

Seventh Session of OEWG on Ageing 12-15 December 2016, UN Headquarters, New York

Application Form for Accreditation to the Open-ended Working Group on Ageing (OEWGA)

Accreditation is a **one-time process** by which not previously accredited non-governmental organizations become eligible to participate as observers in the Open-ended Working Group on Ageing. Accreditation is granted to organizations and not to individuals.

NGOs that have consultative status with the Economic and Social Council (ECOSOC) or were accredited before are already accredited to the Open-ended Working Group on Ageing. All other NGOs wishing to participate in the Seventh Session of the OEWGA **MUST** apply for accreditation.

The Application form (**in word document**) should contain all the following information:

a. The purpose of the organization;

The mission of the International Association of Homes and Services for the Ageing is to connect and support care and service providers worldwide to enhance quality of life for ageing. IAHSA's mission is advanced through education, leadership, collaboration and research. Our members include professionals and organizations in ageing services, governments, volunteer organizations, businesses, academics, researchers and architects that specialize in design for ageing. We bring together experts from around the world, lead education initiatives and provide a place for innovative ideas in senior care to be born. We pave the way to improve best practices in aged care so that older people everywhere can live healthier, stronger, more independent lives.

b. Information as to the programmes and activities of the organization in areas relevant to the human rights of older persons;

See Attachment A – IAHSA Strategic Plan

- c. **Confirmation of the activities of the organization at the national, regional or international level;**

See Attachment B – IAHSA Management Report – September 2016

- d. **Copies of the annual or other reports of the organization with financial statements, and a list of financial sources and contributions, including governmental contributions;**

See Attachment C – Financial Results (as of July 31, 2016)

- e. **A list of members of the governing body of the organization and their countries of nationality;**

IAHSA 2016 Board of Directors

First Name	Last Name	State/Country
Marcus	Riley	Australia
Julienne	Meyer	United Kingdom
Margie	Van Zyl-Chapman	South Africa
Markus	Leser	Switzerland
Serge	De Kerf	Belgium
Vivienne	Allanson	Australia
Rich	Browdie	Ohio, USA
Tom	Hill	Hong Kong
Stuart	Kaplan	New York, USA
Emi	Kiyota	Maryland, USA
Aad	Koster	Netherlands
Dan	Levitt	British Columbia
Vincenzo	Paolino	Switzerland
Rich	Schutt	Illinois, USA
Richard	Semanda	Uganda
Mark	Spitalnik	Hong Kong
Cheryl	Wilson	California, USA

- f. **A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;**

IAHSA members work in nearly 50 countries and are leaders in long-term care, senior housing, business, and government. Together our global network represents the interests of more than 26,000 ageing services providers worldwide, serving almost 8 million elderly every day.

The core of our membership is composed of IAHSA Chapters which are national or regional membership associations who represent their members in their particular country/region. Our regional chapters include LeadingAge (USA), the European Association of Homes & Services for the Ageing (EAHSA) (Europe) and IAHSA-China. Members who are not located within a Chapter region can join directly.

There are three IAHSA member types—**Provider**, **Associate** and **Business**.

Provider members include organizations that represent the full continuum of aging services, including Nursing Homes, Hostels, Home and Community-based Services, Congregate Care, Assisted Living, Independent Living, Group Homes, Adult Day Programs, Aged-Care Homes, Service Houses, Continuing Care Retirement Communities and Retirement Villages.

Associate Members consist of governments; an association or non-governmental organization (NGO) with an interest in ageing; researchers and universities; and individuals (students, elders and professionals) who are interested in global ageing services and/or issues but who are not employed by an organization that qualifies for other membership categories.

Business Members consist of national and multi-national corporations that currently support ageing services providers with goods and services OR businesses that recognize the market potential of ageing care industry and want to learn about this fast-growing sector of the global.

g. A copy of the constitution and/or by-laws of the organization.

See Attachment D – IAHSA Bylaws

DEADLINE

Please note that the application form should be received by **31 October 2016**. NGOs are encouraged to send their applications by email at ageing-working-group@un.org

Applications for accreditation must be sent in word document by email to:

UNDESA DSPD Focal Point on Ageing
Email: ageing-working-group@un.org

Please note:

- The Secretariat shall circulate to all States members of the Open-ended Working Group a list of new applications for accreditation received from non-governmental organizations **no less than four weeks prior to each session of the Working Group, on a non-objection basis**, except for the first session of the Working Group, when circulation of the list will take place no later than two weeks prior to the session;

- NGOs are encouraged to apply for ECOSOC Consultative Status. Please visit this website to learn more on how to apply: <http://csonet.org/?menu=83>

ATTACHMENT A – IAHSA Strategic Plan

IAHSA Strategic Plan – 2015-2017

OUR VISION: A world in which all people have access to the highest quality care, services and housing in late life

OUR MISSION: To connect and support care, housing and service providers worldwide to enhance the quality of life for ageing

Promotes principles that advance quality

- Identify efforts to define and measure quality in a variety of countries in a staged approach. (Note: The first task is to determine scope of project, i.e. Type of care or service, Quality of life) (July 2016) Publish the results of a literature search in a white paper highlighting key findings. (July 2017)
- Identify key experts within IAHSA membership who might serve as a resource or support network for less developed countries or regions where there is an absence of a quality framework (as identified through literature search).
- Endorse internationally the importance of being evidence-based, relationship-centered, appreciative and focused on quality improvement through reflective practice

Enables the ongoing exchange of knowledge, support and ideas through its global network

- Activate relevant IAHSA online and social media forums (Sept/Oct 2015)
- Publish and promote via a virtual platform a bi-annual showcase of innovative approaches (sourced by the Board and other members) (ongoing beginning January 2016)

Provides education and training on global issues pertaining to ageing

- Produce bi-annual conference in conjunction with an IAHSA partner organization.
- Facilitate IAHSA speakers at international gatherings.(ongoing)

- Develop key themes and /key facts about ageing services to be promoted globally. (by August 2015)
- Explore creation of on-line education platform accessible to members (by July 2016)

Fosters the enhancement of ageing services by supporting leadership development and promoting innovation and awareness of ageing issues

- Launch Leadership Retreat. Target 20 participants. – August 2015.
- Evaluate and revise based on participant evaluation.(September-October 2015)
- Develop plan for future years
 - Seek opportunities to host retreats in conjunction with IAHSA country-specific meetings depending on evaluation(December 2015)

Encourages growth in applied research and a regular exchange between applied researchers and providers

- Build Clearinghouse to be a robust repository for applied research.
 - Grow to 75 articles by end of 2015
- Host forums at IAHSA and EAHSA conferences and publish results.
- Develop relationship with GSA around common applied research agenda.(launch November 2015)

Engages with global ageing network and international agencies to raise awareness and advance a commitment to addressing the opportunities and challenges of ageing societies

- Leverage UN – NGO status to increase influence among international agencies.
 - Volunteer participation in UN meetings – New York, Geneva, Malta
- Advocate for human rights convention for elderly as part of participation in GAROP
 - Engage members in building grassroots support to influence missions (ongoing)
 - Regularly report on progress among the NGO community

- Strengthen ties to HelpAge International, Alzheimer’s Disease International, PAHO and country-specific PEAK bodies.
 - Leverage relationships to build membership, contacts (ongoing)
 - Seek opportunities to work together on specific initiatives

Facilitates dialogue to advance the development and adoption of technologies that support people as they age and facilitates collaboration across the global network

- Continue to build relationship with CAST.
 - Host technology forums in conjunction with bi-annual conferences and publish reports for widespread distribution
- Refresh Action Network concept and work to build networks to share knowledge and encourage adoption.
 - Begin in Australia, following technology forum (September 2015)
- Regularly publish articles in Alliance about technology and ageing

Develops a sustainable model for organizational growth

- Grow revenue by 20% in 2016 and continue growth every year thereafter
 - Build a compelling and meaningful sponsorship program including articulated benefits and levels of support
 - Identify prospective sponsors and create a cultivation plan. (November 2015)
 - Seek grant funding to support key initiatives around quality, design, technology and leadership. (ongoing)
- Review Current membership structure, including chapter structure, individual providers and businesses.
 - Consider new structure by end of 2015 and transition to new structure in 2016.
 - Review dues in light of new structure.

- Define specific roles for Board members and related responsibilities and targets, to include:
 - Membership outreach, links to exemplary programs, sponsorship growth, event promotion, grant opportunities and potential partnerships. (August 2015)
 - Review progress quarterly.

ATTACHMENT B – IAHSA Management Report

IAHSA MANAGEMENT REPORT – SEPTEMBER 2016

(Note: Management report follows the goals and objectives of our strategic plan. 2016 and ongoing objectives are noted)

Promotes principles that advance quality

Objective: Identify efforts to define and measure quality in a variety of countries in a staged approach.

Progress: A committee of board members has convened to discuss and recommend a direction. A proposed statement is being drafted for board review, as an articulation of IAHSA's perspective on care. This will be brought to the board in September.

Objective: Identify key experts within IAHSA membership who might serve as a resource or support network for less developed countries or regions where there is an absence of a quality framework.

Progress: Not yet initiated

Objective: Endorse internationally the importance of being evidence-based, relationship-centered, appreciative and focused on quality improvement through reflective practice.

Progress: To fulfill this objective, we need to prepare and publish a statement that we can include on our website and share with our membership. See first objective above.

Enables the ongoing exchange of knowledge, support and ideas through its global network

Objective: Activate relevant IAHSA online and social media forums

Progress: The IAHSA Facebook page has been active for some time. We have also activated Twitter and Instagram. We are posting twice a week on Facebook and Twitter and measuring our results in terms of website activity and followers. Facebook engagement has increased by 136% since April and we are now up to 1,225 followers, an increase of 8% since April.

Provides education and training on global issues pertaining to ageing

Objective: Produce biennial conference in conjunction with an IAHSA partner organization

Status: Plans are well on their way for the 2017 joint conference with CURAVIVA. The Call for Proposals yielded 68 sessions from speakers from a number of countries on a range of topics. Selections have been made to fill 32 slots and faculty has been notified. The conference website is live and registration will open in late September 2016.

Objective: Facilitate IAHSA speakers at international gatherings.

Status: It is important that IAHSA not only show up at international gatherings but try to secure a speaking role. Marcus Riley spoke at a conference in Singapore in April and at the

International Federation on Ageing Conference in Brisbane, Australia in June. Emi Kiyota spoke at the Global Social Welfare Conference in April in Brisbane. Vincenzo Paolino spoke at the FNAQPA conference in France in June. We have updated a slide deck for board members as well as our brochure. Please let us know what other resources you may need to promote IAHSA on your travels (and let us know where you are speaking).

Over 20 international delegates will attend the LeadingAge Annual Meeting in October. IAHSA will host an event to welcome them.

Objective: Develop key themes and key facts about ageing services to be promoted globally.

Status: Through IAHSA's work now and in recent years, the themes seem to revolve around quality, technology, design and service delivery models. We will begin to gather facts and other resources to support each of these themes.

IAHSA participated in World Elder Abuse Prevention Day, cosponsoring a reception at the U.S. Capitol which was attended by many advocates and several members of Congress.

Fosters the enhancement of ageing services by supporting leadership development and promoting innovation and awareness of ageing issues

Objective: Launch Leadership Retreat. Target 20 participants. Evaluate and revise based on participant evaluation.

Status: Leadership retreat was quite successful in Perth with 23 participants. We are repeating it in Lyon and in Montreaux and are beginning to think about whether it is possible to do outside of a conference environment. We are hoping for a bigger registration in Lyon than we have to date. We encourage all board members to consider sending a leader from your organization. It is a valuable program. To date, we have 15 registrants, far shy of the 24 we hoped for.

Encourages growth in applied research and a regular exchange between applied researchers and providers.

Objective: Build clearinghouse to be a robust repository for applied research. (Grow to 75 articles by end of 2016)

Status: The Clearinghouse currently has 22 posted articles on workforce, housing with services, dementia and wellness. There are 24 completed articles in queue which are scheduled to be posted by mid-October as well as 20 new articles need to be summarized before posting to the portal. Clearinghouse topics will be expanded to include Cultural Competence, Disaster/Emergency Preparedness, Design, End-of-Life/Palliative Care and Technology.

Objective: Host forums at IAHSA and EAHSA conferences and publish results

Status: The forum in Lyon, France will focus on the role of the nurse in long term care. Registration is now open. The faculty for this event is quite strong, but participation is very limited.

Objective: Develop relationship with Gerontological Society of America around common applied research agenda.

Status: IAHSA will co-host a global ageing forum with GSA in November 2016 (building

towards a larger presence at IAGG in 2017).

Engages with global ageing network and international agencies to raise awareness and advance a commitment to addressing the opportunities and challenges of aging societies.

Objective: Leverage UN- NGO Status to increase influence among international agencies

Status: The measure of our achievement of this objective is, in part, whether we are sought after as a resource, expert or partner by other organizations. This has been true of PAHO as we have intermittently explored working together in Latin America and the Caribbean. Participated in meeting of the Global Alzheimer's and Dementia Action Alliance, a group sponsored by Alzheimer's Association in the UK. I continue to be active with HelpAge.

Objective: Advocate for human rights convention for elderly as part of participation in GAROP.

Status: We continue our work, largely through the efforts of Bill Smith, at the UN to advocate for a Human Rights Convention for the Elderly. We will continue to publish articles and seek opportunities to advance this important issue. We are part of a newly constituted group GAROP, focused on advocating for the rights of older people. Bill Smith and Katie Weiss continue to be tireless advocates for IAHSa and we are grateful to them.

Objective: Strengthen ties to HelpAge International, Alzheimer's Disease International, PAHO and country-specific PEAK bodies.

Status: Our relationship to HelpAge International continues to be quite strong, partly through my role on the HelpAge USA Board and our common agenda at the United Nations. A regional director for HelpAge spoke in Perth. I connect with Alzheimer's Disease International on a fairly regular basis. PAHO has agreed to speak at the Global Ageing Forum at GSA next November. We will join other NGO's in recognizing International Day of Older Persons in NYC on 6 October 2016.

Facilitate dialogue to advance the development and adoption of technologies that support people as they age and facilitates collaboration across the global network.

Objective: Continue to build a relationship with CAST

Status: Our relationship is solid. CAST-IAHSa was represented at an aging conference in Cyprus sponsored by our IAHSa member in Beirut, with support from several LeadingAge members.

Objective: Refresh Action Network concept and work to build networks to share knowledge and encourage adoption.

Status: The momentum coming out of the Perth event has led to an Action Network sponsored by the Aged Care Industry IT Council (a partnership of LASA and ACSA in Australia). Documents are nearly final.

Objective: Regularly publish articles in Alliance about technology and ageing

Status: An article has been planned for the October Newsletter.

Develops a sustainable model for organizational growth

Objective: Grow revenue by 20% in 2016 and continue growth every year thereafter. Identify prospective sponsors and create a cultivation plan.

Status: Board approved a proposed sponsorship structure in December 2015 that will serve as a basis for approaching potential sponsors. Board members will need to provide leads and ideas in order for this to be successful. A board taskforce has met; discussions about alternative revenue opportunities are underway. In an off-year for our conference, we will not achieve this goal.

Objective: Review current membership structure, including chapter structure, individual providers and businesses.

Status: Board task force appointed. The task force is reviewing membership structure, chapter agreement, dues and growth strategies. Board members are an important source of leads for potential members. The task force recommended proactive outreach and a dues structure in which all organizations pay at least a modest dues with the remainder paid via a sponsorship from an IAHSA member that is capable of doing so.

Define specific roles for Board members and related responsibilities and targets to include membership outreach, links to exemplary programs, sponsorship growth, event promotion, grant opportunities and potential partnerships.

Status: Board members have served on one of three task forces to set a foundation for these essential roles.

NOTE: The “IAHSA Crew” continues to provide tremendous support to IAHSA including marketing, education, communication, research, conference planning, editorial and administrative support. This is in-kind support from LeadingAge.

ATTACHMENT C – IAHSA Financial Results (as of July 31, 2016)

IAHSA	
Statements of Financial Position	
As of July 31, 2016 and 2015	
For the Seven Months Ending July 31, 2016	
Current Year (Unaudited)	Prior Year (Unaudited)
122,457	149,747
-	2,560
7,665	4,814
130,122	157,121
5,549	11,299
177,878	238,563
3,684	12,469
-	16,500
7,735	13,152
194,846	291,983
(63,665)	(155,077)
(1,059)	20,215
(64,724)	(134,862)
130,122	157,121

	IAHSA			
	Statement of Activities			
	As of July 31, 2016 and 2015			
	For the Seven Months Ending July 31, 2016			
	Year to Date			
	Actual	Year to Date	Year to Date	Annual
	(Unaudited)	Budget	Variance	Budget
Revenue				
Membership Dues	34,163	43,750	(9,587)	75,000
Registrations	1,556	-	1,556	47,000
Sponsorships	-	-	-	7,500
Grants	13,732	-	13,732	-
Total Revenues	49,451	43,750	5,701	129,500
Expense				
Staff Travel/Meeting Expenses	3,598	-	3,598	10,500
Purchase of Services	30,312	47,692	(17,380)	81,400
Postage	141	875	(734)	1,500
Printing	-	1,458	(1,458)	2,500
Office Supplies	-	292	(292)	500
Telephone	1,311	438	873	750
Grant Expense	13,732	-	13,732	-
Dues & Subscriptions	68	300	(232)	300
Public Relations	-	292	(292)	500
Indirect Costs	-	-	-	-
Miscellaneous	1,348	1,750	(402)	3,000
Total Expenses	50,510	53,097	(2,587)	100,950
Change in Net Assets	(1,059)	(9,347)	8,288	28,550

**INTERNATIONAL ASSOCIATION
OF HOMES AND SERVICES FOR THE AGEING
BYLAWS**

Adopted March 18, 1994

**Revised: June 22, 1994, Board of Directors Meeting
Revised: November 8, 1994, Board of Directors Meeting
Revised: April 10, 2001, Board of Directors Meeting
Revised: April 23, 2003, Board of Directors Meeting
Revised: February 17, 2004, Board of Directors Meeting
Revised: January 26, 2006 Board of Directors Meeting
Revised: January 13, 2015 Board of Directors Meeting**

ARTICLE I

MISSION AND GOALS

Ageing (IAHSA) is a professional membership organization of housing, health care and community service practitioners in ageing. The mission of IAHSA is to promote quality global ageing, frail elderly and disability services, information and technology transfer, as well as professional interaction and exchange ongoing.

The association is comprised of practitioners, facilities and community-based organizations serving an ageing, frail elderly or disabled population, gerontology professionals, governmental officials, funding agents, researchers and concerned individuals. The goals of the organization are:

1. To promote quality global ageing, frail elderly and disability services.
2. To promote information and technology transfer.
3. To promote professional interaction and exchange.
4. To promote education and training in global ageing, frail elderly and disability issues.
5. To promote international study tours, regional meetings and world congresses.
6. To promote international ageing and disabilities research and understanding of universal ageing and disabilities issues, projects, programs and services.

ARTICLE II

MEMBERSHIP

Section 1: CLASSIFICATION

A. IAHSAs has only one class of genuine members, "REGULAR MEMBERS", and are designated within that category as either "Facility Members" or "Individual Members". However, facilities or persons who became "REGULAR MEMBERS" under Gold, Silver or Bronze Charter Membership categories upon the formation of IAHSAs and paid dues for the first fiscal year, thereby aiding in the launching of IAHSAs, are designated as Charter Members.

B. Although, from time to time certain persons might be designated "Honorary Members", that designation in itself does not signify a separate class of members for corporate purposes because it carries very limited privileges set forth in Article II, Section III.

C. Similarly, although some persons might be designated "Affiliate Members" or "Associate Members", these designations do not signify a class of membership for corporate purposes because they carry the very limited privileges set forth in Article II, Section III.

Section II: ELIGIBILITY

A. Regular Members: A category of "Regular Members" is established. It covers the following types of members:

1) Facility Members: This includes governmental departments, ministries, business firms, private voluntary organizations and non-governmental organizations having an interest in ageing, frail elderly or disability issues and services. One individual is to be designated as the recognized representative of any member facility belonging to IAHSAs.

2) Individual Members: This includes any person working in the field of ageing or disability services, having a professional interest in gerontology or long-term care or wishing to benefit personally from international information exchange of global ageing, frail elderly and/or disability issues.

B. Affiliate or Associate Members: The designation of "Affiliate Member" or "Associate Member" may be granted to persons in special categories of interest in ageing or disability services, such as retired persons, students and/or interns. Other categories of individuals may be included within Affiliate or Associate Members categories as prescribed by the Board of Directors.

C. Acceptability of Credentials: IAHSAs will not attempt to credential members. Membership will be based solely on dues payment and submission of a request for membership and/or a membership application.

D. Non-Discrimination: IAHSAs is a nonpartisan organization and does not discriminate in membership or affiliations on the basis of religion, ethnicity, region or politics.

Section III: PRIVILEGES OF MEMBERSHIP

A. Only IAHSA Officers and Board members are eligible to vote on matters affecting IAHSA. Officers and Board members must be Regular Members in good standing to hold elected offices in IAHSA. Honorary, Associate or Affiliate Members are not entitled to hold office. All members may attend the annual business meeting, but only Board Members may vote.

B. All persons who are members in good standing are entitled to any reduced registration fee or other reduced charges for members.

C. Honorary, Affiliate or Associate Members are entitled to all privileges of Full Members except the right to serve as an Officer or Board member.

Section IV: DUTIES OF MEMBERSHIP

Regular Members, both Facility and Individual, as well as Affiliate and Associate Members are obligated to pay the respective dues of IAHSA. All members are expected to participate actively in the affairs of IAHSA.

Section V: TERMINATION OF MEMBERSHIP

A. Whenever a Regular Member fails to pay dues within 90 days after receiving proper notice, that member shall be notified of delinquency in dues and the member's right to hold office and entitlement to reduced fees will cease automatically. If payment of dues is not made within the next 60 succeeding days, the delinquent member shall be dropped from the roles and thereupon forfeit all rights and privileges of membership, unless at the request of the member such suspension is waved by affirmative action of the Board of Directors. Similar action will occur with non-office holding Affiliate or Associate Members.

B. Annual renewal of membership is contingent upon receipt of consecutive annual dues.

C. Removal: Members may be removed from membership by the Board of Directors for cause by two-thirds vote. For any cause other than nonpayment of dues, removal shall occur only after the member has been advised of complaints lodged against him/her and has been given reasonable opportunity for defense. Such member, if removed, may appeal the decision to the Board of Directors at the annual business meeting of IAHSA providing that notice of intent to appeal is provided to the Chair at least 30 days in advance of the meeting.

D. Resignation: Any member may resign by filing a written resignation with the Chair, but such a resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

Section VI: DUES

A. Establishment of Dues: Dues and admission fees, if any, for all classes of membership shall be established by the Board of Directors.

B. Refund: No dues shall be refunded to any member whose membership terminates for any reason.

Section VII: APPLICATION FOR MEMBERSHIP

All applicants for membership shall complete an application form provided by IAHSA and submit the application to the principal office of IAHSA.

Section VIII: ANNUAL MEETING

There will be an annual meeting of the membership each year.

ARTICLE III

BOARD OF DIRECTORS

Section I: RESPONSIBILITIES

The Board of Directors shall be responsible for the supervision, control and direction of the affairs of IAHSA, its committees and publications; it shall determine its policies, actively pursue its mission and goals and supervise the disbursement of its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed necessary and may, in the execution of the powers granted, delegate certain of its authority and responsibility to the Executive Committee. The Board of Directors shall serve as the final authority of IAHSA.

Section II: BYLAWS

The Board of Directors shall have the power to make Bylaws for the governance of IAHSA and to alter, change and amend such Bylaws.

Section III: BOARD COMPOSITION

The Board shall consist of fifteen (15) Regular Members as elected at the annual business meeting of the IAHSA Board, consisting of five (5) Officers (chair, vice-chair, immediate past chair, secretary and treasurer) and ten (10) Directors with two Directors being appointed by the Board of Directors of LeadingAge and one Director being appointed by the Board of Directors of Aged and Community Services Australia (ACSA). A minimum of nine (9) directors will be from outside the United States. At least two-thirds of the IAHSA Board will be composed of representatives of provider associations or organizations that provide direct care for the ageing. All Board members must be members of IAHSA in good standing.

Section IV: TERMS OF OFFICE

The term of office of an elected Director is three (3) years.

Section V: ELECTIONS

At each annual meeting, Directors will be elected to fill the terms of office of Directors whose terms have expired. The majority of the Board of Directors, excluding those whose terms are expiring, will vote to fill such openings. In addition, the majority of the Board of Directors in office shall have power to fill the unexpired terms of members of the Board whose seats were vacated by death, resignation or termination. In the instance where a current member of the Board of Directors is elected to an office in IAHSA, a Director shall be elected by the Board of Directors to fill the unexpired term.

Section VI: CONSECUTIVE TERMS

An elected Director shall serve a maximum of two (2) consecutive three (3) year terms. Officers can serve additional terms in other offices if so elected.

Section VII: BOARD MEETINGS

The Board of Directors shall meet at least two (2) times per year. One such regular meeting of the Board of Directors shall be held with proper notice immediately before and at the same place as the annual meeting unless a quorum of the Board of Directors is not present.

Section VIII: QUORUMS AT BOARD MEETINGS

At any meeting of the Board of Directors, a majority of the voting members of the Board shall constitute a quorum necessary for the transaction of the business of IAHSA. Any business involving changes or amendments of the Bylaws of IAHSA require an affirmative vote by at least two-thirds of the Board present at such a meeting. All other such business thus transacted shall be valid providing it is affirmatively passed upon by a majority of those voting members of the Board who are present. The Chair of the Board of Directors will vote only in the event of a tie vote in order to break the tie.

Section IX: TELEPHONE CONFERENCE MEETING

Members of the Board of Directors or any committee designated by the Board may participate in a meeting by means of a conference telephone call or similar communications format which allows all persons participating in the meeting to hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Section X: VOTING BY MAIL OR FAX

Proposed action to be taken using a mail or FAX ballot by the members of the Board of Directors requires written notification of each Board member at least 30 days prior to the vote deadline. Such action taken by a mail or FAX ballot shall be a valid action of the Board provided that the ballots are signed and the issue is decided by a vote of at least three-fourths of the members of the Board. The Secretary will be responsible for counting votes. The majority decision will govern and the results shall be recorded at the next regular meeting of such Board.

Section XI: ATTENDANCE

Any voting member of the Board who fails to attend two consecutive regular meetings of the Board without written valid excuse shall be automatically dropped from the Board.

Section XII: NOMINATING COMMITTEE

The Board will appoint a Nominating Committee each year which will consist of three (3) persons, of which at least two (2) are members of the Board and are not eligible for re-election. The committee will recommend a slate of Officers and Directors. The Nominating Committee will not elect any of its own members for elective office.

Section XIII: STAGGERED TERMS

For the first year of its existence, the Board shall consist of the Executive Committee and nine (9) Board members as elected at the first annual meeting of IAHSA. These members, however, will have staggered one, two and three year terms.

Section XIV: RULES AND REGULATIONS

The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and in the execution of the powers granted, appoint such agents as it may consider necessary.

Section XV: VACANCIES AND REMOVAL

Any vacancy occurring on the Board of Directors between annual meetings shall be filled by the Board of Directors upon recommendation of the Nominating committee. A director so elected to fill a vacancy shall serve the unexpired term of his or her predecessor. The Board of Directors may in its discretion by affirmative vote of two-thirds of its members remove any Director for cause. For any cause other than non-payment of dues, removal shall occur only after the member has been advised of any complaints lodged against him or her and has been given reasonable opportunity for defense.

Section XVI: COMPENSATION

Members of the Board of Directors and elected Officers shall not receive compensation for their services.

Section XVII: RULES OF ORDER

The proceedings of meetings of IAHSA shall be regulated and controlled according to the latest edition of Roberts' Rules of Order for Parliamentary Procedure except as may be otherwise provided by these bylaws.

Section XVIII: SPECIAL MEETINGS

Special meetings of IAHSA may be called by the Chair at any time; or shall be called by the Chair upon receipt of written request by a majority of the Board of Directors. Business to be transacted at any special meeting shall be stated in a notice thereof and no other business may be considered at that time.

Section XIX: NOTICE OF MEETINGS

Written notice of any meeting of IAHSA will be mailed or FAXED to the last known address of each Board member at least 30 days prior to such meeting.

Section XX: APPOINTMENT OF EX-OFFICIO

The Chair of the Board of Directors, in consultation with the Board, shall appoint ex-officio members to the Board. Ex-officio members shall be persons whose appointment would bring representation from chapters or other key IAHSA constituencies. Ex-officio members will have voice but not vote. They will serve terms of up to three years that can be renewed for an additional three year term.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1: OFFICERS

The Executive Committee, composed of the officers of IAHSA, will consist of the Chair, Vice Chair, Immediate Past Chair, Secretary and Treasurer

Section II: ELECTION

The Officers are elected at each regular annual meeting. Other officers may be appointed to the Executive Committee from time to time – such appointed officers will be ex-officio members of the Executive Committee without vote.

Section III: TERMS

The term of the Officers are from the first annual meeting after election until their successors take office at the following annual meeting, unless a particular officer is removed in a manner provided for below. The Board of Directors may fill any vacancy of any office for the remainder of the term of the officer involved. Appointed officers other than the elected officers serve at the discretion of the Executive Committee.

Section IV: RESIGNATION AND REMOVAL

The resignation of any officer will be effective as provided in the writing in which it is set forth. Any elected officer who is required to be removed as a Regular Member will be removed by notice from the Board of Directors upon ceasing to be a Regular Member. Any officer may be removed for cause by the affirmative vote of at least two-thirds of the Board of Directors, after reasonable notice and an opportunity to be heard by the Board.

Section V: RESPONSIBILITIES AND AUTHORITY

The Executive Committee shall be responsible for the execution of policy and for running IAHSA in the interim between Board of Directors meetings on all matters deemed immediate and urgent to be reaffirmed by vote at the next scheduled meeting of the Board of Directors. Business of this nature is to occur by exception and is to be reported by mail

or FAX to the full Board in an expedient fashion. The full Board of Directors shall oversee the financial affairs of IAHSA.

Section VI: QUORUM - CALL OF MEETINGS

Three persons will constitute a quorum at any duly called meeting of the Executive Committee. The Chair shall call such meetings of the Executive Committee as the business of IAHSA may require, or a meeting shall be called on the request of three (3) members of the Executive Committee.

ARTICLE V

Section I: STANDING COMMITTEES

The Board of Directors may establish various standing committees of IAHSA, may prescribe their responsibilities and authority, and may appoint their members from among the Regular Members of IAHSA. Committee members will serve one (1) year unless otherwise prescribed by the Board. Reappointment is permissible.

Section II: COMMITTEE CHAIRPERSONS

The Chair will appoint all committee chairpersons, as needed, who will serve for terms prescribed by the Board. A committee chairperson may be removed from that position by a majority vote of the Board of Directors.

Section III: AD HOC COMMITTEES

The Chair may appoint ad hoc committees to address specific issues which are not within the purview of a Standing Committee.

Section IV: QUORUMS AT STANDING OR AD HOC MEETINGS

The majority of the members of a Standing or Ad Hoc Committee shall constitute a quorum at a committee meeting.

ARTICLE VI

EXECUTIVE MANAGEMENT

Section I: APPOINTMENT

At the discretion of the Board of Directors, executive management shall be employed by the Board which shall fix the term and compensation therefore.

Section II: AUTHORITY AND RESPONSIBILITY

Duties of the executive staff shall be as designated by the Board of Directors who shall designate executive officer titles, assign duties to assist the Secretary and Treasurer, other Officers and committees, and further define the responsibility and authority for those performing such services.

ARTICLE VII

FINANCE

Section I: FISCAL PERIOD

The fiscal period of IAHSA shall be prescribed by the Board of Directors.

Section II: BUDGET

With recommendations of the Treasurer, the Board of Directors shall adopt an annual operating budget covering all activities of IAHSA. The Treasurer shall furnish the Board within 90 days following the end of each fiscal period a financial report for the year just completed.

Section III: AUDIT

Accounts of IAHSA shall be audited not less than annually by a certified public accountant who shall be recommended by the Board of Directors. The accountant shall provide a report to the Board of Directors.

ARTICLE VIII

AMENDMENTS

These bylaws may be amended or repealed by a two-thirds vote of the Board of Directors at any regular or called meeting of the Board of Directors. Written notice of proposed amendments shall be transmitted to the membership of the board at least 30 days in advance at any meeting in which amendments shall be considered.

ARTICLE IX

DISSOLUTION

The association shall use its funds only to accomplish the mission and goals specified in these bylaws and no part of the said fund shall inure or be distributed to the members of IAHSA. On dissolution of this association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.

Bylaws Amendment History

As amended July 11, 2013

Article III-Section III: Board Composition

Article III-Section XX: Appointment of Ex-Officio

Board of Directors conference call

As amended November 16, 2013

Article III-Section III: Board Composition

Article IV-Section I: Officers

Article IV-Section II: Election