

**7.2** The financial statements of the Organization shall cover the Secretariat including the Academy. They shall be presented in a consolidated form and separately.

**7.3** The Treasurer shall submit the financial statements to the FAC, not later than two weeks prior to a FAC meeting.

#### **Article 8 Cash Reserve**

To ensure the financial stability of the Organization and to avoid any financial difficulties, the Organization shall maintain a cash reserve according to the financial requirements as approved by the Secretary-General and the FAC. The value of the cash reserve shall be no less than four months of the annual budget.

#### **Article 9 Annual Contributions and Fees**

**9.1** Annual contributions and fees represent the main source of income for the functioning of the Organization.

**9.2** The FAC should take the following matters into account when recommending the rates of contribution and fees:

(a) the requirement that the revenue and the expenditure in the budget should be balanced;

(b) the percentage of invoices for contributions and fees likely to be settled on time;

(c) the global economic situation;



- (d) the rate of inflation in the Host Nation; and
- (e) the planned or anticipated exceptional expenditure.

**9.3** The Secretariat, in accordance with the Secretariat Procedures, after the Council has approved the rate and no later than 31<sup>st</sup> October each year, shall send an invoice for annual contributions or fees for the following year to each Contracting Party and member.

**9.4** For new Contracting Parties and members the following rates of contribution or fee shall apply:

(a) A Contracting Party shall be required to pay a full annual contribution regardless of the date on which the Convention enters into force for that Contracting Party.

(b) Associate and affiliate members shall pay:

- i. a full annual fee for applications approved by the Council between 1<sup>st</sup> January and 30<sup>th</sup> June; or
- ii. half the annual fee for applications approved by the Council between 1<sup>st</sup> July and 31<sup>st</sup> December.

**9.5** In the event of the resignation of a member the fee shall not be due if a letter of resignation is received before 31<sup>st</sup> March of the current year.

#### **Article 10** **Unpaid Contributions and Fees**

**10.1** In the case of unpaid contributions or fees the Secretariat, in accordance with the relevant Secretariat Procedures, shall apply the following arrangements:

(a) For Contracting Parties:

- i. charge a 3% per annum interest rate on contributions remaining unpaid on 31<sup>st</sup> July of the financial year;
- ii. in the event of paragraph i. request payment by 1<sup>st</sup> October of the financial year;  
If no payment is received by 1<sup>st</sup> November the Secretary-General shall contact the Contracting Party, requesting payment and inviting the Contracting Party to discuss any difficulties that would justify the Organization considering a payment plan; and
- iii. if the contribution remains unpaid and an agreement has not been reached with the Contracting Party regarding payment, suspend membership rights and benefits with effect from twenty-four months after the due date for payment, in accordance with the Convention.

(b) For Associate and affiliate members, the Organization shall:

- i. charge a 3% per annum interest rate on fees remaining unpaid on 1<sup>st</sup> May of the financial year;
- ii. on approval by the Council, suspend membership rights in accordance with the table at Annex B of the General Regulations if no payment is received by 1<sup>st</sup> July of the financial year;
- iii. advise the Council, at its second annual session, of unpaid fees; and

- iv. on approval by the Council, after notification, terminate membership if fees remain unpaid after membership rights have been suspended for six months and the member has not agreed a payment schedule.

**10.2** Outstanding contributions and fees and interest due will be shown in tables annexed to the financial statements. Provision for bad debts arising from non-payment of contributions and fees shall be made in the annual balance sheet.

#### **Article 11** **Dedicated Funds**

**11.1** Dedicated funds may be established by the Secretary-General for the execution of specific programmes or projects, provided that the purposes are consistent with the aim and functions of the Organization. The purpose and limits of each dedicated fund shall be clearly reported to the Council.

**11.2** The financial resources needed to establish a dedicated fund may come from grants, donations, bequests, gifts or other sources as approved by the Secretary-General. The precise terms and conditions governing such income shall be formalized.

**11.3** Any monies remaining unused when a programme or project is terminated should be used as stipulated, and if not so stipulated, for the general purposes of the Organization unless the Secretary-General determines otherwise.

**11.4** A specific budget should be prepared for each fund for approval of the Council and the final result for the year for each dedicated fund should be shown separately in the financial statements.

**11.5** Any dedicated funds should be audited in accordance with the relevant provisions in Article 12.

#### **Article 12** **External Audit**

**12.1** An external auditor shall be appointed by the FAC and carry out such work as required by applicable accounting practices.

**12.2** The appointment is for a period of six (6) years and may be renewed.

**12.3** The external auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, internal financial controls and, in general, the administration and financial management of the Organization.

**12.4** In addition to the above, the Council may request the external auditor to perform specific investigations and issue separate reports on the results.

**12.5** Draft final accounts will be submitted by the external auditor to the first Council meeting each year.

**12.6** The Council may close the accounts after examination of particular Contracting Party and member situations and after decision to authorize the writing-off of arrears of contributions and fees or other bad debts as required.

**12.7** The audit report shall be made available to Contracting Parties and members via the annual report and the website.

**Article 13**  
**Termination**

In the event of termination of the Organization, the balance of the accounts (credit or debit) shall be divided amongst the Contracting Parties and members on the day when the Convention ceases to have effect, in proportion to their last annual contribution and fee.

## ANNEX B Membership Rights and Benefits

RIGHTS	CONTRACTING PARTIES	ASSOCIATE MEMBERS	AFFILIATE MEMBERS
Vote at IALA General Assembly	Yes	No	No
Attend IALA General Assembly	Yes	Yes	Yes
Be elected on the IALA Council	Yes	No	No
Participate in IALA Conferences	Yes	Yes	Yes
Participate in IALA Symposia	Yes	Yes	Yes
Participate in IALA Committee meetings	Yes	Yes	Yes
Participate in IALA Workshops/Seminars	Yes	Yes	Yes
Take part in industrial exhibitions	No	No	Yes <sup>1</sup>
Sponsor IALA social events	Yes	Yes	Yes
Sponsor developing countries' participation in IALA events	Yes	Yes	Yes
Access restricted area of the IALA Website	Yes	Yes	Yes

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<sup>1</sup> Participation in the industrial exhibition is subject to the Industrial member having been a member for 2 years before the year of the Conference or having paid an amount of money equivalent to the membership fees for those 2 years plus the year of the Conference in accordance with Article 8.3 (a).