IAP Constitution

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Constitution

As amended October 1976, October 1994, October 2004, September 2012, October 2018, October 2024, and October 2026.

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 undergraduate and postgraduate educational programs, 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 and tools.

Sponsoring and organizing educational activities in pathology and pathologic techniques and tools.

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

Dissemination of the results of work accomplished in the above fields.

ARTICLE III - Membership

Membership shall be international in scope, with categories to be determined by each division and as suggested below.

Election to membership shall be by the Council of any Division or Assembly. Where no Division or Assembly exists, application for membership will be made to the Executive Committee.

The annual membership dues of the Academy shall be fixed by the International Council and shall be payable in advance. 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 their 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 full paying membership in the Academy; members without access to a local Division shall pay directly to the Academy the dues prescribed by the Academy.

Divisions are responsible for managing their membership, division due rates and collection, and membership classes. Suggested categories are as follows:

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 their 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 retired from gainful employment in the medical profession.

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.

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 without charge the official publications of the Academy and of each of its Divisions, if they so wish.

ARTICLE IV — International Council, Executive Committee & Executive Cabinet

International Council

The International Council shall consist of the Officers, the Vice Presidents, and the Councilors.

Officers

The Officers of the Academy shall be a **President, President-Elect, Secretary, Treasurer**, and the **Past President**.

Officers shall be elected and serve terms, including any succession provisions, as specified in the Constitution.

The Chairs of the **Education Committee**, the **Finance Committee**, and the **Editor of the IAP Bulletin** shall serve as **ex-officio (non-voting) officers**.

Vice Presidents

Vice Presidents shall represent divisions and assemblies in global regions including Africa, Asia, Australasia, Europe, Latin America, and North America. They are nominated by their respective divisions and elected to serve terms as specified in the Constitution.

Councilors

Councilors serve as representatives of Divisions and shall be selected by the respective 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, as defined in Appendix A.

Executive Committee

The Executive Committee shall consist of the **Officers** and the **Vice Presidents**.

The President of the next International Congress shall serve as a non-voting **advisory member.**

The Executive Committee may act on behalf of the International Council when the Council is not in session.

Executive Cabinet

The Executive Cabinet shall consist of the **President, President-Elect, Secretary, Treasurer, and Past President**.

The Chairs of the **Education Committee** and **Finance Committee** shall serve as **ex-officio (non-voting) members**.

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 above.

If the International Council shall approve the creation of a Division, it shall evidence such approval by the adoption of an appropriate resolution.

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.

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 for presentation to and approval by the Executive Committee and International Council.

Upon the failure of a Division to comply with any 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.

ARTICLE VI - Assemblies

The International Council, upon the recommendation of the Executive Committee, may agree to the formation of groups of Divisions and local members to be known as Assemblies, membership of which shall be voluntary and composed of members from more than 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 from regional Divisions have oversight of the activities within the Assembly region.

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. In general, the Congress venues should reflect the geographical diversity of the Divisions.

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 through appropriate internet access.

At any regular or special meeting of the International Council, each Councilor shall be entitled to vote in person or virtually.

Pressing matters to be decided by the International Council or the Executive Committee may be put to the International Council or the Executive Committee for electronic vote. Ballots shall be prepared and distributed by the Secretary to each Council or Committee member eligible to vote, who shall have thirty (30) days to submit their ballots. To be valid, such electronic votes shall comply with the passing threshold required under then-current applicable law governing action without a meeting — whether simple majority, unanimous consent, or another standard — and, where no such requirement applies, the vote of a simple majority of ballots cast shall be decisive.

A special meeting of the International Council may be called for at any time by the President or any twelve (12) Councilors. A 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.

A special meeting of the Executive Committee may be called at any time by the President of the Academy or any five other members of the Executive Committee and a 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.

Executive Cabinet meetings may be held at a frequency determined by the President and Secretary based on the needs of the Academy.

General business meetings for all members of the Academy may 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. The purpose shall be for dissemination and gathering

of information; any decisions taken at that meeting must be forwarded to the Executive Cabinet for consideration and further action.

All meetings of the International Council, the Executive Committee, the Executive Cabinet, 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 be 50% of the Council members plus one. All members should be notified of meetings at least sixty (60) days prior to the date of the meeting.

A quorum at each meeting of the Executive Committee shall be 50% of the Executive Committee members plus one. All members should be notified of meetings at least sixty (60) days prior to the date of the meeting.

A quorum at each meeting of the Executive Cabinet shall be 50% of the Executive Cabinet members plus one. All members should be notified of meetings at least seven (7) days prior to the date of the meeting.

The vote of a simple majority of the members in attendance at a meeting of the International Council, Executive Committee, or Executive Cabinet, as applicable, at which a quorum is present, shall be the act of that body.

ARTICLE IX — Publications

Publications, such as a periodic newsletter to the divisions and an IAP bulletin, 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, 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 501(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 with a scientific or educational mission that shall at the time qualify as an exempt (charitable) 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 following review by the Executive Committee and approval by the International Council. Adoption of an amendment shall require the affirmative vote of two-thirds of the members of the International Council.

Ballots shall be prepared and distributed by the Secretary to each Council member eligible to vote, who shall have thirty (30) days to submit their ballots.

Each ballot shall be accompanied by the recommendation(s) regarding the amendment(s), a statement of the reasons for the proposed amendment(s), and the text of the proposed amendment(s).

Appendices

Constitution Appendix A: Election of Officers, Vice Presidents & Councilors

Election and Tenure of Officers & Vice Presidents

The officers and Vice Presidents shall be elected by the International Council to serve the following terms:

a. The Secretary and the Treasurer shall be elected for a term of four (4) years.

b. The President-Elect, President, and Past President shall serve terms of two (2) years.

c. The Vice Presidents shall be elected for terms of two (2) years.

c. The term of each office shall commence on the first day of December following the adjournment of the meeting at which the officer was elected.

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.

The Secretary and the Treasurer may succeed themselves for an additional term, subject to review by the Executive Cabinet.

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

No person shall simultaneously hold two (2) offices.

Should any office other than that of President or that of President-Elect become vacant, the office shall be appointed by the Executive Cabinet 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, without affecting their future tenure as President.

If the office of President-Elect shall become vacant, the nomination process shall commence immediately to replace the position.

In the event that the office of President becomes vacant at a time when the office of President-Elect is also vacant, the Secretary will act as interim President for the duration of the nominations process. An expedited nomination process will commence, and the Secretary will call for an emergency International Council meeting for the election.

Election and Tenure of Councilors

Those persons who shall be Councilors on the International Council shall be a member of good standing and selected by the 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 dues paying members in that Division as reported annually to Central IAP and 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 and thereafter until a 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.

Constitution Appendix B: Duties of International Council, Executive Committee, Executive Cabinet, Officers & Vice Presidents

The **International Council** is mandated to uphold the Objectives of the Academy. The International Council shall have authority to act for the Academy in all matters except those otherwise specifically provided for in the Constitution.

The **Executive Committee**, in addition to other duties provided for in the Constitution, shall consider a Biennial Budget, proposed by the Finance Committee, 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 Executive Committee will also review and approve an annual budget in the interim years of the Biennial Budget, proposed by the Treasurer.

The **Executive Cabinet** acts on behalf of the International Council when neither the International Council nor the Executive Committee is in session. The Executive Cabinet will meet on a regular basis and provide strategic leadership for the Academy. The Cabinet is responsible for functioning as a steering committee, prioritizing issues for the Council or Executive Committee to address, and has an administrative focus to help move forward the goals and objectives of the IAP throughout the year. The Executive Cabinet will report all actions taken to the Executive Committee and International Council at their respective meetings. The Executive Cabinet shall have the authority to hire contracted staff (i.e. a management firm, Executive Director, etc.) to manage operational functions of the Academy to be specified in the given contract, within the approved budgeted framework.

The **President** shall preside as chairperson over all meetings of the International Council, Executive Committee, Executive Cabinet, and any general business meetings. Should the President be unavailable, the Secretary will act as chair. The President shall appoint such committees as are necessary for the proper administration of the Academy's affairs. The President of the Academy shall approve the appointment of the President for each International Congress.

The **Secretary** shall oversee the transactions of Academy business and the retention of the Academy's documents. They shall submit to the Executive Committee and to the International Council a report of all business 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.

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. Reports of all scientific and business activities of each Division shall be submitted to the Executive Committee and the International Council via the Vice Presidents with oversight of the Division and/or the Assembly to which the Division is attached. 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.

Constitution Appendix C: Editor

The Editor of International Pathology shall be appointed by the International Council for a four (4) year period, renewable for additional terms, subject to review by the Executive Cabinet. The term shall be effective the first day of December following the appointment.

The Editor shall execute editorial policies in conformity with the aims of the Academy and with the general principles formulated by the International Council. The Editor shall submit an annual written report to the Executive Committee and the International Council.

An Editorial Board may be appointed by the International Council on the recommendation of the Editor.

Constitution Appendix D: Education Committee

The President, with approval of the International Council, appoints the members of the Education Committee consisting of up to 17 members. Members include the Chair (4 year term, renewable for one additional term), ex-officio members: President, Past President, President-Elect, and Secretary, and up to 12 members appointed for 4 year terms, renewable for one additional term, to represent the global regions, Assemblies and Divisions.

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 and Divisions of the Academy.

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 International Congresses of the International Academy and of the IAP Assemblies and Divisions.

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.

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

The Education Committee may consider applications for funding for educational activities, for example divisional meetings or ambassadorship programs.

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

Constitution Appendix E: Finance Committee

The President, with approval of the International Council, appoints the members of the IAP Finance Committee. Members include the Chair (4 year term, renewable for one additional term), ex-officio members: President, Treasurer, President-Elect and Secretary, and 3 additional members appointed for 4 year terms, renewable for one additional term. The Finance Committee reviews the financial reports and proposes a Biennial Budget for Council approval.

Terms of Reference

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

The Treasurer shall submit an estimated annual budget to the Executive Committee in the intermediate years of the Biennial Budget. The Treasurer shall collect dues and other funds, disburse monies, and submit to the Executive Committee financial statements 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 F: International Organizing Committee

The International Organizing Committee is appointed by the Executive Committee to advise the Local Organizing Committees of forthcoming Congresses by utilizing the experience and expertise of the members. The Committee is chaired by the Secretary and members include Ex-officio: President, Treasurer, Past President, 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 International Congress.

The International Organizing Committee for each International Congress shall:

a) approve the Congress budget.

b) oversee the formation of a Local Organizing Committee by the host Division

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

d) may be involved in the selection of the specific subjects and the invited speakers.

Constitution Appendix G: Nominations

Nomination Process

The following is to be followed for nominations of IAP Officers including President-Elect, Secretary, and Treasurer, as well as the Vice Presidents.

1. A formal call for nominations will take place before or on April 1st of the International Congress year. The call will be sent from the office of the IAP Secretary to all IAP Divisional Presidents and Secretaries.

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

3. Nominations together with a letter of support from the Divisional Council/Executive (normally from the member's Division President) must be submitted through the IAP Secretary for the IAP Nominating Committee to review and consider, according to the deadline set in the call.

Nominating Committee

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. 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.

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 and Vice President roles. The committee will also convene should a vacancy in the President-Elect position arise.

Constitution Appendix H: Gold Medal Award Committee

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

The David F Hardwick Gold Medal Award is for members demonstrating leadership by creating and fostering Academy activities of international significance, including excellence in Pathology Education and Research, Pathology Practice, or Leadership.

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

Committee members shall be appointed for four (4) year terms, which shall be staggered to provide for regular rotation and continuity of service, such that one member is appointed at two (2) year intervals.

Constitution Appendix I: Assembly Procedures

Assemblies of the International Academy of Pathology

IAP Assemblies approved by IAP Council 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.

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

Meetings

The Assembly shall convene regular administrative meetings, one of which may be held at the IAP biennial International 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 the IAP Constitution in its activities as approved by the International Academy of Pathology with appropriate communications provided by the Assembly Secretary.

Proceeds from any Assembly meetings may be held in Central IAP's bank accounts for custodial purposes.

Constitution Appendix J: International Congresses

The International Council shall approve the location of the International Congresses.

An IAP Division or Assembly wishing to host a future International Congress shall submit a written proposal to the Secretary of the IAP. Criteria and timelines for these proposals will be published by IAP and communicated to the Divisions. All detailed procedures and information on how International Congress meetings are bid, selected, and organized will be published in the IAP Congress Handbook.

A site visit by at least two Executive Cabinet members 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.

Confirmed Congress host Divisions will sign an MOU with IAP Central promptly upon final Council approval.

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. Initiation of the loan repayment in full to the Treasurer of the IAP must be accomplished within thirty days of the adjournment of the Congress.

Fees collected from International Congresses shall be spent in accordance with the budget approved by the Local Organizing Committee. Should the Congress reflect a financial loss, Central IAP will not bear liability.

At the conclusion of any Congress, the International Organizing Committee shall meet to receive a full report of the meeting, categories of which are specified in the IAP Congress Handbook.