



## REGULATIONS

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

The main activities of the Association are organizing world congresses, supporting training activities and general advocacy for child and adolescent mental health worldwide.

### President

A new President shall be guided by these Regulations - in which important measures to be taken are listed, not least the registration of the empowerment of the IACAPAP as a juridical person (see Constitution, Article 1), and the Handbook of Guidelines for Organizing World Congresses (a separate document). The President shall be entitled to invite additional members to take part in the work and meetings of the EC, for instance for the purpose of a Permanent Secretariat, the Archives, the editors of IACAPAP Books, the editor of the Bulletin, the webmaster of the IACAPAP homepage and responsibilities for subsequent congresses and training programmes.

### Bureau

- a. The day-to-day affairs of the Association shall be addressed by a Bureau. The Bureau shall consist of the President, the Immediate Past-President, the Secretary General and the Treasurer.
- b. The Bureau members shall send their signatures, testified by a notarius publicus, to the office in Geneva where the Association is registered.
- c. Contracts and commitments are signed by the President and the Secretary-General. Payments are made and signed by the Treasurer. Contracts and commitments resulting in payments exceeding an obligation or a sum of USD 10.000 are to be signed by both the President and the Treasurer. In the absence of the President or the Treasurer, the Secretary-General or the Past-President can replace either of them.
- d. An official audit shall be performed when useful or asked for.
- e. Copies of all official letters shall be sent to the members of the Bureau.
- f. The Bureau has to act promptly according to the Constitution section 4.6.

### Membership of IACAPAP

An appropriate application form shall be completed and submitted to the Secretary-General for consideration by the Executive. When accepted by the Executive Committee, new members shall be announced at the next General Assembly.

### Executive

- a. Members of the Executive Committee shall send copies of official letters to the Secretary-General, keep a detailed account of expenses incurred in official duties, and submit these with receipts to the treasurer at regular intervals.
- b. The officers of the Executive Committee shall be assigned specific tasks. The Executive Committee may, as proposed by the President, appoint Sub-Committees or Study Groups, and co-opt additional members for circumscribed duties.
- c. Minutes shall be kept of all official meetings. Minutes shall be written in English, but those of the General Assembly as well as the Constitution and Regulations shall be translated into French. The Association has two official languages, English and French, and is registered as such in Geneva. Geneva must be informed of any change in the Bureau, EC and Constitution and a copy in French must be sent of the Minutes of that General Assembly which decided upon the new, amended Constitution. A draft of the Minutes shall be circulated for correction by all members of the appropriate committee. Corrected minutes shall be submitted for approval at the subsequent meeting of the appropriate committee and the official copy signed by the Chairperson and filed in the Archives.
- d. If the Editors of the IACAPAP Books and the Bulletin are not already members of the Executive Committee, they shall be invited at its meetings.

### Congresses

The Association shall organise a World Congress every two to four years, circumstances permitting. It shall be the privilege of any member organisation to offer hospitality to a Congress. The host country shall provide all the necessary facilities.

The Member Association hosting the Congress shall establish a Local Congress Organising Committee. The Local Committee shall collaborate with the Executive Committee in executing the plans for the organisation of the Congress. The Executive Committee shall be responsible for the overall policy and scientific contents of the Congress.

The Local Organising Committee, Association or Recognised Entity hosting the Congress shall assume the financial risk associated with the organisation of a Congress. The Bureau shall seek to mobilise funds for the local organising entity to use in supporting the Congress. The Bureau shall underwrite specified activities associated with the Congress. IACAPAP shall receive a percentage of any funds that accrue from the Congress. The IACAPAP percentage shall be determined in a formal agreement, prior to the Congress. The rest of the money shall be used at the discretion of the local organising entity.

### Assembly

- a. The President shall take the Chair at General Assemblies.
- b. After the opening formalities, the Secretary-General shall announce the names of member organisations that are entitled to vote at the Assembly, and shall call the roster of delegates of Member Organizations. Whenever membership of a full member organization has lapsed due to failure to pay dues, it shall be necessary for the chairperson to announce this, as the full member's voting rights are thereby lost.
- c. When amendments of the Constitution are proposed, they shall be dealt with at the beginning of the Assembly. When passed, they shall be binding for the rest of the Assembly.

- d. All members of full and affiliate member organisations and all individual members shall be permitted to attend the Assembly. Delegates from full and affiliate member organizations and individual members and members of the Executive Committee shall be entitled to speak at the Assembly. Only delegates from full member organizations shall be entitled to vote. (Considering section 3.5, the Secretary-General will have to prepare this possible complicated voting procedure.)
- e. Ratifying procedure: each full member organization shall be required to send a letter at least 60 days before the Assembly, stating the name, address and profession of the delegate who has been designated to represent the country at the Assembly, and who will vote on its behalf. A copy of this statement shall be borne by the said delegate at the Assembly. This letter may include the name, address and profession of a substitute delegate, who may replace the elected delegate at the Assembly if necessary.
- f. The newly elected President and members of the new Executive Committee shall assume office after the investiture ceremony at the close of the Congress.
- g. The minutes of the Assembly shall be recorded in English and French and distributed to all chairpersons of full and affiliate member organisations and individual members as well as to officers of the Executive Committee. The corrected minutes shall be approved at the next Assembly.

#### Permanent Secretariat

A non-elected secretary shall be appointed to be in charge of a permanent secretariat, to serve officers of the Executive Committee and others with information regarding files of the Association and to keep the directories of the Executive Committee and the member organizations of the Association up to date together with the Secretary-General. The non-elected secretary shall organise and keep the Archives together with the Secretary-General.

#### Archives

The safe keeping of the Archives of the Association shall be the responsibility of the Secretary-General in collaboration with the Permanent Secretariat. When leaving office, the Secretary-General shall transfer the files to his or her successor and to the Archives.

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