

Item	Text
1	<b>General Regulations of the International Marine Aids to Navigation Association (IALA)</b>
2	<p data-bbox="331 375 573 400"><b>A. FUNCTIONS</b></p> <p data-bbox="427 443 882 469">1. The functions of IALA include:</p> <ul style="list-style-type: none"> <li data-bbox="477 512 1883 537">a. developing international cooperation by promoting close working relationships and assistance between members;</li> <li data-bbox="477 580 1856 643">b. collecting and circulating information about the activities of its members as well as encouraging, supporting and communicating recent developments;</li> <li data-bbox="477 686 1798 711">c. facilitating mutual exchange of information with organisations representing the users of aids to navigation;</li> <li data-bbox="477 754 1845 780">d. formulating and publishing appropriate Recommendations, Guidelines, Manuals and other appropriate papers;</li> <li data-bbox="477 823 1912 885">e. encouraging IALA members to take into account the development of multi-purpose systems which may also be used, for instance, to monitor the marine environment;</li> <li data-bbox="477 928 1827 954">f. establishing Committees, Working Groups or other such bodies as may be appropriate to study special issues;</li> <li data-bbox="477 997 1868 1059">g. facilitating assistance to services or organisations requesting help within the marine aids to navigation and allied fields, whether technical, organisational or training;</li> <li data-bbox="477 1102 1686 1128">h. organising Conferences, Symposiums, Seminars, Workshops and other events relevant to its work</li> <li data-bbox="477 1171 1912 1233">i. maintaining liaison and cooperating with relevant intergovernmental, international and other organisations, offering specialised advice where appropriate.</li> </ul>
3	<p data-bbox="331 1248 591 1273"><b>B. OPERATIONS</b></p> <p data-bbox="331 1316 680 1342"><b>2. Membership of IALA</b></p>

	<p><b>2.1 Membership Categories</b></p> <p>Noting that Contracting Parties to the Agreement are automatically <b>National</b> Members, other parties may be considered for General Membership of IALA as follows:</p> <ul style="list-style-type: none"> <li>(a) <b>Affiliate</b> membership will be conferred on agencies of governments who were National Members of the International Association of Marine Aids to Navigation and Lighthouse Authorities prior to entry into force of the Agreement but whose government is not a National member of IALA. Affiliate membership can be retained for one or more Affiliate Members in the case of a National Member having more than one Affiliate Member;</li> <li>(b) <b>Associate</b> membership may be applied for by any service, organisation or scientific agency that is concerned with aids to navigation or related matters;</li> <li>(c) <b>Industrial</b> membership may be applied for by manufacturers and distributors of marine aids to navigation equipment, or by organisations providing marine aids to navigation services or technical advice;</li> <li>(d) <b>Honorary</b> membership may be conferred for life upon any individual who is considered by the Council to have made an important contribution to the work of IALA;</li> <li>(e) <b>Other</b> membership may be conferred at the discretion of Council.</li> </ul>
4	<p><b>2.2 Application for Membership</b></p> <ul style="list-style-type: none"> <li>(a) Application for membership in categories Associate and Industrial must be made in writing to the Secretariat and should be accompanied by such documentation as the Secretariat advises is required from time to time. The Secretariat will assess the application and make a recommendation to Council in regard to the application.</li> <li>(b) All applications for membership in categories other than National or Affiliate, including applications for change in the type of membership, are subject to acceptance by the Council. The Council may require an application for Industrial or Associate membership to be reviewed by the National Member or Affiliate Member for the locality where the applicant carries out its activities or has its principal place of business.</li> </ul>

	<p><b>2.3 Membership Rights and Benefits</b></p> <p>Membership rights and benefits are listed in Annex A to the Regulations.</p>
5	<p><b>2.4 Member Contributions</b></p> <p>(a) All Members shall pay contributions to IALA on an annual basis in the amount determined by Council on recommendation from the Finance and Audit Committee.</p> <p>(b) Contributions are levied per [calendar/financial] [or a particular date i.e. levied at 1 October each] year and shall be paid by 31<sup>st</sup> January of the [following] year.</p> <p>(c) Failure to comply with the deadline for payment of contributions may result in Members being charged interest, the rate of which will be determined by Council from time to time.</p>
6	<p><b>2.5 Suspension and Reinstatement of General Membership</b></p> <p>(a) The Secretary General may suspend a General Membership for non-payment of contributions according to an escalating procedure agreed from time to time.</p> <p>(b) Council may suspend a General Membership where the interests of IALA are best served by doing so, and that action is justifiable.</p> <p>(c) The Secretary General may reinstate a General Membership suspended under 2.5(a) when the Member has paid all advised arrears of contribution.</p> <p>(d) Council may reinstate a suspended General Membership when the Member has met the requirements of the Council.</p>
7	<p><b>2.6 Termination of General Membership</b></p>

	<p>General Membership may be terminated:</p> <ul style="list-style-type: none"> <li>(a) by the Member by notice in writing to the Secretariat at any time;</li> <li>(b) by Council where a suspended Member has not paid contributions within 6 months of suspension for that non-payment;</li> <li>(c) by Council, where the interests of the IALA are best served by doing so.</li> </ul>
8	<p><b>3. The General Assembly</b></p> <p><b>3.1 Convening and attendance</b></p> <ul style="list-style-type: none"> <li>(a) The General Assembly shall be convened by order of the Council in accordance with the Council's Rules of Procedure;</li> <li>(b) All Members of IALA shall be entitled to attend the General Assembly;</li> <li>(c) The General Assembly will be, where possible convened on the same date and at the same location as an IALA Conference.</li> </ul>
9	<p><b>3.2 Rules of Procedure</b></p> <p>The following Rules of Procedure shall apply to the convening of, and conduct of business of, the General Assembly:</p> <ul style="list-style-type: none"> <li>(a) The President, or in his/her absence, the Vice President, shall be the Chair of the General Assembly.</li> <li>(b) The business of the General Assembly shall be conducted in the English and French languages.</li> <li>(c) General Assembly is normally conducted in two sessions separated by an interval of at least three days, the second session being devoted to the election of the Council;</li> </ul>

	<p>(d) The election of Councillors shall be conducted as follows:</p> <p>(i) Call for applications is made during the first session and application forms are made available to the National Members present until the end of the day before the election;</p> <p>(ii) Candidates brought forward by National Members present are put to vote for election by National Members present;</p> <p>(iii) Councillors are elected by a simple majority of votes.</p>
10	<p><b>4. The Council</b></p> <p><b>4.1 Convening the Council</b></p> <p>The Council may be convened by notice in writing by:</p> <p>(a) the President or Vice President;</p> <p>(b) the Secretary General;</p> <p>(c) two Councillors.</p>
11	<p><b>4.2 Election of the President and Vice President</b></p> <p>The Council shall, upon election or as necessary, from among its members elect a President and a Vice President. The President and the Vice President shall hold office for the term between General Assemblies unless replaced earlier.</p>
12	<p><b>4.3 Election of the Finance and Audit Committee</b></p> <p>The Council shall, upon election or as necessary, from among its members elect a Finance and Audit Committee comprising at least three members, to assist the Council as necessary. The Council will also elect one Committee member, on a personal basis, to act as Treasurer and Committee Chair.</p>
13	<p><b>4.4 Functions of the Council</b></p> <p>The Council will, as part of its operation:</p>

	<ul style="list-style-type: none"> <li>(a) decide general membership matters;</li> <li>(b) determine the terms of reference, rules of procedure and appointment of Chair and Vice Chair of each Committee or other such bodies as may be appropriate;</li> <li>(c) consider and, if required, approve Recommendations, Guidelines, Manuals and other appropriate papers;</li> <li>(d) approve submissions to other organisations;</li> <li>(e) decide the venue and the year of the next IALA Conference and Symposium;</li> <li>(f) establish rules of procedure for IALA Conferences and Symposia;</li> <li>(g) convene General Assemblies;</li> <li>(h) approve the annual budget and accounts;</li> <li>(i) determine the rate of member contribution;</li> <li>(j) decide upon the location of the seat, headquarters and registered office of IALA;</li> <li>(k) authorise the purchase, sale, renting or letting of property and the granting and obtaining of loans whether or not secured by mortgage, required for the running of IALA;</li> <li>(l) grant any power of attorney as required.</li> </ul>
14	<p><b>4.5 Rules of Procedure</b></p> <p>The following Rules of Procedure shall apply to the convening of, and conduct of business of, the Council:</p> <ul style="list-style-type: none"> <li>(a) A Council meeting can only be held when at least the President or the Vice President and one member of the</li> </ul>

	<p>Finance and Audit Committee are present;</p> <p>(b) A Council decision will be made by a simple majority of those present at the meeting, subject to a minimum of seven votes being recorded in its favour. No Councillor may have more than one vote. In case of a tie vote, the President, or in the absence of the President, the Vice President, will have a second, and deciding, vote;</p> <p>(c) The President or the Vice President may decide to carry out a postal [or electronic] vote among the Councillors.</p>
15	<p><b>5. Committees and other bodies</b></p> <p><b>5.1 Establishment and Functions of Committees and other bodies</b></p> <p>Committees and other bodies may be established by the Council. These Committees or bodies may:</p> <p>(a) study matters relevant to the aims of IALA, with the objective of preparing Recommendations, Guidelines and Manuals for IALA Members, and submissions to other organisations; or</p> <p>(b) address other objectives as established by Council.</p> <p><b>5.2 Rules of Procedure</b></p> <p>Rules of Procedure shall apply to the convening of, and conduct of business of, Committees and other bodies established by the Council. The Rules of Procedure shall be made available to any Member and all Committee and other body Chairs, Vice-Chairs and members.</p> <p>Recommendations, Guidelines, Manuals and submissions require the approval of the Council before publication.</p>
16	<p><b>6. Conferences and Symposia</b></p> <p><b>6.1 Attendance</b></p> <p>Attendance at Conferences and Symposia shall be available as follows:</p>

	<ul style="list-style-type: none"> <li>(a) All Members of IALA may attend or be represented at IALA Conferences.</li> <li>(b) Council may approve the attendance of non-members on recommendation from the Secretary General.</li> <li>(c) IALA Symposia are open to the public, upon registration.</li> </ul>
17	<p><b>6.2 Exhibitions</b></p> <ul style="list-style-type: none"> <li>(a) <b>At Conferences</b> An exhibition of aids to navigation equipment will be organised during each Conference period. Only those Industrial Members who have paid membership contributions for the two years immediately prior to the year of the Conference, plus the year of the Conference, will have the right to exhibit.</li> <li>(b) <b>At Symposia</b> An exhibition of aids to navigation equipment will be organised during each Symposium period. The exhibition will be open to any entity operating in the aids to navigation field.</li> </ul>
18	<p><b>6.3 Rules of Procedures</b></p> <p>Rules of Procedure shall apply to the convening of, and conduct of business of, Conferences and Symposia. The Rules of Procedure shall be determined by the Secretariat and shall be made available to all Members and registered persons.</p>
18	<p><b>7 The Secretariat</b></p> <p><b>7.1 Duties</b></p> <p>The Secretariat shall:</p> <ul style="list-style-type: none"> <li>(a) Handle all to-to-day administration of IALA, including the flow of information between the Secretariat and IALA members;</li> </ul>



- (b) Organize and support Council meetings and General Assemblies;
- (c) Organize and support Committee and other body meetings by hosting the meetings, providing secretarial and technical support, submitting documents to the Council when necessary, and circulating documents;
- (d) Organize Conferences and Symposia, and other events, as necessary;
- (e) Receive, print and/or circulate documents;
- (f) Manage IALA finances under the direction of the Council;
- (g) Establish and have custody of documents in the IALA archive; and
- (h) Generally perform all other work that may be required.

**7.2 Rules of Procedure**

The conduct of business of the Secretariat is governed by Rules of Procedures established by the Secretary General.

The Rules of Procedures shall be made available to all IALA Secretariat executives and staff members.

**ANNEX A**

**IALA MEMBERS' RIGHTS AND BENEFITS**

<b>Rights / Benefits</b>	<b>NATIONAL MEMBERS</b>	<b>AFFILIATE MEMBERS</b>	<b>ASSOCIATE MEMBERS</b>	<b>INDUSTRIAL MEMBERS</b>	<b>OTHER MEMBERS</b>
Vote at IALA General Assemblies	Yes	No	No	No	No
Attend IALA General Assemblies	Yes	Yes	Yes	Yes	Yes
Be elected on IALA Council	Yes	No	No	No	No
Participate in IALA Committee meetings	Yes	Yes	Yes	Yes	Yes
Participate in IALA Workshops/Seminars	Yes	Yes	Yes	Yes	Yes
Participate in IALA Conferences	Yes	Yes	Yes	Yes	Yes
Take part in industrial exhibitions at Conferences	No	No	No	Yes <i>(if member for 3 years)</i>	No
Sponsor IALA social events	No	No	No	Yes	No
Have own page on IALA Website	Yes	Yes	Yes	Yes	No
Publish calls for tenders on IALA Website	Yes	Yes	No	No	No
Answer calls for tenders published on IALA Website	No	No	No	Yes	No
Receive one free copy of the IALA Bulletin	Yes	Yes	Yes	Yes	Yes
Advertise in the IALA Bulletin	No	No	No	Yes	No
Submit editorial articles to IALA Bulletin	Yes	Yes	Yes	Yes	Yes
Sponsor developing countries' participation in IALA events	Yes	Yes	Yes	Yes	No
Access restricted area of the IALA Website	Yes	Yes	Yes	Yes	Yes
Reproduce IALA logo on letter heads	Yes	Yes	Yes	Yes	No