



CONSTITUTION

OF

THE INTERNATIONAL ASSOCIATION FOR CHILD AND ADOLESCENT PSYCHIATRY AND ALLIED PROFESSIONS

Amended 2004

Constitution of the International Association for Child and Adolescent Psychiatry and Allied Professions

(Association Internationale de Psychiatrie de l'Enfant et de l'Adolescent
et des Professions Associées)

Amended by vote of the General Assembly in Berlin, Germany August, 2004)

Article 1 - Name and Registration

Under the name "INTERNATIONAL ASSOCIATION FOR CHILD AND ADOLESCENT PSYCHIATRY, AND ALLIED PROFESSIONS" there exists an association organized as a corporation and empowered as juridical person according to articles 60 ss CCS and the present Constitution. The Association is registered in Geneva, Switzerland.

Article 2 - Purpose

To promote the study, treatment, care and prevention of mental and emotional disorders and deficiencies of children, adolescents and their families. The emphasis is on practice and research through effective collaboration among child psychiatrists and allied professions of psychology, social work, paediatrics, public health, nursing, education, social sciences and other relevant professions.

Article 3 - Membership

Membership in the Association shall comprise three categories: full members, affiliate members and associate members.

Section 3.1 Full Membership

Full membership shall be open to bona fide national organizations whose members are composed of child psychiatrists or of child psychiatrists and members of allied professions. Admission to full membership will be determined by the Executive Committee on the basis of the following criteria.

Section 3.1.1

The Constitution of the member organization shall be in harmony with the Constitution of the Association as regards such issues as goals, membership qualifications and activities.

Section 3.1.2

Membership in the member organization shall be drawn from suitably qualified persons throughout the country and not be restricted by residence in a particular locality, or membership of a particular institution.

Section 3.1.3

The interests of the member organization shall encompass the whole range of mental and emotional disorders and deficiencies of childhood and adolescence and not be restricted to a particular diagnostic category such as psychosis or mental retardation.

Section 3.1.4

The interests of the member organization shall include all methods of study, treatment, care and prevention of the above disorders and not be restricted to any particular method or methods.

Section 3.1.5

More than one member organization may be admitted from each country, subject to the proviso that no additional member organizations from any country will be admitted if this results in the voting power from that country exceeding 15 per cent of the combined vote of all national organizations which have full membership in the Association.

Each full member organization will be entitled to send one delegate to official Assemblies of the Association, and through him or her to vote either in person, by proxy, or by mail in all business matters.

The term "member organization" as herein used in these Statutes refers only to full members of the Association.

Section 3.2 Affiliate Membership

Affiliate membership in the Association shall be open to all organizations or other groups, international, national, or local whose membership is composed of child psychiatrists and/or other professional workers devoted to the study, treatment, care and prevention of mental and emotional disorders and deficiencies of children and/or adolescents. Any number of bona fide organizations may be admitted by the Executive Committee.

An affiliate member organization may send one delegate to the Assemblies of the Association. This delegate may speak, but may not nominate officers nor vote unless elected an officer of the Association.

Section 3.3 Associate Membership

Associate membership in the Association shall be open to individual child psychiatrists and other professional workers who devote themselves to the study, treatment, care and prevention of mental and emotional disorders of children and adolescents and their families.

An associate member may speak at Assemblies of the Association, but may not nominate officers nor vote unless elected as an officer of the Association. Associate membership can only be obtained for individuals in countries where no existing national society for child and adolescent psychiatry and allied professions already exists. If such a society exists membership must be in that society and not directly with IACAPAP. Individuals applying for Associate member status will be evaluated based on their professional training and competence through application to the Executive Committee with supporting references. Associate membership in IACAPAP will not constitute any form of certification of competence or permission to engage in practice. (Amended August, 2004)

Section 3.4 Membership Fees

Section 3.4.1

For all dues calculations the N will be 60.00 USD (as amended August, 2004)

Organizations with up to 25 members will have a base fee of 60.00 USD if in a low income country. For each national income increment the dues will increase by one-half N. Thus, for a high income country with less than 25 members the annual dues will be 120.00 USD. In

case of an association with a special economic problem, the Executive Committee is empowered to negotiate an individual arrangement.

Dues calculations as of the General Assembly meeting of August, 2004 appear below.

Table 1. Dues Structure for IACAPAP as amended August, 2004

| Members | Low Income* | Middle Income* | High Income* |
|----------------|-------------|----------------|--------------|
| 0 - 25 | \$ 60.00 | \$ 90.00 | \$ 120.00 |
| 26 - 100 | 120.00 | 150.00 | 180.00 |
| 101 - 250 | 180.00 | 210.00 | 240.00 |
| 251 - 500 | 240.00 | 270.00 | 300.00 |
| 501 - 1,000 | 300.00 | 330.00 | 360.00 |
| 1001 - 2,000 | 360.00 | 390.00 | 420.00 |
| 2001 and above | 420.00 | 450.00 | 480.00 |

* World Health Organization/World Bank Country Income Classification

Section 3.4.2 Annual dues for Affiliate Members shall be as follows:

As in Section 3.4.1

Section 3.4.3 Annual dues for Associate Members

Individual members in countries where a national organization does not exist shall be as follows: (As amended August, 2004)

The basic dues will be 60. USD per annum. In the case of members from countries with special economic problems, the Executive Committee is empowered to negotiate individual arrangements. (As amended August, 2004)

Section 3.4.4 The **value of N** will be determined at the Assembly (business meeting) held in conjunction with the quadrennial Congresses of IACAPAP. The existing formula can be modified at the same Business meeting. (As amended August, 200)

Section 3.5 Voting

Voting in person or by proxy in all business at the Assembly of the Association, including the election of officers, shall be by one delegate from each full member organization, and by current officers of IACAPAP.

Full member organizations may only vote if their dues are paid up to date as of the day of the Assembly meeting during which the election will be held. (As amended August, 2004)

Article 4 - Officers

Section 4.1.1

The officers of the Association shall be President, Immediate-Past President, six Vice Presidents, Treasurer, Secretary-General, and three Assistant Secretaries-General. Officers do not represent their country or member organization, but serve as individuals. Candidates for office must be associate members or members of member organizations or affiliate organizations.

Section 4.1.2

With the exception of the Treasurer, there shall be no more than two officers from the same country, and as far as possible, the officers shall be drawn from the principal cultural regions of the world.

Section 4.1.3

At least two officers shall be drawn from child psychiatrists and at least two from allied professionals.

Section 4.2

The President shall appoint a Nominating Committee which shall, at least ninety days before the Assembly, request nominations of officers from all member organizations, affiliate members, associate members, and officers of the Association. This list will be published before the Assembly, indicating those who have accepted nomination. On the basis of these nominations, the provisions of Sections 4.1.2 and 4.1.3 and the availability and willingness to serve of those nominated, the Nominating Committee shall prepare a recommended list of candidates for each office, to be published at least forty-eight hours before the Assembly. At the Assembly any voting participant present shall have the right to add to this list those associate members, or members of member or affiliate organizations who have agreed to accept office. The list shall be closed following the election of the Secretary-General.

Section 4.3.1

The officers shall be elected in the following order: president, treasurer, secretary general, six vice presidents, three assistant secretaries general. They shall be elected by secret ballot, by votes cast in person, or by proxy. The chairman will adjust the list to conform to Sections 4.1.2 and 4.1.3. In voting for the offices of vice presidents and assistant secretaries general, no ballot will be accepted unless it contains six votes and three votes, respectively.

Section 4.3.2

Election of officers is by simple majority. In the event of a tie, there will be additional ballots for the tied positions.

Section 4.4

A retiring President and Secretary-General are not eligible for immediate re-election to their previous offices. Vice presidents may not serve in that office for more than two consecutive terms.

Section 4.5

Officers shall agree to serve during the period between Assemblies of the Association.

Section 4.6

If the President retires or dies between Assemblies, the Executive Committee will elect one of the Vice Presidents to act as President until the next Assembly. In this event, he will be eligible for re-election despite the provisions of Section 4.4. If any other officer dies or retires, the president will appoint a substitute until the next Assembly.

Article 5 - Honorary Officers

Section 5.1

Honorary Presidents may be appointed by the Executive Committee in order to express the esteem of the Association for those who have given especially meritorious and lengthy service as its officers.

Section 5.2

Such appointments will not be limited by time, but must be reconfirmed by the Executive Committee prior to each Assembly.

Section 5.3

The appointment or re-appointment of honorary officers will be announced by the president at the Assembly. A citation of appointment will be presented during the final ceremony of each Congress.

Section 5.4

Honorary officers will be available as consultants in the affairs of the Association. They may speak at Assemblies and may be invited to attend meetings of the Executive Committee. They will have no vote.

Article 6 - Meetings

Section 6.1 Agenda

The agenda for the Assembly shall be prepared by the Executive Committee and shall be circulated to the member organizations at least two months before the meeting.

Section 6.2 Quorum

One-third of the total eligible voting members of the Association shall constitute a quorum. This shall be either by mail count or presence at the Assembly.

Section 6.3 Notice of Meetings

At least ninety days notice shall be given to member organizations, affiliate member organizations, and associate members of the date and location of the Assembly.

Section 6.4 Languages

The working languages of the Association shall be English and French, for which interpretation at Assemblies shall be arranged. If an Assembly is held in a country where an other language is spoken, provision may be made locally for interpretation in that language.

Section 6.5 Congresses

Congresses of the Association shall be held approximately once every four years. The date and place of the next Congress shall be decided by the Executive Committee. The Congress need not be held in the country where the president resides.

Article 7 - Committees

Section 7.1

The Executive Committee shall be composed of the officers of the Association.

Section 7.2

The Executive Committee shall be empowered to act for the Association between official meetings and to carry on the affairs of the Association in accordance with these Articles and to set up committees as may be required.

Article 8 - Finance

Section 8.1

The accounts of the Association shall be kept by the Treasurer. Any authorized representative of a member organization may inspect the accounts by stating his request in writing.

Section 8.2

The financial year of the Association shall run from January 1 to December 31.

Section 8.3

The Treasurer shall submit an annual financial statement to the Executive Committee for their approval. At least 90 days prior to an Assembly, a financial statement shall be submitted to full members and associate members.

Section 8.4

No member organization which is in dues arrears may nominate a delegate or cast a vote at Assemblies.

Article 9 - Amendments

These Statutes shall be amended only at the Assemblies of the Association and only by a majority vote of the delegates present or voting by mail ballot. No proposition to amend shall be acted upon unless written notice thereof has been given to the secretary general at least 60 days prior to the meeting. A notice of such proposal for amendment shall be included in the agenda of the meeting, and a copy of the proposed amendment shall be sent to each member organization at least 30 days before the date of the meeting at which the amendment is to be considered.

Article 10 - Member Exclusion

The Executive Committee is empowered to exclude a member organization, an affiliate member, or an associate member from membership in the Association under the following conditions:

- a. If the appropriate subscriptions have not been paid for three years; or
- b. If the member ceases to be in good professional standing or no longer fulfills the requirements of membership.

Exclusion decision is ratified by the Assembly.

Article 11 - Dissolution

In case of the dissolution of the Association, the financial resources will be transferred to an institution of public interest pursuing the aims that are analogous to those of the Association. In any case, the funds balance can neither be returned to the founders or dispersed to the members, nor utilized to their profit as a whole or partially by whatever means. (As amended August, 2004)

Regulations for the International Association for Child and Adolescent Psychiatry and
Allied Professions

Amended 1986



REGULATIONS

Regulations of the Association are intended as hospitality to the Congress an aid to procedure for the guidance of the Executive, and may be modified as required.

Bureau

The day-to-day affairs of the Association are taken care of by the Bureau formed by the president, the immediate-past president, the secretary general, and the treasurer. Copies of all official letters should be sent to the members of the Bureau.

Membership of IACAPAP

The appropriate application form should be completed and submitted to the Secretary-General for consideration by the Executive.

Executive

- a. Members of the Executive Committee shall send copies of official letters to the secretary general, shall keep a detailed account of expenses incurred in official duties, and submit these with receipts to the treasurer at regular intervals.
- b. The Executive may at its discretion appoint Subcommittees or Study Groups, and co-opt additional members for circumscribed duties connected with preparation for Congresses, or other relevant matters.
- c. Minutes shall be kept of all official meetings and translated into the official languages of the Association, English and French. A draft of the minutes shall be circulated for correction by all members of the appropriate committee. The corrected minutes shall be submitted for approval at the subsequent meeting of the appropriate committee, the official copy signed by the chairman and filed in the archives.
- d. If the editors of the Monograph Series are not members of the Executive Committee, they will be associated to the work of the Executive Committee and invited at its meetings.

Congresses

The Association organizes an International Congress every 4 years, circumstances permitting. It is the privilege of any member organization to offer hospitality to the Congress. The host country will be expected to provide all the necessary facilities.

The Member Association(s) shall establish a Local Congress Organizing Committee. The Local Committee shall collaborate with the Executive in executing the plans for the organization of the Congress. The Executive shall be responsible for the overall policy and scientific content of the Congress.

The organization of a Congress involves some financial risk. The Executive will underwrite this to the extent of its available funds while it in return will receive such surplus as may accrue.

Assembly

- a. The President will take the chair at General Assemblies.
- b. After the opening formalities, the president will announce the names of member organizations which are entitled to vote at the Assembly, and will call the roster of delegates of Member Societies. Whenever membership of a society has lapsed due to failure to pay fees, it will be necessary for the chairman to announce this, as voting rights are thereby lost.

c. When amendments of the Constitution are proposed, they should be dealt with at the beginning of the Assembly, and when passed they should be binding for the rest of the Assembly.

d. All members of full and affiliate member organizations and associate members are permitted to attend the Assembly.

Delegates from full and affiliate member organizations and associate members and members of the Executive are entitled to speak at the Assembly.

Delegates from full member organizations and members of the Executive are entitled to vote.

e. At the discretion of the President, it may be convenient to vote for the host country for the next congress before proceeding to the election of office-bearers.

f. Voting procedure: each full member organization is requested to send a letter at least 30 days before the Assembly, stating the name, address and profession of the delegate who has been elected to represent the organization at the Assembly, and vote on its behalf.

A copy of this statement should be borne by the delegate at the Assembly. This letter may include the name, address and profession of substitute delegates, who may replace the elected delegate at the Assembly if necessary.

When all the office-bearers have been elected other than the 3 assistant secretaries general, it will be necessary for the chairman at this stage to ensure that the final composition of the Executive shall be in keeping with section 4.1.2 and 4.1.3 of the Constitution, and guide the remaining nominations accordingly. In this way the chairman ensures that at least two members of the Executive are child-psychiatrists and two allied professionals.

g. The newly elected president and members of the new Executive assume office after the investiture ceremony at the close of the Congress.

h. The minutes of the Assembly shall be recorded in English and French and distributed to all chairmen and secretaries of full and affiliate member organizations and associate members.

The corrected minutes shall be approved at the next Assembly.

Archives

The safe-keeping of the archives of the Association is the responsibility of the Secretary- General, who in leaving office shall transfer these to his/her successor.

Before relinquishing office, the secretary general is permitted to prune the archives of insignificant material before handing over to his/her successor.