



THE INTERNATIONAL ACADEMY OF CYTOLOGY VZW

L'ACADEMIE INTERNATIONALE DE CYTOLOGIE
INTERNATIONALE AKADEMIE FÜR ZYTOLOGIE
ACADEMIA INTERNACIONAL DE CITOLOGIA
国際細胞学会

Abbreviations used

Board of Directors: BoD
Board Director: BD
IAC Member: IAC M
General Meeting: GM

Article I: TERMS OF OFFICE OF THE BoD

(Note: Sections 1, 2 and 3 are integrally part of the International Academy of Cytology VZW, (hereafter abbreviated as IAC) Statutes and are included here only to provide an outline of the BoD to the reader of these Internal Regulations. No part of the content included in the IAC Statutes can be changed unless a Statute modification has been voted and published in the Belgian Official Law Journal, according to the legal prescriptions. In case of dispute between the content of the Internal Regulations and the Statutes, the Statutes are the only legally valid text).

Section 1: OFFICERS OF THE BoD

President
Immediate Past- President
President- Elect
Vice-Presidents
Secretary-Treasurer
Editor
Members(s)
Cytotechnologist Member

Section 2: NUMBER OF BOARD DIRECTORS

There are a maximum of 13 Directors, with President, Immediate Past President, President Elect, Secretary-Treasurer, Editor, Cytotechnologist Member being required, along with one or two Vice Presidents (as decided by the Nominations Committee and BoD), plus 5 (if there are two Vice Presidents) or 6 (if there is one Vice President) other Directors.

Section 3: MULTIPLE POSTS

Individual Board Directors may hold more than one office if nominated for and elected by separate elections at one or more properly constituted meetings to these offices.

Article II: DUTIES OF THE BoD

PRESIDENT

The length of term of the President is one three- year term. The President shall preside over all meetings of the IAC and the Board of Directors (Hereafter abbreviated as BoD); shall put forward to the Nominations Committee for their approval and further approval by the BoD all appointments for business and scientific committees and the chairmen thereof that are not filled automatically as detailed below; shall be an ex-officio member of all committees of the Academy; shall sign all letters and documents requiring their signature; shall deliver the Presidential Address at the opening session of the International Congress of Cytology (ICC) and the GM of the IAC; and shall perform such other duties pertaining to their office that are detailed in the Statutes and these Internal Regulations.

IMMEDIATE PAST PRESIDENT

The length of term of the immediate past president is one three- year term. The immediate past president automatically becomes a member of the BoD for the three-year term of office following their presidency. The Immediate Past President is automatically the Chair of the Nominations Committee and the Chair of the Site Selection Committee.

PRESIDENT-ELECT

Section 1:

If the President cannot preside at the above-mentioned meetings, the President-Elect, if any, shall preside. If there is no President-Elect or if the President-Elect is unable to preside, the Vice-President(s) (in sequence of their seniority may preside.

The President-Elect serves for one three-year term.

Section 2:

The President-Elect shall familiarize themselves with the duties of the intended office as president of the IAC, in the term preceding their presidency by association with the President and by membership of the BoD.

VICE-PRESIDENT

Section 3:

The Vice-President, shall preside at the meetings of the IAC if neither President nor President-Elect is available. The Vice-President can sign all letters and documents requiring the signature of the President if the President is not available, and shall perform such other duties pertaining to their offices as assigned to them by the President or the BoD. A Vice-President can serve more than one three year term, and is not automatically President or President-Elect after the end of each three-year term. Should the BoD decide, there can be two Vice-Presidents elected to the BoD, and a Vice-President elected to a second three year term, is regarded as senior to a Vice-President elected to their first three year term. If two Vice-Presidents are elected at the same election, then the BoD can designate one as being the senior Vice-President.

OFFICE OF THE SECRETARY-TREASURER

Section 4:

The position of Secretary-Treasurer is one of the 7 required officers of the BoD and is elected at the General Meeting (hereafter abbreviated as GM) as with all other members of the BoD by a simple majority vote of the members.

The Secretary-Treasurer position description and role encompasses the following. If the Secretary and Treasurer positions are combined, then the Secretary-Treasurer has only one vote on the BoD.

The term of service of a Secretary-Treasurer is not restricted to a 3-year term. The BoD should review the positions of Secretary and Treasurer at the BoD Meeting of each tri-annual international meeting every three years; or at the time of resignation and departure of any incumbent Secretary-Treasurer, deciding a successor to fill the position for the following three years or until the time of the next BoD Meeting at the ICC. It is expected that the Secretary will hold their position over a number of three-year election terms of the BoD to provide continuity and develop corporate stability.

The office of the Secretary-Treasurer shall have the authority to act as an agent of the IAC as the BoD may so direct to include:

- a: shall have charge of the routine business affairs of the IAC;
- b: shall be custodian of the books, documents and papers of the IAC, except those belonging to the Treasurer (if the Secretary is not the Treasurer also) or to the editorial office;
- c: shall provide for keeping the minutes and proceedings of the meetings of the IAC; shall sign such correspondence and such documents as may be required in the discharge of their duties;
- d: shall attest and affix the seal of the IAC to all documents that require it and certify to all acts requiring certification; shall send out notices for all meetings; shall be ex-officio member of all subcommittees of the IAC; and shall perform such other duties as usually pertain to their office.
- e: shall inform members of the GM no later than 15 days in advance.

TREASURER

Section 5:

The BoD can decide to have a separate Treasurer in addition to the Secretary, effectively dividing the position and its duties between two Board Directors. The Treasurer in this circumstance is elected at the GM and ratified by a simple majority vote of the members. The Treasurer is a full voting member of the BoD. The position description of the role of the Treasurer is described in Sections 6 and 7 and otherwise as the BoD direct.

The term of service of a Treasurer is not restricted to a 3-year term. The BoD should review the positions of Secretary and Treasurer at the BoD meeting of each ICC every three years or at the time of resignation and departure of any incumbent Secretary and/or Treasurer and decide on who will fill this position for the following three years or until the time of the next BoD Meeting at the next ICC.

It is expected that the Treasurer will hold their position over a number of three-year election terms of the BoD to provide continuity and develop corporate stability.

The Treasurer shall send out bills for the annual dues in the last quarter of the year to all individual members; shall collect all dues from individual members; shall be responsible for all correspondence related to the matter of bills and collection of dues; and shall render an account of monies thus collected, setting forth amounts received and amounts outstanding and all details pertinent to the financial status of the IAC.

Section 6:

The Treasurer shall receive all funds due to the IAC and, with the approval of the BoD, shall deposit such funds in banks approved by the BoD and keep complete and detailed records of amounts concerning the receipts and expenditures of the IAC;

- a: shall pay money out of the Treasury only upon vouchers signed by the President and countersigned by the Secretary.
- b: if for any reason the signatures of the President and/or the Secretary are not obtainable, the Treasurer shall pay money out of the Treasury in accordance with the majority opinion of the BoD.
- c: shall render audited financial statements of accounts to the BoD on at least an annual basis.
- d: The BoD shall employ, at the expense of the IAC, a certified public accountant for these auditing purposes, overseen and directed by the Treasurer.

Section 7:

The Treasurer shall perform such other duties as are assigned by the BoD and such other duties as usually pertain to this office. If the Treasurer is not able to continue their functions, the President may appoint immediately after discussion and agreement with the BoD, an Acting Treasurer who will take all responsibility and perform the duties of the Treasurer until the Treasurer may be able to resume their duties or until the BoD appoints a new permanent Treasurer.

EDITOR

Section 8:

The Editor shall be responsible for editing the periodical of the IAC, Acta Cytologica, which shall be sent as required to all members electronically or in hard copy as decided by the Board. The Editor will be assisted in their post by a number of invited co-editors and nominated national regional editors, together with an invited editorial advisory board composed of specialists in the various fields of cytopathology. The Editor shall include in Acta Cytologica announcements by the officers of the IAC, and he shall select scientific topics for discussion and shall supervise the publication of all scientific papers approved by the Editorial Board for publication. In addition, he shall perform such other duties as may be assigned to him by the BoD and such other duties as usually pertain to the Editor's office.

Any new Editorship should be in consultation with the current Editor. This post should be held over several three-year terms of the BoD to allow for continuity.

CYTOTECHNOLOGIST MEMBER

Section 9:

There shall be at least one Cytotechnologist Member on the BoD, who will act as Chair of the Cytotechnology and Renewal Committee.

OTHER BOD MEMBERS

Section 10:

In the case of the BoD deciding to have two Vice presidents, then there will be 8 specific members of the BoD and 5 other members. Similarly, if the BoD decides to have two separate positions filled by a Secretary and a Treasurer then there will be only 5 other members.

The other six medical members of the BoD are required to represent the global membership of the IAC, and as far as possible to maintain a regeneration of the BoD through the appointment of new members.

Each of the other six medical members of the BoD is elected for an initial 3-year term, and if their service to the IAC is assessed as being satisfactory, they may be selected by the Nominations Committee to be recommended by that Committee to serve a second three year term. The maximum that one of the other six medical member of the BoD can serve as one of the other six members is six years, that is, two terms. If at the end of these two terms, the medical member is not proposed and elected for a specific position, as a required member of the BoD, they step aside from the BoD.

OFFICIAL COMMUNICATIONS

Section 11:

All communication from the IAC, including but not limited to all official documents, invitations, invoices, should legally include:

The International Academy of Cytology vzw

Ing. David Hansenstraat 7 , 2650 Edegem, Belgium
Ondernemingsnummer: 0534.418.926
RPR Antwerpen (afdeling Antwerpen)

The IAC must maintain a house style for all official communications and presentations that is mandatory for all communication purposes.

COMMITTEES OF THE IAC

Section 12:

The role of each committee is defined and can be viewed on the website. Definitions can be adjusted by the full BoD to reflect the needs of the IAC.

The President and Secretary-Treasurer are Ex-Officio on each committee. If the BoD has decided to have a separate Secretary and Treasurer on the BoD, then the Secretary is Ex-Officio on each committee.

Where a committee does not have a chair designated by these internal regulations, such as the Committee for Continuing Education and Quality Assurance, the incoming President should propose committee chairs and co-chairs for the three-year term to the Nomination Committee, consisting of the Immediate Past President, the current President and the Secretary or Secretary-Treasurer, and chaired by the Immediate Past President. The Nomination Committee can discuss these proposals and then present the approved chairs and co-chairs to the BoD for approval. The Chairs and Co-chairs then can propose the other committee members, who should be IAC members, of each committee, and these have to be agreed to by the President, Immediate Past President and Secretary-Treasurer as the Nomination Committee. On rare occasions, non-IAC members may be invited as consultants to support the IAC Members on a particular committee.

Section 13:

There shall be fifteen standing committees in the IAC:

1. The Nomination Committee
2. The Membership Committee
3. The Committee on Registration and Renewal
4. The Committee on Continuing Education and Quality Assurance
5. The Business Committee
6. The Awards Committee
7. The IAC Foundation Committee
8. The Research and Publication Committee
9. Site Selection and Planning for Future Congresses Committee
10. Statutes and Internal Regulations Committee
11. Liaisons with Other Societies Committee
12. The Budget and Finance Committee
13. The Cytotechnology Committee
14. The IAC International Board of Cytopathology Committee
15. The Communications Committee

Section 14:

THE NOMINATIONS COMMITTEE

- a: The Chair of the committee is the Immediate Past-President
- b: The Committee consists of the Immediate Past President and ex-officio the Secretary-Treasurer and current President. There is no obligation to invite other Board members.
- c: The Nomination committee is charged with proposing a slate of names from the IAC membership for the BoD for the upcoming three- year term, and can seek strictly confidential counsel from other members of the BoD and other members of the Academy to arrive at a suitable slate that will best serve the interests of the IAC and its initiatives and programs.
- d: The Committee shall reach a consensus if at all possible in selecting the BoD, but in the event of a non-consensus, the members will simply vote on particular nominations or slate of nominations.
- e: A list of officers nominated by the Nominations Committee should reach the Secretary-Treasurer at least one hundred fifty (150) days prior to the GM of the IAC or to the end of term of office of the current BoD.
- f: The names of the proposed BoD members are announced to the Membership, and a preliminary vote is held in advance of the tri-annual ICC.
- g: Proposed candidates should be asked if they may have a potential conflict of interests during the three-year term, such as membership of an organisation that represents similar but conflicting interests.
- h: The results of the preliminary vote and names are announced and an official vote for the new BoD is held at the GM and decided by a simple majority vote of all members.
- i: The proposed Slate should represent the global membership of the IAC as far as possible and include new members to the BoD with different experience in different fields of cytopathology and appropriate records of supporting and promulgating cytopathology in different service and country settings.
- j: At least one cytotechnologist representing cytotechnologists' interests must be included in the Slate.

Section 15:

THE MEMBERSHIP COMMITTEE

The chair of this committee is the Secretary-Treasurer, and the Immediate Past President is a member, along with the President who is an ex-officio member. The Chair can propose potential members for this committee and present these proposals to the Selection Committee for discussion, and then to the BoD for ratification. The Membership committee should have a global and mixed age representation

- a: This committee is charged with actively encouraging membership.
- b: The committee is to be consulted regarding all new applications for membership and oversee the acceptance of new members.
- c: The names of cytopathologists and cytotechnologists recommended to be accepted as IAC members by the committee are presented to the GM annually for ratification by a vote of acceptance by simple majority.
- d: The committee is to be consulted when requests or proposals for elevation to Emeritus status or Honorary Fellowship are received. The recommendations of the committee should be presented to the BoD for final approval.
- e: Any budgetary matters should be discussed with and agreed upon by the BoD.

Section 16:

THE COMMITTEE OF REGISTRATION AND RENEWAL

The Chair of this Committee is the Cytotechnologist member of the current BoD.

The Chair can propose potential members for this committee and present these proposals to the Nominations Committee for discussion, and then to the BoD for ratification.

- a: The committee is responsible for the content and execution of the CT(IAC) examination and for the Renewal process for IAC members registered with the IAC as holders of the CT(IAC).
- b: The Chair of the committee is also the responsible for the selection of the tri-annual Cytotechnologist of the Year award in combination with the Nomination Committee and the IAC central office.
- c: The Chair of this committee is responsible for representing the interests of cytotechnologist members of the IAC in close collaboration with the Educational and Cytotechnologists' Committees
- d: Any budgetary matters should be discussed with and agreed upon by the BoD.

Section 17:

THE COMMITTEE ON CONTINUING EDUCATION AND QUALITY ASSURANCE

This committee should discuss, initiate, co-ordinate and execute educational programs and plans for all membership categories of the IAC. The Chair can propose potential members for this committee and present these proposals to the Selection Committee for discussion, and then to the BoD for ratification. All proposals for educational programs including but not limited to IAC Tutorials, webinars, virtual tutorials, development of teaching programs based on digital slides and website educational programs and links must be discussed with the President and Secretary-Treasurer as ex-officio members and then presented to the full BoD for discussion and ratification. A majority of members as well as consultants can be invited to assist in the proposed programs. Any budgetary matters including specific budgets and contracts for individual programs that may carry any risk to the IAC, should be discussed with and agreed upon by the BoD prior to announcement.

Section 18:

BUSINESS COMMITTEE

When required scientific subcommittees or additional business sub committees may be established by the BoD for specific purposes to meet current needs. The President proposes the chair and members of all such committees for approval by the Nomination Committee and then presentation to the BoD for ratification.

Section 19:

CYTOPATHOLOGY AWARDS COMMITTEE

The Awards Committee is made up of the Immediate Past President, President and Secretary-Treasurer, who receive nominations for awards from the members of the BoD and former Award winners and other societies if appropriate. The Awards Committee then proposes recipients of the Awards to the BoD for ratification.

The Awards are presented every three years as one of the functions fulfilled at the tri annual ICC. Budgetary matters related to the Awards, such as, but not restricted to, financial assistance with travel costs and registration costs at the ICC should be discussed with and agreed upon by the Secretary-Treasurer and presented to the BoD for approval.

Awards can only be awarded to IAC members. Guidelines to be considered when proposing and then discussing potential awardees include:

1. CONTRIBUTIONS TO THE IAC

Contributions to the organisation of the ICC

Presentations and contributions to IAC tutorials and webinars

Editorial or reviewer contributions for ACTA Cytologica
Contributions to major initiatives of the IAC such as the IAC IARC WHO Reporting Systems for Cytopathology
Contributions to the BoD
Contributions to IAC Committees

2. CONTRIBUTIONS TO FIELD OF CYTOPATHOLOGY

Presentations and teaching at national and international meetings
Research
Publications
Supporting projects in low middle income countries

The Triennial Awards are:

- (1) The Maurice Goldblatt Cytology Award is an annual award, commencing the year following an ICC, and continuing each year to the year of the following ICC. This award is for contributions to the functioning of the IAC including membership of the BoD and committees, assisting with the organization of IAC educational programs and the ICC, advancement of cytopathology through teaching, research and publications, and support of cytopathology nationally and internationally
 - (2) The George L. Wied Life-Time Achievement Award is presented every three years at the ICC and is made for overall contributions over a long period of time: functioning of the IAC including membership of the BoD and committees, assisting with the organization of IAC educational programs and the ICC, advancement of cytopathology through teaching, research and publications, and support of cytopathology nationally and internationally
 - (3) The James W. Reagan Award is presented every three years at the ICC for outstanding contributions to research and publications in cytopathology and support of the IAC and its programs
 - (4) The Kazumasa Masubuchi Life Time Achievement in Clinical Cytology Award is given every three years
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- a: The Chair of the Awards Committee is the Immediate Past-President. The President and Secretary-Treasurer are members, and proposed further members should be presented to the Nomination Committee and ratified by the BoD.
 - b: Only one representative of each country may be invited.
 - c: The committee should not be an even number of members.
 - d: Invited committee members must be IAC Members with long term experience and global knowledge of the cytopathology community.
 - e: Nominations can be requested from former winners of the various awards, who are still members of the IAC and from the BoD, each of whom may nominate up to three names.
 - f: Awards can only be presented to IAC members or emeritus members.
 - g: Call for nominations must be at least 14 months before the award ceremony.
 - h: The deadline for receiving nominations should be at least 9 months before the award ceremony.
 - i: The Award Committee Chair should present the agreed names to the BoD for final approval at least 6 months before the award ceremony
 - j: The award winners should be notified and asked if they accept the award, and able to be present to accept the award.
 - k: The Chair of the Committee provides an individualised suitable text to be printed on each award certificate detailing the reasons why the recipient has received the award.
 - l: Accepted award winner names are provided to the IAC members prior to the ICC

- m: The Awards will include free congress registration to the awardee, and free entry for themselves and a partner to social events at the ICC
- n: At least 4 months before the presentation ceremony, award winners should be asked to provide information that will be collated into a short video or presentation to be shown at the award ceremony, which can include text information and various approved photos illustrating aspects of their career and private life they wish to share. The Award winner will be shown the video in advance for approval.
- o: No award presentation or video should be longer than 4 minutes.
- p: Each awardee will receive a diploma, an award medal or other personalised symbolic object as well as a monetary prize.
- q: The Selection Committee discusses and establishes with the Secretary-Treasurer a suitable amount each ICC as a cash amount for each awardee, and this must be approved by the Budget and Finance committee before being presented to the BoD for final approval. The prize of Euro 1,000 (one thousand) has been given since 2010.

CYTOTECHNOLOGIST OF THE YEAR FOR CT(IAC), CMIAC AND CFIAC ALSO (EM).

The International Cytotechnologist of the Year Award is given annually to a Cytotechnologist of exceptional merit honouring a lifelong dedication to teaching, research and service in cytopathology. Recipients receive a gold medal and an honorarium, at the triennial ICC. The Award has been given since 1975.

Chair of the Cytotechnologist of the Year Selection Committee is the BoD member representing cytotechnologists:

- a: Awards can only be presented to IAC members or long time CT(IAC).
- b: Nominations should be requested from former winners who are still members of the IAC and from the BoD, each of whom may nominate just one name.
- c: Call for nominations must be at least 12 months before the award ceremony.
- d: The deadline for receiving nominations should be at least 9 months before the award ceremony.
- e: The Selection Committee chair should present the agreed names to the Awards Committee who then present the awardee's names to the BoD for final approval at least 6 months before the award ceremony
- f: The award winners should be notified and asked if they will accept the award and if they will be present to accept the award.
- g: Accepted awards winner names are provided to the IAC members prior to the ICC
- h: The Awards will include free congress registration to the awardee, and free entry for themselves and a partner to social events at the ICC, where the award will be made
- i: At least 4 months before the presentation ceremony, award winners should be asked to provide information that will be collated into a short video to be presented at the award ceremony, which can include text information and various approved photos illustrating aspects of their career and private life they wish to share. The Award winner will be shown the video in advance for approval.
- j: No award video should be longer than 4 minutes.
- k: Each awardee will receive a diploma, an award medal or other personalised symbolic object as well as a monetary prize.
- l: The Selection Committee discusses and establishes with the Secretary-Treasurer a suitable amount each ICC as a cash amount for each awardee, and this must be approved by the Budget and Finance committee before being presented to the BoD for final approval. The prize of Euro 1,000 (one thousand) has been given since 2010.

Section 20:

IAC FOUNDATION COMMITTEE

The Chair is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose potential members to the Nomination Committee for discussion, and then to the BoD for ratification. The committee members as far as possible should represent the global membership.

The committee presents all initiatives and potential projects to the President and Secretary-Treasurer to be presented to the BoD for approval prior to any announcements, commitments or actions. The members can actively search for financial corporate support to be provided within the framework of the needs and professional educational requirements of the IAC members.

Section 21:

RESEARCH AND PUBLICATIONS COMMITTEE

The Chair is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose potential members to the Nomination Committee for discussion, and then to the BoD for ratification. The aim of this Committee is to offer assistance and help to researchers in the field of clinical cytopathology and stimulate the publications of research, guidelines, classifications and nomenclature, through a research forum and other initiatives.

Section 22:

SITE SELECTION AND PLANNING FOR FUTURE CONGRESSES

- a: The Chair is the Immediate Past President who should invite at least two members with experience in organising an international congress, along with the current President and Secretary Treasurer as ex-officio members.
- b: A call for bids from affiliated societies should be made at least five years in advance of the intended meeting.
- c: Bids for future congresses should be limited to at the most six years in advance. That is, two future congress sites.
- d: The Chair is responsible for actively calling for bids and coordinating responses.
- e: The Chair should evaluate the needs of a future congress and formulate the bidding proceedings to reflect the estimated needs and costs.
- f: The Committee should evaluate the bids and put at least two proposals forward for the BoD to consider.
- g: The potential hosts should be asked to make presentations, either in person or on-line in good time, to the full BoD.
- h: A decision should be made at least four years in advance.
- i: Should the political or financial situation in a chosen host country change to such an extent that the country is no longer attractive, financially acceptable or safe for attendants, the BoD can reassess any decision and if necessary, cancel the contract, and approach an alternative society to hold the international meeting.

Section 23:

STATUTES AND INTERNAL REGULATIONS

- a: The Chair is a member of the BoD and is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose potential members to the Nomination Committee for discussion, and then to the BoD for ratification.
- b: The Chair is responsible to ensure that all the necessary actions are upheld to comply with the requirements of the IAC Statutes and official requirements in the country of incorporation.

- c: The Chair should organize timely reviews of the Internal Regulations and IAC Statutes to meet changes in governmental and financial regulations, and to respond to questions, discussions and requests from the BoD and IAC members.

Section 24:

LIAISONS WITH OTHER SOCIETIES

- a: The Chair is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose potential members to the Nomination Committee for discussion, and then to the BoD for ratification.
- b: The Chair is responsible to ensure that current arrangements, such as memorandum of understanding, companion society meetings and joint publications, are managed appropriately and maintained to meet all requirements of such agreements, and that current arrangements are extended in a timely manner.
- c: The Chair must request the approval of the BoD for any modification or cancellation of the memorandum of understanding with other Societies or organizations, and gain approval before any such arrangements are modified or cancelled.
- d: The Chair must request the approval of the BoD for any proposed future arrangements with any other Societies or organizations, and gain approval before any such arrangements are discussed with other Societies and formalized.
- e: Once BoD approval is obtained, the chair should discuss co-operation with other appropriate affiliated and international societies to encourage and promote the interests of the IAC and each society.

Section 25:

BUDGET AND FINANCE COMMITTEE

- a: The Chair is a member of the BoD other than the Secretary-Treasurer, and is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose two other potential members to the Selection Committee for discussion, and then to the BoD for ratification.
- b: The Committee discusses and prepares proposals to present to the BoD to be included in the IAC budget for specific project spending.
- c: The Secretary-Treasurer should present potential projects and their financial analysis to the Committee to assess, and then approve or reject projects requiring large financial investments that cannot be covered by the annual budget.

Section 26:

CYTOTECHNOLOGY COMMITTEE

- a: The Chair of this Committee is the Cytotechnologist member of the current BoD. The Chair can propose potential members for this committee and present these proposals to the Nominations Committee for discussion, and then to the BoD for ratification.
- b: The committee is responsible for representing the interests and concerns of cytotechnologist members of the IAC.
- c: The Chair must ensure that this Committee collaborates closely with the Educational, Membership, and CT Register and Renewal Committees.
- d: Any budgetary matters should be discussed with and agreed upon by the BoD.

Section 27:

THE IAC INTERNATIONAL BOARD OF CYTOPATHOLOGY EXAMINATION

- a: The Chair is a Fellow of the IAC and is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose other potential members to the Selection Committee for discussion, and then to the BoD for ratification.
- b: The Chair collaborates directly with the Education Committee and the CT Register and Renewal Committee.
- c: The Chair is responsible for the content and conduct of the IAC examination for the elevation of cytopathologist members to Fellow.
- d: This committee periodically reviews the validity and components of the IAC Examinations and provides additional test material and updates the cytomorphological and textural questions as required.
- e: The examination should be reviewed regularly to reflect current terminology and techniques to form a comprehensive examination that covers body sites that can be assessed by cytopathology.
- f: The invited members and consultants should all be Fellows of the IAC or declare that they do not intend to sit the examination in the future.
- g: No former member of this committee may sit the examination after serving on the committee.

Section 28:

COMMUNICATIONS COMMITTEE

- a. The Chair is a member of the IAC and is selected by the Nomination Committee and presented to the BoD for ratification. The Chair can then propose other potential members to the Selection Committee for discussion, and then to the BoD for ratification.
- b. If the Chair is not a member of the BoD then they cannot represent the IAC officially.
- c. This committee should communicate and promote IAC activities and other relevant information on social media and any other medium.
- d. Implement the decisions and strategies of the BoD in the communication area
- e. This committee should collaborate closely with all other Committees and the BoD
- f. The committee should work closely with the IAC communications social media specialist
- g. The Committee should cooperate closely with the Editor of Acta Cytologica

Article I. : AFFILIATED SOCIETIES

Section 1:

A national society of cytopathology of a particular country may request via a formal approach to the President of the IAC to affiliate with the IAC. This request should be by a letter via post or email signed by the responsible officer, in most cases the President, of that national society. The BoD by majority vote decides whether to accept or reject this request. Upon acceptance, the national society of cytopathology may identify itself as "affiliated with the International Academy of Cytology," and its members become "Members of Affiliated Societies" of the Academy. They are nonvoting and may not use any abbreviation concerning IAC membership after their names.

When considering to accept a cytopathology society from a particular country, as an affiliate of the IAC, the BoD should only consider societies that include active participation by cytopathologists as well as cytotechnologists, working together to foster cytopathology in their country.

Section 2:

An affiliated society should propose a suitably qualified cytopathologist or cytotechnologist to be assessed by the Editor of Acta Cytologica as a potential National Editor for Acta Cytologica.

Article II. MAINTENANCE OF MEMBERSHIP AND DISCIPLINE

Section 1:

The BoD may, on its own motion or on a written statement signed by a complainant, take cognizance of any breach of the rules and regulations of the IAC, or of any unprofessional conduct on the part of a fellow or member, or of any behaviour contrary to the purpose of the IAC, or of any conduct that threatens the order, functions, peace, reputation and dignity of the IAC.

Section 2:

No hearing before the BoD shall be held unless the member subject to the complaint is served notice of the hearing with a written statement of the charges against them, at least thirty (30) days prior to the hearing, this notice and statement to be sent by registered mail and by formal IAC email to the last address or email address given by the member. The hearing may be held virtually or by exchange of emails if the case makes it mandatory that the BoD act within a short period of time.

Section 3:

If, after hearing the evidence presented, the BoD, by majority vote, finds the complaint or allegations substantiated against the Fellow or Member, the BoD may take appropriate protective measures, i.e. reprimand them, suspend them temporarily from membership and/or request their resignation. The BoD can propose at the next GM to expel the member. It is the exclusive power of the GM to expel a member from the IAC. All legal regulations as described in the Statutes should be followed. Expulsion of a Member will require the presence of 2/3 of all IAC members at the GM and a vote by a 2/3 majority of the present members.

Section 4:

If a Fellow or Member has been expelled or suspended from membership by the GM, the IAC may publish notice of such expulsion or suspension in the periodical of the IAC and/or in appropriate medical journals.

Section 5:

Any member of the BoD who refuses to carry out their duties or who is remiss in same, shall be given a warning by the President, and if this warning is not heeded within one month from the date of such warning, the matter shall be presented to the BoD, which may suspend such a Board Director, by majority vote of the BoD, for not carrying out their duties as specified in the internal regulations of the IAC. The suspended Director can be removed from the BoD by vote by simple majority at the next GM and remains a Member of the IAC.

Section 6:

An IAC-affiliated national society of cytopathology or national medical accreditation body can request in an official statement (accompanied by appropriate supporting evidential material), issued by their respective executive boards or presidents, that a Fellow or Member of the IAC be expelled from the IAC. The BoD will assess the evidence and the statement and may propose to expel the Fellow or Member at the next GM and may publish this decision in Acta Cytologica and appropriate medical journals.

EMERITUS AND HONORARY MEMBERSHIP

I. EMERITUS FELLOWS AND MEMBERS

Fellows and Members of the IAC may become emeritus at the time of their retirement from the active practice of cytopathology. Emeritus members may use the letters "(em)" following the abbreviation of the membership category—i.e., F.I.A.C.(em), M.I.A.C.(em), P.M.I.A.C.(em), C.F.I.A.C.(em) and C.M.I.A.C.(em). Emeritus members are exempt from the payment of dues, and may have on-line access to Acta Cytologica for up to five of years and receive digital notifications of Academy events.

II. HONORARY FELLOWS

Distinguished scientists of international reputation who have shown great interest in the development of cytopathology may be invited by the BoD to be given Honorary Fellowship. Honorary Fellows may use the abbreviation F.I.A.C.(hon) following their names. If requested, they may have an on-line subscription of Acta Cytologica for up to five number of years.

Amendments

Section 1:

These Internal Regulations must be amended by majority vote of all members present and voting at a GM at any stated other meeting called for that purpose, provided that the notice of such intended action has been mailed or emailed to each Member by the Secretary-Treasurer at least forty (40) days prior to that meeting.

Section 2:

The Secretary-Treasurer shall be required to send such notice of any proposed amendments to the BoD provided that such proposed amendment(s) to these Internal Regulations is seconded by another Member in good standing. Proposed amendments must be brought to the membership for a vote at a GM or other meeting appropriately called by the Secretary-Treasurer. Should the BoD elect to not bring forth a properly presented amendment, the BoD decision may be overridden by presentation of a petition to the BoD to do so signed by five percent (5%) of the IAC's members in good standing.