



## *The International Association of Amateur Heraldry*

### IAAH Articles

#### PART A. GENERAL PROVISIONS

##### **Name of the Organisation**

**A1.** The name of the organisation is the International Association of Amateur Heraldry hereinafter referred to as the "Association" or the "IAAH".

##### **Legal Status**

**A2.** The IAAH is an unincorporated non-profit association.

##### **Period of duration of the IAAH**

**A3.** The IAAH shall exist in perpetuity.

##### **Purposes**

**A4.** The IAAH is established for the following purposes:

- a.** To provide a forum for persons interested in the study of the art, science and philosophy of heraldry and its associated disciplines, including armory, chivalry, genealogy and any other allied subjects.
- b.** To encourage, increase and extend interest in and knowledge of the subject.
- c.** To offer education to members.
- d.** To offer education, advice and assistance to persons who might make enquiries about such matters.
- e.** To assist in heraldic design.
- f.** To offer advice on the registration, matriculation and grant of heraldic devices.
- g.** In furtherance of these aims, to research, interpret and create graphic renderings of coats of arms.

**A5.** The IAAH is not a competitor or replacement for any heraldic authority in any country that legally regulates heraldry or registers arms. The IAAH assists in the design of arms but claims no authority to grant coats of arms.

**A6.** The IAAH does not issue copyrights or register trademarks, service marks, certification marks, collective marks or coats of arms

## **Operations**

**A7.** The operations of the IAAH will mainly be on the Internet and may be conducted from any place.

**A8.** The IAAH will maintain Internet WebPages designed to educate and assist those interested in heraldry and its associated disciplines. Wherever possible the IAAH will try to help with queries about heraldry and its own activities.

## **Principal Office**

**A9.** The principal office of the IAAH shall be at the address of whoever holds office for the time being as Secretary of the IAAH.

## **Finances**

**A10.** The IAAH will have no membership fees and will make no charges.

**A11.** Individual members or officers of the IAAH will not solicit donations.

**A12.** No salaries, fees or honoraria will be paid by the IAAH to any member of the IAAH for any purposes.

**A13.** Members of the IAAH may, with the approval of the Board, make voluntary donations to offset costs that might be incurred by the IAAH, by paying those costs directly.

## **Elections and Voting**

**A14.** Elections for Board members are prescribed in PART C MANAGEMENT.

**A15.** For any vote, seven days notice shall be given followed by seven days for voting. The quorum necessary for a vote to be valid shall be thirty per cent of the listed membership. Decisions shall be reached by a simple majority of those voting.

**A16.** If a quorum has not been achieved, exactly the same resolution may be put again seven days later, and those voting within the following seven days will form the quorum for the purposes of this Article.

**A17.** All elected officers shall take up office on 1 May following April elections or at the earliest appropriate date after adjourned elections.

**A18.** All elections and voting shall be organised by the Secretary.

## **Amendment of Articles**

**A19.** Any members may propose amendment of these Articles to the Board.

**A20.** All members will be notified of proposed amendments ratified by the Board. Amendments will be put to a vote of all members.

**A21.** Notice of a vote on the proposal shall be given no less than two weeks and no more than four weeks after details have been so circulated, when the provisions for elections shall apply save that no amendment to these Articles shall be approved without a two thirds majority of those voting.

**A22.** Amendments to Articles shall not have retrospective effect.

## **Natural Justice and Procedural Fairness**

**A23.** In all procedures of the IAAH, the principles of Natural Justice and Procedural Fairness shall be applied.

**A24.** In the case of conflict with any IAAH Article these principles shall take precedence.

## **Code of conduct**

**A25.** Members will reasonably confine themselves to matters covered by the purposes of the IAAH.

**A26.** Members will refrain from introducing political matters into IAAH affairs.

**A27.** Members will not make personal attacks on any person in the IAAH Forum or in any public forum or act so as to bring harm to the Association.

## **Winding up the IAAH**

**A28.** Upon the dissolution of the IAAH or the winding up of its affairs, the assets of the IAAH, if any, shall be distributed to one or more charitable, educational or scientific organisations for a public purpose. Any such assets not so disposed of shall be disposed of by the civil Court of the country in which the principal office of the IAAH is then located, exclusively for such purposes or to such organisation or organisations as said Court shall determine.

## **PART B. MEMBERSHIP**

### **Grades of Member**

**B1.** The IAAH shall have three grades of membership: Member, Associate Fellow and Fellow.

**B2.** The Board of the IAAH may determine from time-to-time the criteria for admission as Members or for re-grading.

**B3.** A member in any grade must be a real person, and not a corporate body, company, institution, society or association.

**B4.** Reasons for declining membership, or suspending or expelling a member shall include conduct considered to have violated any of the fundamental principles, objects, or rules of the IAAH, or action in any manner, that, in the opinion of the Board of the IAAH, is detrimental to its interests.

**B5.** Rights, privileges and obligations of members in any grade cannot be transferred or transmitted to another person, corporate body, company, institution, society or association.

### **Applications for Membership**

**B6.** Any real person may apply for membership of the IAAH, giving such information in support of the application as may be requested.

**B7.** Applications for general membership shall be considered as decided by the Board or by a membership Committee appointed by the Board. Any Membership Committee may make its own rules of proceedings provided that all decisions are notified to the Board.

**B8.** The Secretary shall announce to the IAAH the acceptance of a new

member and add the new member's name to the Lists of members.

**B9.** If the Board or membership Committee declines an application, the Secretary shall inform the applicant, giving reasons for the decision.

**B10.** Any applicant whose application has been declined may ask a current Fellow to appeal against the decision on his or her behalf. If no Fellow will make an appeal on behalf of an applicant, that applicant may make a further application after six months.

**B11.** Appeals against a decision to decline membership shall be considered by the full membership. The decision of the membership Committee and its reasons will be published to the membership with the appeal together with any further information put forward by the applicant. The provisions for elections shall apply to a vote on an appeal.

**B12.** All members must report any change of email address to the Secretary, as well as to confirm current email addresses annually.

## **Advancement**

**B13.** All applicants whose membership is ratified by the Board shall be immediately appointed to the rank of Member.

**B14.** All Members who are successful in the IAAH examination shall be immediately advanced to Associate Fellow.

**B15.** Any applicant whose membership is ratified by the Board, and who the Board consider demonstrates a long-standing interest in heraldry (which may include but is not restricted to: artistic talent, membership of other heraldic bodies and authorship) may be appointed to the rank of Associate Fellow at either the next New Year or on International Heraldry Day (10 June).

**B16.** Any existing Member who is considered by the Board to have demonstrated for a period of at least twelve months their commitment to the IAAH or to heraldry in general, may be advanced to Associate Fellow at either the next New Year or on International Heraldry Day (10 June).

**B17.** Any Associate Fellow who, in the opinion of the Board, has demonstrated during a period of at least twelve months since their appointment as an Associate Fellow a continuing commitment to the IAAH and to heraldry in general, may be advanced to Fellow at either the next New Year or on International Heraldry Day.

## **Resignation of Membership**

**B18.** Members may resign at any time by notice to the Secretary.

**B19.** On receipt of such a notice the Secretary shall remove the name of the member from the Lists of Active members.

## **Non-Active Membership**

**B20.** A member can at any time ask to be removed from the List of active members. That member's name will then be placed on the Inactive List.

**B21.** Every 1 January every member on the Active and Inactive Lists will be asked by the Secretary to confirm that they wish to remain as members of the IAAH.

**B22.** If no response is received from a member within three months of the regular reminder, the member will be placed on the Inactive List if currently on the Active List, and if on the Inactive List the name and details will be transferred to the "ex-member's list".

**B23.** A member can be restored to the List of active members at any time on request.

**B24.** If any person is aware that a member is deceased, the Secretary should be notified.

### **Suspension or Expulsion**

**B25.** The Board will inform members of any decision of the Board that a member should be considered for suspension or expulsion, giving reasons for that decision.

**B26.** Any member has the right to be informed by the Secretary of the decision of the Board. If the member does not appeal, the decision of the Board shall be confirmed.

**B27.** A member has a right of appeal to the Fellows against suspension or expulsion. Appeals against suspension or expulsion shall be considered by the Fellows. Any information put forward by the member will be considered. A member shall be given the opportunity to present evidence on his or her own behalf, either personally or by a chosen representative. A simple majority of those who vote is needed to overturn the decision of the Board.

## **PART C MANAGEMENT**

### **The Management Board**

**C1.** There shall be a Management Board responsible for the overall policy and direction of the IAAH and responsible for the interpretation of these Articles.

**C2.** The Board shall be chaired by the President who shall also have the right to attend any other group or committee meeting within the IAAH.

**C3.** The Board may co-opt members as assistants in any area of activity.

**C4.** There shall be five elected Directors to exercise management of the operations of the IAAH, these being: President, three Vice-Presidents, and a Secretary.

**C5.** Elections for the five posts shall be held annually as close as possible to the second Friday in April, with successful candidates to hold office until the next election.

**C6.** Any Associate Fellow or Fellow may nominate a Fellow for election as a Director, and a Fellow who is nominated must confirm to the Secretary that nomination is accepted.

**C7.** If a Director resigns the Fellow with the next number of votes at the previous election will take the place for the remainder of that period of office.

**C8.** If there is no candidate, the Board may co-opt a member for the remainder of that period of office.

**C9.** The Board may recommend that a Director be removed from office. The same procedure for the suspension or expulsion of a member will then be followed.

### **Management Board Meetings**

**C10.** The Board shall meet at agreed times and places, and this includes electronic meetings.

**C11.** The quorum for Board meetings is three.

**C12.** Notice of a Board meeting must be given to each Director two weeks in advance, but with a lesser period if all Board members agree.

**C13.** The Secretary will keep minutes and correspondence. Decisions taken at Board meetings shall be published electronically to all members.

## **Appeals Against Board Decisions**

**C14.** A member who feels aggrieved by any Board decision, including interpretation of these Articles, may, within one month of the cause of the grievance, give notice of an appeal.

**C15.** The Board will then consider the matter and the process will then be the same as in the case of an appeal against suspension or expulsion.

## **Privacy Policy and Collection of Information**

**C17.** The IAAH is committed to maintaining the privacy and security of individual or organizational information to the best of its abilities within the limitations imposed by the relatively insecure Internet.

**C18.** The IAAH privacy philosophy is that no information about its members is collected or used save as is necessary for the efficient running of the IAAH. In particular the following principles have been established:

**a.** If the IAAH collects information from or about any person, that person will be informed what information has been collected and for what purposes, and will have access to it for review and confirmation prior to it going online.

**b.** Information provided for online presentation cannot be absolutely secure from unauthorized use by parties external to the IAAH, but every effort will be made to make such use as difficult as possible.

**c.** Providers of information will have the opportunity to update it by contacting an identified IAAH representative.

**d.** The IAAH will take steps to ensure that any updates are processed in a timely and complete manner.