Constitution, Appendices & Bylaws

International Academy of Pathology

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Constitution

As amended October 1976, October 1994, October 2004, September 2012, October 2018 and October 2024

ARTICLE I — Name

This corporation shall be called The International Academy of Pathology, hereinafter referred to as the “Academy”.

ARTICLE II — Objectives

The purpose of the Academy shall be the advancement of pathology through:

Improvement of methods of teaching pathology in medical schools, laboratories, hospitals and medical museums.

Coordination of anatomic pathology, pathologic physiology and comparative pathology with allied sciences and techniques.

Promotion of research in pathology and pathologic techniques.

The formation of national or larger geographic Divisions and regional groupings such as Assemblies.

Publication of journals and reports, including electronic, for dissemination of the results of work in the above fields.

Convocation of meetings and congresses for exchange of scientific information and ideas.

ARTICLE III - Membership

Membership shall be international in scope and consist of the following categories: regular members, junior members, associate members, sustaining members, emeritus members and honorary members. These classes shall be defined in the Bylaws.

Election to membership shall be by the Council of any Division or Assembly. Each applicant shall be sponsored by two regular members of the Academy and the candidate's application shall be accompanied by a letter of recommendation (which may be electronic) from each of the sponsors. Election to honorary membership and emeritus membership shall be by the approval of the International Council upon written recommendation from a Division or Assembly. Any person who is elected to any class of membership by a Division or Assembly automatically shall be a member of the same classification concurrently in the Academy. Where no Division or Assembly exists, election to membership will be made by the Executive Committee, nominations being made by two members and sent to the Secretary.

ARTICLE IV — Officers, International Council and Executive Committee

The officers shall be a President, a President-elect, a Secretary and a Treasurer, and one or more Vice-Presidents, not usually to exceed five from any Assembly, as from time to time may be deemed appropriate by the International Council. One person may hold the offices of Secretary and of Treasurer at the same time and shall, when this occurs, be known as Secretary-Treasurer. The officers shall be elected in a manner and shall hold their offices for such term with such right of succession as shall be specified in the Bylaws. The Chairs of the Education and Finance Committees and the Editor of International Pathology (IAP Bulletin) shall be ex-officio (non-voting) officers.

The International Council shall consist of the Officers, the most recent President, hereinafter referred to as the Past President, and the Councilors. The Editor of International Pathology and the Chairs of the Education and Finance Committees shall be ex-officio members of the International Council without the power to vote. The Councilors shall be appointed in the manner and serve for such terms as are specified in the Bylaws and Appendices.

The Executive Committee shall consist of the Officers, and the Past President and the Vice-Presidents. The President of the immediately forthcoming International Congress shall serve as an advisory member without right to vote. The Executive Committee shall only have the power to act for the International Council when the latter is not in session, such as at the intervening US Canadian Division (USCAP) meeting.

ARTICLE V - Divisions of the Academy

Members residing in one or more nations may be constituted into an administrative subdivision to be known as a Division, as a means of more effectively pursuing the objectives and purposes of the Academy. The territorial area over which a Division shall have jurisdiction shall be the nation or nations in which the applicants reside for the creation of a Division, as defined locally.

Application to form a Division may be made to the International Council by fifteen (15) or more members residing in the area of the proposed Division, which application shall state the name of the Division, the geographical area it is to serve, a copy of the bylaws which will govern it, and the names of the temporary officers and councilors to serve until the organizational meeting. If fewer than 15 members wish to become involved in Academy activities, they shall be encouraged to join an existing Division or the appropriate regional Assembly.

Should a Division contain two or more nations, it can be subdivided into two or more Divisions of one or more nations each by the local Divisions upon the approval by the International Council of an application for such subdivision made by fifteen or more members of each nation desiring to be separated from the Division sought to be subdivided, which application which shall contain the same information required for the formation of a Division as provided in paragraph numbered 2 of this Article V. [See article VI below for more detail on the formation and function of Assemblies].

If the International Council shall approve the creation of a Division, it shall evidence such approval by the adoption of an appropriate resolution prescribing the operations of such Division, the frequency and character of meetings which it shall hold, and the submission of reports thereof and of all scientific and business activities of the Division and the requirement that operations of the Division shall be in accordance with the Constitution and the Bylaws of the Academy including any amendments in the future thereto.

The requirements in the resolution approving the formation of the Division may from time to time be eliminated, amended, or supplemented by new requirements by the International Council.

Reports of all scientific and business activities of each Division shall be submitted to the International Council to the Secretary of the Academy via the Vice Presidents with oversight of the Division and/or the Assembly to which the Division is attached [see Article VI below]. It shall be the responsibility of the International Council, through reviewing these reports and such other reports as may be submitted to it through divisional representatives, to determine that the operations of each Division are being conducted in a manner consistent with the objectives and purposes of the Academy.

Applications to form a Division or to subdivide a Division and all reports and other information required of a Division shall be filed with the Secretary who shall promptly present to the Executive Committee and International Council all such communications.

Upon the failure of a Division to comply with any one of the requirements of the International Council, whether contained in the original resolution approving the formation of the Division or one amendatory or supplementary thereto, after three hundred sixty-five (365) days' notice in writing of such default shall have been given the Division by the Secretary, the International Council may dissolve such Division or revoke any powers that may have been delegated to it.

The existence of a Division at the time of the adoption of this amendment shall not be affected thereby.

ARTICLE VI - Assemblies

The International Council, upon the recommendation of the Executive Committee, may agree to the formation of groups of Divisional and local members to be known as Assemblies, membership in which shall be voluntary and need not be composed of members from one Division; the name of each Assembly and the scope of its interests and activities shall be prescribed by the Executive Committee.

An Assembly should consist of groups of Divisions and local members which may originate from a single geographical area or may have links based on linguistic or cultural affinities. Vice Presidents shall be elected from the Divisions of the Assembly and will have oversight of the activities within the Assembly region. Reports from Divisions shall be forwarded by the Vice President to the International Council via the Secretary and to the Executive Committee outside International Congress meetings.

An Assembly may be dissolved by the International Council upon the recommendation of the Executive Committee.

ARTICLE VII — Meetings

The International Congresses of the Academy shall be held every two years at the call of the President at such places and times as are decided by the International Council. Regional meetings of the Academy may be held on the off year at the discretion of the International Council, in the form of Assemblies. In general, the Congress venues should reflect the geographical diversity of the Divisions and Assemblies and should not usually take place in the same Assembly area on consecutive occasions.

Regular meetings of the International Council shall be held during each International Congress at the place and time designated by the President. Such meetings (and all other Executive and other committees) will usually take place physically at a space within a Congress campus (including conference centres and hotels) but may also have virtual participants joining in electronically with appropriate internet access.

A special meeting of the International Council may be called for at any time by the President or any twelve (12) Councilors. An electronic written notice of each such meeting shall be sent via e-mail to each member of the Council by the Secretary of the Academy not less than sixty (60) days prior to the date of the meeting; the place and time of the meeting to be designated by whomsoever calls the meeting and the notice of the meeting shall specify the place and time it will be held.

Regular meetings of the Executive Committee may be held during each International Congress at the place and time designated by the President and at other times outside International Congresses, typically in conjunction with the Annual United States and Canadian Academy of Pathology (USCAP) Meeting held in the Spring of every year.

A special meeting of the Executive Committee may be called at any time by the President of the Academy or any two other members of the Executive Committee and an electronic written notice of each such meeting shall be sent via e-mail to each member of the Executive Committee by the Secretary of the Academy not less than sixty (60) days prior to the date of the meeting; the place and time of the meeting to be designated by whomsoever calls the meeting and the notice of the meeting shall specify the place and time and reason for the meeting.

General business meetings for all members of the Academy shall be held during each International Congress at a place and time designated by the President, and the minutes of each such meeting shall be published on the IAP Central website (www.iapcentral.org).

All meetings of the International Council and of the Executive Committee, and all International Congresses, and all general business meetings of the Academy shall be conducted in English and in accordance with Robert's Rules of Order Revised, Seventy-fifth Anniversary Edition.

ARTICLE VIII — Transaction of Business

A quorum at each meeting of the International Council shall consist of twelve (12) members of whom at least one (1) shall be an officer of the Academy and there shall be representatives of a majority of the Divisions, provided that all members of the International Council shall have been notified of the meeting electronically not less than sixty (60) days prior to the date of the meeting, or shall have waived such notice and time of notice by an instrument electronically or in writing.

A quorum at each meeting of the Executive Committee shall consist of the President or President-elect and nine (9) of its other members, provided that all members of the Executive Committee have been notified of the meeting not less than sixty (60) days prior to the date of the meeting, or have waived such notice and time of notice by an instrument in writing, including email.

A quorum at a general business meeting of the Academy shall consist of the members present of whom at least three (3) shall be officers and four (4) Councilors.

ARTICLE IX — Publications

The official publication of the Academy shall be entitled INTERNATIONAL PATHOLOGY, which will be provided electronically to all members either directly or via their Divisions /and Assemblies.

Additional publications may be authorized from time to time by the International Council or by any one or more Divisions.

ARTICLE X — Miscellaneous Provisions

No part of the net earnings of the Academy shall inure to the benefit of or be distributable to its members, officers, or other private persons; except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered to it and to make payments and distributions in furtherance of the purposes set forth in Article II. No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation except that the opinions of the Academy may be expressed upon professional matters when these become legislative issues; and the Academy shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this Constitution or the Bylaws, the Academy shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 5O1(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law), or (b) by a corporation, contributions to which are deductible under section 17D(c)(2) by the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law).

Upon the dissolution of the Academy, the International Council shall, after paying or making provisions for the payment of all liabilities of the Academy dispose of all of the assets of the Academy exclusively for the purposes of the Academy, in such manner, or to such organization or organizations organized and created exclusively for charitable, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law), as it may deem desirable. Any of such assets not so distributed shall be disposed of by the court of appropriate jurisdiction of the country or other political subdivision in which the principal office of the Academy is then located, exclusively for such purposes or to such organization or organizations as said court shall determine to be organized or operated exclusively for such purposes.

ARTICLE XI — Corporate Seal

There shall be a corporate seal which shall consist of two concentric circles and between the inner circle and the outer circle shall be the words “The International Academy of Pathology, Inc.” and in the center there shall be pictures of the lamp of knowledge, of a microscope resting on a book, of the globe and at the bottom “I.A.M.M. 1906,” an impression of such seal being made on the margin of this page.

ARTICLE XII — Amendments to the Constitution

This Constitution may be amended by the approval of two-thirds of the members of the Academy voting thereon by ballot on a form to be prepared by the Secretary and e-mailed to each member eligible to vote. After being marked by such member it shall be returned to the Secretary so that it will be received by them not later than sixty (60) days after being e-mailed by the Secretary. This is the standard procedure provided, however, that no proposed amendment shall be submitted for adoption. Such an amendment shall have been first reviewed by the Executive Committee and then approved by the International Council. The approval of amendments and a statement of the reasons therefore, together with a copy of the substance of the proposed amendment shall accompany each ballot when it is e-mailed to each member eligible to vote.

Appendices

Constitution Appendix A: Education Committee

Education Committee

The President according to IAP Bylaws Chapter VI – Committees, paragraph 3, with approval of the International Council, has appointed the IAP Education Committee consisting of up to 17 members (San Francisco 1999, amended Cologne 2016). Members include the Chair (4 year term, renewable), Ex-officio members: President, Past President, President Elect and Secretary and up to 12 members appointed for 4 year terms, renewable, to represent the global regions, assemblies and divisions. The Education Committee is established to serve in an advisory capacity to the Executive Committee and the Council. The Chair of the Education Committee shall be ex officio a non-voting Officer of the IAP.

Terms of Reference

This Committee is established to serve in an advisory capacity to the Executive Committee and Council.

The Committee is charged with identifying educational and scientific needs in underserved geographic areas. This can be achieved through close interaction with the Assemblies of IAP worldwide and by including appropriate representatives of the Assemblies in the Committee membership.

It is further charged with the responsibility to arrange, supervise, audit, and evaluate educational programs that are responsive to these needs, and that are supplemental to the offerings of the biennial Congresses of the International Academy and of the IAP Assemblies.

With the approval of the Executive Committee, the Committee is empowered to recommend and select lecturers, faculty, course directors, and moderators for structured presentations such as symposia, courses, and lectures, as will most appropriately satisfy the educational and scientific needs of the sponsored didactic programs. These may be delivered at face to face meetings but may also be presented in a virtual online format (or both forms simultaneously ‘hybrid’).

There will be funding within the Biennial Budget at a level to be determined by the Finance Committee and approved by the Executive Committee/International Council for the delivery of the activities of the Education Committee.

Bids for funding for individual projects should be made to the Chair of the Education Committee (copied to the Secretary of the IAP). Details are available on the Education page of the IAP website at https://www.iapcentral.org/current-activities

The Committee is required to provide an annual written report to the Executive Committee and International Council.

Constitution Appendix B Finance Committee

Finance Committee

The President according to IAP Bylaws Chapter VI – Committees, paragraph 3, with approval of the International Council, has appointed the IAP Finance Committee (Paris September 16, 1980). Members include the Chair (2 year term, renewable), Ex-officio members: President, Treasurer, President Elect and Secretary and 3 additional members. The Finance Committee reviews the financial reports of the auditor and proposes a biennial budget for Council approval. The Assistant Treasurer is a non-voting member of the Committee.

Terms of Reference

The Biennial Budget is proposed by the Finance Committee, considered by the Executive and approved by the IAP Council. The Budget is created by the Finance Committee with guidance from the Treasurer and Assistant Treasurer after reviewing financial statements from the auditor, financial status and requests from the Education Committee and others.

The Treasurer shall submit an estimated annual budget to the Executive Committee. They shall collect dues and other funds, disburse monies, and submit to the Executive Committee a financial statement that will be audited by a Certified Public Accountant, under US Federal Laws. The Treasurer must be a US citizen. The audited report shall be kept permanently.

Constitution Appendix C International Organizing Committee

International Organizing Committee

In accordance with IAP Bylaws Chapter V - Meetings, sections 6 to 9, the Executive Committee shall appoint an Organizing Committee for each International Congress to include representatives of the host country.

The President of the Academy shall appoint the President for each International Congress.

The Organizing Committee for each International Congress shall:

a) be involved in the selection of the specific subjects and the invited speakers

b) approve the budget. The Congress budget shall include in addition to items stipulated, specifically the capitation fee of 5.5% of the registration fee, a final report of Congress expenditures with a 50/50 split between the hosting Division and the Central IAP of any surplus for approval of the International Organizing Committee and the IAP Executive Committee

c) appoint a local arrangements committee (the Local Organizing Committee).

d) appoint such other committees, as it deems appropriate.

The International Organizing Committee is appointed by the Executive Committee to advise the Organizing Committees of forthcoming Congresses by utilizing the experience and expertise of the members shown below. The Committee is chaired by the Secretary and members include Ex-officio: President, Treasurer, and President Elect, with the Presidents (or their representatives) of the previous two International Congresses and of the two forthcoming Congresses. The International Organizing Committee shall meet alongside other meetings of the Executive Committee, Education Committee and Finance Committee at the annual USCAP meeting and the biennial Congress.

Constitution Appendix D Officers

Officers of the International Academy of Pathology

The officers shall be a President, a President-elect, a Secretary and a Treasurer, and one or more Vice-Presidents, not to exceed five from any Assembly, as deemed appropriate by the International Council. The officers shall be elected in a manner and shall hold their offices for such term with such right of succession as shall be specified in the Bylaws. The Chairs of the Education and Finance Committees and the Editor of the IAP Bulletin shall be ex-officio (non-voting) officers.

Duties

The President shall appoint such committees as are necessary for the proper administration of the Academy's affairs.

The Secretary shall maintain a central office for the transaction of the business of the Academy and for the housing of the Academy's documents. They shall submit to the Executive Committee and to the International Council a report of all transactions.

The Treasurer shall collect dues and other funds, disburse monies, and submit to the Executive Committee a financial statement that will be audited by a Certified Public Accountant. The audited report shall be kept permanently.

The duty of each Vice-President is to represent the Academy and to have oversight of the activities of the Divisions and Assembly in their geographic area.

Constitution Appendix E Assembly Procedures

Assembly Procedures

Assemblies of the International Academy of Pathology

IAP Assemblies approved by IAP Council* (Constitution Article VI-Assemblies) include members of regional IAP Divisions and non-divisional members within a defined geographic area or may have links based on linguistic or cultural affinities. Assemblies engage in activities appropriate to their area for furthering the goals of the International Academy of Pathology as stipulated by the IAP Constitution. These activities include educational programs for under-served area pathologists, support for extra Divisional activities and also, where appropriate, convening an IAP Assembly Congress in alternate years to the International IAP Congress.

Assembly Officers

Convenor – A convenor be elected for a 4 year term by the Presidents of the IAP Divisions that are part of the Assembly. The Convenor convenes and chairs meetings of the Assembly.

Secretary - A Secretary shall be elected for a 4 year term that alternates each 2 years with the Convenor's term for purposes of continuity of Assembly activities.

IAP Assembly Executive Committee – member IAP Divisions shall provide a representative (President or Secretary) to act as a member of the Assembly Executive Committee.

IAP Assembly Executive Committee shall make recommendations to the Vice Presidents from its member Divisions and in turn to the IAP Secretary for forwarding to the IAP Nominating Committee 3 months before International Congresses.

Meetings

The Assembly shall convene regular administrative meetings, one of which may be held at the IAP International Biennial Congress and one at the IAP Assembly Congress, in addition to such meetings as are necessary to conduct its affairs. Minutes of these meetings shall be sent to the IAP Secretary.

The Assembly shall select a location for its "alternate year" Assembly Congress sufficiently in advance for the hosting Division to make the necessary arrangements. Decisions regarding this Congress shall be made at an Assembly Executive Committee meeting convened by the Assembly Convenor.

The Assembly Executive shall follow IAP Bylaws in its activities as approved by the International Academy of Pathology with appropriate communications provided by the Assembly Secretary.

The Assembly may charge a fee from those attending the Assembly Congresses to fund IAP activities. The fee per Congress registrant shall be a separate Assembly Congress expenditure and shall be held in an account with authorized signing authority of the Convenor and Secretary of the Assembly and may be transferred to the IAP Treasurer at the conclusion of the Congress. This capitation fee may be

allocated 2/3 to the IAP Assembly account and 1/3 to IAP Treasurer’s accounts for global IAP operations.

Constitution Appendix F Nominations

Nominations

IAP Nomination Process

The following process is to be followed for Nominations for IAP International Officer Positions including President-Elect and Vice Presidents (see Constitution Chapter VI below). The same process will be followed when appropriate for Secretary and Treasurer.

1. Nominations together with a letter of support indicating support of the Divisional Council/Executive (normally from the member's Division President) and/or the appropriate Assembly Executive must be submitted through the IAP Secretary for the IAP Nominating Committee to review and consider as per the IAP Constitution and Bylaws.

2. A "Formal Call for Nominations" will take place before or on April 1st of the Congress year. The "Formal Call for Nominations" will be sent from the office of the IAP Secretary to all IAP Divisional Presidents and Secretaries and Assembly Convenors and Secretaries for their consideration.

3. If a Division or Assembly wishes to make a Nomination, it needs to be sent with approval of the Divisional or Assembly Executive/Council for consideration by the IAP Nominating Committee.

CHAPTER VI — Committees

1. The President shall appoint an IAP Nominating Committee consisting of the three (3) persons who shall have most recently served as President of the Academy.This committee shall report to the International Council at each of its regular meetings, provided, however, that nominations may also be made from the floor. The Chair of the Nominating Committee shall be the immediate Past President. In the event of the non-availability of any of the previous Presidents, a suitable alternate with appropriate experience and seniority may be co-opted to serve on the Committee

Please note that it is the responsibility of the Nominating Committee to nominate candidates for each vacant post. Although nominations may also be made from the floor, potential candidates are requested to NOT engage in "Campaigning" for Election.

The Nominating Committee shall present its report (the 'slate') to the International Council for consideration and approval at the Congress International Council meeting.

Constitution Appendix G Gold Medal Nominating Committee

David F Hardwick Gold Medal Nominating Committee

The David F Hardwick Gold Medal Nominating Committee nominates candidates to be awarded at each biennial international Congress of IAP.

The David F Hardwick Gold Medal Awards of the IAP were initiated at the IAP Congress in Budapest in 1996 by Dr David F Hardwick who donated the first medals. An initial 6 awards were made. The David F Hardwick Gold Medal Award is for members of the Academy demonstrating leadership by creating and fostering Academy activities that are of International significance. In order to capture the full breadth of such activities, achievements in Pathology Education and Research or Pathology Practice are identified as eligible for recognition. Some awardees over the past decades have provided (or presided over) transformational changes in the Academy such as the transition from IAMM to IAP while others have been enquiring educators, renowned researchers and leading figures in Diagnostic Pathology internationally. All have in common the singular and definitive attribute of international leadership.

Terms of Reference

The President shall appoint a David F Hardwick Gold Medal Nominating Committee of three (3) persons of senior standing from at least two (2) Divisions of the Academy, which committee shall nominate one (1) or more candidate(s) for the “Gold Medal of the International Academy of Pathology” to be reported for approval by the International Council, to be awarded at each biennial International Congress of the International Academy of Pathology.

See also: Bylaws Chapter VI (2), Committees.

Constitution Appendix H International Council

International Council

The International Council shall consist of the Officers, the most recent President, hereinafter referred to as the Past President, and the Councillors. The Editor of International Pathology shall be an ex-officio member of the International Council without the power to vote. The Councillors shall be appointed in the manner and serve for such terms as are specified in the Bylaws.

Duties

The International Council formulates policies and authorizes disbursements of the Academy's funds, except that the endowed funds of the Academy will be spent only after specific authorization by a two-thirds majority vote of the voting members present at a general business meeting of the Academy or of those voting when polled by correspondence. The International Council has authority to act for the Academy in all matters except those otherwise specifically provided for in the Constitution or Bylaws.

Election and Tenure of Councilors

Those persons who shall be Councilors on the International Council as provided in Article IV, Paragraph 2 of the Constitution, shall be selected by the several Divisions by such procedures as shall be prescribed in their respective bylaws. The number of Councilors that each Division shall select shall be based on the numbers of members in that Division as reflected on the roll of its members to be kept on file in the office of the Secretary, the ratio of the number of members to the number of Councilors to be as follows:

25 to and including 100 members 1 Councilor

101 to and including 500 members 2 Councilors

501 to and including 1000 members 3 Councilors

1001 to and including 2000 members 4 Councilors

2001 to and including 3000 members 5 Councilors

3001 or more members 6 Councilors.

Constitution Appendix H

Each Councilor shall serve for a term of not less than two (2) years from the date of his/her selection and thereafter until his/her successor shall be selected and notified to IAP via the Secretary.

At any meeting of the International Council the Secretary upon the request of any member of the Council present shall report the number of Councilors to which each Division is entitled and if requested read the names of the Councilors from any one or more Division.

Should the qualifications of any Councilor to serve on the Council be challenged by any member of the Academy, such challenge shall be submitted in writing to the Secretary accompanied by evidence in writing in support of the grounds of such challenge, and the President after the Secretary shall report to them such challenge shall make a ruling supporting or rejecting such challenge which ruling shall be final and binding on all persons and should the ruling support the challenger, the member challenged shall cease to be a member of the Council as of the date of the ruling.

Meetings

Regular meetings of the International Council shall be held during each International Congress at the place and time designated by the President. Such meetings (and all other Executive and other committees) will usually take place physically at a space within a Congress campus (including conference centres and hotels) but may also have virtual participants joining in electronically with appropriate internet access.

A special meeting of the International Council may be called at any time by the President or any twelve (12) Councilors. More details can be found in Article VII -Meetings of the Constitution.

Bylaws

Bylaws Chapter I Membership

Membership

Regular Members shall consist of those who possess (a) the degree of Doctor of Medicine or its international equivalent, and a minimum of four (4) years of training and experience in pathology and who have demonstrated an interest in research and teaching, or (b) a doctorate or its international equivalent in veterinary medicine or in dentistry or in an allied biological science and training, experience, and interests in his/her field equivalent to those required of Doctors of Medicine. This category may also include non-medical/-dental graduates working as allied scientists within the field of pathology with a similar length of training as shown above including molecular biologists, pathology assistants (advanced practitioners), biomedical and clinical scientists.

Junior Members shall consist of those who possess the degree of Doctor of Medicine, or its international equivalent, and who are actively engaged in formal training in pathology. Junior Membership shall be limited to the period of formal training, not to exceed five (5) years, at which time this membership shall automatically terminate.

Associate Members shall consist of those who possess the degree of Doctor of Medicine, or its international equivalent, who are not engaged in pathology or an allied biological science, but who have demonstrated an active interest in pathology or an allied science, all as shall be determined by the Executive Committee. This category may also include non-medical/-dental graduates working as allied scientists within the field of pathology including molecular biologists, pathology assistants (advanced practitioners), biomedical and clinical scientists.

Sustaining Members shall consist of those members who foster the objectives of the Academy by gratuitous, annual, financial contributions to the Academy. The minimum amount of each such contribution shall be determined by the Council of each Division.

Honorary Members shall consist of persons distinguished for eminent service to medicine and especially to the cause of pathology and to the Academy.

Emeritus Members shall consist of those who have been in good standing in the Academy and who have attained the age of 65 or who have retired from gainful employment in the medical profession.

The annual membership dues of the Academy shall be fixed by the International Council, shall be payable in advance, and shall include a year’s electronic subscription to International Pathology. Members of Divisions delinquent in payment of dues for two years may be dropped from membership at the discretion of the Executive Committee. Dues shall be payable as follows: members of a Division shall pay to that Division the joint dues prescribed by the Academy and the Division; the Division shall then pay to the Academy that proportion of such dues which is

attributable to membership in the Academy; members not belonging to a Division shall pay directly to the Academy the dues prescribed by the Academy.

Junior and Associate Members shall pay nominal dues determined by each Division. Honorary and Emeritus Members will be exempt from dues. Junior, Associate, Honorary, and Emeritus Members may not vote or hold office in the Academy but may be appointed to committees. (Note: The Bulletin is now available online electronically to all members).

All members may subscribe to the publications of the various Divisions at the same rate as paid by the members of those Divisions. The Secretary of each Division shall be provided electronically without charge the official publications of the Academy and of each of its Divisions, if they so wish. Such publications shall be retained in the permanent electronic files of each Division.

Bylaws Chapter II Election of Officers and Councilors

Election and Tenure of Officers and Councilors

1. The officers shall be elected by the International Council to serve the following terms:

a. The Secretary and the Treasurer, whether or not one person holds both offices, shall be elected for a term of four (4) years with the possibility of renewal.

b. All other officers shall be elected for terms of two (2) years, with the possibility of renewal.

c. The term of each office shall commence on the first day of the second month following the adjournment of the meeting at which the officer was elected provided, however, that should it be necessary to prevent an unoccupied office an officer shall serve until their successor is elected and qualified.

d. The President-elect at the conclusion of their term shall become President. In general, the person holding the role of President-elect should reflect the geographical diversity of the Divisions and Assemblies and usually the role should not be held by a member of the same Division or Assembly on consecutive occasions.

e. A Vice-President may succeed themself in office up to a maximum period of 6 years, except by special arrangement with the Executive Officers.

f. The Secretary and the Treasurer, whether or not one person holds both offices, may succeed themself in one or both offices without limitation, except by special arrangement with the Executive Officers..

g. Except that the offices of the Secretary and the Treasurer may be held by one person, no person shall simultaneously hold two (2) offices.

h. The Chairs of the Education and Finance Committees and the Editor of the International Pathology (IAP Bulletin) shall be ex-officio (non-voting) officers.

Should any office other than that of President or that of President-elect become vacant, the office shall be filled by the Executive Committee for the remainder of the term. If the office of President shall become vacant, the President-elect shall thereupon become President for the unexpired term, provided that such service shall not affect such person becoming President upon adjournment of the next regular meeting of the International Council. In the event that the office of President becomes vacant at a time when the office of President-elect is also vacant, the Executive Committee shall fill the office of President for the remainder of the term.

Those persons who shall be Councilors on the International Council as provided in Article IV, Paragraph 2 of the Constitution, shall be selected by the several Divisions by such procedures as shall be prescribed in their respective bylaws. The number of Councilors that each Division shall select shall be based on the number of members in that Division as reflected on the roll of its members to

be kept on file in the office of the Secretary, the ratio of the number of members to the number of Councilors to be as follows:

a. 25 to and including 100 members	1 Councilor
b. 101 to and including 500 members	2 Councilors
c. 501 to and including 1000 members	3 Councilors
d. 1001 to and including 2000 members	4 Councilors
e. 2001 to and including 3000 members	5 Councilors
f. 3001 or more members	6 Councilors.

Each Councilor shall serve for a term of not less than two (2) years from the date of their selection and thereafter until his/her successor shall be selected and qualified.

At any meeting of the International Council the Secretary upon the request of any member of the Council present shall report the number of Councilors to which each Division is entitled and if requested read the names of the Councilors from any one or more Division.

Should the qualifications of any Councilor to serve on the Council be challenged by any member of the Academy, such challenge shall be submitted electronically or in writing to the Secretary accompanied by evidence electronically or in writing in support of the grounds of such challenge, and the President, after the Secretary shall report to them such challenge, shall make a ruling supporting or rejecting such challenge which ruling shall be final and binding on all persons and should the ruling support the challenger, the member challenged shall cease to be a member of the Council as of the date of the ruling.

Bylaws Chapter III Duties of Officers, International Council and Executive Committee

Duties of Officers, International Council and Executive Committee

The International Council shall formulate policies and shall authorize disbursements of the Academy's funds, except that the endowed funds of the Academy shall be spent only after specific authorization by a two-thirds majority vote of the voting members present at a general business meeting of the Academy or of those voting when polled by electronic correspondence. The International Council shall have authority to act for the Academy in all matters except those otherwise specifically provided for in the Constitution or Bylaws.

The Executive Committee, in addition to other duties provided for in the Constitution or Bylaws, shall prepare a budget for the approval of the International Council and shall make necessary adjustments according to circumstances, provided, however, that the changes are within the framework of the general policies determined by the International Council.

The President shall appoint such committees as are necessary for the proper administration of the Academy's affairs.

The duties of each Vice-President shall be to represent the Academy and oversight of the activities of the Divisions and the Assembly in their area.

The Secretary shall maintain a central office for the transaction of the business of the Academy and for the housing of the Academy's documents, which may be partly or wholly in electronic form. They shall submit to the Executive Committee and to the International Council a report of all transactions.

The Treasurer shall submit an estimated annual budget to the Executive Committee. They

shall collect dues and other funds, disburse monies, and submit to the Executive Committee a financial statement that will be audited by a Certified Public Accountant. The audited report shall be kept permanently.

Bylaws Chapter IV Editor

Editor

The Editor of International Pathology shall be appointed by the International Council for a four (4) year period, effective the January 1 following the appointment. The Editor shall be an ex officio (non-voting) Officer of the IAP.

The Editor shall execute editorial policies in conformity with the aims of the Academy and with the general principles formulated by the International Council. There shall be no change in the contractual arrangements with a publisher without the approval of the Executive Committee.

The Editor shall submit to the Executive Committee an electronic written annual summary of the activities of International Pathology, including financial, editorial and other affairs. The financial report shall be audited in a manner to be determined by the Executive Committee. The Editor's report shall be kept permanently in the office of the Secretary.

The Editor shall submit an estimated budget in advance of each year's activities for the approval of the Executive Committee.

The Editorial Board shall be appointed by the International Council on the recommendation of the Editor.

Bylaws Chapter V Meetings

Meetings

1. The International Council shall approve the location of the International Congresses and regional meetings.
2. An IAP Division or Assembly wishing to host a future International Congress shall submit a written proposal to the Secretary of the IAP at least six years before the requested venue date.
3. The International Council of the IAP shall examine the proposals received and reach a final decision for recommendation at least 5 years prior to the requested date of the International Congress.
4. The proposal shall include recommendations regarding meeting facilities, travel accessibility and hotel accommodations for participants.
5. A site visit by at least two IAP Executive officers will be carried out before final acceptance. Accommodation and living expenses for members of the site visit team will be budgeted for and covered by the host division [as per Congress in Buenos Aires 1990 and amended Cape Town 2012].
6. The International Congress budget shall include, among others, provision for:

   a. A complimentary suite for the President of IAP.

   b. Complimentary accommodations for the duration of the Congress for: 1) the President-Elect of IAP, 2) the Immediate Past-President of IAP, 3) the Secretary of IAP and 4) the Treasurer of IAP.

   Registration fees for officers of the IAP (President, Past President, President-Elect, Secretary, Treasurer, chairs of Finance and Education Committees

   A fee of 5.5% of the Biennial Congress registration fee per active registrant to be included in the International Congress budget as a separate item under Congress expenditure. This fee must be set aside by the local Congress Committee and transferred to the Treasurer of IAP at the conclusion of the Congress.

7. The Executive Committee shall appoint an International Organizing Committee for each International Congress to include representatives from the Local Organizing Committee and from the host Division/Country and to include the immediate past Congress Organizers (See Constitution Appendix C).

8. The President of the Academy shall approve the appointment of the President for each International Congress.

9. The Local Organizing Committee for each International Congress shall:

   - Select the specific subjects and the invited speakers.
   - Approve the budget.

- Appoint a local arrangements committee, including the use of a Professional Congress Organizer as it deems appropriate.
- Appoint such other committees, as it deems appropriate

10. The program of each International Congress shall include scientific sessions and exhibits, as well as provide meeting times and facilities for the General Business, Finance Committee, Education Committee, International Organizing Committee, and International Council and Regional Assembly meetings as required by the President of IAP.

11. All officers of the IAP shall pay registration fees for the International Congress, with the exception of the Registration fees for the Executive Officers of the IAP (President, Past President, President-Elect, Secretary, Treasurer, chairs of Finance and Education Committees) which shall be the responsibility of the host organising committee.

12. A loan to facilitate initial Congress planning may be requested by the host Division, the amount to be negotiated with the Treasurer of the IAP.

13. Initiation of the loan repayment in full to the Treasurer of the IAP must be accomplished by the first day of the first month following the adjournment of the Congress.

14. The Division wishing to host a future International Congress of the IAP must be able to meet the above requirements and submit a statement to that effect to the Secretary of IAP.

15. The organization of regional meetings including Assemblies shall be substantially similar to that of International Congresses.

16. Registration, course, and other fees collected from International Congresses and regional meetings shall be spent in accordance with the budget approved by the Local Organizing Committee. At the conclusion of any such Congresses or meetings, the International Organizing Committee shall meet to receive a full financial statement. Any surplus funds will be distributed appropriately in such manner, in such amounts, and to such recipients as shall be determined by the International Organizing Committee in its uncontrolled discretion provided that any transfer of funds of the Academy must be controlled by the limitation set forth in Article X of the Constitution of the Academy. The Academy may derive funds from any Congress or other meetings effected under its auspices, subject, however, to negotiation with the Local Organizing Committee and the restrictions and provisions of the said Article X.

17. At any regular or special meeting of the International Council, each Councilor shall be entitled to vote in person or virtually using a pre-determined electronic method (internet based). The need for written (electronic) proxy shall be replaced by the availability of a virtual option. Without the holding of a meeting, questions to be decided by the International Council or the Executive Committee may be submitted by electronic ballot to the members of the International Council or the Executive Committee, as the case may be,

by the President and a majority of votes cast by such ballots and submitted to the Secretary to be received within sixty (60) days after the submission of the ballots shall be decisive.

For information on how International Congress meetings are organized, click here.

Bylaws Chapter VI Committees

Committees

The President shall appoint a Nominating Committee consisting of the three (3) persons who shall have most recently served as President of the Academy, with provision for replacement if the need arises from suitably qualified individuals. The Chair of the Nominating Committee shall be the immediate Past President. This committee shall report to the International Council at each of its regular meetings the name(s) of individuals to be proposed for the various Officer roles, provided, however, that nominations may also be made from the floor.

The President shall appoint a David F Hardwick Gold Medal Nominating Committee of three (3) persons of senior standing from at least two (2) Divisions of the Academy. The purpose of the committee shall be to nominate one (1) or more candidate(s) for the “David F Hardwick Gold Medal of the IAP’ to be reported for approval by the International Council. When approved, the David F Hardwick Gold Medals may be awarded at each biennial International Congress of the International Academy of Pathology.

The President may, upon their own initiative, and shall upon authorization of the International Council, create and appoint any other such committees as are deemed necessary for the operation of the Academy. Such Committees will usually include the Education Committee (see Appendix A), Finance Committee (see Appendix B) and an International Organizing Committee (see Appendix C).

Bylaws Chapter VII Amendments to the Bylaws

Amendments to the Bylaws

These Bylaws may be amended by the approval of two ¬thirds of the members of the Academy voting thereon by electronic ballot on a form to be prepared by the Secretary and e-mailed to each member eligible to vote and after being marked by such member shall be returned to the Secretary so that it will be received by them not later than sixty (60) days after being e-mailed by the Secretary, provided, however, that no proposed amendment shall be submitted for adoption unless and until it shall have been first reviewed by the Executive Committee and then approved by the International Council, whose approval and a statement of the reasons therefore together with a copy of the substance- of the proposed amendment shall accompany each electronic ballot when it is e-mailed to each member eligible to vote.

Requirements for Hosting the Biennial Congress of the IAP

REQUIREMENTS FOR HOSTING THE BIENNIAL CONGRESS OF THE IAP

(Adopted in 1990, Buenos Aires, amended 2012, Cape Town)

THE BID:

The Division shall apply in writing to the Secretary of IAP. The lead-time for presenting a proposal is 6 (six) years before the proposed event. The invitation will then be presented to the IAP International Council at the next biennial Congress.

THE BID PROCEDURE:

Divisions wishing to host a congress will present to the International Council. If there is more than one contender, the order of presentation is determined by drawing lots. Each Division's presentation should last no longer than 15 minutes.

Presenting Divisions should liaise with the President of the current Congress or the IAP Secretary to confirm the room layout and the availability of a suitable media presentation system.

The venue for the future Congress is determined by the International Council by secret ballot using the Single Transferable Vote (STV) system after all of the presentations have been made. If there are more than two applicants, the STV system uses a ranking of the venues in numerical order of preference until one of the contenders obtains an absolute majority of the Council. As laid down in the Constitution, the International Council consists of the Officers of the Academy, (President, President Elect, Secretary, Treasurer, and one or more Vice Presidents, not to exceed four from any continent), the Past President and the International Councilors. The Editor of International Pathology is an ex officio member of the International Council without the power to vote (Constitution, Article IV, 2).

A date for a site visit to the preferred venue will then be decided upon. At least two officers of the IAP will make a site visit and then prepare a report on the suitability of the venue. Travel costs will be the responsibility of the IAP. Living expenses, accommodation and local transport for the site visit will be covered by the hosts. Based on the site visit report, a final decision will be made.

THE SET UP:

Committees: Once the venue has been finally accepted, the first requirement is that a President of the Congress and a viable Congress Committee, capable of handling the scientific program, the finances, social events, exhibits, etc. should be elected as soon as possible.

The Executive of the IAP will appoint the International Organizing Committee for the Congress to consist of: Five IAP Officers (President, President Elect, Immediate Past President, Secretary and

Treasurer), and up to four appointed local Congress Organizing Committee members; the President of the upcoming Congress and up to three local members including the President of the host Division. In addition the Presidents (or their representatives) of the two most recent International Congresses shall also be members.

The Local Congress organizing committee should work hand in hand with a chosen P.C.O. (Professional Congress Organizer) while maintaining contact with the IAP International Organizing committee, to plan and implement all aspects of the Congress.

LOCAL CONGRESS ORGANIZING COMMITTEE ACTIONS:

Decide on the dates of the Congress. IAP Congresses are usually held in September or October. Check dates for National or religious holidays, or Pathology meetings which may interfere with Congress participation. Registration fees: should be based on those of the previous Congresses, plus an appropriate international inflation rate.

Have the Congress logo early on so the letterheads and stationery can be utilized, particularly with the development of a Congress website. The logo is indispensable even 5 years before the actual Congress takes place.

Early contact with keynote speakers and chairpersons. You may need their names to promote the Congress (with their permission, of course.)

Try to get outside sponsorship, by looking at lists of commercial sponsors for previous Congresses, especially involving microscope, laboratory equipment, supply and software including forms of molecular and digital pathology and artificial intelligence (AI), and the pharmaceutical industry . This eases the finances that are based solely on registration fees.

Establish a timetable (skeleton timetable at this early stage):

Block congress venue and hotels for the exact dates of the Congress

To allow for planning of social events and accompanying persons program

To allow for invitations for speakers and papers in good time

To plan some pre and post congress tours

The IAP biennial Congress has a four to five day scheduled period for scientific sessions, with other activities (i.e. get together reception before the Congress) so that if the Congress is scheduled to begin the scientific program on a Monday a.m., the program would look like this:

Sunday evening: Get-together reception

Monday, Opening ceremony, followed by sessions.

Tuesday: a.m. and p.m. sessions. (Evening free social event)

Wednesday, a.m. and p.m. sessions,

Thursday, a.m. and p.m. sessions (evening Congress Dinner)

Friday, a.m. and p.m. sessions and closing ceremony.

The scientific program of the Congress is usually very comprehensive and of high standard, with an Opening ceremony, daily plenary sessions with well-known speakers, symposia, oral free papers and posters, between 16-20 Slide Seminars (which may be delivered via digital pathology), 16-20 short courses and 1 or 2 long courses and a closing ceremony.. All of the activities of the Congress should be available for a single registration fee. During session's breaks, tea/coffee is served.

Language

The official language of the Congress is English. Simultaneous translation is not usually provided.

Social Events

1) Get-together reception for all registrants, including registered accompanying persons, included in registration fees.

2) Folklore, or typical national evening for all registrants, including registered accompanying persons, included in registration fee. Other shows, concerts, etc. and the Congress Dinner are by subscription. An attractive 3 half-day tour program for registered accompanying persons should be offered.

Exhibition

An exhibition is held in conjunction with the Congress and should have ample booth space and opportunities for delegates to visit. It is advisable to serve coffee there during breaks. Exhibits can be a good source of income for the budget.

The Venue

Congress center, convention hotel or University, should include one large lecture hall seating about 3000 participants and 10 – 12 other break out rooms of varying sizes for concurrent sessions. In addition the venue should have a suitable registration area, slide preview room, digital viewing areas, secretariat office, storage facilities and a hospitality room. Also a suitable open area for poster presentations and a large open area for exhibit with sufficient power outlets.

In the past, several different kinds of venues have been used successfully, including all three mentioned above. As long as they work, they are acceptable. Appropriate hotel accommodations in various categories for about 3-4000 participants must be available. These hotels should, if possible be within walking distance of the Congress venue. Alternately, public transport should be available near the hotels.

International transportation: easy access to an international airport is a must.

Visas

There should be no restrictions on visas. Registrants from ALL divisions must be able to attend the Congress.

Professional Congress Organizer (P.C.O)

The IAP requires that a suitable local P.C.O. be identified to handle the technical and administrative parts of the Congress and who should preferably be a member of a recognized international association of congress organizers.

Printing Schedules

1st announcements to be printed and distributed electronically two years before the Congress (immediately following the previous one) and should also be distributed at Pathology meetings wherever possible, certainly at the previous Congress and at USCAP meetings.

2nd announcements: including a well advanced scientific program, abstract forms, registration forms, accommodation forms, to be distributed electronically at the end of December, 9-10 months prior to the Congress.

Deadline for receipt of abstracts: April- May, 4-5 months before the Congress

Date for receipt of slide seminar digital images and case histories, March-April, 6 months before.
Date for receiving the slide sets: May-June, June 4-5 months before the Congress.

Electronic distribution deadlines (to be settled with PCO according to the above dates and depending on local conditions.

-1st Announcement

-2nd Announcement (with all necessary forms)

-Final Program (for Congress)…Case Histories for short courses, Long Courses, Seminars, and other handouts, Lists of Participants

-Presidential Message for Final Program

Mailing of 1st and 2nd Announcements: A mailing list of divisions is now available from the Secretary of IAP but due to Data Protection requirements, it is necessary to distribute to individual Divisions for wider dissemination. However, material distributed electronically to the Division Secretaries for dissemination in each country/region is desirable. The use of social media platforms such as Facebook, X (formerly Twitter), Instagram, LinkedIn etc may also be considered to obtain as wide a reach as possible.

Registration Desks at the Congress Venue:

Desks should be open from the day prior to the start of the Congress and daily for the duration thereof.

Promotion:

The secret of successful promotion is to reach the prospective participants with the message that the Congress is both topic-important as well as site attractive. Good speakers bring more participants and so may the following pointers:

-At least some of the topics should be new or newsworthy

-The Congress must allow presentation of free papers, which for some participants is a must in order for them to attend.

- Electronic distribution of promotional material is recommended with the additional use of Social Media platforms-Promotion at previous regional and International Congresses

-Publishing announcements in professional journals, including e-announcements

-Working with local Tourist Ministry/Bureau to obtain promotional material, gifts, etc.

-The Internet - Website for the Congress

THE BUDGET:

Managing the financial aspects of the Congress is one of the most difficult tasks and here the advice of the P.C.O. will be of great importance.

First Budget

The first budget is prepared so far in advance of the Congress date, that it is in fact a “theoretical” budget.

Second Budget

The second budget is prepared when fees have been determined, including registration fee, the cost of meeting room rental, price per square meter for exhibits, slide seminars fees, the cost of the social events, tours and audiovisual equipment. It is understood that at this stage, the planners will not be able to anticipate income, the number of participants, or the number of exhibitors.

Third Budget

The third budget, updating the second one, will be the closest to the final one, around 2 months before the Congress takes place. At this stage, most of the participants will have registered (although unfortunately people register later and later), as well as the number of exhibitors, posters, the exact number of meeting rooms and the types needed, numbers and costs for the social events. Sometimes, however, there is a big difference between expectation and reality and the most dangerous items are those that cannot be changed at this final stage. Therefore it is recommend that two (2) budgets be prepared, one with the lowest projected number of registrants and one higher numbers of registrants.

Main Income

The main income of every Congress comes from two main sources:

Registration fees (to cover all scientific content)

Exhibits

Sometimes there are sponsors and also advertisements in the Congress program

Estimated Expenses (Fixed)

Promotion (all Congress electronic material)

Congress venue (meeting rooms and exhibit and poster space)

Electronic distribution

A.V. equipment, P.C.O. (including manpower for the Congress

Registration and accommodation for IAP President, Secretary, President elect, Immediate past President, Treasurer and chairs of Education and Finance Committees.

Other travel expenses, Promotion and advertising, signs, site visit reimbursement,

Miscellaneous, i.e. security, banners, flowers, unforeseen expense

A capitation fee of 5.5% per active registrant to be included in the International Congress budget as a separate item under Congress expenditure.

Variable Expenses

Coffee/tea/drinks/water during breaks

Social events (Opening Ceremony, Get-together reception, Folklore evening)

Tours for accompanying persons

Congress App with access to programme, abstracts, e-posters, social activities and venue information

Name badges, notepad and pens

Certificates of attendance for registered participants for IAP

Estimated Income

Registration fees – Participants, Residents, Trainees, Accompanying persons, Exhibits, Advertisements, Slide Seminars

Sponsors (if any)

Pre and post Congress tours should not be part of the budget. The P.C.O. should arrange these with the aid of a local travel agent or tour agency and of course with the approval of the Local Congress Organizing Committee.

FINAL COMMENTS:

There are no assurances for total success of a Congress, however the host Division must strive to at least break even, although a profit is desirable.

Most of the time the Congresses are profitable over and above the built in 5.5% of registration fee capitation for the IAP.

A 50/50 split of profits between the host IAP Division and the IAP Central must be part of the final financial report by the Local Congress Organizing Committee. The Local Congress Organizing Committee must submit the final financial report to the IAP International Organizing Committee and the IAP Executive Committee for approval before any distribution of profits by the Local Congress Organizing Committee.

We trust that Divisions bidding to host one of the International Congresses of IAP will find these guidelines useful.

Submitting a Congress Hosting Bid - check list

CHECKLIST FOR DIVISIONS CONSIDERING THE SUBMISSION OF AN INVITATION TO HOST AN IAP INTERNATIONAL CONGRESS

1. There should be strong local divisional support for the invitation. The hosting Division or Assembly should be a flourishing organization with some financial reserves.

a. The division should select a capable potential President of the Congress and a capable back up person who could take over in case illness or other unforeseen events make the provisional President unavailable. The provisional president should oversee the preparation of the invitation and should be in charge of the presentation.

2. There should be sufficient, competent, enthusiastic, supporting, local IAP members available to contribute to the scientific program and other special congress subcommittees such as hospitality.

3. A suitable venue must be available for hosting the Congress in the usual September or October timeframe. The venue should include one large lecture or conference room capable of seating the maximum expected number of delegates and accompanying persons (between 2000-3000, depending on the location of the hosting division), and between 10 to 14 other "break out" rooms of varying sizes for the concurrent sessions. Tiered seating is an advantage, particularly in the large auditorium. Excellent audio-visual equipment is essential. The smallest "break out" rooms for the concurrent sessions should seat about 50. It is preferable if one of the "breakout rooms" can hold about 500 and another about 200. The venue should also have a suitable registration area, adigital pathology viewing area for virtual slide seminars, speaker ready room, a secretariat office with phone, fax, e-mail and computer facilities at the conference venue, a hospitality room, a press conference room, meeting rooms with tables and chairs, including a room suitable for the executive meeting (approximately 30 people) and a venue for the Council meeting (up to 120 people), a large open area with power outlets for the trade exhibits which should be located near the rooms where the scientific sessions are held and where the morning and afternoon coffee is to be served. In the past, several different kinds of venues have been used successfully, including specially designed convention centers, hotels and universities. As long as it will work, it will be acceptable.

4. Appropriate accommodations for up to 3-4,000 registrants must be available. It is important to have a range of accommodations from five-star hotels to inexpensive hostel type accommodation. Accommodation should be within easy walking distance (no more than 10 minutes) of the venue. Alternatively, conference buses or reliable, frequent and safe public transport should be available. The travelling time from the accommodations to the venue should be no more than 10 minutes.

5. Security and personal safety are always important considerations.

6. Entertainment, cultural aspects and tours. The venue should be situated in an area where there is plenty of scope for tours and evening entertainment.

7. International transport. The conference venue should have easy access to an international airport.

8. Visas. There should be no restrictions on visas. Registrants from any Country must be able to obtain a visa. In the past, one conference venue had to be changed because there were visa restrictions based on Country of origin of the registrants.

9. Communications. There must be an efficient, reliable telephone system with e-mail facilities staffed by the Congress Secretariat during office hours for the months after the distribution of the final announcement. The Secretariat must be fluent in written and spoken English. The organizer should aim an inquiry turn around time of less than 24 hours. Responses should preferably be by e-mail or other electronic methods. Postal communication is no longer necessary.

10. Printing has been largely superceded by electronic methods. The exception is the provision of facilities with a third party provider for production of posters for viewing.

11. Support by local tourism organizations. This has become an important aspect of many invitations. The supporting tourism organization usually gives helpful free advice and often prepares free special brochures about the venue.

12. A Local Professional Congress Organizer (P.C.O). The Academy requires that a suitable Local Professional Congress Organizer be identified to manage the congress administration. It is desirable that the Congress Organizer be a member of one of the recognized international associations of conference organizers.

13. Costs. A draft budget should be prepared with the invitation. The registration fee should at least be comparable to those for the previous conference, bearing in mind that if the Congress should be affordable enough for our members to attend. Anything that reduces cost is likely to increase the number of registrations. Every member (with exceptions above) attending the congress must pay the registration fee. Registrants are of course free to obtain reimbursement from their own Institutions. It is impossible for organizers to prepare a sound budget, which has registration fees as almost the only source of income, if registrants are exempted from paying the registration fee.

All these points should be considered and addressed by the hosting division before an invitation is presented at the International Executive and Council meetings.