



IFLA
INTERNATIONAL FEDERATION
OF LANDSCAPE ARCHITECTS

**THE INTERNATIONAL FEDERATION
OF LANDSCAPE ARCHITECTS (IFLA)**

BY-LAWS AND RULES OF PROCEDURES

Approved by IFLA World Council in Buenos Aires, Argentina on the 02nd of June 2014.



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1. Introduction.

1.1. The objectives of IFLA shall be pursued in accordance with the IFLA Constitution, current IFLA By-Laws, Rules of Procedure and Code of Ethics. All members shall follow these standards.

1.2. The rules contained in the current edition of Robert's Rules of Order Newly Revised (Ref: <http://www.robertsrules.com/>) shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Federation may adopt.

1.3. IFLA, a single, united, international organisation, shall comprise primarily a set of semi-autonomous regions and a coordinating, supportive centre.

1.4. IFLA shall maintain a regional basis for its organisation and operations with a maximum number of five major regions; namely IFLA Africa, IFLA Americas, IFLA Asia-Pacific, IFLA Europe, and IFLA Middle-East. Thereafter the regions may, with prior approval of the World Council and with a declared strategy incorporating financial support, set-up sub-regional or special interest groups (SIGs) where member interest demands and promotes this. Any potential sub-regional group or SIG must operate in accordance with the IFLA Constitution and these by-laws.

1.5. The role of IFLA centre (defined by the Executive Committee and administrative staff) will be to control all central administrative and financial matters; offer support to, communicate with and coordinate operational matters on behalf of all members; and marketing and promotion of the profession at a global level.

1.6. The World Council shall operate as the central decision making body for IFLA.

1.7. The main activities of the Regional (and any sub-regional or special interest) groups shall include the following:

1.7.1. Appropriate joint initiatives and shared programmes between like-minded individuals or organisations across the region/s or/and the special interest group/s to promote the profession at a national, regional or international level.

1.7.2. Acting as a conduit and representative between IFLA Centre and individual members (including a Vice-president's position on the World Executive Committee).

1.7.3. Acting as a coordinator and monitor of IFLA operations across the region.

1.7.4. The frontline point of reference for support and guidance to regional member associations on all matters.

1.7.5. Sharing of online professional resources and networking.

1.7.6. Regional fundraising, income generation, awards and professional events promoting the profession.



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2. Membership.

The World Council, comprising members of the Executive Committee and the duly appointed members of the national or multi-national associations (see below) shall act as the governing body of IFLA.

2.1. Category A membership comprises national or multi-national associations whose Constitution and By-laws have been approved by the Regional body and thereafter ratified by the World Council. Members shall be represented by an appointed delegate who shall have the right to a single vote on matters presented at the World Council meetings (in accordance with the financial restrictions within these by-laws).

2.2. Category B membership comprises individual members from countries where no national or multi-national association exists and whose qualifications and status are determined by the Regional body to be acceptable and thereafter ratified by the World Council. Individual members shall have no voting rights at the World Council meetings.

2.3. Category C membership comprises individual Honorary Members who may not necessarily operate within the profession but whom IFLA may wish to honour for their support and engagement with the profession at international level. Honorary members shall be nominated via the World Executive Committee and presented for approval to the World Council. Honorary members shall have no voting rights at the World Council meetings.

2.4. Category D membership comprises Corporate members from the world of science; education; professional, commercial or industrial institutions, associations or corporations; connected with or having a keen interest in the furtherance and promotion of the objectives of IFLA. Corporate members shall be nominated via the World Executive Committee and presented for approval to the World Council. Corporate members shall have no voting rights at the World Council meetings.

2.5. Any party wishing to be considered for membership shall apply directly to the IFLA Executive Committee using the appropriately completed online application form accompanied by the necessary supplementary compliance documents required for each category of membership (Category A and B applicants will generally be encouraged to apply directly through the most relevant regional body of IFLA).

2.6. Where all of the application material is deemed by the Executive committee to be in compliance with the necessary demands of the specific category applied for, membership maybe granted temporarily until the application can be submitted for formal ratification at the next World Council.

2.7. A member in any category may give notice of resignation to the Executive Committee at anytime provided there are no outstanding dues owed to IFLA. The resignation shall become effective immediately and signed notice by the president shall be circulated to all members.

2.8. A member in any category may be expelled if they are found no longer to meet the criteria set out for such membership or are found to be in anyway acting contrary to IFLA's



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Constitution, Bylaws and Rules of Procedure. The Executive Committee shall provide written reasons why any member threatened with expulsion are considered to be in contravention of the rules and regulations. Any such member shall have 90 days to present reasons why membership should be revoked. In all cases the World Council must vote by a two-thirds majority to approve the sending of the expulsion notice and thereafter, following any appeal, by the same majority to either approve the expulsion or revoke it. Thereafter the decision shall be circulated to all members.

2.9. Members in all categories will be charged an annual membership fee determined by the Finance Committee. The fees for all categories of membership will be reviewed annually and presented for ratification and approval by the World Council.

2.10. All members must pay their fees in full within 90 days of receiving the invoice from the IFLA Treasurer. Any member who is unable to pay the full fees, for whatever reason, must inform the IFLA Treasurer upon receipt of the invoice.

2.11. Upon payment in full of the annual membership fee Category A members shall retain full voting rights at the World Council meeting. Failure to pay in full, or only part-payment of the fee will mean the automatic suspension of member voting rights until such time as the full payment is made. (i.e. Category A members will retain their membership but forfeit their voting rights).

2.12. If members in Categories B, C & D fail to pay the fee in full, their membership will be suspended until such time as they are able to pay the fee in full.

3. Operational Organisation.

3.1. IFLA will officially recognise a maximum of five geographic regions, namely IFLA Africa, IFLA Americas, IFLA Asia-Pacific, IFLA Europe and IFLA Middle-east.

3.2. A Region shall comprise an association with legal personality and may be recognised to function as a Region of IFLA if it complies with the following criteria:

3.2.1. The association must be duly incorporated and existing pursuant to applicable law.

3.2.2. The geographical scope of the association must correspond with a Region defined by the IFLA World Council.

3.2.3. The members comprising the association must all be members (or eligible to become members) of IFLA.

3.2.4. The objectives of the association must state that it shall function as a Region of IFLA.

3.2.5. The Constitution or Statutes of the association shall determine that it shall comply with the Constitution, By-laws and Rules of Procedure set down by IFLA and that provisions in its Constitution, Statutes, By-laws and its resolutions may not conflict with those of IFLA.



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3.2.6. A relationship agreement must be signed and approved by the Region and IFLA World Council in order to determine the contractual obligations between the two parties. Such agreements may be reviewed, revised and modified, as appropriate, to reflect changes circumstances over time.

3.3. IFLA World Council may also approve the establishment of sub-regional associations or groups based upon substantive criteria compiled by members from countries wishing to create such entities. Any members wishing to establish such an entity for a specific purpose in relation to the advancement of the objectives of IFLA will need to reflect upon the need to present a comprehensive business plan (including budgetary, financial and action plans with predicted outcomes) in relation to the strategic aims and objectives of that entity for scrutiny by the IFLA Executive Committee and thereafter approval by the World Council.

3.4. IFLA World Council may also approve the establishment of Special Interest Groups (SIGs) proposed by like-minded individuals who have identified a specific area of professional interest that might be advanced by specific international member cooperation and collaboration in accordance with IFLA objectives. Any members wishing to establish a SIG for a specific purpose in relation to the advancement of the objectives of IFLA must present a comprehensive business plan (including budgetary, financial and action plans with predicted outcomes) in relation to the strategic aims and objectives of the SIG for scrutiny by the IFLA Executive Committee and thereafter approval by the World Council. Informal collaborative groups are also to be encouraged and it is unlikely they will need such a business plan if there is no anticipated financial demand on central funds – their aims and objectives must be in accordance with those of IFLA, however informal the grouping.

3.5. Members of IFLA will be invited to meet annually at a World Council meeting to be held in one of the Regions representing IFLA. The World Council meeting will be held over a maximum period of three days and will preferably be combined with a congress or conference programme that will follow on from the World Council meeting. Location of these meetings will preferably rotate between the Regions unless otherwise agreed by the World Council.

3.6. General requirements for holding a World Council and Congress meeting:

3.6.1. Approval to host the meeting must be obtained by the Category A member at least three years in advance of the actual date of that meeting.

3.6.2. In exceptional circumstances such as an unavoidable emergency or crisis, where an approved host member cannot fulfil their obligation to hold such a meeting, Clause 3.6.1 may be overruled by approval of the IFLA Executive Committee to allow for an alternative member to hold the meeting as an emergency replacement venue.

3.6.3. Approval to host the meeting is conditional upon the host member signing the IFLA contract form documenting guaranteed adherence to the relevant terms and conditions within 180 days after the conclusion of the World Council where approval was granted.

3.6.4. The approved host member of IFLA shall pay a 20% levy of the registration fees for all Congress registrants (except student registrations). The minimum levy shall be 10,000 EUR.



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3,000 EUR of this will be paid 180 days before the date of the World Council. The remainder of the minimum levy (7,000 EUR) will be paid within 30 days after the date of the conclusion of the World Congress. The balance of the levy will also be paid within 30 days after the date of the conclusion of the World Congress. The host shall provide free registration at the congress for all IFLA EXCO members (excluding any organised tours).

3.6.5. The host member will be responsible for all of the arrangements necessary to carry out the meeting in a comprehensive manner including all financial aspects. In cooperation with the host member, IFLA shall provide guidance and support so as to assist the adequate development of the Congress and the World Council.

3.6.6. All business of the meeting and congress/conference will be carried out in English. Any necessary translation into additional languages will be the responsibility of and at the discretion of the host member.

3.6.7. Specific guidelines for the conduct of IFLA congresses and conferences are available from the IFLA secretariat (Ref: "Guidelines for Members wishing to hold IFLA World Councils, Congresses & Conferences").

3.6.8. The meeting will be deemed quorate when 25% of all eligible voting members are represented. Where a quorum is not represented, those present at the World Council may draft decisions that will thereafter be circulated electronically to all voting members for determination.

3.6.9. The meeting shall be run in accordance with the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the IFLA may adopt (Ref: <http://www.robertsrules.com/>).

4. Roles and Responsibilities.

4.1. Election of Officers.

4.1.1. Eligible Category A members shall nominate potential candidates as officers of IFLA in advance of the World Council meeting at which the elections will be announced and confirmed. Each eligible Category A member and EXCO officer may submit up to two nominations for each vacant office.

4.1.2. Nomination forms shall be distributed to all voting members at least 180 days before the World Council meeting at which the term/s of office are due to expire.

4.1.3. All nominees who wish to stand for the elections must present a written consent form combined with a (maximum) 500-word 'manifesto' and current brief biography within 40 days of the nomination forms being distributed. Failure to present any one of these documents within the stipulated timeframe will determine the nominee's submission invalid.

4.1.4. No eligible nominees may stand for more than one position at any given time.



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4.1.5. All eligible nominees shall be informed of their nomination by IFLA secretariat within 15 days of the close of the call for nominations.

4.1.6. Where there are no nominations made this process must be repeated until an eligible nomination has been secured.

4.1.7. Within 30 days of the closing date for nominations, IFLA secretariat shall commence the voting procedure and send (electronically) clear instructions and guidelines for voting to every eligible voting member including all necessary information about the nominees.

4.1.8. The closing date for the voting procedures shall be in 30 days of the start of the voting.

4.1.9. Within 20 days of the closing date for voting, IFLA Executive Committee will have scrutinised the completed voting report issued by IFLA secretariat and reported back to all voting members of the World Council.

4.1.10. In the event of a tied vote, a second vote shall be commenced within 30 days of the original closing date for voting. These same procedures will be followed except that only the leading tied candidates shall be competing in the second vote.

4.1.11. Within 20 days of the closing date for the second vote, IFLA Executive Committee will have scrutinised the voting report issued by IFLA secretariat and reported back on the final outcomes to all voting members of the World Council.

4.1.12. The voting procedures, records and results will be scrutinised by two, eligible IFLA Delegates (appointed by the World Council) at the first World Council meeting following the vote and the results thereafter shall be ratified by the World Council.

4.1.13. Elected officers shall take up their posts immediately after the World Congress following their election with the exception of the treasurer whose duties shall commence on 1st January of the year following election to that office.

4.1.14. If for any reason the elected officer is unable to complete the term of office, an election to fill the vacancy shall be started immediately. The newly elected officer shall take office immediately thereafter and serve out the remainder of the term of office. Thereafter, this officer will be eligible for re-election to office for up to a further two terms.

4.1.15. In exceptional circumstances, the IFLA Executive Committee may co-opt an eligible individual to serve as an interim officer until such time as a suitable replacement officer has been elected.

4.2. President.

The president shall:



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- 4.2.1. Be voted to office for a minimum term of two years and may be re-elected for a period of no more than two additional years immediately following the first term in office.
 - 4.2.2. Represent the world organisation in an effective, efficient, collaborative and cooperative manner in the best interests of IFLA and the profession; in accordance with the Constitution and the Strategic Plan.
 - 4.2.3. Direct the Executive Committee operations and activities in close collaboration with all other elected officers and the IFLA secretariat.
 - 4.2.4. Take overall responsibility for the implementation and administration of the IFLA Strategic Plan in accordance with the approved timetable and financial constraints.
 - 4.2.5. Attend and chair the Executive Committee meetings, the World Council meetings and any other extraordinary general meeting that maybe convened from time to time unless there are constitutional or exceptional personal reasons preventing this.
 - 4.2.6. Check and appropriately amend the draft minutes of any such meeting within 15 days of receiving them in order for them to be distributed by IFLA secretariat thereafter.
 - 4.2.7. Prepare and submit for distribution annual reports in a timely fashion for presentation at the World Council and other important meetings with interim reports being presented at Executive Committee meetings as appropriate.
- 4.3. Treasurer.

The treasurer shall:

- 4.3.1. Be voted to office for a minimum term of two years and may be re-elected for a period of no more than two additional years immediately following the first term in office.
- 4.3.2. Attend the meetings of the IFLA Executive Committee.
- 4.3.3. Be responsible for the strategic control of all matters relating to the financial operations and obligations of IFLA.
- 4.3.4. Be responsible for the day-to-day financial prudence of IFLA.
- 4.3.5. Be responsible for the preparation and presentation of financial management accounts, in a timely fashion, for every meeting of the IFLA executive Committee.
- 4.3.6. Prepare and present final accounts for the year ending 31st December annually for distribution to and discussion with the IFLA Executive Committee within 90 days of this date.
- 4.3.7. Submit the agreed final set of accounts to an approved practice of external auditing accountants for scrutiny, approval and thereafter submission where necessary to the necessary government department recording such matters.



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4.3.8. Prepare and present an annual budget for each forthcoming year in collaboration with all IFLA Executive Committee members, chairs of IFLA committees and Regionally elected treasurers in a timely fashion for the World Council meeting.

4.3.9. Be responsible, following discussion and agreement with IFLA Executive Committee officers, for approving any extraordinary expenditure above that determined in the annual budget giving due consideration to the immediate and long-term implications of any such expenditure.

4.3.10. Investigate and pursue additional sources of income in accordance with the aims and objectives of the approved Strategic Plan whilst regularly reviewing the funding sources available in order to ensure the future financial viability of IFLA.

4.3.11. Prepare annually (no later than 31st January each year) for distribution the invoices for fees to all IFLA members. Where necessary reminders are to be sent no later than 31st March and final warnings of membership suspension sent by 30th April each year.

4.3.12. Ensure that IFLA complies with all financial obligations placed upon it by the governing authorities of the country in which the organisation is legally registered.

4.4. Vice-president.

4.4.1. One of the regional Presidents shall hold the formal role of IFLA Vice-president within the Executive Committee. This role shall be rotated every twelve months between the regional Presidents.

The vice-president shall.

4.4.2. If, for any reason, the President is unable to complete or fulfil their duties, the Vice-president shall deputise until such time as the President can continue their role or until any necessary elections are carried according to Clause 4.1.14.

4.5. The Executive Committee.

The Executive Committee officers shall:

4.5.1. Comprise the IFLA president, the IFLA treasurer, a maximum 5 regional presidents (namely the elected presidents of the approved Regions), a maximum 3 elected Chairs of the IFLA approved standing Committees and one, ex-officio member of the IFLA secretariat.

4.5.2. Attend a physical meeting at least once each year, preferably at the World Council event. The cost for attendance at this meeting will be paid or reimbursed by IFLA, with the exception of the regional Presidents, who will be paid or reimbursed by the Region from which the officer comes in accordance with that Region's rules and regulations. In exceptional circumstances the costs for attendance of regional President may be paid by IFLA by prior approval of the IFLA Executive Committee.



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4.5.3. Attend all other meetings that will be arranged in accordance with the most effective electronic means of communication minimising international travel costs and expenses and the impact of aviation on the environment.

4.5.4. Represent the Region for which they have been elected president or the committee for which they have been elected Chair.

4.5.5. In timely fashion, review and appropriately revise draft minutes of the various meetings held in order that an accurate record of each meeting can be secured.

4.5.6. Maintain appropriate records and minutes of the meetings held, which thereafter will be posted for viewing in the members area of the website.

4.5.7. Help to ensure that the objectives of the Constitution and Strategic Plan are appropriately fulfilled.

4.5.8. Prepare and submit in a timely fashion annual reports for presentation at the World Council meeting and interim reports for each and every meeting held throughout the year, as appropriate.

4.5.9. Maintain all appropriate records, files, data and documents (in accordance with the approved file structure and format) for information and future reference. This information will be available for all future IFLA members via the IFLA archive.

4.6. Committee/Working Group/Special Interest Group Chairs.

The Committee Chairs shall:

4.6.1. Be elected by the World Council for a minimum period of two years commencing immediately following the World Council meeting at which they were elected. They may be re-elected for a period of no more than two additional years immediately following their first period in office.

4.6.2. Attend the meetings of the World Council and Executive Committee.

4.6.3. Act as Chair for all meetings of their specific committee.

4.6.4. Determine the number, format, regularity and agendas of the meetings necessary to fulfil the aims and objectives of their committee in accordance with the action plan.

4.6.5. Check and appropriately revise the draft minutes of committee meetings in a timely fashion, in order for these to be distributed to all interested parties.

4.6.6. Maintain appropriate records and minutes of the meetings held, which thereafter will be posted for viewing in the members area of the website.



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4.6.7. Be responsible for overseeing the implementation of the aims and aspirations of the specific committee that they represent in accordance with the Strategic Plan objectives.

4.6.8. Be responsible for the compilation of annual budgets for their specific committee operations and for the distribution of the agreed budgetary sums in accordance with progress made in the implementation of the approved action plan.

4.6.9. Consult, cooperate and collaborate with all appropriate organisations and other committee Chairs established in the recognised complementary IFLA Regions.

4.6.10. In timely fashion, submit progress reports to the IFLA Executive Committee in accordance with the approved programme operations stated in the action plan

4.6.11. In timely fashion, submit an annual progress report to the World Council meeting.

Working Group (WG) and Special Interest Group (SIG) Chairs shall:

4.6.12. Be appointed by the members of the standing Committee to which the WG/SIG is answerable.

4.6.13. Be appointed for a specific, pre-determined time period during which the tasks of the WG/SIG are to be progressed and completed.

4.6.14. Be appointed to carry out specific tasks in accordance with the approved objectives of that WG/SIG

4.6.15. Maintain appropriate records and minutes of the meetings held, which thereafter will be posted for viewing in the members area of the website.

4.6.16. Report back to the Committee Chair on progress of the WG/SIG in accordance with the approved action plan for that group.

4.6.17. Failure on behalf of any WG or SIG Chair to fulfil the requirements of 4.5.14 to 4.5.16 will demand a critical review and assessment by the standing Committee. Unless the appointed Chair is able thereafter to comply in a timely fashion with the clauses of this section, he or she will be asked to stand down from this role and ultimately, this may lead to the dissolution of the WG or SIG.

4.7. Member Representatives (Delegates).

Member Representatives shall:

4.7.1. Act as the specific point of contact, liaison and information distribution and promotion between IFLA and their national association.

4.7.2. Ensure they are fully briefed by their national association in order that they might appropriately represent the views of the wider membership at all meetings, etc.



4.7.3. Attend the World Council meetings (where financially viable/feasible) in order to actively partake in IFLA Committee or Working Group activities.

4.7.4. Actively encourage all members of their national associations to become involved with IFLA Strategic Plan operations and thus, assist with the successful implementation of the IFLA objectives.

4.7.5. Help define and determine the core content of the IFLA Strategic Plan and the associated action plans.

5. Secretariat.

5.1. Executive Director.

Where the World Council has agreed to the appointment of an Executive Director, he or she shall:

5.1.1. Be appointed and operate on the basis of contractual agreements and specific role descriptions set out in separate employment documents and signed by both parties.

5.1.2. Be directly answerable to the IFLA president specifically and thereafter, collectively to the Executive Committee.

5.1.3. Attend all World Council meetings, as an ex-officio member of the Executive Committee.

5.1.4. Attend all Executive Committee meetings as an ex-officio member.

5.1.5. Ensure the smooth running of administrative, bureaucratic, financial and communication matters in relation to the Constitutional objectives.

5.2. Executive Secretary.

Where the World Council has agreed to the appointment of an Executive Secretary, he or she shall:

5.2.1. Be appointed and operate on the basis of contractual agreements and specific role descriptions set out in separate employment documents and signed by both parties.

5.2.2. Be directly answerable to the Executive Director specifically (where one has been appointed) and/or thereafter, collectively to the IFLA president and Executive Committee.

5.2.3. Assist the Executive Director (where one has been appointed) with the smooth running of administrative, bureaucratic, financial and communication matters in relation to the Constitutional objectives.



6. Financial Administration.

6.1. Finance & Business Planning Committee.

The Finance & Business Planning Committee shall:

6.1.1. Be established with the approval of the World Council to be chaired by the IFLA treasurer.

6.1.2. Be directly accountable to the IFLA Executive Committee for its performance in exercising the functions set out herein.

6.1.3. Comprise a maximum 6 volunteer representatives (including the Chair) selected one from each of the approved IFLA Regions. The Chair will be the elected Treasurer of the Federation.

6.1.4. Attend their duties for a maximum period of two years from the date of selection (with the exception of the Chair who, as IFLA Treasurer may be elected for a second two-year term of office). Additional terms of office are not permitted.

6.1.5. Determine the annual membership dues (fees) to be paid by each category of membership and bring these fees for the approval by the World Council.

6.1.6. Ensure that invoices, in accordance with the predetermined fees, are sent to each member every January as a claim for payment.

6.1.7. Determine the budgetary needs for the central administration of IFLA.

6.1.8. Advise the president and Executive Committee on the most appropriate expenditure of IFLA central funds in accordance with the aims and aspirations of the Strategic Plan and more general Constitutional objectives.

6.1.9. Attend a pre-determined programme of meetings in order to ensure the smooth running of the committee.

6.1.10. Help the treasurer compile appropriate progress reports for distribution to the Executive Committee and thereafter for posting online within the members' only area.

6.1.11. Shall keep a record of those members who have paid their fees in full and those who have either failed to pay or part-paid only, to assist with member eligibility to vote and those whose membership is to be suspended at the World Council.

6.1.12. Shall comply fully with the additional requirements of the terms of reference set out and approved by the World Council.



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7. Communications.

7.1. The Secretariat of IFLA shall ensure that all communication information is copied to all relevant parties, namely all members and associations in each and every category of membership.

7.2. It is the duty of all members and any other relevant and appropriate body that wishes to receive information regarding the operations of IFLA to ensure that IFLA Secretariat is provided with up-to-date information regarding contact details (i.e. contact names, addresses, telephone numbers, email addresses, web addresses, etc.).

7.3. IFLA cannot be held responsible for any member or interested party that fails to comply with clause 7.2 of these By-laws.

7.4. IFLA will endeavour to inform all relevant parties of all pertinent information relating to the operations, opportunities and business of IFLA and its constituent parts in an efficient and effective manner. This will comprise for the most part email communications and the posting of all relevant information on the IFLA website and associated social network accounts, etc. The website will be updated regularly as appropriate.

7.5. Shall comply fully with the additional requirements of the terms of reference set out and approved by the World Council.