



IPA

International
Pediatric
Association

Every Child • Every Age • Everywhere

International Pediatric Association

BY-LAWS

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1. INTRODUCTION:

- 1.1. The Standing Committee may from time to time make such reasonable and proper bylaws as they deem necessary or expedient for the proper conduct and management of IPA.
- 1.2. The bylaws may regulate such matters as the Standing Committee may determine from time to time including but not limited to the following:
 - 1.2.1 the admission of Members of IPA, the rights and privileges of such Members, and the dues, subscriptions, and other fees or payments to be made by Members
 - 1.2.2 the conduct of Members of IPA in relation to one another, and to IPA's employees and volunteers;
 - 1.2.3 the procedure at Council of Delegates, Standing Committee, and Executive Committee meetings
 - 1.2.4 the rules governing the IPA Officers, Executives, Standing Committee, and Executive Committee, including matters addressing their roles, duties, appointments, or removal; and
 - 1.2.5 matters related to IPA finances.
- 1.3 The Standing Committee must adopt means sufficient to bring the by-laws to the notice of Members of IPA. The by-laws shall be binding on all Members of IPA.
- 1.4 No by-law shall be inconsistent with or shall affect, or repeal anything contained in the constitution. Articles in the constitution shall always prevail over any inconsistency between these Articles and the by-laws
- 1.5 These by-laws may be modified by the Standing Committee of the Association, decided by a majority of votes.
- 1.6 The by-laws shall be effective on the first business day after their adoption by the Standing Committee.

2. MEMBERSHIP:

2.1 Members of IPA include: National Pediatric Societies, Regional Pediatric Societies, Subspecialty Pediatric Societies, **and** Affiliate Societies

2.2 Application and Criteria of Membership:

2.2.1 Applications for admission as a new Member Society shall be submitted to the Executive Director in a timely fashion so that they may be presented to the Council of Delegates of the IPA at least 6 months in advance of the next meeting of the Council of Delegates, and be voted on at that meeting. However, late applications may be considered if it is discussed and accepted by Standing Committee.

2.2.2 The applicant Society shall send a request to the Admin Office including a Letter of intent, Legal Registration by the state or official body, Date of Creation more than 2 years prior to the time of application, Constitution and or By-laws. It is desirable applicant society to be a member of the regional society but all applications should be routed through the relevant regional society.

2.2.3 National Pediatric Society:

- a) National Pediatric Societies represent a whole nation, with each nation having only one vote. In the case of a nation having 2 societies, voting rights will alternate between each of the societies at successive terms for alternate terms.
- b) The National Pediatric Society should require that majority Full members be Pediatricians only, however affiliate and honorary members are accepted
- c) If there is more than one National society in a country, they might be registered under two different regional societies of the same region (if and where exist)
- d) It should be noted that, for procedural matters, each Member National Society must declare itself as a member/part of one of the defined regions which should be aligned with their geographical location based on guidelines developed by the CD/SC..
- e) National Society can be part of one or more Regional Societies. However, for procedural and electoral matters, the national society must declare itself as part of one of the Regional Societies in the same region.

2.2.4 Regional Pediatric Society:

- a) Regional Pediatric Societies are defined as multinational pediatric societies established on the basis of geography, language or other bonds, according to guidelines determined by the governance of the IPA and approved by the Council of Delegates.
- b) Every member regional society will have one vote.

2.2.5 Subspecialty Pediatric Society:

- a) The society should include Pediatricians and medical specialists working in child health as Full members
- b) The subspecialty Society shall be International and exclusive in the world.
- c) Affiliate and honorary members are accepted

2.2.6 Affiliate Society:

- a) Any Scientific Society dealing with Children (not NGO) whose membership is open to Health Care Professionals
- b) Affiliate Societies will not have any voting rights.

2.3 Acceptance of Members of IPA

- 2.3.1 New Applicants shall be validated by the Executive Committee/ Standing Committee and acceptance of IPA membership is endorsed by the Council of Delegates at the time of the its meeting.
- 2.3.2 Acceptance into different categories is proposed by Executive Committee and validated by Standing Committee

2.4 Dues

- 2.4.1 Dues for national societies is 2.10 US dollar per member per year
- 2.4.2 Minimum dues are 110 US dollars per year per society
- 2.4.3 Maximum dues are 20000 US dollars per year per society
- 2.4.4 Dues for Regional and subspecialty societies are 220 US Dollars per year
- 2.4.5 Dues for affiliate societies are 100 US Dollars per year
- 2.4.6 Dues are subject to modifications upon a proposal from Executive Committee/ Standing Committee

3. GOVERNING BODIES:

3.1 The governing bodies of IPA consist of the Council of Delegates, IPA officers, Standing Committee, & Executive Committee.

3.2 Appointment Procedures & Functions:

3.2.1 **Independent Election Committee:** The Independent Election Committee will be appointed by the Council of Delegates. Nominations for the election committee will be received from member societies as per the criteria and Terms of Reference proposed by the Standing Committee and approved by the Council of Delegates. However, for the term of 2023-25, the same process will be completed virtually as a one-time exception. The Standing committee will be responsible for supporting the work of the Election Committee.

3.2.2 Council of Delegates: (CD)

- a) The officially designated delegate from each member society will duly represent that Society in all discussions and votes and will be entitled to an official voting card that should be presented at any vote
- b) If electronic votes are eventually allowed, some other mechanism to identify and validate voting rights should be created.
- c) Replacement of the Designated representative is allowed at any time before the Council of Delegates meeting upon approval of the President of the society and the Election Committee.
- d) Countries with more than one National Society shall communicate the name of the one voting delegate from that nation prior to the meeting of the Council of Delegates. The national society of the voting delegate should alternate between the 2 societies.
- e) The President chairs the Council of Delegates and the Agenda of the meeting is prepared by the Executive Director and is submitted for approval to the Executive Committee/Standing Committee.

3.2.3 President & President-Elect

- a) Both Officers must be Pediatricians in good standing with their National Member Societies, and their National Societies must be in good standing with the IPA.
- b) It is preferable that the candidate for IPA President-Elect be someone who has served in IPA or its member societies in a high-level position
- c) The application shall be sent by the candidate to the Admin office in a time deadline defined by the constitution and or Executive Committee and include: Letter of intent, 3 letters of support from different societies, CV, Conflict of interest disclosure

3.2.4 Standing Committee (SC)

3.2.5.1 For National Societies

- a) National societies, whether they are members of the corresponding regional society or not, shall forward the application of their proposed candidate to the regional society. The regional society will define a final slate of candidates from the region and send it to the Admin office within a time frame according to the constitution
- b) The full application includes: Letter of intent by the candidate, letters of support from the national society, letter of support from the regional society, CV, and conflict of interest disclosure
- c) Member National Pediatric Societies from each of the seven IPA geographic regions will propose a candidate selected through a democratic process with due consideration of rotation of areas within the region and language diversity.
- d) USA and Canada shall open the candidacy to members of their respective societies, then proceed to their validation, ultimately proposing one candidate from each country.
- e) Executive Committee shall supervise the nomination process
- f) Europe: The European region has three seats on the Standing Committee. One seat is allotted to each of the two existing regional societies. The third seat will alternate between the two European societies on a rotating basis.

3.3 Administration

- 3.3.1 The Executive Committee shall decide where the administrative office and staff of the IPA should be located following consultation with the Standing Committee.
- 3.3.2 Administration staff shall be decided by both the President and Executive Director.
- 3.3.3 Name of employees and their terms of reference as well as their salaries should be presented to Executive Committee / Standing Committee
- 3.3.4 Volunteers are welcomed and should be also acknowledged by Executive Committee / Standing Committee

3.4 SC Subcommittees

- 3.4.1 The Executive Committee / Standing Committee shall determine which Subcommittees are needed, to support the IPA governance and administration
- 3.4.2 The Executive Committee shall proceed to the nomination of members of different subcommittees in collaboration with the Standing Committee

3.4.3 IPA sub-committee membership is limited to the members of IPA Standing Committee

3.5 **Resignation, Removal, and Vacancies and Termination of Rights**

3.5.1 Any Standing Committee / Executive Committee Member may resign at any time by delivering written or electronic notice to the President or Executive Director, or by giving oral notice at any meeting of the Standing Committee/Executive Committee. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery receipt.

3.5.2 A vacancy of a Standing Committee / Executive Committee member for any reason shall be filled in the same manner in which the original individual was appointed. Individuals appointed to fill vacant positions shall hold such positions for the unexpired terms of their predecessors. Only the President-elect will automatically fill the position of President in case of President vacancy.

3.5.3 Termination of Rights:

- a) Non-payment of dues by a Member Society for three years shall automatically suspend voting rights until a final decision of the Council of Delegates is taken at its next meeting.
- b) Reconciliation is possible by the proposal of Executive Committee and for a convincing reason e.g. difficulties of money transfer because of capital control in some countries.

3.5.4 Membership may be terminated by the decision of the Council of Delegates for documented violation of IPA principles. Such decisions must be documented in writing.

3.6 **Meeting Procedures – Decision Making**

3.6.1 Meetings of the Governing Bodies: The presence of a majority shall comprise a quorum for each of the meetings. In case a quorum is not possible due to an unforeseen emergency, the meeting may be adjourned and reconvened. Discussions can proceed but no binding decisions can be made.

3.6.2 Internal meetings of IPA: Call for a meeting, Agenda and Minutes of the meetings

3.6.2.1 Council of Delegates (CD)

- a. Call for a meeting is under the authority of the President who mandates the Executive Director
- b. The Council of Delegates shall meet physically during the International Congress of the IPA
- c. Physical presence of the delegates is mandatory
- d. The Council of Delegates meeting is chaired by the President
- e. The items on the agenda are set by the Executive Director as per the constitution article related to the prerogatives of the Council of Delegates
- f. The agenda should be sent out 30 days prior to the meeting.
- g. The Council of Delegates' decisions and approval are named RESOLUTIONS
- h. Resolutions to be discussed and voted upon at the meeting can be suggested by member societies however they need to be presented to Executive Committee / Standing Committee before inclusion in the agenda.
- i. Resolutions are prepared and written by the Executive Director.

3.6.2.2 Standing Committee

- a) The first meeting of the Standing Committee shall occur immediately after the election at the International Congress, and it is chaired by the President.
- b) Call for a meeting is under the authority of the President who mandates the Executive Director
- c) The Standing Committee shall meet via video conference every 3 months
- d) An in-person meeting is recommended but not mandatory once per year, as decided by the Executive Committee
- e) The items on the agenda are set by the Executive Director upon suggestions of the President and other members of the Executive Committee and or Standing Committee
- f) The agenda should be sent 14 days prior to the meeting
- g) The agenda shall include:
 - ✓ Approval of Minutes of the last meeting
 - ✓ Reports of the Officers and or other members of the Executive Committee
 - ✓ Strategic plans and other issues related to IPA's vision and mission

- h) Minutes of the meeting are prepared and written by the Executive Director.

3.6.2.3 Executive Committee

- a) Call for a meeting is under the authority of the President who mandates the Executive Director
- b) The Executive Committee shall meet virtually once a month and in-person twice a year on demand and at the discretion of the President or if decided by the Executive Committee.
- c) The Executive Committee meeting is chaired by the President
- d) The items on the agenda are set by the Executive Director upon suggestions of the President and other members of the Executive Committee
- e) The agenda should be sent 7 days prior to the meeting
- f) The agenda shall include:
 - ✓ Approval of Minutes of the last meeting
 - ✓ Highlights on the correspondences of the IPA (internal and/or external)
 - ✓ Reports of the Officers and or other members of the Executive Committee
 - ✓ Strategic plans and other issues related to IPA's vision and mission
- g) Minutes of the meeting are prepared and written by the Executive Director.

3.2.3.4 Other Groups

- a) Meetings or Conference calls at the discretion of leadership
- b) Meetings, Agendas of SC sub-committees, and or other Groups are at the discretion of their convener.
- c) All meetings shall occur virtually with the exception of an in-person meeting during the international congress of the IPA
- d) However, if a program area committee has resources to meet in-person, it should be able to meet.
- e) All minutes of the above meetings shall be sent to the Executive Director

3.2.4 Voting: General Principles

- a) Opening Session of Council of Delegates meeting: Two steps are proposed

Time 0 min = No quorum

Time 5 min = opening the session with members present

- b) A simple majority of Members present and voting at meetings shall be valid. In special circumstances defined by Executive Committee / Standing Committee, postal voting or electronic voting may be utilized. In the event that the vote is tied, the President shall cast the deciding vote.
- c) Voting members and their respective country shall be announced by the Election Committee one by one at each vote to proceed to the Ballot box The counting of votes is performed by the Election Committee.
- d) Announcement of results is to be performed by the Election Committee.
- e) Numbers of votes pooled by candidates are not disclosed but candidate or any member of Council of Delegate has right to ask the details of result prior to launching a formal appeal.
- f) Appeal shall be sent to the President and Executive Director and shall be discussed in the Standing Committee.
- g) Candidates shall be physically present and in case of absence, it should require a force majeure. The status of their qualification will be then presented by the Election Committee on site.
- h) The candidates or their representatives are allowed to join the election committee to observe the election process

4. Financial Planning and Budgeting:

- 4.1 The Treasurer shall lead the Finance committee appointed according to the constitution. The Finance Committee shall advise the Executive Committee on the financial implications of strategic and operational programs of IPA. The Finance committee shall include:

- Treasurer
- President
- President-Elect
- Executive director
- Deputy Executive Director

- Financial experts and other members appointed by the president to assist IPA in its financial activities.

- 4.1.1 A provisional budget for each year shall be prepared by the Treasurer in January in liaison with ED and the President, which will then be presented for review and approval by Executive Committee and Standing Committee.
 - 4.1.2 The treasurer shall prepare financial reports every month for internal auditing by the finance committee and review by the Executive Committee, and shall prepare reports at the time of each meeting of the Standing Committee, and as required for external auditing and for tax reporting.
 - 4.1.3 The treasurer shall report annually or more frequently if needed on IPA's reserve, fundraising, and investment policy, banking profitability, accounting system and financial management, and on management of risk.
 - 4.1.4 All banking signature authorities shall be held by the treasurer, president, and other such officers or staff as approved by the Executive Committee for the efficient management of IPA finances.
- 4.2 Policies for accepting grants, donation
- 4.2.1 Grants and donations are accepted by IPA and the Executive Committee if they fall with the scope of the IPA mission and vision
 - 4.2.2 The source of grants and or donation must be free of any conflict of interest, financial doubt, or money laundering
 - 4.2.3 Grants and/or donation funds shall be applied as per the request of the donor.
 - 4.2.4 WHO FENSA (framework for the engagement of non-state actors) guidelines MUST be incorporated into accepting funds, including conflict of interest disclosures and management, and prevention of abuse and neglect in order to maintain our status as a collaborating organization with WHO and the UN

5. Meetings of IPA

5.1 Criteria for IPA Sponsorship of National & International Scientific Meetings: IPA receives frequent requests for some degree of “sponsorship” of a variety of different national or international meetings. Scientific meetings in which IPA may be involved fall within three different categories:

5.1.1 Category A Meetings: Scientific meetings organized by IPA (primarily the BIENNIAL IPA World Congress, where IPA is primarily responsible for the Scientific Programme for the meeting along with the National Pediatric Society that is hosting the meeting.

- a) Deadline for candidacy as IPA Congress hosting country is 6 months prior to Council of Delegates meeting, being held 4 years prior to the anticipated IPA Congress in question.
- b) The candidacy shall be sent to the Executive Director
- c) The proposal to host the IPA Congress must be presented by representatives of National Member Societies and endorsed by a government body of the respective country
- d) To be eligible for hosting a congress, a country must be part of a regional society and from a region in which no congress has been held during the two preceding two-year periods.
- e) The IPA PCO must be nominated by Standing Committee.
- f) The Scientific Committee of each IPA Congress shall consider geographical representation (a representative from each Regional Pediatric Societies)

5.1.2 Category B Meetings: Scientific meetings organised by Program areas of IPA. All those meetings shall be approved by Executive Committee. Partial Funding may be allocated depending on provisional budget

5.1.3 Category C Meetings: another body including **regional and national societies affiliated to IPA**, requesting some level of IPA endorsement. Direct IPA involvement in the organisation of the meeting may be required, and IPA will have a variable role in developing, approving and sometimes contributing to the Scientific Programme.

5.1.4 **Category D Meetings:** Scientific meetings of Regional or National Societies where IPA is invited to send or recommend speakers (as resource persons).

5.1.5 The IPA Officers will take the following principles into account when considering sponsorship requests:

5.1.5.1 Category A and B Meetings:

- Arrangements for the biennial IPA World Congress will be negotiated with the National Paediatric Society that is hosting the meeting.
- Arrangements for Program areas will be negotiated with Executive Committee

5.1.5.2 Category C Meetings

- a) The meeting convenors should give IPA the opportunity to be involved in the planning of the relevant part of the meeting from an early stage.
- b) The meeting convenors must consult IPA in the following relevant areas:
 - ✓ The choice of topics and speakers
 - ✓ The format of reference to IPA in Congress printed material.
 - ✓ The meeting convenors must satisfy the IPA Officers that the meeting fulfils IPA's ethical guidelines.
 - ✓ IPA will accept no financial or legal liability with respect to the meeting.
- c) Services to be provided to IPA free of charge may include:
 - ✓ Exhibition space
 - ✓ The insertion of IPA materials in participants' bags
 - ✓ The promotion of the IPA World Congress through the event organisers' mailing list and website
 - ✓ The involvement of IPA-endorsed speakers, who should receive complimentary registration and be provided with complimentary travel (in accordance with IPA's Travel Policy) and accommodation

5.1.5.3 Category D Meetings

- a) IPA will accept no financial or legal liability with respect to the meeting.

- a) The involvement of IPA-endorsed speakers will be required. The IPA-endorsed speakers should receive complimentary registration and be provided with complimentary travel and accommodation by the inviting organization
- b) If the national or regional society only request for endorsement is to allow use of the IPA logo and hosting the top leaders of the IPA then;
- c) Services to be provided to IPA free of charge may include the insertion of IPA materials in participants bags and the promotion of the IPA World Congress through the event organisers' mailing list and WEBSITE

6. PUBLICATION

6.1 JOURNAL: The Association may establish its own journal or shall institute a partnership with an established pediatric journal. Such a partnership should be subject to a written agreement between the Association and the journal representatives. Details of such a partnership should be the responsibility of a designated editorial officer who will report on activities and problems to the Executive Committee on a regular basis.

6.2 OTHER PUBLICATIONS: The Executive Committee may appoint other officers to deal specifically with other editorial aspects of publications such as the production and dissemination of information or teaching material and the representation of the Association on the web.

7. DECLARATION OF INTERESTS:

7.1 Each member of the Executive Committee, the Standing Committee, chairs of any program areas/working groups, the Executive Director and those who organize events and activities on behalf of the Association must submit to the President of the Association an annual "Declaration of Interests" in a format determined by the Executive Committee. . Candidates for each of these positions must also submit a Declaration of Interests to the President of the Association prior to being allowed to stand as a candidate.

7.2 The president will determine whether an actual or perceived potential conflict of interest exists, and whether additional information is needed, including a discussion with the interested person. In the case of the Declaration of Interests of the President, the evaluation will be performed by the President-elect.

7.3 If a relevant conflict of interest is identified , it will be presented to the Executive Committee for discussion. The Executive Committee members ,with the exception of the involved person should they be an Executive Committee member, shall decide if a conflict of interest

exists. In most circumstances, the disclosure of financial, affiliated or other interests or relationships that pose a potential conflict of interest will likely be sufficient in addressing the potential conflict. If, however, in the view of the Executive Committee, disclosure of such interests or relationships alone is not adequate to ensure the integrity and credibility of the Association, the affected individual may be asked to resolve the conflict by either withdrawing from the outside conflicting interest or relationship or withdrawing from participation in some or all activities of the Association. Alternatively, the Executive Committee may provide for other means to resolve the conflict.