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International Collegium of Rehabilitative Audiology

## **Bylaws**

### **ARTICLE I – NAME**

The name of the organization is the International Collegium of Rehabilitative Audiology, hereafter known as the Collegium. It is a non-profit making organization.

### **ARTICLE II – PURPOSE**

The purpose of the Collegium is to provide an international forum for the exchange of research findings, advances in technology, and new methodologies and procedures in rehabilitative audiology. The range of issues in rehabilitative audiology brought to this forum will be those that are important to people of all ages.

### **ARTICLE III – GOVERNANCE**

#### **Executive Council**

The Executive Council is responsible for managing the affairs of the Collegium and consists of the President, the President-Elect, the Secretary-Treasurer, the Immediate Past-President, and two Members-at-Large. The Executive Council is always answerable to the General Assembly for its decisions.

#### **General Assembly**

The General Assembly is the ruling body of the Collegium. It consists of all Fellows in attendance at a Business Meeting of the Collegium. Attendance at a meeting requires synchronous participation. Synchronous participation may be in-person or remote (e.g., enabled by technologies such as teleconferencing).

### **ARTICLE IV – MEMBERSHIP**

#### **Types of Members**

There are two types of members in the Collegium: (i) Fellows and (ii) Fellows Emeriti. Fellows are voting members of the Collegium. Fellows Emeriti are non-voting members of the Collegium.

#### **Eligibility and Nomination**

Fellows: Fellows must have contributed to, and still be active in, research in the scientific aspects of the rehabilitation of individuals with auditory disorders. Nominations for membership must come from two or more Fellows or Fellows Emeriti. The nominators will provide a summary of the relevant accomplishments of the nominee to the Executive Council for the purpose of evaluating the nominee for

membership. Membership is by unanimous approval of the Executive Council and subsequent ratification by a simple majority of the General Assembly.

Fellows Emeriti: Fellows who have been members of ICRA for a minimum of ten years may apply to the Executive Council to become Fellows Emeriti. For those whose application is approved, the change in membership status from Fellow to Fellow Emeritus/a will be effective immediately. Fellows Emeriti receive the same benefits and privileges as Fellows (e.g., nominate new Fellows, organize Scientific Meetings), but they no longer vote on decisions made by the General Assembly and their dues are waived.

### **Number of Members**

The total number of Fellows must not exceed 50. Fellows Emeriti are supernumerary.

### **Withdrawal of Membership**

By Members: Members may withdraw their membership in the Collegium at any time by notifying the Executive Council. Upon receipt of this notification, the withdrawal becomes effective immediately.

By the Executive Council: Fellows are required to participate in the activities of the Collegium and to pay their dues on time. Membership may be withdrawn if a Fellow does not participate in two consecutive biennial in-person Scientific Meetings or is more than two years late paying dues.

## **ARTICLE V – DUES**

Dues for Fellows are established by unanimous approval of the Executive Council and subsequent ratification by a simple majority of the General Assembly. Fellows of the Collegium will be notified in writing by the Secretary-Treasurer of the amount of dues to be paid and the deadline for payment.

## **ARTICLE VI – MEETINGS**

There are two types of meetings of ICRA: Scientific and Business.

### **Scientific Meetings**

The purpose of Scientific Meetings is to provide a forum for

- (i) scientific discussion and exchange of ideas,
- (ii) presentations by members of their work,
- (iii) initiating and monitoring progress of ICRA projects and working group activities,
- (iv) discussing opportunities for ICRA to play a leading role in the field of rehabilitative audiology.

Scientific Meetings are open to all members. Additional guests (such as prospective Fellows or local researchers) may be allowed to attend in accordance with current guidelines as determined by the Executive Council.

The Executive Council will coordinate with meeting organizers and oversee program planning and financial arrangements for all Scientific Meetings.

In-person Scientific Meetings: In-person Scientific Meetings will be held at least once every second year, barring exceptional circumstances. These Scientific Meetings will be held at a place and date determined by the Executive Council. Notice for in-person Scientific Meetings will be given to members at least eight months in advance of the meeting.

Virtual Scientific Meetings: Virtual Scientific Meetings may be held at any time. Member(s) wishing to organize such a meeting must obtain approval from and coordinate with the Executive Council.

### **Business Meetings**

The purpose of Business Meetings is to ensure the orderly, sustainable and effective running of the Collegium. Business Meetings provide a forum for the Executive Council to update members of the Collegium on operations, for members to propose new activities, and to bring items requiring a discussion and/or voting by Fellows. The Business Meetings are open to all members.

A Business Meeting of the General Assembly will be held at the time of the biennial in-person Scientific Meeting. Additional Business Meetings may be called at any time by the Executive Council as needed for specific purposes.

Business Meetings are chaired by the President or by the President-elect if the President is absent.

A call for agenda items will be issued to members with the notice of meeting. The agenda and any items for voting will be circulated to all members at least one month ahead of any Business Meeting, except in the case of an urgent need for decisions.

The Business Meeting will be quorate if two-thirds of the total number of Fellows are in attendance. Only those in attendance may vote. Decisions and approvals are made by a simple majority of Fellows who are in attendance, except in the cases of amendments to these Bylaws or a vote to dissolve the Collegium (see Articles X and XI). The President only casts a vote in the event of a tied vote.

## **ARTICLE VII – DUTIES OF OFFICERS AND MEMBERS-AT-LARGE**

### **President**

The duties of the President are to:

1. Preside at all meetings of the Collegium, including meetings of the Executive Council and the General Assembly.
2. Be the official representative of the Collegium.
3. Appoint all standing and Ad Hoc Committees.

### **President-Elect**

The duties of the President-Elect are to:

1. Attend all meetings of the Executive Council as a voting member and assist in providing continuity in the deliberations of the Executive Council and further the development of the Collegium.
2. Assume any special responsibilities requested by the President.
3. Assume the duties of the President if the President is absent.

4. Represent the Executive Council to oversee and coordinate program planning with the organizers of Scientific Meetings.

### **Immediate Past President**

The duties of the Immediate Past President are to:

1. Attend all meetings of the Executive Council as a voting member and assist in providing continuity in the deliberations of the Council and further development of the Collegium.
2. Assume any special responsibilities requested by the President.

### **Secretary-Treasurer**

The duties of the Secretary-Treasurer are to:

1. Attend all meetings of the Executive Council as a voting member and assist in providing continuity in the deliberations of the Council and further development of the Collegium.
2. Assume any special responsibilities requested by the President.
3. Record minutes of official actions taken and discussions at all meetings of the Collegium and the Executive Council.
4. Send communications to members of the Collegium as needed to notify them of the amount of dues and the deadline for paying them, the time and place of Scientific and Business Meetings and the call for agenda items and the agenda for Business Meetings.
5. Maintain an up-to-date roster of the members of the Collegium and report the status of the membership to the Executive Council and the General Assembly.
6. Represent the Executive Council to oversee and coordinate financial matters with the organizers of Scientific Meetings.

### **Members-at-Large (2)**

The duties of the two Members-at-Large are to:

1. Attend all meetings of the Executive Council as voting members, and contribute to its deliberations.
2. Assume any special responsibilities requested by the President.

## **ARTICLE VIII – COMMITTEES AND WORKING GROUPS**

The Executive Council, with approval of the General Assembly, may create one or more Standing Committees, Ad Hoc Committees, and Working Groups.

### **Standing Committees**

There will be an Executive Nominations Committee. The composition of this committee is determined every two years by the Executive Council. This Committee will prepare the slate of nominees for election to the Executive Council.

### **Ad Hoc Committees**

Ad Hoc Committees are appointed as needed, typically for two years, and report to the Executive Council. An Ad Hoc Committee may be reappointed as needed to complete their tasks.

### **Working Groups**

Working Groups consist of members of the Collegium who collaborate on specific research topics. The Working Groups convene sessions at the biennial Scientific Meeting and report their progress at the Business Meeting or more frequently as needed. Working groups are established and discontinued by decision of the Executive Council, following discussion at the Business Meeting.

## **ARTICLE IX – ELECTIONS**

The Executive Nominations Committee issues a call to the members for nominations for the positions of President-Elect and two Members-at-Large every two years and a call is issued for the position of Secretary-Treasurer every four years. After two years, the President-Elect normally succeeds to the office of President for a two-year term and thence to the office of Immediate Past President for a two-year term; he/she is eligible for re-election after a lapse of six years from the end of their term as Immediate Past President. The Secretary-Treasurer and the Members-at-Large are eligible for immediate re-election for second four-year and two-year terms, respectively.

Based on the response to the call for nominations, the Executive Nominations Committee prepares a preliminary slate of nominees to be circulated with the agenda for the next Business Meeting. The election is decided by a simple majority vote of the General Assembly.

Should any Officer or Member-at-Large of the Executive Council be unable to continue in their duties, the Executive Council can appoint an interim Officer or interim Member-at-Large until an election is held to find a replacement. If the Executive Council is vacant then interim Officers and Members-at-Large may be determined by the Fellows at an emergency Business Meeting.

## **ARTICLE X – AMENDMENTS**

Amendments to these Bylaws can be proposed by any Fellow by sending a proposal to the Executive Council at least six months prior to the next Business Meeting. If the Executive Council approves the proposed amendment then it will be sent to the Fellows at least one month prior to being voted on by the Fellows at a Business Meeting. Amendments must be approved by at least two-thirds majority of the General Assembly.

## **ARTICLE XI – DISSOLUTION OF THE COLLEGIUM**

A proposal to dissolve the Collegium can be made by any Fellow. Such a proposal for dissolution of the Collegium must be circulated to all Fellows at least six months prior to it being voted upon by the Fellows in attendance at a Business Meeting. To be implemented, it must be approved by at least a two-thirds majority of the General Assembly.

In the event of dissolution of the Collegium, its property (financial assets, materials such documents, electronic files or software, information such as membership lists or website) may be transferred to another scientific organization with goals similar to that of the Collegium or be distributed for educational purposes. The disposition of any property will be determined as recommended by the Executive Council and approved by two-thirds majority vote of the General Assembly. No part of the financial assets of ICRA is distributable to individuals. If the amendment is approved, the liquidation of all property of the Collegium will be carried out by the Executive Council.

(Current version of the By-laws was last revised August 1993, H. Bachler, Secretary / Treasurer)

REVISED BY ICRA EXEC – DRAFT VERSION 28 June 2021