



**INTERNATIONAL  
OSTOMY  
ASSOCIATION  
  
HANDBOOK**

Updated 2007

## **ACKNOWLEDGMENTS**

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WAS A PROJECT UNDERTAKEN  
ORIGINALLY BY THE UNITED  
OSTOMY ASSOCIATION.

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THIS HANDBOOK IS DEDICATED TO  
ALL OF THE VOLUNTEERS AND  
MEDICAL PROFESSIONALS  
WORLDWIDE WHO ARE  
COMMITTED TO IMPROVING THE  
QUALITY OF LIFE OF THOSE WHO  
HAVE EXPERIENCED OSTOMY AND  
RELATED SURGERIES.

REVISED 2007  
DI BRACKEN, ANN FAVREAU

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# **SECTION 1**

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## **PHILOSOPHY**

- ◆ MISSION STATEMENT**
- ◆ PURPOSE, AIMS AND OBJECTIVES**
- ◆ CHARTER OF OSTOMATES' RIGHTS**
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- ◆ POSITION ON TOBACCO SMOKING AND CHEWING**
- ◆ FATWA ABOUT PREPARATION FOR PRAYER FOR MUSLIM OSTOMATES**

## **PHILOSOPHY**

### **MISSION STATEMENT OF THE INTERNATIONAL OSTOMY ASSOCIATION**

**THE INTERNATIONAL OSTOMY ASSOCIATION, AN ASSOCIATION OF OSTOMY ASSOCIATIONS, IS COMMITTED TO THE IMPROVEMENT OF THE QUALITY OF LIFE OF OSTOMATES AND THOSE WITH RELATED SURGERIES, WORLDWIDE.**

**IT PROVIDES TO ITS MEMBER ASSOCIATIONS INFORMATION AND MANAGEMENT GUIDELINES, HELPS TO FORM NEW OSTOMY ASSOCIATIONS, AND ADVOCATES ON ALL RELATED MATTERS AND POLICIES.**

**IT IS ORGANIZED TO GROW AND DEVELOP WHILE REMAINING INDEPENDENT AND FINANCIALLY VIABLE.**

#### **SECTION 1.1.1**

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## **PHILOSOPHY**

### **PURPOSE, AIMS AND OBJECTIVES OF THE INTERNATIONAL OSTOMY ASSOCIATION**

**THE PURPOSE OF THE INTERNATIONAL OSTOMY ASSOCIATION IS TO PROVIDE AN ASSOCIATION IN THE FORM OF A WORLD COUNCIL FOR THE BENEFIT OF OSTOMATES, RUN BY OSTOMATES AND IN FULL INTERESTS OF ALL OSTOMATES WITH THE COOPERATION OF OUTSIDE HELP WHEN REQUIRED, AND TO REPRESENT THE VIEWPOINT OF OSTOMATES ON THE INTERNATIONAL LEVEL.**

**THE ASSOCIATION IS ORGANIZED TO ENCOURAGE THE HIGHEST POSSIBLE STANDARDS OF SURGERY, MEDICAL ATTENTION AND PATIENT AFTER-CARE TO ASSIST MEMBER ASSOCIATIONS TO HELP REHABILITATE OSTOMATES, THEREBY ENABLING THEM TO ACHIEVE THE QUALITY OF LIFE THEY SEEK IN ALL ITS ASPECTS.**

### **THE AIMS OF THE INTERNATIONAL OSTOMY ASSOCIATION ARE:**

- ◆ To provide information and management guidelines to its Member Associations;
- ◆ To help to form new Ostomy Associations;
- ◆ To represent worldwide the interests of all ostomates and those with related surgeries by advocating on all ostomy-related matters and policies.

### **THE PRIMARY OBJECTIVES OF THE INTERNATIONAL OSTOMY ASSOCIATION ARE:**

- ◆ To provide and distribute information to its Member Associations by;
  - collecting and evaluating written information and experiences,
  - publishing quarterly IOA Today and/or other advisory material and information,
  - organizing meetings and conferences in collaboration with local and regional groups,
  - maintaining an Internet website.
- ◆ To initiate and support the formation of new Ostomy Associations by;
  - developing guidelines for founding and maintaining an ostomy group,
  - providing mentorship for new groups.
- ◆ To advocate for the rights of ostomates and those with related surgeries by;
  - maintaining an awareness of issues that are impacting or could influence the quality of life and initiating policies and activities to address these issues,
  - coordinating and supporting all efforts to develop, establish and provide basic standards in ostomy care and rehabilitation,
  - cooperating with medical and nursing associations, government health administrations and other allied organizations,
  - promoting cooperation among the professional and manufacturing community who contribute to the advancement of the quality of life.

#### **SECTION 1.2.1**

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## **CHARTER OF OSTOMATES' RIGHTS**

THIS CHARTER OF OSTOMATES' RIGHTS PRESENTS THE SPECIAL NEEDS OF THIS PARTICULAR GROUP AND THE CARE THEY REQUIRE. THEY HAVE TO RECEIVE THE INFORMATION AND CARE WHICH WILL ENABLE THEM TO LIVE A SELF-DETERMINED AND INDEPENDENT LIFE AND TO PARTICIPATE IN ALL DECISION MAKING PROCESSES.

IT IS THE DECLARED OBJECTIVE OF THE INTERNATIONAL OSTOMY ASSOCIATION THAT THIS CHARTER SHALL BE REALISED IN ALL COUNTRIES OF THE WORLD.

The Ostomate shall

- ◆ Receive preoperative counseling to ensure that they are fully aware of the benefits of the operation and the essential facts about living with a stoma.
- ◆ Have a well-constructed stoma placed at an appropriate site, and with full and proper consideration to the comfort of the patient.
- ◆ Receive experienced and professional medical support and stoma nursing care in the preoperative and postoperative period both in hospital and in their community.
- ◆ Receive support and information for the benefit of the family, personal caregivers and friends to increase their understanding of the conditions and adjustments which are necessary for achieving a satisfactory standard of life with a stoma.
- ◆ Receive full and impartial information about all relevant supplies and products available in their Country.
- ◆ Have unrestricted access to a variety of affordable ostomy products.
- ◆ Be given information about their National Ostomy Association and the services and support which can be provided.
- ◆ Be protected against all forms of discrimination.
- ◆ Receive assurance that personal information regarding their ostomy surgery will be treated with discretion and confidentiality to maintain privacy; and that no information about their medical condition will be disclosed by anyone possessing this information, to an entity that engages in the manufacture, sales or distribution of ostomy or related products; nor shall it be disclosed to any person that will benefit, directly or indirectly, because of their relation to the commercial ostomy market without the expressed consent of the ostomate.

**Issued by the IOA Coordination Committee  
June 1993: Revised June 1997  
Revised by World Council 2004, 2007**

### **SECTION 1.3.1**

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# **PHILOSOPHY**

## **DISABILITY CHARTER**

### **FOR USE IN COMBATTING DISCRIMINATION AGAINST OSTOMATES**

#### **1. DEFINITION OF DISABILITY**

A physical and/or mental impairment which can have a long-term effect on a person's ability to carry out normal day-to-day activities.

#### **2. ARE OSTOMATES DISABLED?**

Incontinence is recognized as a disability, which means that anyone with a fecal or urinary stoma is, by definition, "incontinent" and can, therefore, be properly recognized as being disabled.

#### **3. WHAT ARE THE EFFECTS OF BEING DISABLED?**

THE EFFECTS OF HAVING A STOMA CAN BE:

- A. Practical
- B. Physical
- C. Psychological and emotional
- D. Personal

#### **4. THESE EFFECTS CAN RESULT FROM:**

- A. Being mindful of having a stoma
- B. Having to adapt to living with a stoma
- C. Continual treatment of the cause, as with cancer or Crohn's Disease
- D. Ongoing worries about cancer
- E. Urological problems
- F. Sexual difficulties or impairments
- G. Adapting to the aging process
- H. Reactions to a spouse or partner
- I. Mobility
- J. Equipment problems

#### **SECTION 1.4.1**

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# PHILOSOPHY

## DISABILITY CHARTER

### 5. HOW AN OSTOMATE SHOULD BE TREATED BY OTHERS

OTHER PEOPLE WITH WHOM AN OSTOMATE COMES IN CONTACT SHOULD:

- A. Not treat an ostomate any differently than other people
- B. Not ask personal questions which might be embarrassing
- C. Not make hurtful remarks about having a stoma
- D. Not show preference to people without a stoma
- E. Not assume that an ostomate is less capable than anyone else
- F. Respect an ostomate's right to privacy
- G. Not be denied freedom to practice religious activities

### 6. FREEDOM OF CHOICE

Most ostomates prefer not to be regarded as being disabled and do not wish to be officially registered in their country as a "Disabled Person."

A person with an ostomy has the Freedom of Choice to determine when, and to whom, they should identify themselves as a Disabled Person.

Since most governments recognize that disabled people have special needs for which legislative provisions have been made, there are times when being classified as a Disabled Person has its advantages.

### 7. EMPLOYMENT

For a person with an ostomy, the disclosure that one is identified as a Disabled Person can be a difficult problem, especially when filling out a job application form because of the possibility of discrimination. The right to exercise your Freedom of Choice, as explained previously in (6), can be helpful when answering the question, "Are you Disabled?" If you are officially registered as being Disabled, you should answer YES.

The nature of the work being sought and the environment of the workplace will be deciding factors as to whether you identify yourself as having a stoma. Remember, the Freedom of Choice is yours.

When making your decision, keep in mind that some employers are under legal, as well as moral mandates to employ a certain number of disabled people.

### 8. IN SUMMARY

IF YOU ARE NOT FORMALLY REGISTERED IN YOUR COUNTRY AS BEING DISABLED, YOU HAVE THE RIGHT TO DECIDE WHETHER IT IS IN YOUR BEST INTERESTS TO DECLARE YOURSELF AS BEING DISABLED.

**Issued by the IOA Coordination Committee  
June 1997**

## **PHILOSOPHY**

### **IOA POSITION ON TOBACCO SMOKING AND CHEWING**

**The IOA joins with the International Union Against Cancer (UICC) and the World Health Organization (WHO) in their efforts to discourage and reduce the use of all Tobacco products recognizing that medical evidence clearly demonstrates the existence of a definable link between the incidence of bladder and colon cancer and the use of tobacco products.**

**We also recognize the serious danger to non-smokers from second-hand smoke and recommend that ALL Work Places, Meeting Venues, Sports and Social Functions be Smoke-Free.**

**The IOA is recognizing the dangers of smoking will ensure that all IOA Functions are smoke-free.**

**Adopted by World Council in Porto,  
Portugal, 27 – 31 August 2004**

## PHILOSOPHY

فتوى حول التحضر للصلاة لجامعي الفتحات المصطنعة للمسلمين

### TRANSLATION: FATWA ABOUT PREPARATION FOR PRAYER FOR MUSLIM OSTOMATES

The Islamic faith has very definitive rules that must be followed in preparation and during the time of prayers. The question has arisen about the wearing of a pouch during the time of prayer.

Translation of Al-Azhar Fatwa

In the name of Allah, the most Gracious, the most Merciful.

AL-AZHAR Complex of Islamic Research  
Fatwa Commission  
(Counseling Islamic Commission)

#### QUESTION:

Submitted by Mr. Mohamed Hanafy Ahmed, General Manager of ConvaTec, Middle East: "There is a large group of patients afflicted by colon and bladder cancer where the malignant tumor has to be removed together with the vital organ of the body so as to prevent the spread of disease. In such cases the natural opening of the body is by-passed and replaced by a stoma in the abdomen to work as an outlet through which urine or stool is emitted in an involuntary manner. Pouches used for collecting such matter are replaced when necessary.

At the time of prayers, the stoma patient is unable to change the pouch. Is it possible for such a patient to pray while the pouch is carrying such excrements and what is the rule in such a case?"

#### ANSWER:

Praised be Allah, Lord of all creatures and peace and prayers be upon the master of messengers Mohamed, his Kin and his followers.

"In answer to this question, we reply that whoever is in such a situation is considered to have a religiously legitimate excuse. Since a stoma patient cannot replace the pouch for each prayer, he may perform absolution at the onset of each prayer interval. He may then pray as many times as he may wish during this prayer interval. At the onset of a new prayer interval, the absolution performed in the last interval is no longer valid and the stoma patient should perform a new absolution for the new prayer interval and so on (for each of the five prayer intervals.)"

"Allah, Glory to be him is more knowledgeable than all."

**First Signature**

**Chairman of Fatwa Commission of  
AL-AZHAR**

**Abd Allah Abd-Allkalik Al Mishad**

**8 Jumada 1, 1407**

**8 January 1987**

#### SECTION 1.6.1

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# **SECTION 2**

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## **ORGANIZATION**

- ◆ CONSTITUTION**
- ◆ ORGANIZATIONAL  
STRUCTURE**
- ◆ ASSOCIATION HISTORY**
- ◆ CONGRESS HISTORY**
- ◆ PROJECT HISTORY**
- ◆ WORLD OSTOMY DAY**
- ◆ AWARD HISTORY**

# **CONSTITUTION of the INTERNATIONAL OSTOMY ASSOCIATION**

## **1. NAME**

The Name of the Association is The International Ostomy Association (IOA, hereinafter called "The Association"). When used in this Constitution, the meaning of the words "ostomy" and "ostomates" shall be expanded to include those with related alternative surgeries done to preserve continence which would otherwise have resulted in the formation of a stoma, and shall be read and understood as "ostomy and related alternative surgeries done to preserve continence which would otherwise have resulted in the formation of a stoma," and "ostomates and those with related alternative surgeries done to preserve continence which would otherwise have resulted in the formation of a stoma."

## **2. HISTORY AND ORIGIN**

The International Ostomy Association was founded in 1975 to associate on a voluntary basis National Ostomy Associations in order to promote the health care of ostomates, to aid their rehabilitation and to improve their quality of life. The Association is a non-profit-making, nonpolitical and religiously neutral organization concerned only with the health and welfare of ostomates. It is pledged to cooperate with medical, nursing and associate professions.

## **3. PURPOSE, AIMS AND OBJECTIVES**

The Purpose is to provide an Association in the form of a World Council for the benefit of ostomates, run by ostomates and in full interests of all ostomates with the cooperation of outside help when required, and to represent the viewpoint of ostomates on the international level. The Association is organized to encourage the highest possible standards of surgery, medical attention and patient after-care, and to assist Member Associations to help rehabilitate ostomates, thereby enabling them to achieve the quality of life they seek in all its aspects in accordance with human rights principles.

### **THE AIMS OF THE ASSOCIATION ARE:**

- A.** To provide information and management guidelines to its Member Associations;
- B.** To help to form new Ostomy Associations;
- C.** To represent, worldwide, the interests of all ostomates by advocating on all ostomy-related matters and policies.

### **THE PRIMARY OBJECTIVES OF THE ASSOCIATION ARE:**

- A.** To provide and distribute information to its Member Associations by:
  - 1. collecting and evaluating written information and experiences;
  - 2. publishing regularly an IOA newsletter and/or other advisory material and information;
  - 3. organizing international meetings and congresses in collaboration with local and regional groups;
  - 4. maintaining an Internet website.
- B.** To initiate and support the formation of new Ostomy Associations by:
  - 1. developing guidelines for founding and maintaining an ostomy group;
  - 2. providing mentorship for new groups.
- C.** To advocate for the rights of ostomates by:

1. maintaining an awareness of issues that are impacting or could influence the quality of life of ostomates, and initiating policies and activities to address these issues;
2. coordinating and supporting all efforts to develop, establish and provide basic standards in ostomy care and rehabilitation;
3. cooperating with medical and nursing associations, government health administrations and other allied organizations;
4. promoting cooperation among the professional and manufacturing communities which contribute to the advancement of the quality of life.

#### **4. MEMBERSHIP**

**A.** Membership of the Association shall be open to Ostomy Associations and Ostomy Groups that are members of an IOA Regional Ostomy Association, and, to Patrons who support the Constitution of IOA.

**B.** There shall be the following classes of membership:

1. Full Membership
2. Associate Membership
3. Patron Membership

#### **C. Full Membership**

1. Full Membership of the Association shall be open to any National Ostomy Association or Associations or to Associations comprising more than one country.
2. Before Full Membership in a Regional Ostomy Association of IOA can be conferred, the group applying must:
  - a. evidence in writing its acceptance of the Constitution of its Regional Ostomy Association and that of the International Ostomy Association;
  - b. have completed the "IOA Membership Application Form";
  - c. have paid the current IOA Annual Subscription Fee;
  - d. have documented countrywide or multi-country activities;
  - e. have evidenced in writing its determination to be managed, as soon as possible, principally by ostomates or by the parents of children with ostomies in those associations whose membership consists exclusively of children with ostomies;
  - f. have evidenced in writing its acceptance of IOA's Code of Practice for the Sponsorship and Cooperation with Manufacturers;
  - g. have been approved by a simple majority vote of the House of Delegates of its Regional Ostomy Association.

#### **SECTION**

#### **D. Associate Membership**

1. Associate Membership of IOA shall be open to eligible countries or ostomy groups which apply for Associate membership and to other countries or significant ostomy groups or associations which are not eligible for or granted Full membership in IOA.
2. To be eligible for Associate Membership, ostomy groups or associations must meet the same eligibility criteria as listed in **4.C.2.** with the exception of subparagraph (d) and (e).
3. Any ostomy group or association which does not meet the requirements of subparagraph (d) must show that –
  - (i) It represents a significant number of ostomates within its country.

- (ii) It is not capable of being adequately represented by a Full or Associate Member in that country which meets the requirement of subparagraph (d).

#### **E. Patron Membership**

1. Patron Membership of the Association shall be open to Individuals and nonparticipating, Associations, Institutions, Companies or other bodies not being an Ostomy Group or Association.
2. Patron Membership shall automatically cease on the expiration of the annual subscription unless renewed by payment of a further annual subscription.

#### **F. Provisional Membership**

1. Notwithstanding the provisions of **4.C.** and **4.D.**, Full and Associate Members may be accepted by a Regional Ostomy Association's Coordination Committee /Executive Council on a provisional basis until its House of Delegates can formally accept the group at its next House of Delegates meeting. Groups so accepted shall be said to have Provisional Membership. Provisional Members shall have all rights accorded to Full and Associate Members with the exception of the right, by Full Members, to vote.
2. Regional Ostomy Association meetings shall be held prior to the World Council Meeting for the purpose of approving the affiliation of Provisional Members.

#### **G. Rights**

1. Full Members and Associate Members of the Association shall be entitled to such rights and privileges as hereinafter appear or as decided by the World Council.
2. Patron Members shall be entitled to receive an IOA newsletter for the years their annual membership subscriptions are current.

#### **H. Subscriptions**

1. The annual subscription rates payable to the Association each year by the Members of the Association shall be fixed by the World Council.
2. The World Council can reduce or cancel the annual subscription fees for elected Full and Associate Members.
3. IOA will maintain and publish a set of Rules for the Administration of IOA Finances and a set of Rules for the Financial cooperation between IOA Regional Groups and the IOA. These rules will be updated as required by the IOA Executive Council and submitted to the World Council for approval.

### **SECTION**

#### **5. ADMINISTRATIVE STRUCTURE**

##### **A.** The work of the Association shall be carried out by:

1. The World Council, the highest authority of the Association;
2. The Regional Ostomy Associations;
3. The Executive Council.

#### **6. WORLD COUNCIL**

##### **A. Composition**

1. The Association's assembly shall be called the World Council and shall be composed of two Delegates per Full Member Association, who should, if possible, be ostomates.
  - a. No person shall be a Delegate who is in the business of marketing, manufacturing, selling or otherwise earning their livelihood from ostomy care or ostomy products.



2. Each Associate Member can be represented by one Delegate who shall have no voting rights, but shall be entitled to speak unless the World Council decides to the contrary.

## **B. Functions**

1. The functions of the World Council shall be:
  - a. to determine the policies of the Association;
  - b. to elect the President, Vice-President, Treasurer and appoint the Nominations Representative;
  - c. to appoint two (2) qualified Auditors from Member Associations, or, if necessary, outside Auditors;
  - d. to consider and approve reports of the Executive Council and the Auditors, and to approve and pass the accounts of the Association.

## **C. Meetings**

1. The World Council shall meet normally every three years or at such other intervals as the World Council may, from time to time, prescribe.
2. Special Sessions may be convened at the request of the majority of the Full Members of the Association.
3. All Full Members shall be notified in writing of the proposed Agenda for any Session of the World Council not less than three (3) months in advance of the proposed Session.
4. Sessions of the World Council shall be chaired by the IOA President.
5. The World Council language shall be English. Simultaneous translation into other languages shall be provided, if possible.
6. Observers are permitted to attend provided the additional costs associated with their attendance are fully covered.
7. For the purpose of conducting business of the Association, representation of one-third (1/3) of the Associations who are IOA Full Members, and, in addition, representation of one-half (1/2) the total voting strength of Full Members, at the time the World Council Meeting is convened, shall constitute a quorum.

## **SECTION**

### **D. Voting**

1. Each Full Member shall have votes according to the following categories of numbers of recorded members:

*NUMBER RECORDED MEMBERS / NUMBER OF VOTES*

*Up to 500 members / 1*

*501 to 1,000 / 2*

*1,001 to 2,500 / 3*

*2,501 to 5,000 / 4*

*5,001 to 7,500 / 5*

*7,501 to 10,000 / 6*

*10,001 to 12,500 / 7*

*12,501 to 15,000 / 8*

*15,001 and over / 9*

- a. In order to have the right to vote at a World Council Meeting, a Full Member Association must either be a new member or have paid all outstanding annual dues through December 31 of the year preceding the World Congress. Where an application to the Maria Siegl Friendship Fund is approved, this gives the Full Member Association its voting rights.
2. In Countries with more than one Full Member, the sum of the numbers of votes for all of these Full Members shall be equal to the sum of the number of recorded members of these Associations subject to the schedule recorded in **6.D.1.**

- a. The votes for this Country shall be allocated on a pro rata basis, rounded to the nearest whole number, among these Full Members, in accordance with their individual membership, with each Association having at least one vote. In the case of any dispute the decision of the World Council shall be final and binding on all Full Members of the Association.
  - b. A National Association with no recorded membership is calculated as having 500 members.
3. Full Member Associations unable to have delegate representation at World Council meetings may authorize another Full Member Association with delegate representation to vote on its behalf on agenda issues of business that may come before the World Council. A letter from the Full Member Association seeking representation, stating the name of the Full Member Association that will serve as its representative, shall be submitted to the IOA Secretary prior to the commencement of the meeting.
4. Voting Procedures:
  - a. Voting, other than for election of Officers, to be decided by a show of delegate voting cards.
  - b. Prior to the taking of the vote, delegates of a minimum of five (5) member associations may request a paper ballot.
  - c. A simple majority of votes cast is sufficient to carry any motion (other than a motion to uphold the decision of the chairman or the election of officers). This does not apply in case of constitutional matters when two-thirds (2/3) will apply.
  - d. If a member association is unhappy with the judgment of the chairman in deciding whether a motion was carried or lost, they can ask, immediately after the chairman's judgment has been announced, for a show of hands. If one third (1/3) of the full members present at the meeting ask for a vote, full members must record their vote on paper.
  - e. Election of IOA Officers in the event of more than one (1) candidate will be, at all times, by means of a paper ballot and in the order President, Vice President, and Treasurer. Vote counters will be appointed by the Council prior to any ballot occurring. The appointment of a scrutineer is optional at the discretion of the candidates.
  - f. A candidate for IOA Office shall be elected by the votes of the Delegates (including proxy votes) present at the World Council Meeting (total vote). Successful candidates will be required to obtain greater than 50% of votes cast (the votes cast divided by the "total vote" less abstentions shall exceed 50%). In the case of multiple candidacy for an office, and where one candidate fails to meet the above criteria, the election will be repeated with the two candidates receiving the highest number of votes at the first election. The greater than 50% regulation will apply as above.
  - g. No IOA Officer shall be entitled to vote unless he/she is currently a delegate of a Full Member Association, or his/her Full Member Association holds a proxy, or an authority to vote on behalf of another Full Member Association in accordance with the provisions of **6.D.3.**
  - h. If a matter needing a decision by the World Council arises between meetings, and in the opinion of the Executive Committee is of such urgency that it cannot be delayed until the next World Council meeting, the Secretary shall arrange for a postal vote by Member Associations to be taken provided that where the circumstances permit, the vote may be taken wholly or partly by e-mail or other

electronic means. The matter to be decided shall be put in the form of a resolution which shall be so framed as to allow a simple vote in either the affirmative or negative.

**E.** A set of Standing Policies and Procedures, recording the governance determinations and procedures setting forth decisions made by the World Council shall be maintained by the IOA Secretary in the IOA Handbook.

## **7. REGIONAL OSTOMY ASSOCIATIONS**

**A.** Regional Ostomy Associations shall be formed in Africa, Asia, Europe, North and Central America and Caribbean, South America and South Pacific.

**B.** The Constitution of the Regional Ostomy Associations shall be in accordance with a Standard Constitution for Regional Ostomy Associations of the IOA approved by the World Council.

1. The IOA Executive Council shall determine if a Regional Ostomy Association Constitution conforms with the Standard Constitution.

## **8. EXECUTIVE COUNCIL**

**A.** The Executive Council shall consist of a Representative of each Regional Ostomy Association as an Ex-officio Member, the IOA Officers and Immediate Past President.

1. Regional Ostomy Association Representatives shall be appointed by their respective Regional Ostomy Association Coordination Committee/Executive Council, and, at the time of their appointment, shall be a member of this Committee/Council. They shall remain as a member of the Executive Council until replaced by their Regional Coordination Committee/Executive Council, or until they are no longer a member of their Regional Coordination Committee/Executive Council. Any change in appointment will be effective immediately and the new Regional Representative will automatically become a member of the Executive Council. The Regional Ostomy Association President shall act as the Representative if at any time there is no Representative appointed.

2. The Executive Council shall not exceed ten (10) members.

3. A Regional Ostomy Association Representative may serve as an IOA Officer. However, it is recommended that a person should not serve both as a Regional Ostomy Association President and as the IOA President concurrently.

4. Once elected to an IOA Office, the Officer shall serve a full term regardless of his/her status in a Regional Ostomy Association.

5. The Members of the Executive Council shall be, or shall have been, ostomates with the exception that the Treasurer shall be, or shall have been, an ostomate or the relative of an ostomate. Persons nominated for the position of Treasurer must be able to demonstrate by qualifications or experience that he or she has the accounting and financial skills necessary to carry out the duties of the position.

6. The business of the Executive Council shall be conducted in English.

7. No person shall be a member of the Executive Council who is in the business of marketing, manufacturing, selling or otherwise earning a livelihood from ostomy products.

**B.** The President and Vice-President of IOA shall have leadership skills and organizational experience gained at the IOA member national, and regional or international levels. The Treasurer, if possible, should have similar experience.

1. Nominations for the Offices of President, Vice-President and Treasurer shall be sent to the Nominations Representative by Full Member Associations, one hundred twenty (120) days prior to the next World Council meeting.

2. The term in office for an IOA Officer shall not exceed one (1) election period, except that the Treasurer shall have the right to serve successive terms if duly nominated and elected.

a. An election period is the time between two (2) successive meetings of the World Council as defined in **6.C.1**.

b. Upon expiration of the President's term he/she shall succeed to the position of Immediate Past President.

c. Terms of office for IOA Officers shall commence with the adjournment of the World Council at which they are elected.

d. The Immediate Past President shall serve as the representative on the Executive Council for any Member Association that is located in a Region that does not have a Regional Ostomy Association.

e. If the office of President, Vice President or Treasurer becomes vacant for any reason the remaining members of the Executive Council may appoint a person, eligible in accordance with this Constitution, to fill the vacancy until an election for that office is held at the next World Council meeting. The Vice President, if available, will automatically fill a vacancy in the position of President.

**C.** IOA shall have a Secretary. The Secretary shall be appointed by the Executive Council. Once appointed, the Secretary shall retain that position until replaced by the Executive Council or until he/she resigns from the position.

**D.** The Executive Council shall manage the work of the Association in accordance with the policies, rules and procedures as established by the World Council.

1. The Executive Council shall be responsible for World Council Meetings.

2. It shall meet at each World Council and again at least once between World Councils.

a. Member Associations shall be advised of the date and place of these meetings at least ninety (90) days in advance. Member Associations shall give at least thirty (30) days notice of their intent to send an observer.

## **9. DISSOLUTION**

**A.** Any resolution to dissolve the Association shall only come into force if passed by a two-thirds (2/3) majority of the World Council delegates at a session convened for that purpose. Upon dissolution of the Association, any surplus funds of the Association, after discharging all legal liabilities of the Association, shall be distributed among the Full Members of the Association at the time of dissolution who are registered not-for-profit organizations, in due proportion to their last annual subscription fee.

## **10. PROVISIONAL REGULATIONS**

**A.** The following provisional regulations shall be valid until all Regional Ostomy Associations authorized by this Constitution have been organized.

1. Associations in those Regions where IOA Regional Ostomy Associations have not been formed can apply to an established Regional Ostomy Association for Membership. The Regional Ostomy Association has the right to accept or reject this application.

2. All Full Member Associations not attached to a Regional Ostomy Association shall be represented on the Executive Council by the IOA Immediate Past President.

## **11. AMENDMENTS**

**A.** This Constitution may be amended by a two-thirds (2/3) vote of the Delegates represented at a World Council Meeting. Initial written notice of the proposed change

shall be sent to all Full Member Associations not less than one hundred and twenty (120) days prior to such World Council Meeting.

**B.** The IOA Executive Council or any Full Member Association may propose an amendment to this Constitution. Amendments shall be submitted in writing to the Secretary of IOA such as to arrive one hundred and fifty (150) days prior to the World Council Meeting.

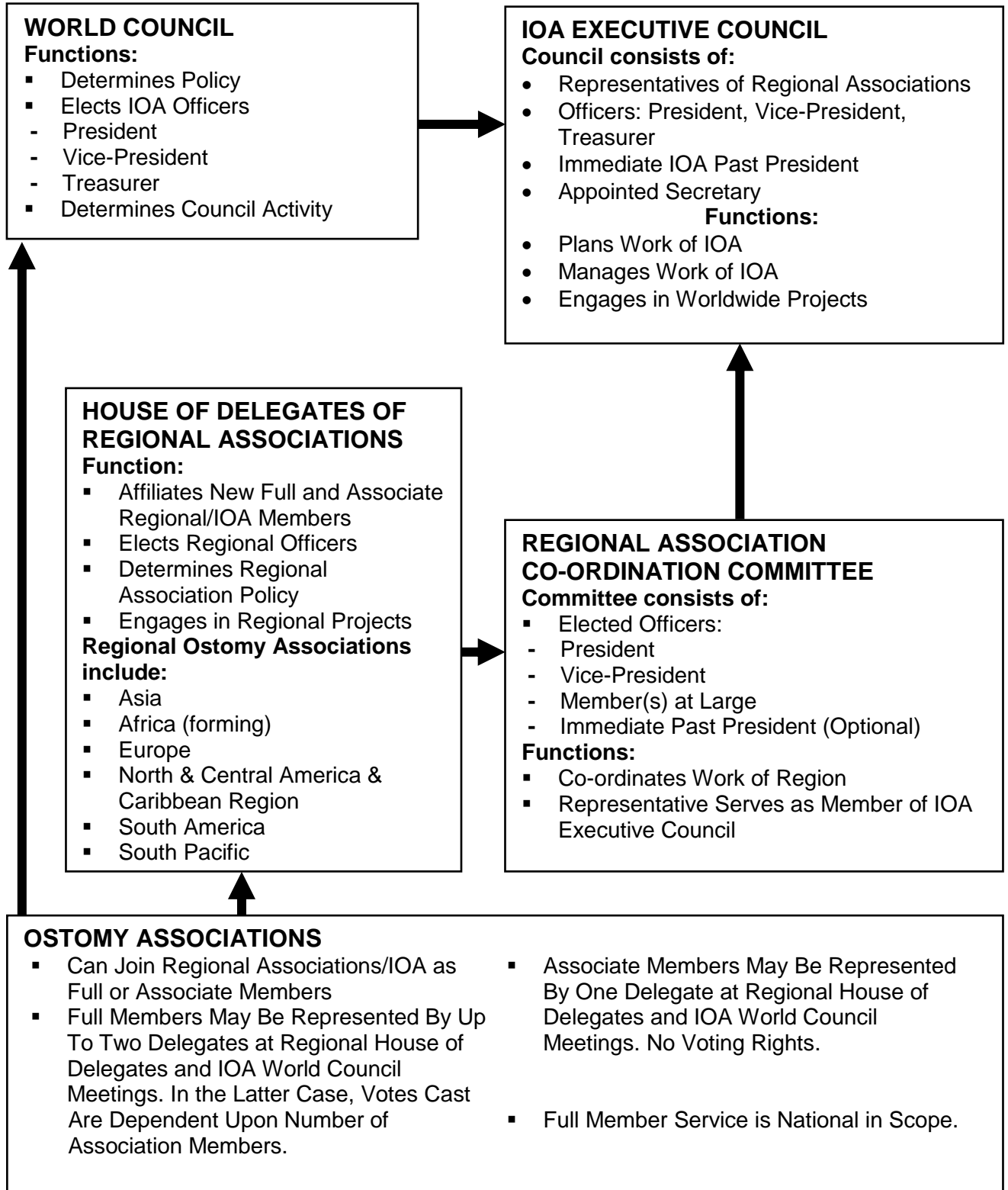
**C.** The IOA Executive Council or any Full Member Association may propose revision of published amendments, in accordance with **11.B.**, provided such revisions are in order and submitted in writing to the Secretary of IOA such as to arrive sixty (60) days prior to the World Council Meeting.

**D.** The proposed revisions to the published amendments shall be sent to all Full Member Associations not less than thirty (30) days prior to the World Council Meeting.

**E.** Only motions and amendments to motions to change the Constitution which have been circulated in accordance with Clause 11 B, 11C, and 11D may be considered by World Council. No amendments to these motions may be accepted from the floor of the World Council Meeting.

**REVISIONS MADE IN ACCORDANCE WITH AMENDMENTS ADOPTED BY THE DELEGATES AT THE WORLD COUNCIL MEETING HELD IN CONJUNCTION WITH THE 12TH IOA WORLD CONGRESS, FAJARDO, PUERTO RICO  
11 August 2007**

**Updated by  
Ann Favreau, IOA Secretary  
21 August 2007**



## ASSOCIATION HISTORY

**HISTORICALLY, THE FIRST KNOWN NATIONAL OSTOMY ASSOCIATION WAS FOUNDED IN DENMARK IN 1951.**



**In 1966** Archie Vinitzky, as chairman of the UOA International Relations Committee, sent 10 letters around the world to inquire about founding an international mutual aid organization of ostomates.

**From 1966 to 1970**, at the annual UOA conference, representatives of ostomy associations from other countries held informal meetings to share common experiences.

The IOA organizational beginnings can be traced to *August 28, 1970*, when the World Work Committee came into existence at the annual UOA Conference site in Boston.

Representatives of COPA of Denmark, ILCO of Sweden and UOA of Canada and the United States met in Dr. Albert J. Lyons' suite during the Boston Conference.

At that meeting, Archie Vinitzky was elected Chairman; Christian Soop, Secretary; Dr. Albert J. Lyons, Medical Advisor; and the name for this committee was called World Work Committee.

**From 1970 to 1974** the World Work Committee continued to meet annually at the UOA Conference. On those occasions, the committee provided outreach, assisted newly formed associations in Europe, South America and Asia and continued its effort under the guidance of Christian Soop and Archie Vinitzky, with assistance from other ostomates.

**May 16 – 19, 1974**, a preliminary constitution and bylaws meeting was held in Malmo, Sweden. Approximately 40 were present from 11 countries. Those in attendance represented the countries of Spain, Italy, West Germany, France, The Netherlands, Denmark, Sweden, Finland, Great Britain, the United States and Canada. The Constitution and bylaws were assigned for further development to be presented at the next meeting in Weesp in 1975. The committee was headed by Lars Grimelund Kjelsen of Norway and Alan A. Meyer, barrister, of London.

**1975**, Weesp, The Netherlands Citizens Hall of Weesp, Town Hall, April 25-26, 1975, City of Weesp. Organizing committee was Greet van Eyk-Althoff, Jan Prum, Chris Delmold, Herman Meijer. Thirty-seven representatives and observers were in attendance from 12 countries. The conference formally ratified the articles of confederation, and the constitution and bylaws were adopted and signed by representatives of 11 associations representing 10 countries.

The conference changed the name from World Work Committee to International Ostomy Association. Archie Vinitzky was elected Chairman; Christian Soop, General Secretary; and Alan Meyer, editor of the IOA Bulletin.

### SECTION 2.3.1

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## CONGRESS HISTORY

### IOA WORLD CONGRESS

- ◆ **FOUNDING CONGRESS**  
25-26 April 1975  
Weesp, The Netherlands  
Herman Meijer,  
Organizing Committee Chair
- ◆ **1<sup>st</sup> WORLD CONGRESS**  
7 – 9 October 1976  
London, Great Britain  
Alan Meyer,  
Organizing Committee Chair
- ◆ **2<sup>nd</sup> WORLD CONGRESS**  
18 - 20 May 1978  
Milan, Italy  
Prof. Marcello Pietroiusti,  
Organizing Committee Chair
- ◆ **3<sup>rd</sup> WORLD CONGRESS**  
25 - 28 May 1980  
Washington, D.C., USA  
Ed Ward,  
Organizing Committee Chair
- ◆ **4<sup>th</sup> WORLD CONGRESS**  
13 - 16 July 1982  
Munich, Germany  
Gerhard Englert,  
Organizing Committee Chair
- ◆ **5<sup>th</sup> WORLD CONGRESS**  
11 – 14 August 1985  
Anaheim, California, USA  
Chuck Beadle,  
Organizing Committee Chair
- ◆ **6<sup>th</sup> WORLD CONGRESS**  
18 – 20 May 1988  
Paris, France  
Jean-Armand Mathiot,  
Organizing Committee Chair
- ◆ **7<sup>th</sup> WORLD CONGRESS**  
20 – 23 May 1991  
Rio de Janeiro, Brazil  
Candida Carvalheira,  
Organizing Committee Chair  
Maria Siegl, (Canada)  
Organizing Committee Co-Chair
- ◆ **8<sup>th</sup> WORLD CONGRESS**  
11 – 14 April 1994  
Adelaide, Australia  
Fred Cooper,  
Organizing Committee Chair
- ◆ **9<sup>th</sup> WORLD CONGRESS**  
15 – 19 June 1997  
Calgary, Canada  
Maria Siegl,  
Organizing Committee Chair
- ◆ **10<sup>th</sup> WORLD CONGRESS**  
18 – 20 April 2000  
Noordwijkerhout, The Netherlands  
Karoly Illy,  
Organizing Committee Chair
- ◆ **11<sup>th</sup> WORLD CONGRESS**  
27 – 31 August 2004  
Porto, Portugal  
Luis Filipe Pinto  
Organizing Committee Chair  
Dr. João José Vieira Amândio,  
Organizing Committee Co-Chair

### SECTION 2.4.1

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- ♦ **12<sup>TH</sup> WORLD CONGRESS**  
7 – 12 August 2007  
Fajardo, Puerto Rico  
Martha Vélez de Nieves  
Organizing Committee Chair

## **20/40 FOCUS**

- ♦ Copenhagen, Denmark 1999  
Focus Chair: Ken Aukett, USA
- ♦ Hamilton, Ontario, Canada 2001  
Focus Chair: Tracy Crosser, UK
- ♦ Porto, Portugal 2004  
Focus Chair: Anne Hafner, Australia
- ♦ Fajardo, Puerto Rico 2007  
Focus Chair: Sarah Maill, UK

## **PROJECT HISTORY**

### **ISO**

IOA Liaison to the International Organization  
for Standardization

1987 - 1997 Abraham L. Lastnik (USA)  
1997 - 2004 Thomas Keily (England)  
2000 - 2007 Doug Graham (Canada)  
2007 - Liaison Discontinued

### **OSTOMY INTERNATIONAL**

The Bi-Annual Magazine of IOA  
Editor

1981 - 1991 Nadine Presley (USA)  
1991 - 1997 Maria Siegl (Canada)  
1997 - 2000 Usha Sridharan (India)  
2000 - 2005 Linda Aukett (USA)  
Annual Magazine  
2006 Anne Haftner

### **IOA HANDBOOK**

Editor

1995 Initial Publication  
Kenneth W. Aukett (USA)  
1998 Revision 1 Kenneth W. Aukett (USA)  
2003 Revision 2 Kenneth W. Aukett (USA)  
2007 Revision 3 Di Bracken (Canada) and  
Ann Favreau (USA)

### **IOA INTERNET WEBSITE**

Website Coordinator

1996 - 1998 Kenneth W. Aukett (USA)  
1998 - Stuart Schaefer (USA)

### **INTERNATIONAL STOMA CARE ADVOCACY PROGRAMME – ISCAP**

Program Coordinator

1997 – 1999 Glenys Rowe (England)  
1999 - Brenda Flanagan (England)

### **WORLD OSTOMY REPORT**

Document Editor

1994 Gerhard Englert (Germany)  
1997 Gerhard Englert (Germany)  
2002 Brenda Flanagan (England)  
Renamed **WORLD OSTOMY DATA  
REPORT** 2007 Brenda Flanagan (England)

### **IOA CHARITY TRUST**

The “Original Trustees” were Alan Meyer,  
IOA Legal Advisor (United Kingdom); Tom  
Keily, Ileostomy and Internal Pouch Support  
Groups (United Kingdom); Angela Cooke,  
Urostomy Association (United Kingdom);  
Brenda Flanagan, IOA President (United  
Kingdom); Warren Rayment, IOA Vice  
President (Australia); John O’Neil, IOA  
Treasurer (New Zealand).

## **SECTION 2.5.1**

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## **PROJECT HISTORY**

### **WORLD OSTOMY DAY**

#### **THE FIRST WORLD OSTOMY DAY**

OBSERVANCE OCCURRED ON  
2 October 1993

##### **1993 THEMES**

*“Access to Suitable Ostomy Equipment:  
Basic Human Right Of Ostomates”*  
*“Information about Living with and  
Ostomy:  
Hope for Ostomates Worldwide”*

WOD PROCEEDINGS COORDINATOR  
Kenneth W. Aukett. (USA)

#### **THE SECOND WORLD OSTOMY DAY**

OBSERVANCE OCCURRED ON  
5 October 1996

##### **1996 THEME**

*“Cooperation – Key to Ostomy  
Rehabilitation”*

WOD PROCEEDINGS COORDINATOR  
George Salamy (USA)

#### **THE THIRD WORLD OSTOMY DAY**

OBSERVANCE OCCURRED ON  
2 October 1999

##### **1999 THEME**

*“Together, into the Millennium”*

WOD PROCEEDINGS COORDINATOR  
Richard O'Grady (UNITED KINGDOM)

#### **THE FOURTH WORLD OSTOMY DAY**

OBSERVANCE OCCURRED ON  
5 October 2002

##### **2002 THEME**

*“Yes, We Can!”*

WOD PROCEEDINGS COORDINATOR  
Gerry Barry (Australia)

#### **THE FIFTH WORLD OSTOMY DAY**

OBSERVANCE OCCURRED ON  
7 October 2006

##### **2006 THEME**

*“Living Life to the Full”*

WOD PROCEEDINGS COORDINATOR  
Barry Maughan (New Zealand)

## **SECTION 2.5.2**

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## **ORGANIZATION**

### **AWARD HISTORY**

#### **ARCHIE VINITSKY AWARD RECIPIENTS**

- 1982 Christian Soop (Sweden)
- 1983 Albert J. Lyons, M.D. (USA)
- 1984 Prof. Nils Kock (Sweden)
- 1985 Maria Siegl (Canada)
- 1986 Edward J. Ward (USA)
- 1987 Gustavo Cajiao (Columbia)
- 1988 Alan A. Meyer (United Kingdom)
- 1991 Abraham Lastnik (USA)
- 1991 Herman Meijer (Posthumously)  
(The Netherlands)
- 1994 Candida Carvalheira (Brazil)
- 1997 Howard Jones, C.B.E.  
(United Kingdom)
- 2000 Prof. Dr. Gerhard Englert (Germany)
- 2004 Kenneth W. Aukett (USA)
- 2007 John O'Neill (New Zealand)

#### **PROFESSIONAL SERVICE AWARD**

- 1994 Professor Bryan Nicholas Brooke, M.D.  
(United Kingdom)
- 1997 Clive Hamilton Young, M.D.  
(Posthumously) (United Kingdom)
- 2000 Professor Yu De-Hong (China)
- 2004 Dott. Prof. Carlo Pezcoller (Italy)
- 2007 Afonso Henrique da Silva e Sousa Jr.  
M.D. (Brazil)

## **COLOPLAST MERIT AWARD – FOR WORLD OSTOMY DAY ACTIVITIES**

### **1994**

- 1<sup>st</sup> Place – Deutsche ILCO (Germany)
- Honorable Mention – FNZOS (New Zealand)

### **1997**

- 1<sup>st</sup> Place – Asociacion de Ostomizados  
de Puerto Rico (Puerto Rico)
- 2<sup>nd</sup> Place – Czech ILCO (Czech Republic)  
and Slovilco (Slovak Republic)
- Honorable Mention – Sociedade  
Brasileira Dos Ostomizados  
(Brazil) and FNZOS (New Zealand)

### **2000**

- 1<sup>st</sup> Place – Sociedade Brasileira Dos  
Ostomizados (Brazil)
- 2<sup>nd</sup> Place – Asociacion De Ostomizados De  
Puerto Rico (Puerto Rico)
- 3<sup>rd</sup> Place – FNZOS (New Zealand)

### **2004**

- 1<sup>st</sup> Place - Czech ILCO (Czech Republic)
- 2<sup>nd</sup> Place - Thailand Ostomy Foundation  
(Thailand)

#### **COLOPLAST YOUTH MERIT AWARD - Young ILCO - Sweden Ostomy Association (Sweden)**

### **2007**

#### **THE AMERICAS**

- 1<sup>st</sup> Place - Sociedad Boliviana de  
Ostomizados (Bolivia)
- Runner Up - UOAC (Canada)

#### **EUROPE**

- 1<sup>st</sup>. Place - ILCO Serbia (Serbia)
- Runner Up - Federazione Associazioni  
Incontinenti e Stomizzati – Onlus  
FAIS (Italy)

#### **ASIA & SOUTH PACIFIC**

- 1<sup>st</sup> Place - Federation of New Zealand  
Ostomy Societies, Inc.  
(New Zealand)
- Runner Up - Australian Council of  
Stoma Associations (Australia)

### **SECTION 2.6.1**

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## **HOLLISTER PHOTOGRAPHIC AWARDS**

### **2007**

20 photos chosen from over 250 entries from 25 countries. Winners were from Australia, Canada, Ireland, New Zealand, Serbia, Spain, The Netherlands, The Philippines, U.K., USA

# **SECTION 3**

**IOA HANDBOOK 2007**

## **MEMBERSHIP**

- ◆ MEMBERSHIP AFFILIATION**
- ◆ MEMBERSHIP APPLICATION  
FORM**
- ◆ PATRON MEMBERSHIP**

## **MEMBERSHIP**

### **MEMBERSHIP AFFILIATION**

THE INTERNATIONAL OSTOMY ASSOCIATION IS AN ASSOCIATION OF OSTOMY ASSOCIATIONS COMMITTEED TO THE IMPROVEMENT OF THE QUALITY OF LIFE OF ALL OSTOMATES AND THOSE WITH RELATED SURGERIES WORLDWIDE. IT PROVIDES TO ITS MEMBER ASSOCIATIONS INFORMATION AND MANAGEMENT GUIDELINES, HELPS TO FORM NEW OSTOMY ASSOCIATIONS, AND ADVOCATES ON ALL RELATED MATTERS AND POLICIES. IT IS ORGANIZED TO GROW AND DEVELOP WHILE REMAINING INDEPENDENT AND FINANCIALLY VIABLE.

The International Ostomy Association, or IOA, is an ostomate-managed, non-profit-making, nonpolitical, religiously neutral organization of nationally based ostomy associations, whose only concern is the health and welfare of the members they serve.

IOA is divided geographically into 6 Regions – AFRICA, ASIA, EUROPE, NORTH AND CENTRAL AMERICA AND THE CARIBBEAN, SOUTH AMERICA and the SOUTH PACIFIC. IOA's Constitution provides for the formation of a REGIONAL OSTOMY ASSOCIATION within each of these 6 Regions. The affairs of the REGIONAL OSTOMY ASSOCIATIONS are managed by officers elected by delegates representing member associations at regularly scheduled meetings. National Ostomy Associations become affiliated with IOA by joining a REGIONAL OSTOMY ASSOCIATION.

There are 2 classes of membership an ostomy association wishing to join a Regional Ostomy Association may elect: (1)FULL MEMBERSHIP and (2) ASSOCIATE MEMBERSHIP. An ostomy association which serves its entire country, or its country together with one or more other countries, may apply for a FULL MEMBERSHIP. Ostomy associations not qualifying for FULL MEMBERSHIP may apply for an ASSOCIATE MEMBERSHIP. FULL MEMBERSHIP Association delegates shall have the right to vote at Regional meetings and IOA World Council.

Any country that has Provisional Membership from their Region and will be affiliated by that Region before the World Council meeting must have all of its IOA paperwork in place and required dues paid sixty days before the World Council Meeting in order to be eligible to vote as a Full Member.

#### **SECTION 3.1.1**

**IOA Handbook 2007, Bracken, Favreau**

## **MEMBERSHIP AFFILIATION**

IOA is governed by a World Council which meets every 3 years. At these meetings delegates from membership associations determine the policies of IOA and elect its leaders. The business affairs of IOA are managed by an Executive Council.

Representatives from each of the Regional Ostomy Associations, together with the IOA President, Vice-President, Treasurer and Immediate Past President, serve as members of the Executive Council, assuring democratic representation in the management process.

Financing for IOA activities and projects is provided primarily through membership dues with additional funding coming from donations and grants contributed by concerned corporate and private interests. IOA membership dues, payable directly to IOA, are structured as follows:

### **FULL MEMBERSHIP**

<b>Number Recorded Members</b>	<b>Annual Dues</b>
Up to 500	180 CHF
500 to 1,000	350
1,001 to 2,500	650
2,501 to 5,000	1,000
5,001 to 7,500	1,500
7,501 to 10,000	2,000
10,001 to 12,500	2,500
12,501 to 15,000	3,000
15,000 and over	3,500

### **ASSOCIATE MEMBERSHIP**

All Groups 150 CHF

**PATRON MEMBERSHIP** 50 CHF

## **SECTION 3.1.2**

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# APPLICATION FORM

MEMBERSHIP APPLICATION (Please Print out and then type or print)

The (Name of Association) \_\_\_\_\_

Applies for: (check one) \_\_ Full Membership \_\_ Associate Membership

The mailing address for our Association is: \_\_\_\_\_

\_\_\_\_\_ (Telephone number)

\_\_\_\_\_ (Fax number) \_\_\_\_\_

The name of our Association's principle contact is: \_\_\_\_\_

Mailing address of principal contact if different from that written above:

\_\_\_\_\_

\_\_\_\_\_

By Signing below, we certify:

- 1) That our Association accepts, supports and agrees to adhere to the provisions of the constitution or our applicable Regional Ostomy Association, and the Constitution of IOA;
- 2) That we are, or will be, as soon as possible, managed by ostomates, or those with related alternative surgeries done to preserve continence; and,
- 3) Acknowledge acceptance of the provisions of IOA's Code of Practice for the Sponsorship and Cooperation with Manufacturers.

**Before our association can be accepted as an IOA member, we understand we must:**

1. Have completed and submitted this Membership Application form;
2. Have paid the current IOA Annual Dues Fee;
3. Have provided documentation of countrywide or multi-country activities;
4. Have been approved by a simple majority vote of the House of Delegates of our Regional Ostomy Association (when applicable).

**Statistical Information:** There are \_\_\_\_\_ (number) of members in our Association. Our Association was organized in \_\_\_\_\_ (date / month / year)

**SIGNATURE OF ASSOCIATION'S REPRESENTATIVE:**

(Name) \_\_\_\_\_ (Date) \_\_\_\_\_

Please mail this Application, together with a copy of your Constitution, and other required documentation to:

**The International Ostomy Association**

c/o Eugene Zapf  
6315 – 152 A Avenue  
Edmonton, Alberta  
T5A 1X9

# **MEMBERSHIP**

## **PATRON MEMBERSHIP**

The solicitation of Patron Members is viewed by IOA as an ongoing fund raising project.

A Patron Membership shall exist for one year following the payment of the current subscription fee and will continue as long as the person, association, institution, etc. pays the annual subscription fee.

Patron Members have no voting rights nor are they given any special consideration in speaking before a body of the Association, either on a Regional or International level.

### **Patron Members will receive**

1. IOA Today
2. A unique IOA cloisonne pin;
3. A reduction in the IOA World Council registration fee of 25% if Patron Membership has been held for three (3) or more consecutive years prior to the World Council.

Listing on the Manufacturers' Page of the IOA Internet Site ([www.ostomyinternational.org](http://www.ostomyinternational.org)) is restricted to those manufacturers who are program/activity/advertising sponsors and those who are Patron Members.

The current annual subscription fee for Patron Membership is 50 CHF.

Payment of the annual subscription fee should be forwarded to the IOA Treasurer.

# **SECTION 4**

## **IOA HANDBOOK 2007**

### **FINANCE**

- ◆ **FINANCE**
- ◆ **ADMINISTRATION OF IOA FINANCES**
- ◆ **FINANCIAL COOPERATION BETWEEN IOA REGIONAL GROUPS AND THE IOA**
- ◆ **COLLECTION OF ANNUAL MEMBERSHIP DUES AND CANCELLATION OF MEMBERSHIP**
- ◆ **CODE OF PRACTICE FOR SPONSORSHIP AND COOPERATION WITH MANUFACTURERS**
- ◆ **IOA CHARITY TRUST FUND**
- ◆ **THE AUSTRALIAN FUND**

## **FINANCE**

### **IOA FINANCE**

Since the formation of the International Ostomy Association in 1975, its principal source of revenue has been, and continues to be, the dues paid by its full and associate members.

The annual dues are shared between IOA and its Regional Ostomy Associations in an agreed upon proportion.

In addition to dues, funding is received from donations made by ostomy care product manufacturers, national ostomy associations and individuals.

Some of the donations received are targeted for specific projects.

### **MARIA SIEGL FRIENDSHIP FUND**

This fund is used mainly to assist less fortunate countries with the payment of their annual IOA dues, especially those countries where overseas funds are restricted. All Associations requesting assistance to pay their annual dues from the Maria Siegl Friendship Fund need to attach a copy of their last Annual Accounts to their submission.

# FINANCE

## RULES FOR THE ADMINISTRATION OF IOA FINANCES.

THESE RULES AND RELATED DECISIONS BY THE EXECUTIVE COUNCIL DOCUMENTED IN THE MINUTES OF THE EXECUTIVE COUNCIL MEETINGS ARE TO SUPPORT THE WORK OF ALL EXECUTIVE COUNCIL MEMBERS AND TO FACILITATE THE COOPERATION WITHIN THE EXECUTIVE COUNCIL.

### BUDGETING

1. Refunding of prior approved expenses for IOA business is limited to Executive Council members except under the following condition:

Project Team members or Special Invitees approved by the Executive Council will be reimbursed for Travel, Accommodation and the approved Daily Allowance for attendance at a budgeted meeting.

2. The refunding to EC Members, Project Team members and Special Invitees is only possible within the limits of an approved Budget for general and project business.
3. Budget requests for the following year will be sent to the Treasurer by the 15<sup>th</sup> of January each year on forms distributed by the Treasurer.

The Budget of the IOA, including the Budget for the EC meetings, will be prepared by the Treasurer at the beginning of each year and distributed to EC members for approval.

4. In urgent cases the EC can allow by consensus additional expenses up to 1,000 Swiss Francs in each case, but in total not exceeding 20 percent of the total budget.

### EXPENSES

1. The following expenses can be refunded:
  - ◆ Postage
  - ◆ Phone and Fax
  - ◆ Photocopies
  - ◆ Office Supplies
  - ◆ Journeys (transport, hotel, daily allowance)
  - ◆ Others (requiring prior approval)
2. Any invitation received by an Executive Council Member to represent IOA or to speak on behalf of IOA will be communicated to the full Executive Council together with the proposed source of funding for the invitation. If funding for the invitation is not underwritten by a sponsor, then approval by the Executive Council is required.

The Treasurer informs about flight and land transportation and the daily allowance.

3. All personal expenses must be documented in detail by using the forms for IOA expenses. Whenever possible, receipts have to be added, with the exception of daily allowances. If there are no receipts available, a signed confirmation has to be added.

Expenses for IOA Projects and General expenses for EC work should be listed separately.

### SECTION 4.1.2

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## **FINANCE**

### **RULES FOR THE ADMINISTRATION OF IOA FINANCES.**

5. Expenses for IOA work paid by Regional Associations should also be reported to the Treasurer not later than 15 January of the following year. These amounts will be documented as a memorandum item in the accounts.

#### **IOA ACCOUNTS**

3. The main account of IOA is  
Credit Suisse  
Basel, Switzerland

The authorization to sign this account is as follows:

Treasurer, President, Past-President

All IOA statements will be in Swiss Francs.

4. If necessary, the Treasurer can open other accounts by agreement of the Executive Council. The authorization to sign these accounts is decided by the Executive Council.

#### **BOOKKEEPING**

5. The bookkeeping of all IOA accounts will be done by the Treasurer. For that, the originals of all statements of the accounts, together with the receipts, have to be sent to the Treasurer monthly. All documents must be copied for safety reasons.

#### **APPROVING, AUDITING**

- ◆ The expenses will be approved by the Treasurer as being in accordance with the budget. The expenses of the Treasurer will be approved by the President.
- ◆ The final internal approving of expenses is done by the EC. Refunding money for IOA expenses is advance money until the expenses are approved by the Executive Council.
- ◆ The auditing of IOA finances will be done by an Auditor/Auditors appointed by the World Council.

## **INFORMATION**

The members of the Executive Council will be informed about the development of IOA finances four times a year.

The IOA members will be informed about IOA finances each year after the audit by mid-year at the latest.

## **DONATIONS**

1. Only the President is authorized to contact international firms and international organizations in the name of the IOA projects, but this authority can be designated to other members of the Executive Council with the approval of the Executive Council.

Any other members of the Executive Council wishing to make contacts should first obtain approval of the Executive Council.

2. All donations for IOA projects must be transferred to the main account of the IOA. Exceptions need the agreement of the Executive Council.

### **SECTION 4.1.3**

**IOA Handbook 2007, Bracken, Favreau**

## FINANCE

### **RULES FOR FINANCIAL COOPERATION BETWEEN IOA REGIONAL GROUPS AND THE IOA**

THESE RULES HAVE BEEN PREPARED TO ENSURE THAT THE REGIONS AND THE IOA USE A SIMILAR SYSTEM OF ACCOUNTING RECORDS WHICH WILL ENABLE THE IOA TO PREPARE CONSOLIDATED ACCOUNTS

1. The Accounting year for both the IOA and the Regional Groups shall be the calendar year, e.g., 1 January through 31 December.
2. The Annual Accounts of the Regions and the IOA shall consist of:
  - a. Statement of Financial Performance for the Accounting Year, including a schedule of Member Dues; Note: Member dues information will be provided to the Regional Groups by the IOA when transferring the Regional Group's share of dues.
  - b. Statement of Financial Position as of Accounting Year end will be listed separately.
3. Regional Group Annual Accounts shall be audited by a qualified auditor appointed by the Regional Group. The IOA Annual Accounts shall be audited by two qualified auditors appointed by the World Council.
4. Regional Group Annual Accounts, together with an Audit Certificate, shall be sent to the IOA Treasurer by 30 April of each year.
5. The IOA Annual Accounts together with Audit Certificates, shall be sent to IOA Members by 30 June of each year.
6. In January, each Member will be sent an Annual Dues Payment Notice by the IOA Treasurer with the request that the dues be paid by 31 March.

7. Dues payments can be sent to the IOA Treasurer, but preferably, should be sent directly to the IOA Swiss Bank Account. Dues payments shall be made in Swiss Francs.
8. The IOA shall pay to the Regional Groups, by 30<sup>th</sup> September, their share of the dues. Dues subsequently received will be shared with the Regional Groups prior to the end of the calendar year.

As an aid in planning, the proportion of dues that will be retained annually by the IOA for each of the next 3 Accounting Years will be set at each IOA World Council. (see Rule 13).
9. All dues-sharing payments made by the IOA to the Regional Groups will be made in Swiss Francs. If requested, IOA will make the payment directly to the Regional Group's bank account.
10. The Dues Schedule is as follows:

#### FULL MEMBERSHIP

Number Recorded Members	Annual dues
Up to 500	180 CHF
501 to 1,000	350
1,001 to 2,500	650
2,501 to 5,000	1,000
5,001 to 7,500	1,500
7,501 to 10,000	2,000
10,001 to 12,500	2,500
12,501 to 15,000	3,000
15,000 and over	3,500
ASSOCIATE MEMBERSHIP All Groups	150 CHF
PATRON MEMBERSHIP	50 CHF

11. The proportion of dues collected by the IOA Treasurer payable to the Regional Groups, as approved by the World Council is 40%.

#### SECTION 4.1.4

IOA Handbook 2007, Bracken, Favreau

## **FINANCE**

### **COLLECTION OF ANNUAL MEMBERSHIP DUES AND CANCELLATION OF MEMBERSHIP.**

#### **ANNUAL DUES**

IOA Treasurer is responsible for sending out annual dues invoices and collection of the dues.

Members pay their dues themselves, are sponsored by another member or by a manufacturer of ostomy equipment, or assisted from the Maria Siegl Friendship Fund.

1. Send out invoices for dues early in January for payment by 31 March.
2. Acknowledge receipt of dues.
3. First Reminder Notice sent out mid May to those who have not paid.
4. End of May pay to Regions their share of dues collected to date and include share of dues not previously distributed that were received late in previous year.
5. Second Reminder Notice sent out mid September. Where possible this notice should be addressed to the Contact Person in the Association. Name may have to be obtained from Regional President.
6. Advise Regional Presidents of members who have not paid their dues and seek any explanation.
7. End of October pay to Regional Associations their share of any dues received since May payment.
8. In December write to members whose dues are unpaid to seek an explanation and ask if they wish to apply to the Friendship Fund for assistance.

9. Refer to Regional President all applications to Friendship Fund for approval and then approval by the IOA Executive Council.
10. In the new year the Treasurer will send out invoices for Dues for current year.
11. Some members, especially Associate will miss a year and they should not be penalized for this.

#### **CANCELLATION OF MEMBERSHIP**

Cancellation is a final resort after three years unpaid dues and no contact with the Regional Association or the IOA.

Cancellation may occur on the recommendation of the Regional House of Delegates and approval by the IOA Executive Council and will be noted in the World Council minutes.

#### **ANNUAL DUES DISCOUNT**

Any Member Association that has 100% of all ostomates in its country as members, shall receive a 15% discount in the Annual Dues they pay to IOA.

In determining the number of votes the Member receiving the discount is entitled to in the World Council, their total reported membership shall be reduced to 15%.

#### **SECTION 4.1.5**

**IOA Handbook 2007, Bracken, Favreau**



## FINANCE

### CODE OF PRACTICE FOR SPONSORSHIP AND COOPERATION WITH MANUFACTURERS

Following the restructuring of the organization within IOA which took effect in May 1991, the Executive Council has been concerned to ensure that the goodwill and spirit of cooperation which has been developed between IOA and Manufacturers continues to prosper and to conform to proper ethical and business standards.

Previously there has only been a tacit and unwritten procedure for arranging financial sponsorship with the Manufacturers, but certain essential points of principle and business methods have been established as standard practice, and these and other desirable features have now been written into this **Code of Practice** which is the recommended procedure to be followed by **IOA** when organizing sponsorship with the Manufacturers.

This statement of the **Code of Practice** to be followed refers specifically to the sponsorship by, and with the cooperation of, Manufacturers and other members of the industry, but the same principles and accounting requirements apply to sponsorship obtained from other sources also.

This statement of the **Code of Practice** is separate from the rules applied for advertising by Manufacturers.

1. It is strictly against the principles and spirit of IOA for there to be any personal financial gain or for acceptance of benefits in kind.
2. There should be “no strings” attached or improper obligations imposed by either side in sponsorship arrangements.
3. It is the responsibility of the IOA Executive Council, and the Regional Coordination Committees, to ensure that proper consideration is given to the priorities for sponsorship requests.

4. IOA is appreciative of the generous support which is given by the Manufacturers and recognizes that it is the prerogative of the Manufacturers to decide whether and to which projects they wish to support.
5. When sponsorship is invited for a project which has pronounced publicity benefits to the Sponsor, preference should not be given to only one Manufacturer, but should be offered to all other appropriate Manufacturers in the first instance.
6. It is permissible for there to be only one Manufacturer sponsoring a project, but proper regard and consideration should be given to the conditions made by a Manufacturer who is to be the only Sponsor.
7. Requests for sponsorship should be made by the President of IOA and only be made with the authority of the Association concerned.
8. Proper regard should be given to the fact that all Manufacturers operate within the restrictions of their own annual budget arrangements, and therefore as long a lead time as possible should be given to any negotiations for sponsorship.
9. The recording and accounting of actual money received from Manufacturers should conform to the Rules for the Administration of IOA Finances, and the necessary documentation should be available for auditing purposes.
10. Where there has been no actual transaction of money involved and where the cost of sponsorship has been borne directly by the Manufacturer(s), the facts should be reported to the Treasurer for a memorandum acknowledgment to be made in the annual accounts where appropriate.
11. It is permissible for only acknowledgments of sponsorship to be publicized, and any such acknowledgments should be reasonably unobtrusive and not in the form of advertising.

#### SECTION 4.1.6

IOA Handbook 2007, Bracken, Favreau

## **FINANCE**

### **INTERNATIONAL OSTOMY ASSOCIATION CHARITY TRUST FUND**

(“THE IOA CHARITY” OR “IOAC”)

A Trust Deed establishing the International Ostomy Association Charity, or IOA Charity, was registered by the Charity Commission in the United Kingdom on the 28<sup>th</sup> of January, 1998.

The IOA-Charity official registration number is:  
1067817

A legal requirement of the Trust Deed is that the majority of Trustees must reside in England or Wales. The IOA President, Vice President and Treasurer will serve as Trustees during their term in office. If the IOA Officers listed above do not reside in England or Wales, then the remaining four Trustees appointed by the sitting IOA Charity Trustees, must do so.

The objectives of the Trust are “to relieve sickness and suffering amongst ostomates by providing or assisting in the provision throughout the world of a rehabilitation advisory and aftercare service to patients, to facilitate mental, practical, physical and spiritual adjustment, by allaying fear and anxiety and by teaching such patients, their families, caregivers and others to adapt to a new way of life.”

It is expected that the IOA Charity Trust will attract donations to enhance and further the work of the IOA Executive Council.

### **RULES FOR INVESTMENT OF IOA FUNDS WITH THE IOA CHARITY TRUST**

1. The IOA Treasurer shall obtain the agreement of the IOA Executive Council members before transferring funds from an IOA Bank Account to the IOA Charity for investment.
2. The IOA Executive Council members shall be advised of the total funds in the IOA Bank Accounts and any funds still invested through the IOA Charity.
3. The reason for the transfer and investment prospects with the IOA Charity.
4. When it is expected that the funds or part of them will be required for projects within the United Kingdom Charity Laws.
5. Copy of this information shall also be made available to the IOA Charity Trustees who are not members of the IOA Executive Council.
6. IOA Executive Council members shall be kept informed of the investments.
7. When funds are needed for Charitable projects, the IOA Treasurer will prepare an application to the IOA Charity Trustees.

#### **SECTION 4.1.7**

**IOA Handbook 2007, Bracken, Favreau**

## **FINANCE**

### **THE AUSTRALIAN FUND**

The Australian Council of Stoma Associations (ACSA), in 2001, established an international benefit fund to provide assistance to ostomates in countries where they have serious difficulties or hardships in obtaining or affording basic ostomy supplies, or where they lack adequate post operative care and support.

The Fund has been named The Australian Fund. It will be administered jointly by ACSA and IOA and will be managed by a Committee consisting of the President and Treasurer of ACSA and the President and Treasurer of IOA. The President of ACSA will Chair this Management Committee.

The objective of the Fund is to provide effective, practical assistance by: 1) supplying basic ostomy appliances; 2) training Stomal Therapy Nurses and other medical professionals in stoma care; and, 3) by fostering the development of local self help facilities.

Inquiries or applications for assistance from the Australian Fund may be made, in the first instance, to the Secretary of ASCA, or to the Secretary of IOA. Applications for projects seeking funding will be submitted to the Management Committee for review and approval.

# **SECTION 5**

**IOA HANDBOOK 2007**

## **WORLD COUNCIL**

- ◆ **WORLD COUNCIL**
  
- ◆ **DELEGATE  
RESPONSIBILITIES**
  
- ◆ **RULES OF ORDER FOR  
WORLD COUNCIL MEETINGS**
  
- ◆ **CHANGING WORLD COUNCIL  
DECISIONS**

## **WORLD COUNCIL**

The World Council Meeting is a meeting of IOA Member Association Delegates. It is open to those registered individuals who wish to observe the proceedings.

The IOA President with input from the Executive Council will be responsible for the Agenda of this meeting. The IOA President shall serve as the Chairman of the World Council Meeting. As meeting moderator, he/she will exercise full and proper control throughout the meeting.

In case of armed conflict, act of terrorism, martial law, natural disaster, medical epidemic or extreme political/and or economic instability before or during a World Council Meeting in a country hosting the event, the Executive Council is entitled to decide on all appropriate and necessary emergency measures including the cancellation /postponement of the meeting and the termination, if applicable, of the relevant Working Agreement. The Executive Council is entitled to take any decision regarding the running of the World Council Meeting that has been necessitated by the circumstances. In the event of the above occurrences, the host country will be consulted before a decision is taken.

### **INVITATIONS**

The IOA Executive Council is responsible for sending invitations to the IOA Member Associations, appropriate World Health Organizations, foreign dignitaries, national organizations and local and national dignitaries.

### **BUDGET**

The IOA Executive Council will set a budget for the World Council Meeting and ensure that the meeting is self supporting.

## **REGISTRATION AND ADMINISTRATION**

Each participant of the World Council Meeting shall register and pay a registration fee. Registration fees shall be kept to the minimum necessary for organizing the Meeting.

Registration fees of Members of the IOA Executive Council and special invitees, such as the President of WCET will be paid from IOA funding.

In the event that a member of the IOA Executive Council does not have a sufficient command of the English language, it will be necessary for that individual to have a person fully conversant in English attend in his / her stead. IOA has no financial resources to provide for individuals to translate and will only reimburse one person from each region to attend meetings.

The IOA Executive Council shall have the authority to refuse registrations which, in their judgment, are deemed to be inappropriate or undesirable.

The IOA Executive Council shall be responsible for the preparation and distribution of "registration packets" to the attendees. These may include the Agenda, Motions, Country Reports, Financial Reports and other organizational information.

### **LANGUAGES**

The standard language to be used throughout the World Council Meeting is English.

### **SECTION 5.1.1**

**IOA Handbook 2007, Bracken, Favreau**

## **WORLD COUNCIL**

### **FACILITIES**

The World Council Meeting Hall will have a layout which includes a raised dais, with seating at the head table to accommodate the IOA Executive Council. Delegates will be seated at tables, classroom-style, in front, and adequate seating, theatre-style, shall be provided for observers at the back.

The IOA Executive Council shall be involved in the determination of the audio/visual requirements. In the Hall the public address system will include a floor microphone/s for use by the delegates.

A meeting room may be required for the IOA Executive Council to hold its pre-Council and post-Council meetings. Pre-Council meeting rooms also may be necessary for each of the Regional Ostomy Associations to hold Special House of Delegates meetings.

The flags of all attending Member Association countries will be displayed in the World Council Meeting Hall when possible. Miniature flags will be used to designate where the delegates are to be seated.

The IOA Executive Council shall ensure that the World Council Meeting Hall and meeting rooms are wheelchair accessible.

Meeting rooms may be required for leadership training sessions following the World Council Meeting.

### **PUBLICITY**

All publicity material and World Council documentation will be produced by the IOA Executive Council.

### **ACCOMMODATIONS**

The IOA EC will make every effort to find reasonably priced accommodations for the participants of the World Council Meeting.

## **SECTION 5.1.2**

**IOA Handbook 2007, Bracken, Favreau**

## **WORLD COUNCIL**

### **DELEGATES' RESPONSIBILITIES AT IOA WORLD COUNCIL MEETINGS**

In order to determine delegate voting rights, those Associate Member Associations that want to upgrade to Full Member Association status must do so by submitting an application and paying appropriate dues to the Treasurer sixty days before the World Council Meeting. This will make them eligible to vote as a Full Member.

Any country that has Provisional Membership from their Region and will be affiliated by the Region before the World Council meeting must have all of its IOA paperwork in place and required dues paid sixty days before the World Council Meeting.

Section 6 of the IOA Constitution states that each Full Member Association is entitled to two delegates with full voting rights in the World Council. Associate members have representation of one delegate but no voting rights. They may speak to an issue with the permission of the Chair.

In conjunction with this provision:

1. Delegate appointments should conform with the member association's selection criteria, i.e. eligibility, qualifications, time availability and willingness to represent.

2. It is expected that the delegates possess knowledge of their respective association's own circumstances, needs, wants and expectations of, and obligations to, IOA. They should be aware of their association's voting rights at World Council meetings.

3. It is expected that the delegates will have acquainted themselves with rules pertinent to his/her representation at Council Meetings.

4. With the help of the IOA Handbook, delegates should familiarize themselves with the organizational structure and operational behavior of IOA, its goals, objectives and be aware of the represented member association's part in IOA's general activity and world plan.

5. Delegates from Full Member Associations have the authority and right to address the World Council on their association's behalf. They must faithfully express that association's views, opinions and beliefs, support motions constitutionally lodged by their respective association and vote according to their association's instructions.

Delegates are empowered to exercise some latitude and have flexibility in discharging their association's directions and wishes in the event that the introduction of fresh information, or disclosure of new evidence during the World Council session warrants a revised consideration, a new approach or justifies an altered vote.

In exercising such action on an association's behalf, and at all times, the delegate will be accountable, in full, to the authority and powers of their respective associations.

6. IOA reasonably expects all member associations to consider that the World Council meeting will be conducted in English and consider this factor in their delegate selection process.

**SECTION 5.1.3**  
**IOA Handbook 2007, Bracken, Favreau**

# **WORLD COUNCIL**

## **RULES OF ORDER FOR WORLD COUNCIL MEETINGS**

THESE GUIDELINES CAN BE USED  
EITHER IN FULL OR IN PART, OR ON A  
SUPPLEMENTARY BASIS TO RULES  
ADOPTED FOR USE AT EACH WORLD  
COUNCIL MEETING

### **ORDER OF BUSINESS**

1.Meetings of the IOA World Council must comply with the functions as documented in the IOA Constitution and covered by the agenda which is adopted at the start of the meeting.

### **CHAIR PERSON**

2.Sessions of the World Council shall be chaired by the IOA President or Vice President in the President's absence. If both are absent, one of the other Officers or the Immediate Past President will act as Chair with the agreement of the meeting.

### **QUORUM**

3.For the purpose of conducting business of the association, representation of one third of the Associations which are full members and in addition, representation of half of the total voting strength of Full Members at the time the World Council meeting is convened shall constitute a quorum

### **MINUTES OF MEETINGS**

4.The Chairperson shall cause full and representative minutes to be taken at every meeting. This will normally be the responsibility of the IOA Secretary.

Debate on confirming minutes of a previous meeting must only concern itself with the accuracy of the minutes. Amendments to the minutes or rejection of the minutes must be put to a vote after being moved and seconded.

## **SUBSTANTIVE MOTIONS**

5.A substantive motion put to the meeting must be dealt with before another substantive motion is moved.

When a substantive motion is being debated, the other motions that may be moved are:

- ◆ that permission be granted to withdraw an amendment or motion
- ◆ that the question now be put
- ◆ that the meeting proceed to the next business
- ◆ that the debate be adjourned
- ◆ that a motion be amended
- ◆ that a motion be referred to another person or body
- ◆ that actions taken by a named member of the meeting be discussed
- ◆ that a motion of document lie on the table
- ◆ that a time limit be changed
- ◆ that the meeting go into a committee as a whole

Votes must be taken on these motions.

The priority in dealing with substantive motions is the order in which they appear in these meeting rules.

Debate is forbidden following a motion that the question now be put and following a motion that permission be granted to withdraw an amendment or motion.



# **WORLD COUNCIL**

## **RULES OF ORDER FOR WORLD COUNCIL MEETINGS**

### **AMENDMENTS**

6. Only one amendment may be debated at any one time and amendments must be debated in the sequence in which they influence the words of the substantive motion. The mover of a motion cannot move an amendment to it.

An amendment must relate to the motion and must not negate it. Only the mover of a motion has the right of reply to an amendment.

Standing order can advise of influence of one amendment on another e. g., if A agreed then B must fall.

### **THE CHAIRPERSON**

7. The Chairperson must maintain order during the meeting. The Chairperson should leave the chair if they wish to take part in debating a substantive motion.

8. If a member of the meeting breaks a debating rule, the Chairperson must call that member to order.

9. The Chairperson may require a motion in writing before it is put to the vote by the meeting.

10. The Chairperson can refuse a motion that the question now be put. If a member has spoken in debate, they may not move a motion that the question now be put. Before such a motion is put to the vote, the mover of a substantive motion has the right of reply.

11. Any member of a meeting may raise a point of order or information. When such a point of order or information is raised, the speaker must be silent and sit down. The member who has raised the point of order if accepted by the Chair, has to explain the point of order or information and then the Chair must give the ruling.

12. A motion of dissent from the Chairperson's ruling may be moved if a member of the meeting disagrees with that ruling. The usual wording of a motion is "that the Chairperson's ruling be dissented from". The Chairperson must step aside. The mover of the motion must explain why they have moved the motion, and then the Chairperson must justify the ruling. As acting Chairperson puts a motion to the meeting "that the Chairperson's motion be upheld."

13. If a member of the meeting is repetitious or irrelevant in speeches, the Chairperson should ask that person to speak to the matter under debate. If the repetition or irrelevance continues, the Chairperson may call on the member to stop speaking and resume their seat.

14. The Chairperson should decide who is to speak next if there is uncertainty as to who first attracted the attention of the Chairperson.

15. The Chairperson can adjourn a meeting to a specific time and place if the meeting collapses in disorder. When the Chairperson leaves the chair, the meeting has closed.

15a. The Chair can move suspension of standing rules, order or debate etc., but a vote must be taken.

## **SECTION 5.1.5**

**IOA Handbook 2007, Bracken, Favreau**

# **WORLD COUNCIL**

## **RULES OF ORDER FOR WORLD COUNCIL MEETINGS**

### **MOTIONS**

16. Motions should be expressed in positive terms.

17. Debate and discussion on motions should not exceed 30 minutes. The permission of the meeting should be sought if any speaker wishes to hold the floor for more than 5 minutes.

18. Members can speak only once on each substantive motion or procedural motion. Only the mover of the motion has the right of reply at end of debate and they must not introduce any new matter at that time.

19. If a member has moved a resolution or an amendment without speaking on it, they lose the right to speak again on that resolution or amendment. They can reserve a right of reply when moving resolutions.

20. The order in which the secretary receives notices of motion or procedural motions will be the order in which the motions are dealt with in the meeting. Motions on notice should be provided at least two months before a meeting in which they are to be put.

20a. An emergency motion can be added to the agenda if it is urgent and relates to fresh events. Acceptance of an emergency motion is at the discretion of the Chair and must be announced at the start of the meeting.

### **DEBATE**

21. When a member speaks to the meeting, they should address the Chairperson and speak only on the matter under debate. The speaker should not use profane language nor should they attack personalities.

22. A speaker has the right not to be interrupted unless it is by the Chairperson. Another member may interrupt the speaker only on a point of order or information at discretion of chair.

23. Points or order must refer to the speaker:

- ◆ speaking longer than they are allowed
- ◆ being repetitious or speaking on irrelevant matters
- ◆ disobeying meeting rules
- ◆ being offensive
- ◆ using profane language

24. If a motion or amendment has been put to the meeting, it cannot be withdrawn unless the meeting carries a motion to do so.

### **WITHDRAWAL MOTION**

25. Notice of a withdrawal motion must be made at least one month before a meeting in which it is to be moved, and the wording of the withdrawal motion must appear on the agenda for the meeting.

26. If a motion has been lost or a resolution carried during the last three years, another motion of similar substance may not be put to the meeting, unless it has the support of two thirds of the meeting.

## **SECTION 5.1.6**

**IOA Handbook 2007, Bracken, Favreau**

# **WORLD COUNCIL**

## **RULES OF ORDER FOR WORLD COUNCIL MEETINGS**

### **VOTING**

27. Elections of IOA Officers will be at all times, by means of a formal paper secret ballot. Vote counters will be appointed by the Council prior to any ballot occurring. The appointment of scrutinizers is optional at the discretion of candidates. Again, voting rights for any formal ballot shall be in accordance with constitutional provisions.

28. The Chair shall call for votes in the affirmative, the negative, and abstentions.

### **OTHER MATTERS**

29. If a member of a meeting wishes to ask a question, they should ask through the Chairperson.

30. A meeting order may be suspended for a specific purpose and period if a motion to do so is passed by a simple majority. Acceptance of the motion is at the discretion of the Chair.

31. Any member may move or second that the meeting be adjourned to a specific place and time. When this motion is put, the mover has no right of reply. The motion may interrupt debate currently in progress.

32. Notice of and times of future meetings of the IOA World Council must be made specific in resolutions of the meeting.

33. Meeting rules and agenda must be approved at the start of each meeting and may only be amended by resolution carried by the meeting. Such resolution may be carried by a simple majority.

34. Interested parties in attendance at the World Council Meeting in an unofficial capacity (observers) shall at the Chairperson's discretion be permitted to speak in discussion or debate if it is adjudged that they can make a meaningful contribution to the subject or matter before the Council, either as an acknowledged expert or in any other respect. As with official attendees, they shall be subject to the provision of meeting rule 17.

### **SECTION 5.1.7**

**IOA Handbook 2007, Bracken, Favreau**

# **WORLD COUNCIL**

## **SUMMARY OF RULES OF ORDER**

These rules shall apply to all present, including members of the IOA Executive Council.

1. Any Delegate, either from a Full or Associate Member, may speak to an issue after obtaining recognition from the Chair, and after stating their name and national association.
2. Delegates speaking to an issue or motion will use the floor microphone designated for this purpose.
3. All comments and questions shall be directed to the Chair.
4. A Delegate speaking to an issue or motion may speak for three (3) minutes. Additional time may be provided at the discretion of the Chair. The Delegate making a motion, or amendment, has the right to speak first for five (5) minutes.
5. A Delegate may speak only once to any issue. Proposer has the right of reply at end of debate (before vote is taken). However, Delegates are allowed to speak more than once on matters of order or information. i.e. conduct procedure/supplementary or clarification of information. They are not meant to allow a speech or argument or to introduce a new topic. Chairman's discretion applies.
6. Delegates are encouraged to begin their comments by stating whether they are speaking for, or against, an issue or motion.
7. Discussion on any one motion or issue shall be to a maximum of fifteen (15) minutes. If the World Council approves, additional discussion time may be allotted.

8. The Chair will appoint a time keeper to monitor the proceedings.

9. The Chair shall call for votes in the affirmative, the negative, and abstentions.

10. A Motion shall be deemed approved if a majority of the votes cast are in the affirmative. This does not apply in case of Constitutional matters when two-thirds will apply.

11. The first vote on any issue or motion may be by a show of voting cards. If, after a show of voting cards the Chair is in doubt regarding the determination of the Delegates, a paper ballot will be used.

A paper ballot will be used during the election of Officers if two or more candidates are nominated for a particular office.

Any Voting Delegate has the right to call for use of a paper ballot after the debate on an issue or motion has concluded, before, or immediately after, the Chair declares the result of a show of voting cards.

12. The Chairman shall appoint Tellers to count paper votes.

## **SECTION 5.1.8**

**IOA Handbook 2007, Bracken, Favreau**

## WORLD COUNCIL

### UNDER WHAT CIRCUMSTANCES DECISIONS MADE BY THE WORLD COUNCIL CAN BE CHANGED

1. The decision/resolution is illegal internationally or nationally and any attempts by the IOA member associations to implement the decision would lead to criminal or civil prosecution. Under these circumstances, the decision should be immediately declared null and void.
2. The decision/resolution is incapable of implementation.
3. The decision/resolution is the result of improper practices in the course of reaching it.

Such practices include:

- ◆ A quorum was not present and the meeting should not have taken place.
- ◆ The voting procedure (either show of hands or formal ballot) is found to be faulty or incorrectly carried out.
- ◆ Members were not fully informed of all the known circumstances surrounding the issue.
- ◆ Relevant information concerning the issue was intentionally withheld.
- ◆ Submissions from member associations which have a direct bearing on a decision/resolution are subsequently found to have been fraudulent or misrepresentative.

In any such instance where these (or similar) circumstances have occurred and the Executive Council determines that remedial action is warranted, the Executive Council would promptly submit its recommendation and all relevant material to all member associations for a revote. The voting would be in accordance with IOA voting procedures.

Compensation issues may arise and if they do, they shall be evaluated on an individual basis at the time. Two-thirds vote would be required for altering/revision of the decision.

If the appeal to change is brought forth from the membership, such appeals should be supported by thirty-three and one third percent of IOA full members. If any such appeal is deemed valid, the Executive Council would submit the appeal along with its recommendation to the World Council for final arbitration by vote, with voting provisions defined in **6.D.** of the IOA Constitution.

### SECTION 5.1.9

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# **SECTION 6**

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## **ACTIVITIES**

- ◆ INTERNET WEBSITE**
- ◆ ARCHIE VINITSKY AWARD**
- ◆ IOA PROFESSIONAL SERVICE  
AWARD**
- ◆ GUIDELINES TO FORM NEW  
GROUPS**
- ◆ 20/40 FOCUS**
- ◆ TWINNING / MENTOR  
PROGRAM**

## ACTIVITIES

### INTERNET WEBSITE

In September 1996 IOA entered the Cyber Age by launching its Internet Website: [www.ostomyinternational.org](http://www.ostomyinternational.org)

#### MANAGEMENT

The website is managed by the President or Designee who liaises with the IOA Web Consultant.

The IOA Web Consultant is responsible for entering information onto the site as approved by the President; for providing advice about the technical aspects of the website and taking action approved by IOA to technically upgrade its features and capabilities: and, for undertaking other assignments relating to the website as deemed necessary by IOA.

A contract for the services rendered by the Web Consultant, defining the scope of these services and the honorarium to be paid for them, shall be negotiated by the IOA President and approved by the Executive Council.

#### WEBSITE CONTENT

The website consists of pages that feature the following:

- ◆ Information about IOA – What is an ostomy? Mission Statement; Its Purpose, Aims and Objectives; Charter of Ostomates' Rights; Position on Tobacco Smoking and Chewing
  
- ◆ IOA's Organizational Structure
- ◆ IOA Officers – directory information
- ◆ Regional Associations – updated directories of IOA Regional Leaders, Member Associations and Contacts
- ◆ Fatwa – Fatwa about Preparation for Prayer for Muslim Ostomates
- ◆ Regional Events
- ◆ Membership Information – Affiliation Form

- ◆ Global Discussion Forum – Linked to [www.uoaa.org](http://www.uoaa.org)
- ◆ IOA World Council Information
- ◆ Helpful links International Manufacturers, Allied Agencies etc.
- ◆ IOA President's Message
- ◆ BLOGS
- ◆ IOA TODAY – Current ostomy related world-wide news from the Executive Council, Regional Association Leaders, and pertinent information from IOA program and activity coordinators and Member Associations. It is published quarterly. IOA TODAY is the electronic replacement for the IOA News that was published twice a year by the IOA president.
- ◆ Detailed information about Special Events such as the 20/40 FOCUS

Space on the website is available for IOA member Associations who want to use this website as their Home Page.

## **ACTIVITIES**

### **AWARDS**

#### **ARCHIE VINITSKY AWARD GUIDELINES**

##### **THE AWARD**

The Archie Vinitsky Award is an Award presented to a person who has given the most outstanding voluntary service at international and/or regional level in support of the activities of the IOA.

The Award will be made at each World Council meeting. There is to be only one Award presented per Council. In the case of the lack of suitable nominations, no Award will be presented.

##### **QUALIFICATIONS**

The Award is essentially for services which have been given entirely voluntarily, but in the event of a potential recipient being professionally involved in a related capacity, a very clear distinction must be made by the proposer between the professional and voluntary activities. It is most likely that the qualifying period of any candidate will be over a number of preceding years. Excluded are current IOA Executive Council members and previous Award recipients.

##### **THE COMMITTEE**

The Committee will be made up of seven members: the IOA President acting as Chairman (who will vote for the recipient only in case of a tie), the most recent Award recipient, and 5 others chosen by the President, who are not members of the Executive Council, but who are from different IOA regions.

### **NOMINATIONS**

The Chairman will during the term of office canvass all appropriate sources, such as all Award recipients, Full Member Associations, the Executive Council of IOA and of the IOA Regional Associations for suitable candidates. Letters must be sent nine months prior to the Congress; nominations' close must be six months prior to the Congress.

The proposers will submit the full details of the candidate supported by a citation or statement of their merits, personal endeavors and achievements. The proposer must take full responsibility for the accuracy of the information.

### **SELECTION**

The Chairman will circulate the nominations among the Committee members at least five months prior to the Congress and ask to select the most deserving person not later than three months before the Congress. The Chairman shall promptly notify all Committee members of all votes and of the person selected for the Award no later than 30 days prior to the Congress.

### **SECRECY**

The name of the person selected shall be kept in the highest secrecy. Only the Committee members, the IOA Executive Council, the person selected to present the Award, and the person who orders the plaque should know the name of the recipient prior to the making of the Award.

### **PRESENTATION**

The presentation of the Award will be made at any appropriate time during the World Council Meeting. The Chairman may present the Award or may select someone else to do it. As soon as he or she has made this decision, he or she shall notify all Committee members of it.

#### **SECTION 6.2.1**

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## **ACTIVITIES**

### **AWARDS**

#### **IOA PROFESSIONAL SERVICE AWARD**

The IOA Professional Service Award is presented to an individual whose dedicated professional service has advanced the Quality of Life of ostomates and those with related surgeries, worldwide.

The IOA Professional Service Award Selection Committee is chaired by the IOA President (with the right to vote), with the members of the IOA Executive Council serving as Committee members.

The IOA president will solicit Award recipient nominations from the IOA membership.

The Award will be presented by the President at the IOA World Council Meeting.

### **SPECIAL RECOGNITION**

#### **IOA LEGAL ADVISOR EMERITUS**

At a meeting of the IOA Executive Council on 15<sup>th</sup> June 1997, the title of “IOA Legal Council Emeritus” was unanimously conferred upon Alan A Meyer, Esq. (England) for his distinguished professional services to IOA, as an ostomate and dedicated volunteer since its founding.

#### **SECTION 6.2.2**

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# ACTIVITIES

## FORMING NEW GROUPS

### PROPOSED GUIDELINES TO BE USED IN FORMING NEW GROUPS

#### 1. OSTOMY GROUPS/ASSOCIATIONS MAY BE INITIATED BY:

##### I. SURGEONS

Many surgeons are concerned for the future welfare of their patients after performing stoma surgery. They know the value of mutual support.

##### II. NURSES/ETS AND OTHER HEALTH CARE PROFESSIONALS

Health care professionals – Nurses/ETs, Social Workers etc. often start groups for their own patients which could be expanded.

##### III. OSTOMY PATIENTS

It only needs a few interested and determined ostomates to start a small support group.

##### IV. OSTOMY PRODUCT SUPPLIERS, PHARMACIES

Ostomy product suppliers can provide encouragement to their clients and facilitate the organization of a support group.

##### V. CANCER SOCIETIES AND OTHER ALLIED ORGANIZATIONS

In conjunction with their cancer and IBD programs, Cancer and Crohn's/Colitis associations can provide the impetus to organize ostomy support groups.

##### VI. COMBINATION OF I, II, III, IV, V

It is important for groups I, II, III, IV, V to combine their efforts. This will lead to a more effective and successful association.

## 2. THE ROLE OF THE GROUP/ ASSOCIATION

Before contact is made with potential members, it is essential to identify a clearly defined goal. This may vary from country to country but the main goal is almost always “To reach as many people with ostomies and persons with continent procedures as possible and to aid in their complete rehabilitation.” This goal can be achieved by:

- A. encouraging them to resume their everyday activities as soon as it is physically possible, thereby helping them regain confidence and self esteem;
- B. proving to the medical profession that they can resume their pre-surgery lifestyle to help avoid any misconceptions about their general well-being;
- C. educating the general public as to the employability, social acceptability and general well-being of the person with an ostomy and the person with a continent procedure;
- D. serving as an advocate with the government in matters of discrimination and provision of affordable, good quality ostomy appliances.

The means to meet the above can include:

- a. visiting program
- b. regular meetings, social activities, weekend trips
- c. newsletters/brochures/information leaflets
- d. educational programs for
  - ◆ people with ostomies
  - ◆ people with continent procedures
  - ◆ family members and friends
  - ◆ medical and nursing professions, and the community
- e. display of necessary medical equipment and supplies
- f. affiliation to a national ostomy association.

It may take several years to achieve the desired aims

### SECTION 6.3.1

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## ACTIVITIES

### FORMING NEW GROUPS

#### PROPOSED GUIDELINES TO BE USED IN FORMING NEW GROUPS

##### 3. HOW TO START A LOCAL/REGIONAL GROUP

The first step to take is to make contact with as many ostomates as possible. Surgeons, Healthcare Workers and local Doctors could be asked to mail a letter of introduction and invitation to a meeting to each of their ostomy patients. Do not ask for names in advance, as it would be unethical to reveal them. Likewise, product suppliers can be asked to include a “flier” with product orders.

This letter of introduction, or flier, should set out the purpose of the meeting. It is beneficial to include a reply slip giving those unable to attend the meeting an opportunity to be kept informed of future developments.

Notices of the meeting could be distributed by:

- ◆ Appropriate surgeons and other medical professionals.
- ◆ The cancer society
- ◆ Medical suppliers
- ◆ Pharmacies
- ◆ Social service departments in hospitals
- ◆ Social service agencies
- ◆ Discharge Planners
- ◆ Nursing Associations
- ◆ Religious leaders
- ◆ Newspapers and radio stations

##### 4. THE FIRST MEETING

- A.** The place should be centrally located.  
Among the possibilities of places in which to find a meeting room are:  
Hospitals or medical professional facilities  
Cancer society offices  
Health centers  
Businesses which have special meeting rooms  
Churches and synagogues
- B.** The date, a weekday evening or Saturday/Sunday afternoon, should be selected far enough in advance to allow enough time to publicize it.
- C.** The agenda for the meeting could include:  
An explanation of the purpose of having an ostomy group  
An indication of interest in having such a group  
An indication of the expectations of those present  
Formation of a leadership committee  
Scheduling the next meeting; this will be in response to the general preference of a meeting time and place  
Light refreshments provide an informal atmosphere after the meeting; this is an appropriate time for people to share personal experiences

#### SECTION 6.3.2

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# ACTIVITIES

## FORMING NEW GROUPS

### PROPOSED GUIDELINES TO BE USED IN FORMING NEW GROUPS

#### 5. NATIONAL ASSOCIATION

Once established, a group may feel confident in expanding their activities into other regions of the country. This is best done through contact with ostomy professionals. Once two or three groups are formed in other main cities, they can become the nucleus of a national association and qualify for membership of the International Ostomy Association (IOA). The national association could be founded in combination with a national ostomy workshop/congress.

In developing countries it is quite usual for a group of ostomates, led by a professional, to be accepted as an Associate Member of IOA. This is acceptable once it has been demonstrated that membership of the ostomy association is open to any ostomate in that country.

The IOA welcomes inquiries from any group or individual interested in forming an ostomy group. The names of those inquiring will be forwarded to the appropriate Regional Ostomy Association where help and advice will be readily given.

#### 6. FINANCE

It is usual to charge ostomates a subscription fee to become a member of the ostomy association. It is appreciated that in some countries ostomates cannot afford to pay dues. Other sources of income and support to explore include:

- ◆ Cancer societies
- ◆ State authorities
- ◆ Manufacturers
- ◆ Commercial enterprises
- ◆ Media companies
- ◆ Humanitarian Aid Charities

No ostomy association is refused membership in IOA because of their genuine inability to pay the IOA dues.

#### SECTION 6.3.3

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## ACTIVITIES



### 20/40 FOCUS

In 1998 the IOA Executive Council, in recognition of the special needs of people with ostomies who were between the ages of 20 and 40, authorized the 1<sup>st</sup> 20/40 FOCUS to be convened in Copenhagen, Denmark in 1999.

The objectives of this meeting were:

- ◆ To provide an opportunity for people from around the world, who were between the ages of twenty and forty, and who have had ostomy surgery or a continent ostomy procedure, to participate in workshops and social events designed to stimulate the exchange of information and expand their knowledge about life situations after surgery;
- ◆ To familiarize attendees with IOA and its Member Associations and to establish a worldwide contact network of 20/40ers who can participate in the activities of these organizations;
- ◆ To provide a forum for focus groups to identify ostomy and other related needs and problems encountered by 20/40ers.
- ◆ To enable IOA and its Member Associations to address these identified needs and problems of the 20/40 community through the strategic development of plans from which resources can be allocated and action items initiated;
- ◆ To facilitate interaction between 20/40ers and ostomy product

manufacturers' representatives allowing the participants to examine quality products and the manufacturers to acquire marketing feedback resulting in products designed with the 20/40er in mind.

Planning for the 20/40 Focus was accomplished by a Chair appointed by the Executive Council and a Committee consisting of one representative from each of the IOA Regions. It was required that the Committee Members be between the ages of 20 and 40.

### Mission Statement 2007

20/40 Focus, is committed to the improvement of the quality of life of young ostomates and those with related surgeries, aged between 20 to 40.

It aims to identify the needs of young ostomates worldwide and work in conjunction with IOA's member and regional associations to ensure these needs are met.

It provides a peer support network where young ostomates can seek non-medical advice and friendship.

#### 20/40 Focus objectives are:

To provide an opportunity for ostomates and those with continent procedures, between the ages of 20 and 40 to assemble and exchange life situation information.

To enable the establishment of a worldwide network of "young" motivated contacts.

To provide the forum to identify problems encountered by this generation and to initiate a process by which these problems can be addressed.

To provide a setting at which future leaders of the National Ostomy Associations and IOA can be identified and encouraged to become pro-active in the affairs of our associations.

#### SECTION 6.4.1

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## **ACTIVITIES**

### **FORMING NEW GROUPS**

#### **TWINNING/MENTOR PROGRAM**

The Twinning Program is an organizational technique that can be used to assist in the formation of a new group/Association, or in the strengthening of an existing one. In this program one association utilizes its resources to assist a fledgling group or struggling association to become solvent and independent. Many ostomy organizations have great resources. They have a reasonably good economy and maybe often an office with one or more employees, and they function well. They will often have good and open communication with their country's authorities.

Unfortunately, there will be many other organizations that do not have that kind of resources. They need help to improve the life of ostomates in their country. To facilitate the day-to-day work in such an organization, they will often need help from a country with greater resources – they need a twin – an organization who can assist them. This help can be money, office equipment, sending appliances, teaching doctors and nurses – both home and abroad, leadership training for officers that are running organizations – and more. It is, however, important to know as much as possible about the culture of both groups and have a clear view of what kind of help is required.

The helping organization will have to show the other organization its deepest respect. One will need to have in mind that the dedication to help ostomates will be the same with both groups. The only difference is that the one lacks the necessary tools.

IOA wants to encourage as many twinning projects as possible. Some projects will be on a large scale. Some may be smaller. Some can at least start just with having a friend, one that they can contact when there are questions on running organizations, contacting authorities, translating letters. A twin can mentor their partner to overcome obstacles.

#### **RESPONSIBILITY AND MENTORSHIP**

Mentorship is a long-term commitment and should not be undertaken unless the association is prepared to make such a commitment.

Twinning should be coordinated by a member of the IOA EC. In this way if a particular link becomes weak, it can be recognized and the situation addressed.

IOA Member Associations, interested in participating in a Twinning relationship should designate one or two of its members to act as mentors. They would be the key contact personnel and their details notified to the IOA EC contact person. The mentors from the supporting associations should be of sufficient experience to be able to act with authority on behalf of their association. The mentors from supported associations should be able to express the needs and problems of their association.

There will be some natural 'bonding' between associations through geographical proximity or language. In these instances the associations will probably make contact with each other directly and not involve the IOA EC contact. This type of bonding should be encouraged.

The IOA EC contact should be kept informed of each link made and a periodical progress report submitted. This would assist in identifying any potential problems.

#### **SECTION 6.5.1**

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# **SECTION 7**

**IOA HANDBOOK 2007**

## **PROJECTS**

- ◆ WORLD OSTOMY DAY**
- ◆ COLOPLAST MERIT AWARD**
- ◆ HOLLISTER PHOTOGRAPHIC  
AWARD**
- ◆ WORLD OSTOMY REPORT /  
WORLD OSTOMY DATA  
REPORT**
- ◆ STRATEGIC PLANNING**
- ◆ VISITING GUIDELINES**
- ◆ INTERNATIONAL STOMA  
CARE ADVOCACY  
PROGRAMME - ISCAP**

## **PROJECTS**

### **WORLD OSTOMY DAY**

**THE CONCEPT OF FOCUSING THE WORLD'S ATTENTION ON "OSTOMY" FOR ONE DAY, WORLDWIDE, WAS INTRODUCED BY IOA IN 1991.**

**WORLD OSTOMY DAY IS OBSERVED EVERY THREE YEARS.**

#### **AIM**

The Aim of World Ostomy Day is to improve the rehabilitation of ostomates worldwide by bringing to the attention of the general public and the global medical community:

- ◆ The life situation of ostomates
- ◆ The contributions of Ostomy Associations and Ostomy Professionals
- ◆ The value of the multidisciplinary approach in ostomy care

#### **ACTIVITIES**

Activities to promote awareness can include educational programs, seminars, support meetings and demonstrations; electronic information network, newspaper and magazine announcements, advertisements and articles; World Ostomy Day poster distribution; publication of informative handout materials and brochures; audio and video-tape public service announcements and films; personal visits and lobbying activities; official government proclamations, and joint activities with allied agencies and professional health associations.

#### **PARTICIPANTS**

All participants are encouraged to develop and formulate their own ideas to show how the aims of the World Ostomy Day can be best achieved. In order to maximize the effects these events will have on the rehabilitation of ostomates, IOA, representing its Member Associations, stands ready to coordinate all related activities of the World Ostomy Day.

Invited to participate in this global day of awareness are:

- ◆ Ostomy Associations and their regional and local divisions/chapters
- ◆ Medical Doctors and their professional associations
- ◆ ET and Stoma Care Nurses, Nurses (general) and their Associations
- ◆ Social and Patient Care Workers and their associations
- ◆ Cancer Associations
- ◆ Crohn's and Ulcerative Colitis Associations
- ◆ Other Health Care Organizations
- ◆ Manufacturers and suppliers of ostomy care products
- ◆ Kindred organizations and ALL others who embrace the spirit of World Ostomy Day – **We can all be advocates!**

#### **SECTION 7.1.1**

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## **PROJECTS**

### **WORLD OSTOMY DAY**

#### **COLOPLAST MERIT AWARD**

**The Coloplast Merit Award**, first presented in 1994, has as its fundamental aim, the encouragement of the Member Associations of IOA to exchange information and ideas about ways to publicize their goals and mission.

The focus for the Award is the activities that the Member Associations undertake in observance of World Ostomy Day.

Associations applying for the Award are asked to describe the way in which their activities fulfilled the aims and objectives of WOD, citing the impact they made at either their local or national level. The description should take into consideration the level of public awareness generated and also the potential value of the undertaking in promoting solidarity with ostomates and Ostomy Associations in other countries, especially those less favored.

The conditions of the Award are as follows:

- ◆ Only IOA Member Associations are eligible to participate.
- ◆ The World Ostomy Day activity must be directly concerned with publicizing the needs of ostomates.
- ◆ The project descriptions, preferably submitted in English, should be sent to the President of IOA no later than the 31<sup>st</sup> of January of the year following the WOD observance.
- ◆ The Award Selection Committee will consist of the IOA President, Vice-President, Treasurer and the Immediate Past President in addition to a representative of Coloplast. The decision of the Selection Committee will be final.

The Award will consist of a monetary prize. Prizes may be given to more than one applicant. In 2004, Coloplast extended the competition to include three regional prizes – one for Europe, one for the combined Americas and one for the South Pacific and Asian regions. Each participant in the award received a Special Certificate for their efforts.

#### **SECTION 7.1.2**

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# PROJECTS

## WORLD OSTOMY DAY

### HOLLISTER PHOTO COMPETITION

**The Hollister Photographic Competition**, first presented in 1994, has as its fundamental aim, the encouragement of the Member Associations of IOA to exchange information and ideas about ways to publicize their goals and mission.

**Contest.** The Contest is a unique way to showcase talents and people, and to create lasting memories in conjunction with World Ostomy Day.

**Rules:**

Photographers: Must be people with ostomies.

Images: Must be of people with ostomies.

Photos: May be digital or processed film.

Size: Doesn't matter.

Color: Use color or black and white, it's your choice.

Description: Submit photos with the photographer's name, association name and location, the occasion, place, date and names of people in the photo.

**Please be aware:** Submitted photographs will not be returned. Also, the photographs will become the property of the sponsoring organization, Hollister Incorporated, and may be shown publicly.

**Winners:** 20 photos will be chosen by the judges:

- All winning photographers will receive a certificate of recognition.
- Each International Ostomy Association (IOA) chapter, represented by the photographer, will receive US\$250.
- All IOA member chapters will receive a CD-ROM of the winning photos.

### SECTION 7.1.3

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## **PROJECTS**

### **WORLD OSTOMY DATA REPORT**

**THE WORLD OSTOMY DATA REPORT REPLACED THE WORLD OSTOMY REPORT IN 2007.**

**THE INTENT OF THIS PROJECT, STARTED IN 1991, IS TO GATHER INFORMATION ABOUT ALL OF THE WORLD'S OSTOMATES.**

**Formal World Ostomy Reports were issues in 1994, 1997, and 2002.**

Subjects surveyed include the existence of professional care for ostomates, the existence of voluntary, mutual aid/self help support for ostomates, and the identification of potential support group organizers; the availability of ostomy management products and the recording of any limitations or restrictions imposed by governments, including duty and tariffs, the availability of reimbursement for ostomy management product,' the life situation of ostomates and quality of life limitations imposed by the social structure.

Questionnaires are used to acquire the data.

The information collected will serve to identify geographic areas where IOA's resources can best be utilized to influence conditions that are found to be contrary to ostomy, ostomates or ostomy rehabilitation. IOA's resources will be channeled through its Regional Ostomy Associations. The Regional Ostomy Associations will prepare Strategic Plans based, in part, on the collected information.

The results produced by World Ostomy Data Reports can be used as a vehicle to generate publicity about IOA, its mission, programs and activities.

The World Ostomy Data Report project will be managed by a team of IOA volunteers, with one team member responsible for a continent. Each team member will also be responsible for establishing a working committee to support his/her efforts.

The importance of this project has been recognized by ostomy product manufacturers who have provided educational grants to enable the project to go forward.

### **SECTION 7.2.1**

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## **PROJECTS**

### **STRATEGIC PLANNING**

The international solidarity of ostomates is the driving force of IOA. Given IOA's limited resources of manpower and money, only through a careful planning process can IOA create an effective network of support activities and achieve this idea of solidarity.

For that purpose the IOA Executive Council, in 1993, began utilizing the Strategic Planning management discipline.

The purpose of Strategic Planning is to develop:

- ◆ A well documented and carefully detailed strategic plan for the organization as a whole, from which subordinate units can take guidance, and,
- ◆ A detailed annual and long-range plan that links and supports the strategic plan.

The Strategic Plan, the Annual Plan and the Long-Range Plan must include the following five essentials:

1. The establishment of a Mission and the preparation of a Mission Statement;
2. A close look at both historic and future conditions that could impact the attainment of the Mission;
3. Setting objectives and determining strategies for accomplishment of the Mission;
4. A plan of Projects needed to accomplish the required work; and
5. A provision for securing and allocating resource commitments.

### **IOA'S STRATEGIC PLANNING INITIATIVE**

1. Strategic Planning, a prudent management discipline, shall be practiced by the IOA Executive Council. Through the use of Strategic Planning, the overall purpose and direction of the Association will be determined.

The Strategic Plan is a document, published by the Executive Council, listing projects and activities (the organization's work) that together with other relevant key information will be used by the Association to attain its Mission.

The Strategic Plan shall be kept current and shall be updated as deemed appropriate by the IOA Executive Council after a Strategic Planning Session.

The Strategic Plan, which describes the work of the Association, can be utilized by members of the IOA Executive Council and other designated Association representatives, as a tool in the accomplishment of their specific responsibilities.

The Strategic Plan will be distributed to member countries and industry partners.

### **SECTION 7.3.1**

**IOA Handbook 2007, Bracken, Favreau**

# PROJECTS

## STRATEGIC PLANNING

2. It shall be the responsibility of the IOA Executive Council to approve a specific project or activity before it is included in the Strategic Plan.

Approval of a specific project or activity by the Executive Council will be based upon the review of a detailed project's originator that will include the following information:

- ◆ A description of the project and a statement defining the objectives and expectations;
- ◆ The rationale for the need for this project;
- ◆ An estimate of the resources required to complete the project addressing both manpower and financial considerations;
- ◆ A statement regarding the distribution of any information produced as a result of this project.

For all approved projects or activities, the overview addressing the above listed information, will be included as an appendix to the current Strategic Plan.

3. Project or activities which are included in the Strategic Plan will be monitored for progress and resource utilization by the IOA Executive Council or its designated representative.

The Project Leader will prepare a detailed report for presentation to the Executive Council at its periodically scheduled Strategic Planning sessions.

4. Upon completion of a project or activity a final report prepared by the Project Leader will be submitted to the IOA Executive Council for acceptance.

5. The IOA Executive will supervise the distribution of project information and or formal reports.

## **PROJECTS**

### **VISITOR TRAINING GUIDELINES**

**Visitor Training Guidelines were written in 2007 for countries that have no such program and furthermore, no means or the ability to create one.**

#### **WRITING TEAM**

Dielwen Bracken, BA, B.Ed, President IOA

Susan Stelton, MSN, APRN, BC, CWOCN  
WCET Vice-President

Professor Carlo Pezcoller Lions Club "  
Modena Wiligelmo " District 108Tb – Italy.  
Responsible for the Project "LIONS FOR  
STOMA CARE"

Professor Katsuhisa Shindo, MD, PhD.  
Professor of Surgery, Head of Kinki  
University Center for Health Affairs, Osaka  
Japan

The vision was for IOA to provide a service to developing countries so that they can make a small start on the road to independence. IOA will work with countries on the generic program to adapt it to the local situations so it will be an ongoing program.

The Guidelines are written in a simple language that can be easily translated into any given language. All illustrations and diagrams are clear and uncomplicated – Professors Shindo and Pezcoller personally undertook this important task.

The IOA Visitor Training Guidelines is a very important service that is provided by the ostomy group/club/association.

Visitor Program Guidelines are provided to assist with each training session and help develop the Ostomy Association's credibility with the healthcare community.

The training session is divided into four segments:

Segment 1: Basic Visiting Steps  
Segment 2: Types of Ostomy Surgery  
Segment 3: Psychological and Social Issues  
Segment 4: Basic Visiting Skills

Visitor Training Guidelines have been translated from English into Italian, Indonesian, Japanese, Korean, Mandarin and Spanish, Turkish.

#### **SECTION 7.4.1**

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## PROJECTS

### INTERNATIONAL STOMA CARE ADVOCACY PROGRAM

**ISCAP IS AN INTERNATIONALLY  
COORDINATED PROGRAM THAT  
ENCOURAGES:**

**THE DEVELOPMENT OF NATIONALLY  
BASED ACTIVITIES**



**WHICH SEEK TO HELP PEOPLE WITH  
STOMAS ACHIEVE ESSENTIAL NEEDS  
AND RIGHTS**



**IN ORDER TO ENRICH THEIR  
QUALITY OF LIFE**

#### WHY IS ISCAP NECESSARY?

Around the world, a number of factors can limit the quality of life for many people with stomas. These include:

- ◆ Limited access to quality products
- ◆ Unfavorable/insufficient reimbursement for stoma care products
- ◆ High import tariffs on stoma care products
- ◆ Inadequate access to medical professionals who are able to provide appropriate screening and differential diagnoses
- ◆ Difficulties and delays in being given necessary surgery
- ◆ Lack of social acceptability.

#### HOW WILL ISCAP HELP?

ISCAP provides a framework to bring about the changes needed to make a difference to the lives of people with stomas.

ISCAP seeks to build understanding and knowledge about stomas and the needs of the people who have them.

The aim is to improve the lives of people with stomas through the use of advocacy in order to positively influence healthcare policies and practice, public opinion and attitudes.

This advocacy initiative, developed by ConvaTec, was accepted by the IOA Executive Committee as an IOA Program in 1997. IOA is solely responsible for the direction and management of ISCAP.

- ◆ Program funding may be provided, whenever possible, from corporate grants and charities promoting ostomy rehabilitation. Program will be translated in the given language of the country selected to receive ISCAP training.
- ◆ The Program utilizes a “Tool Kit” that features a series of ideas and activities designed to bring about change. Local changes to the Program and Tool Kit will be accepted as long as they conform with the general ISCAP philosophy.
- ◆ To facilitate the Program, Regional ISCAP Coordinators will be trained to serve as resource personnel and to define the needs of Regional applicants.
- ◆ ISCAP features a training session for National Ostomy Association members to become acquainted with the methodology and advocacy techniques needed to succeed.

#### SECTION 7.5.1

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# **SECTION 8**

**IOA HANDBOOK 2007**

## **POLICIES AND PROCEDURES**

**◆ POLICIES AND PROCEDURES**

**◆ JOB DESCRIPTIONS**



# POLICIES AND PROCEDURES

## INTRODUCTION

IOA “Policies and Procedures” are a compilation of original main motions that have been adopted by IOA governance bodies from time to time. A “policy” and a “rule” are the same thing. These motions are those which contain a rule or procedure of a permanent nature.

Policies and procedures are more flexible than those embodied in the IOA Constitution since they can be adopted or changed whenever the need arises. As main motions they can be adopted by a majority vote at any business meeting of the IOA Executive Council or World Council. They will continue in effect until rescinded or amended by the body that adopted them initially.

Policies and Procedures are related to the administrative details of IOA rather than to parliamentary procedure. The following is a listing of the Policies and Procedures that are presently in effect. They have been separated into Sections which coincide with the Sections found in the IOA Handbook.

## EXAMPLE:

- ◆ **Policy or Procedure Description.**  
IOA Approved Body, Date of Approval  
Numbers denote Handbook Section.  
NR denotes Not Recorded in Handbook.

## SECTION 1: PHILOSOPHY

- ◆ **Mission Statement**  
World Council, April 1994  
Handbook 1.1.1
- ◆ **Charter of Ostomates’ Rights**  
IOA CC, June 1993, Revised 2007  
Handbook 1.3.1
- ◆ **Disability Charter**  
IOA CC, June 1997  
Handbook 1.4.1
- ◆ **Policy on Smoking and Chewing Tobacco.**  
IOA EC, May 1998; WC, April 2000  
Handbook 1.5.1
- ◆ **Preparation for Prayer for Muslim Ostomates**  
IOA EC, October 1994  
Handbook 1.6.1

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### **SECTION 2. ORGANIZATION**

- ◆ **IOA Constitutional Amendments**  
All constitutional amendments go into effect immediately after they are voted upon.  
IOA EC, September 1999  
Handbook, NR

### **SECTION 4: FINANCE**

- ◆ **Code of Practice for Sponsorship and Co-operation with Manufacturers**  
IOA EC, November 1991  
Handbook 4.1.6
- ◆ **Dues Sharing with Regions**  
IOA EC, October 1992  
Handbook 4.1.4
- ◆ **Rules for the Administration of IOA Finances**  
IOA CC April 1993,  
IOA EC 1998, 2007  
Handbook 4.1.2, 4.1.3
- ◆ **IOA Dues Structure**  
IOA WC, April 1994, 2004  
Handbook 4.1.4, 4.1.5
- ◆ **Rules for Financial Cooperation between IOA Regional Groups and the IOA**  
IOA EC, October 1994, 2004  
Handbook 4.1.4
- ◆ **Collection of Annual Membership Dues and Cancellation of Membership**  
IOA EC, July 1996, 2007  
Handbook 4.1.5
- ◆ **Formation of the IOA Charity Trust**  
IOA EC, May 1998  
Handbook 4.1.7
- ◆ **Rules for the Investment of IOA Funds with the IOA Charity Trust**  
IOA EC, May 1998  
Handbook 4.1.7

- ◆ **Dues Discount for IOA Member National Associations that have as members 100% of all ostomates in their country**  
IOA EC, May 1998; WC, April 2000  
Handbook 4.1.5
- ◆ **Maria Siegl Friendship Fund**  
As a memorial to Maria Siegl the IOA Friendship Fund is renamed the “Maria Siegl Friendship Fund.”  
IOA EC, May 1998  
Handbook 4.1.1
- ◆ **Requests for Maria Siegl Friendship Fund Funding**  
IOA EC, September 1999  
Handbook 4.1.1

### **SECTION 5: WORLD COUNCIL**

- ◆ **World Council Guidelines**  
IOA EC, revised 1994, 1997, 2007  
Handbook 5.1.1
- ◆ **Delegates' Responsibilities at IOA World Council**  
IOA EC, June 1997, 2007  
Handbook 5.1.3
- ◆ **Rules of Order for World Council Meetings**  
World Council 1994  
Handbook 5.1.4
- ◆ **Circumstances When Decisions Made by the World Council Can be Changed**  
IOA EC, May 1998  
Handbook 5.1.9
- ◆ **20/40 Representation at World Council Meetings**  
Formal representation will be provided to the 20/40 Focus group at the World Council  
IOA EC, 1998  
Handbook 6.4.1

### **SECTION 8.1.2**

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### **SECTION 6: ACTIVITIES**

- ◆ **IOA Website**  
IOA Members will be given the opportunity to have their association's home page on IOA's website  
IOA EC, November 2000  
Handbook 6.1.1
- ◆ **IOA Website – “IOA TODAY”**  
All Executive Council members will keep the President's Designee updated on activities, regional events and other information to be reported in the IOA TODAY electronic newsletter section.  
IOA EC, November 2000, 2007  
Handbook 6.1.1
- ◆ **IOA Website – Removal of offensive Material**  
The IOA Webmaster has the permission of the Executive Council to remove anything on the Discussion Forum that is not in the best interests of IOA.  
IOA EC, November 2000  
Handbook, NR
- ◆ **IOA Website – Webmaster services**  
A formal contract between IOA and the IOA Webmaster will be utilized to formalize services to be provided.  
IOA EC, July 2001  
Handbook 6.1.1
- ◆ **IOA Website – Management**  
Management of the Website and liaison with the Web consultant will be one of the duties of the President's Designee.  
IOA EC, March 2002, 2007  
Handbook 6.1.1
- ◆ **Guidelines for the Archie Vinitsky Award**  
IOA BOD, revised 1988  
Handbook 6.2.1
- ◆ **IOA Professional Service Award**  
IOA CC, May 1991  
Handbook 6.2.2

- ◆ **Proposed Guidelines To Be Used In Forming New Groups**  
IOA EC, June 1997  
Handbook 6.3.1
- ◆ **20/40 Focus Mission, Objectives, Symbol**  
IOA EC, 2007  
Handbook 6.4.1
- ◆ **Twinning/Mentor Program**  
IOA EC, 2003, 2007  
Handbook 6.5.1

### **SECTION 7: PROJECTS**

- ◆ **World Ostomy Day**  
IOA EC 1991  
Handbook 7.1.1, 2.5.2
- ◆ **Coloplast Merit Award**  
IOA EC 1993, 2007  
Handbook 7.1.2
- ◆ **Hollister Photographic Award**  
IOA EC 1993, 2007  
Handbook 7.1.3
- ◆ **World Ostomy Data Report 2007 Replaced World Ostomy Reports**  
IOA EC 2007  
Handbook 7.2.1
- ◆ **Strategic Planning Initiative**  
IOA EC, October 1998, 2007  
Handbook, 7.3.1
- ◆ **IOA Visitor Training Guidelines**  
IOA EC 2005  
Handbook 7.4.1
- ◆ **International Stoma Care Advocacy Program - ISCAP**  
IOA EC, June 1997, 2007  
Handbook 7.5.1

### **SECTION 8.1.3**

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### **SECTION 8: POLICIES & PROCEDURES**

#### ◆ **IOA Policies and Procedures**

IOA EC, April 2000, 2007.  
Handbook 8.1.1

#### ◆ **IOA Letterhead**

IOA letterhead will consist of the IOA logo on the left hand side with personal identification on the right hand side of the paper. Any details regarding events can be added as a footnote through the use of individual computers.  
IOA EC, March 2002  
Handbook, NR

#### ◆ **IOA Equipment**

The office equipment of retiring officers/coordinators that belong to IOA should be offered at market value at the time of cessation to the individual concerned.  
IOA EC, 2006  
Handbook, NR

#### ◆ **Postal/E Mail Voting**

Policy established at World Council, Porto, Portugal 2004.  
Constitution 2004, Handbook Section 2

#### ◆ **IOA Executive Council Job**

**Descriptions**  
IOA EC, September 1999, 2007  
Handbook 8.2.1

#### ◆ **Policy on Translation of Material to be Distributed by Members of the IOA EC**

The IOA President's permission must be obtained before translations are sent out. Permission is not required if the EC member utilizes a free translation service.  
IOA EC, June 1997  
Handbook, NR

#### ◆ **IOA Website – President's message**

The IOA President will update his/her message on a monthly basis.  
IOA EC, March 2002  
Handbook 8.2.2

#### ◆ **IOA Website – BLOGS**

The IOA President and the Regional Representatives will be responsible for maintaining regular postings on the IOA Website BLOGS.  
IOA EC 2007  
Handbook 8.2.2, 8.2.6

#### ◆ **Health Insurance**

EC members will be reimbursed for health insurance costs incurred in travel for IOA.  
IOA EC, June 1997  
Handbook, NR

#### ◆ **Industry Advisory Committee Formation**

IOA EC, October 1998  
Handbook, NR

#### ◆ **Relief Coordinator**

Position created by IOA EC 2004  
Handbook, NR

### **SECTION 8.1.4**

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### **IOA EXECUTIVE COUNCIL**

#### **1. ELECTED OFFICERS**

##### **A. PRESIDENT**

It is the IOA President's responsibility to work in concert with the IOA Executive Council, following the directives of the World Council, to ensure that the mission of the organization is actively and enthusiastically pursued. Such work to be pursued is defined as follows:

1. Chair the World Council House of Delegates Meeting; Chair the IOA Executive Council meetings; Chair any other meeting as provided for in the Constitution or the Standing Policies and Procedures, i.e. Extraordinary meeting of member associations convened for some unique purpose.

- a. Set up all meetings in accordance with IOA's Standing Policies and Procedures; determine and prioritize agenda items; meet necessary time constraints for distribution of information to participants prior to meeting; exercise necessary guidance and control of proceedings to achieve valid decisions; ruling on procedural points as they arise; arrange for minutes to be taken; ensure that relevant information regarding matters addressed during the meetings is formally brought to the attention of interested parties without unreasonable delay.

- b. When chairing the meetings described in paragraph A.1 or other debates, discussions or electronic communications, the President shall try to achieve consensus. In the event attainment of consensus is not possible, an effective majority decision shall be used to determine the outcome.

2. Oversee the management of the organization's affairs; take responsibility for organizing the business in a way that gives the best prospects of success in achieving the aims of the organization

- a. Lead the IOA Executive Council's Strategic Planning activities assuming responsibility for the development of an annual operating plan and a long range Strategic Plan.

3. Ensure that members of the IOA Executive Council are kept informed on all major issues relating to the work of the organization.

4. Maintain an awareness of the status of all organizational activities, projects and undertakings and initiate action when, and as, necessary, to achieve the desired goal.

5. Work closely with the Treasurer to ensure the financial integrity of the organization; in conjunction with the Treasurer, exercise financial control and fiduciary responsibility for the expenditure of organizational funds.

- a. Approve the expenses of the Treasurer.
- b. Be a signatory to bank accounts authorized by the IOA Executive Council to serve as a repository for organizational funds.
- c. Prepare an annual President's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.

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#### **PRESIDENT**

6. Any other tasks as deemed appropriate by the World Council or the IOA Executive Council.
7. Serve as point-of-contact for the organization
  - a. Represent the organization and be it's spokesperson.
8. Be responsible for writing a quarterly President's message for the IOA website.
9. Write a quarterly message for IOA Today.
10. Activate with the help of the Webmaster a BLOG on the IOA Website. Maintain this BLOG.
11. In accordance with the Standing Policies and Procedures, seek sponsorship for organizational activities.
12. Appoint honorary advisors as approved by the IOA Executive Council.
13. Appoint members to committees and task forces as established by the IOA Executive Council; appoint liaisons approved by the IOA Executive Council.
14. Serve as a Trustee of the IOA Charity Trust as registered in the United Kingdom.
15. Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.
16. Upon completion of term as President, assume the title Immediate Past President and serve in that capacity as a member of the IOA Executive Council until a new President is duly elected.

#### **B. VICE PRESIDENT**

It is the Vice President's job to be of assistance to the President and to be prepared to take the President's place if, and when, the President is unable, or unwilling to perform the required duties of that position.

It is the responsibility of the Vice President to:

1. Assume Presidential responsibilities, including meeting Chair, at the request, or in the absence of the President.
2. Maintain an awareness of the status of all organizational undertakings, actively participating in World Council, IOA Executive Council and Strategic Planning activities and projects.
3. Actively participate in the management decision making process assisting the President towards achieving consensus.
4. Accept Chair, membership and special assignments as appropriate, undertaking the work with enthusiasm and within established time and financial limits.
5. Prepare an annual Vice President's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.
6. Communicate in a constructive and timely fashion with other members of the IOA Executive Council.
7. Serve as a Trustee of the IOA Charity Trust as registered in the United Kingdom.
8. Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.

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#### **IOA EXECUTIVE COUNCIL**

##### **C. TREASURER**

It is the Treasurer's job to be the organization's financial administrator following the Rules and Guidelines included in the IOA Handbook and the IOA Standing Policies and Procedures.

It is the responsibility of the Treasurer to:

- 1.Prepare organization budgets for submission to the IOA Executive Council and maintain the necessary accounts and budget control charts to monitor expenditures.
- 2.Solicit and collect the annual membership dues. Distribute appropriate sums to the Regional Ostomy Associations as their share of the dues. Maintain a list of active members.
- 3.Prepare and maintain financial records in a professional manner. Submit records annually for an independent audit.
- 4.Approve expense reimbursements for members of the IOA Executive Council and those of persons working on IOA Executive Council approved activities and projects. Expense reimbursements of the Treasurer will be approved by the President.
- 5.Be a signatory to all bank accounts authorized by the IOA Executive Council that serve as a repository for organizational funds.

6.Prepare an annual Treasurer's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.

7.Participate as an active member of the IOA Executive Council in the management and decision making process, providing information and opinions as appropriate in the Council's efforts to resolve issues. Maintain an awareness of the status of all organizational undertakings, actively participating in World Council, IOA Executive Council and Strategic Planning activities and projects.

8.Accept Chair, membership and special assignments as appropriate, undertaking the work with enthusiasm and within established time and financial limits.

9.Communicate in a constructive and timely fashion with other members of the IOA Executive Council.

10.Serve as a Trustee of the IOA Charity Trust as registered in the United Kingdom.

11.Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.

12.Provide advice and counsel related to the financial affairs of the organization to the President and fellow members of the IOA Executive Council, as requested, or deemed appropriate.

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### **IOA EXECUTIVE COUNCIL**

#### **2. NON ELECTED MEMBERS OF THE EXECUTIVE COUNCIL.**

##### **A. IMMEDIATE PAST PRESIDENT**

Upon election of a new President by the World Council, the outgoing President shall assume the title of Immediate Past President and serve in that capacity, as a member of the IOA Executive Council, until a new President is duly elected.

It is the responsibility of the Immediate Past President to:

1. Participate as an active member of the IOA Executive Council in the management and decision making process, providing information and opinions as appropriate in the Council's efforts to resolve issues.
2. Provide advice and counsel, based upon organizational experience, to the President and fellow members of the IOA Executive Council, as requested or deemed appropriate.
3. Participate in Strategic Planning activities, maintaining an awareness of the needs of the organization, and acting as a member of the team process to develop and undertake projects, programs and activities to fulfill these needs.
4. Accept committee chair, committee membership, liaisons and special assignments as deemed appropriate by the IOA Executive Council, undertaking the work in a professional manner, with enthusiasm and within established time and financial limits.
5. Serve as the representative on the IOA Executive Council for any Member Association that is located in a Region that does not have a Regional Ostomy Association.
6. Prepare an annual Immediate Past President's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.
7. Communicate in a constructive and timely fashion with other members of the IOA Executive Council.
8. Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.

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### **IOA EXECUTIVE COUNCIL**

#### **B. SECRETARY**

The Secretary shall be appointed by the Executive Council. Once appointed, the Secretary shall retain that position until replaced by the Executive Council or until he/she resigns from the position.

It is the responsibility of the Secretary to:

1. Take minutes of the IOA Executive Council, the World Council, the Strategic Planning and other special meetings that the IOA Executive Council may convene. Finalize and distribute minutes as pursuant to the Standing Policies and Procedures.
2. Distribute notices to Member Associations as directed by the President.
3. Maintain the Standing Policies and Procedures making additions, deletions and changes to reflect decisions made by the IOA Executive Council.
4. Participate as an active member of the IOA Executive Council in the management and decision making process, providing information and opinions as appropriate in the Council's efforts to resolve issues.
5. Participate in Strategic Planning activities, maintaining an awareness of the needs of the organization, and acting as a member of the team process to develop and undertake projects, programs and activities to fulfil these needs.
6. Accept committee chair, committee membership and special assignments as deemed appropriate by the IOA Executive Council, undertaking the work in a professional manner, with enthusiasm and within established time and financial limits.
7. Prepare an annual Secretary's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.
8. Communicate in a constructive and timely fashion with other members of the IOA Executive Council.
9. Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.

#### **SECTION 8.2.5**

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### **IOA EXECUTIVE COUNCIL**

#### **REGIONAL REPRESENTATIVE MEMBERS**

One representative from each Regional Ostomy Association shall be selected by their Regional Ostomy Association to serve as a member of the IOA Executive Council. They shall serve until they are replaced by the Regional Ostomy Association, or they cease to be a member of the Executive Committee/Coordination Committee of their Regional Ostomy Association.

It is the responsibility of the Regional Ostomy Association representative to:

1. Participate as an active member of the IOA Executive Council in the management and decision making process, providing information and opinions as appropriate in the Council's efforts to resolve issues.
2. Present to the World Council meeting, the names of new full member associations and associate members for acceptance. Names will be recored in the minutes of the meeting.
3. Present to the World Council meeting the names of the member countries that are no longer members of IOA. Names will be recorded in the minutes of the meeting.
4. Participate in Strategic Planning activities, advising regarding the needs of their Region, maintaining an awareness of the needs of the organization, and acting as a member of the team process to develop and undertake projects, programs and activities to fulfill these needs.
5. Maintain an accurate contact listing of all Member countries within the given region. Report all changes in address/communication details to the IOA Web liaison and Webmaster.
6. Accept committee chair, committee membership and special assignments as deemed appropriate by the IOA Executive Council, undertaking the work in a professional manner, with enthusiasm and within established time and financial limits.
7. Prepare an annual Executive Council Member's expense budget and, once approved, accept fiduciary responsibility for the expenditure and reporting of these funds.
8. Communicate in a constructive and timely fashion with other members of the IOA Executive Council.
9. Be responsible for a Regional Blog.
10. Provide a quarterly Regional report for IOA Today.
11. Serve as a leadership talent scout identifying committed individuals who, with the proper encouragement and involvement, could take on the mantle of IOA leadership.

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