

International Fluency Association Bylaws April 2017

Addendum to Revision, November 2013: These Bylaws represent a revision of the original IFA Bylaws that were adopted in 1994, following establishment of IFA's Founding Articles in 1990, which were subsequently revised 1992 and 1994.

Note that IFA is holding an election November 2013 for Treasurer (who will serve January 1, 2014 – December 31, 2015), Member-at-Large (who will serve January 1, 2014 – December 31, 2015), and President Elect (who will serve the remainder of the unfulfilled January 1, 2013 – December 31, 2014 term), the nominations for which closed October 11, 2013.

The change to 3-year terms for elected officers outlined below requires a phase in period. Therefore, the 3-year terms will commence 2015, when the present President Elect (fulfilling the remainder of the 2013-2014 term) assumes the Presidency (January 1, 2015). Election for the next President Elect and Secretary will be held in October 2014 with the terms January 1, 2015 through December 31, 2017; election for the next Treasurer and Member-at-Large will be held October 2015 with the terms January 1, 2016 through December 31, 2018.

Addendum to Revision, September 2015: These Bylaws represent a revision of the original IFA Bylaws that were adopted in 1994, following establishment of IFA's Founding Articles in 1990, which were subsequently revised 1992, 1994, and 2013.

In order to move the term of service from January-December to July-June (so as to transition at the time/location of IFA's World Congress from existing to new officers), all elected officers, presently serving in 2015, will extend their term by six months, to conclude June 30. However, the current Treasurer's term of office will be extended one year, six months, allowing for a special election of a Treasurer Elect, who will serve as Treasurer Elect for one year and then Treasurer for the subsequent two years.

For clarity, the following cycle of elections will be held:

May 2016 – IFA will hold elections for Member-at-Large and Treasurer Elect. The term for Member-at-Large will be July 1, 2016 to June 30, 2019. The term for Treasurer Elect will be July 1, 2016 to June 30, 2017. The Treasurer Elect then will become Treasurer from July 1, 2017 to June 30, 2020.

May 2019 – IFA will hold elections for Member-at-Large and Treasurer Elect. The term for Member-at-Large will be July 1, 2019 to June 30, 2022. The term for Treasurer Elect will be July 1, 2019 to June 30, 2020. The Treasurer Elect then will become Treasurer from July 1, 2020 to June 30, 2023.

May 2018 – IFA will hold elections for President Elect and Secretary. The terms for both will be July 1, 2018 to June 30, 2021. The President Elect then becomes President from July 1, 2021 to June 30, 2024.

May 2021 – IFA will hold elections for President Elect and Secretary. The terms for both will be July 1, 2021 to June 30, 2024. The President Elect then becomes President from July 1, 2024 to June 30, 2027.

By electing only two members of the Executive Board at one time, IFA is maintaining continuity in vision and leadership.

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A new position of Past Treasurer is created. At the end of the term of office, the current Treasurer will become Past Treasurer for a period of one year to facilitate continuity and provide ongoing support to the new Treasurer.

The Chair of Research Committee is not required to be a professional in fluency disorders. They will possess the requisite academic and research knowledge and skills to fulfil this role.

Article I: Name, Mission, Guiding Principles

Section 1: Name

The Name of the organization shall be the International Fluency Association.

Section 2: Mission

The International Fluency Association (hereafter referred to as the Association) is a non-profit, international, interdisciplinary organization devoted to the understanding of fluency, understanding and management of fluency disorders, and improvement in the quality of life for persons with fluency disorders. Specifically, the mission of the Association is to:

- A. Stimulate interdisciplinary thought and research in the area of fluency and fluency disorders.
- B. Encourage and facilitate the development of interdisciplinary approaches to prevention and management of fluency disorders.
- C. Facilitate communication among researchers, speech scientists, fluency specialists, and clinicians from all disciplines and people with fluency disorders.
- D. Encourage the development of, and interaction among, self-help (i.e., peer-to-peer) groups for people with fluency disorders.
- E. Represent and serve as an advocate for people with fluency disorders; professionals who serve them; professionals in training to serve them; and organizations and institutions dedicated to professional training, understanding fluency disorders, and meeting the needs of people with fluency disorders.
- F. Educate the general public about the nature and management of fluency disorders and the abilities and needs of people with fluency disorders.

Section 3: Guiding Principles

- A. The Association shall strive in all ways to be international.
 - 1) The IFA General Membership, Executive Board, Board of Directors, Committee Chairs, and Committee Members shall include representatives from different continents so as to maximize diversity to the extent possible.
 - 2) International issues affecting fluency disorders or people with fluency disorders shall be given higher priority than local or regional issues.
- B. The Association shall provide a forum for all points of view that are consistent with the mission of the Association.
 - 1) All individuals engaged in research, prevention, diagnosis, or treatment pertaining to fluency disorders, or in any other activity consistent with the mission of the Association, such as participation in the development and maintenance of self-help (peer-to-peer) groups for those with fluency disorders, are eligible for membership in the Association.
 - 2) The Association shall encourage expression of varying points of view with respect to theoretical or debatable issues concerning the prevention, diagnosis, and treatment of individuals with fluency disorders rather than strive for consensus among its membership on such issues.

Article II: Membership and Dues

Section 1: Membership

In keeping with the mission and guiding principles of the Association as noted in Article I, Section 2 and 3 of these Bylaws, individuals engaged in research, prevention, diagnosis, or treatment pertaining to fluency disorders, or in any activity consistent with the mission of the Association, are eligible for membership. However, only IFA members who are professionals in fluency disorders are eligible to serve on IFA's Board of Directors (i.e., with the exception of the Chair of the Self-Help and Consumer Affairs Committee) and Executive Board. Anyone serving as a member of the IFA Board of Directors, Executive Board, Standing Committees, or Ad Hoc Committees must be an IFA member.

Section 2: Membership Dues

Membership dues, which include the costs of a subscription to the *Journal of Fluency Disorders*, will be established by the Association's Board of Directors in conjunction with Elsevier annually. Members need to renew their membership annually in order to remain in good standing, unless multi-year memberships become available. Membership follows the calendar year (January 1 through December 31).

Article III: Organizational Structure

Section 1: Board of Directors (Composition and Charge)

- A. Composition: The Board of Directors shall consist of the elected officers of the Association and the chairs of the Association's Standing Committees. The members of the Board shall be derived from different continents so as to maximize diversity to the extent possible.

- B. Charge: The Board of Directors shall be the policy-making body for the Association.

Section 2: Executive Board (Composition and Charge)

- A. Composition: The Executive Board shall consist of the elected officers of the Association and the Editor of the *Journal of Fluency Disorders*, and the Chair of the Membership Committee, both of whom are ex officio and non-voting.
- B. Charge: The Executive Board shall be the management body for the Association with the power to approve or disapprove the President's appointment of the Chairs of the Association's Standing Committees (who become members of the Association's Board of Directors), to establish charges for the Standing Committees, to schedule meetings of the Association, and to conduct the affairs of the Association in keeping with its Bylaws and policies adopted by the Association's Board of Directors.

Section 3: Standing Committees, Charges, Chairs, and Members

- A. Standing Committees: The Association shall maintain the following standing committees, as approved by the Executive Board:
1. Administrative
 - a. Finance Committee
 - b. Membership Committee
 - c. Nominations, Elections, and Awards Committee
 - d. Research and Publications Committee
 - e. Website and Technology Committee
 2. Communications
 - a. Professional Liaisons Committee
 - b. Self Help and Consumer Affairs Committee
 3. Professional Affairs
 - a. Meetings and Conferences Committee
 - b. Instruction and Training Committee
- B. Committee Charges: Standing Committee charges have been developed and approved by the Executive Board.
1. Finance Committee – Assist the Treasurer as requested by (including but not limited to) preparing fiscal reports, monitoring income and expenditures, and coordinating financial matters to ensure the Association's fiscal responsibility and stability.
 2. Nominations, Elections, and Awards Committee – Prepare a Call for Nominations for elected positions; prepare a Slate of Nominations for elected positions; conduct elections according to the Association's Bylaws; invite nominations for awards and recognitions according to the committee's guidelines, which are approved by the Executive Board and are available on the Association's website.
 3. Research and Publications Committee – Interact with the Editor of the *Journal of Fluency Disorders*; encourage submission of quality papers to the *Journal of Fluency Disorders* from authors in diverse international locations; produce a newsletter at least twice yearly containing a summary of international activities related to fluency and fluency disorders of interest to professionals and to people with fluency disorders, after consulting with and receiving content from the Professional Liaisons Committee.
 4. Website and Technology Committee – Maintain the Association's website by utilizing current use of instructional technology for communicating to the international community the Association's business, educational opportunities, and other matters concerning fluency and fluency disorders.
 5. Professional Liaisons Committee – Maintain a roster of international representatives who summarize activities (i.e., recently past, present, and upcoming) related to the discipline of fluency disorders for inclusion in the Association's newsletter.
 6. Self Help and Consumer Affairs Committee – Build bridges between the professional and consumer communities and liaise between related professional and consumer organizations worldwide.
 7. Meetings and Conferences Committee – Solicit proposals for the next IFA Congress location; organize and/or negotiate for coordination of the next IFA Congress; liaise with related organizations (e.g., International Cluttering Association, International Stuttering Association) to maximize diversity and inclusivity in all matters and presentations related to fluency and fluency disorders.
 8. Instruction and Training Committee – Coordinate CEU opportunities for professionals in fluency and fluency disorders; create mentorship, training, and other instructional opportunities within the professional and consumer communities, particularly in developing countries; collaborate with the Association's Website and Technology Committee in order to provide instructional opportunities worldwide.
 9. Membership Committee -- Maintain a roster of current IFA members; coordinate and implement the renewal process; solicit membership and conduct membership drives to maintain and increase membership base; recommend a dues structure to the Board of Directors.
- C. Committee Chairs: Committee Chairs, with the exception of the Finance Committee (of which the Treasurer serves as Chair and is elected), are appointed to a three-year term by the Association President with the

approval of the Executive Board and following receipt of recommendations from the Nominations, Elections, and Awards Committee. Committee Chairs may be reappointed. Because Standing Committee Chairs are members of the Board of Directors, appointments shall be consistent with the Association's guiding principle that the Association's Boards, Committees, and Chairs shall be derived from different continents so as to maximize diversity to the extent possible.

- D. Committee Members: Each committee will have at least three committee members in addition to the Chair. Committee members are appointed to three year terms by the Association President with the advice and consent of the Committee Chair. Committee Members may be reappointed. Committee Member appointments shall be consistent with the Association's guiding principle that the Association's Boards, Committees, and Chairs shall be derived from different continents so as to maximize diversity to the extent possible.

Section 4: Ad Hoc Committees

- A. Ad Hoc Committees may be established at any time by action of the Association President, the Board of Directors, or the Executive Board.
- B. Ad Hoc Committees are reviewed by the Executive Board annually and dissolved when their stated task is completed.

Article IV: Officers, Terms, Nominations, Elections

Section 1: Officers and Responsibilities

- A. President: Serves as Chief Executive Officer for the Association; establishes agendas and conducts meetings of the Association's Board of Directors, Executive Board, and membership; appoints, with the exception of the Finance Committee and with Executive Board approval, Committee Chairs recommended by the Nominations, Elections, and Awards Committee; appoints members to Association Committees following consultation with the Committee Chair; monitors the activities of the Administrative Standing Committees (Finance Committee, Membership Committee, Nominations, Elections, and Awards Committee, Research and Publications Committee, Website and Technology Committee).
- B. President Elect: Performs the duties of the President in the President's absence; assumes the office of President should a vacancy occur in that office; assumes the office of President upon completion of the President Elect term, serves as a member of the Board of Directors and the Executive Board; assists the President as directed and monitors the activities of the Communications Committees (Professional Liaisons Committee, Self Help and Consumer Affairs Committee) and the Professional Standing Committees (Meetings and Conferences Committee, Instruction and Training Committee).
- C. Treasurer: Serves as the Association's Chief Financial Officer; chairs the Finance Committee; prepares fiscal reports for the Association's membership as directed by the Board of Directors or the Executive Board; serves as a member of the Board of Directors and the Executive Board.
- D. Treasurer Elect: Performs the duties of the Treasurer in the Treasurer's absence; assumes the office of Treasurer should a vacancy occur in that office; assumes the office of Treasurer upon completion of the Treasurer Elect term, serves as a member of the Board of Directors and the Executive Board; assists the Treasurer as directed to assist the Finance Committee.
- E. Secretary: Maintains records of the Association; serves as a member of the Board of Directors and Executive Board; prepares minutes of all meetings of the Board of Directors, Executive Board, and membership.
- F. Member-at-Large: Serves as a member of the Board of Directors and the Executive Board; ensures that the diverse voice and opinions of the general membership are being heard and considered in deliberations of the Executive Board, Board of Directors, and Standing Committees.
- G. Past President: Advises the President as needed; serves as a non-voting member of the Board of Directors and Executive Board for one year past the presidency.
- H. Historian/Archivist: Collects and maintains the history of the organization including, but not limited to, founding documents, past and current Bylaws, and meeting minutes. This appointed position serves as a non-voting member of the Board of Directors and Executive Board.

Section 2: Terms

The terms of Executive Board members, with exception of the Past President and the two ex officio members (Editor of the *Journal of Fluency Disorders* and Chair of the Membership Committee), shall be for three years. Executive Board members' terms shall be staggered so that the President Elect and Secretary will be elected one year and the Treasurer Elect and Member-at-Large will be elected the following year. No election will be held in the third year. Terms run from July through June.

Section 3: Nominations

- A. Nominees for the Executive Board Positions (President Elect, Secretary, Treasurer Elect, and Member-at-Large) will be restricted to IFA members who are professionals in fluency disorders and will follow the Association's guiding principle to derive its leaders from different continents so as to maximize diversity to the extent possible.

- B. The Nominations, Elections, and Awards Committee will present to the Executive Board at least two nominees for each office for which an election is being held. The Nominations, Elections, and Awards Committee will forward the recommended nominees to the Executive Board for approval at least two months before the election date.

Section 4: Elections

The Executive Board will establish an election date that is at least two months prior to the end of the term of service. Elections for members to serve on the Executive Board shall be by an electronic ballot.

Article V: Meetings

There shall be at least one meeting annually of the IFA membership, Board of Directors, and the Executive Board. All meetings may be held through the use of telecommunications. During the years when IFA congresses are held, these meetings may be conducted face-to-face at the respective congress locations.

Article VI: Association’s Publications

The *Journal of Fluency Disorders* shall be the official journal of the Association and so long as the relationship between the Association and the Elsevier, Inc. is maintained, the following imprint will appear on the cover and in the front matter of the *Journal of Fluency Disorders*: “Official Journal of the International Fluency Association”. Members will receive four issues of the *Journal of Fluency Disorders* annually. The Association will be provided four to six pages per issue, in a section separate and distinct from the regular editorial content of the Journal, for the Association’s use. In addition, under the supervision of the Journal’s editor, abstracts of papers presented at meetings sponsored by the Association will be published in the Journal.

Article VII: Amendments

The Bylaws may be amended by a two-thirds (2/3) majority vote of those Association members voting.

Article VIII: Dissolution

The Association may be dissolved by a two-thirds (2/3) majority vote of the Board of Directors. Such dissolution shall become effective only after notice of such action has been transmitted to the members and a majority of the membership do not object in writing within ninety (90) days following transmittals of the notice to dissolve. If the Association is dissolved by appropriate resolution, liquidation of the Association’s assets will be determined by the Executive Board and Board of Directors, and approved by the majority of those Association members voting.

Approved by the Association’s Executive Board, Board of Directors, and General Membership on 27th February 2017.

Respectfully submitted,

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International Fluency Association President, 2015-18**
