

# BYLAWS OF THE INTERNATIONAL ANKLE CONSORTIUM

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## Preamble

The International Ankle Consortium (IAC) is an international community of scholars, academicians and clinicians whose primary scholastic purpose is to promote scholarship and dissemination of research informed knowledge and information related to pathologies of the ankle complex. The IAC wishes to advocate for the pursuit of the strongest and most appropriate evidence that will improve the understanding and management of ankle injuries and pathologies.

## Article I. Name of the Consortium

This organization shall be known as the International Ankle Consortium or IAC.

## Article II. Mission of Consortium

The IAC will promote the exchange of information that advances the understanding and treatment of ankle injuries and pathologies. The membership of the IAC will work collectively to expand the available knowledge of the mechanisms and origins of ankle conditions, and facilitate innovation in prevention, management and treatment of these conditions. The exchange of ideas among this community will occur officially during the regular installments of the International Ankle Symposium, other approved meetings associated with the IAC, as well as through collaborations among the members of the IAC whenever possible.

## Article III. Membership

The IAC accepts membership from individuals who express their interest in joining the IAC via email notification to a member of the Executive Council or registering their details on the online Membership Form. Members will receive newsletters about the latest ankle research and information about future International Ankle Symposia. Membership will remain in effect until the member submits a request for withdrawal to the Membership and Engagement Committee Chair of the Executive Council.

## Article IV. Consortium Leadership and Organizational Structure

**Overview:** The IAC is a membership organization. The IAC Executive Council is the governing entity of the IAC.

**Executive Council:** The Executive Council is comprised of active members of the IAC. Its role is to be the governing entity of the IAC, while providing leadership and expertise, and making decisions on behalf of the IAC that are aligned with the groups' vision and mission. The Executive Council includes the following members: Advisory Director, two Co-Directors,

Secretary, and the chairs of the IAC committees – Research, Impact, Membership and Engagement.

IAC members in good standing are eligible to nominate (submit an expression of interest) for the following positions on the Executive Council: Secretary, Research Committee Chair, Impact Committee Chair and Membership and Engagement Committee Chair. Members of the Executive Council and members of the Research, Impact and Membership and Engagement committees are eligible to nominate for the position of Co-Director. The Advisory Director is the outgoing Co-Director.

Nominations for the offices of Co-Directors are voted upon by voting members of the IAC. Voting members are verifiable IAC members in good standing who indicate their interesting in voting for Co-Directors via an online form or email. Expressions of interest for the Secretary, Research Committee Chair, Impact Committee Chair and Membership and Engagement Committee Chair positions will be reviewed by the Co-Directors and Advisory Director, who will appoint individuals to those positions in consultation with existing committee chairs. Preference will be given to those that have served on an IAC committee for at least one term.

Members of the Executive Council will serve two consecutive 2-year terms. The Co-Directors will be in a staggered order of service such that there will always be a Co-Director in their first term and a Co-Director in their second term of service. Thus, for each term of service a new Co-Director and two other members (e.g. Secretary and a Committee Chair or two Committee Chairs) will join the Executive Council.

Nominations/expressions of interest for vacant offices of the Executive Council will be received via email or online form to the Co-Directors. Members may be nominated or nominate themselves. The call for nominations will be held at the end of the concluding year of service so that the new officers can be inducted in January of the following year. A simple majority will determine the winning nomination. If two candidates receive the same number of votes (the equal highest number of votes), then a runoff election between the two candidates will be held.

After serving their two consecutive terms, an IAC member may be nominated again for an office of the Executive Council after a one-term hiatus.

**Committees:** The IAC will pursue its missions with three committees in support of the Executive Council: 1) Research, 2) Impact and 3) Membership and Engagement. These committees are based on the strategic goals and objectives of the IAC, which are aligned with the organization's mission and vision. Committees will be tasked with addressing priorities and objectives directed from the Executive Council. Each committee will be led by a chair and 4 additional members. Committee members will serve two consecutive 2-year terms.

Members in good standing are eligible for appointment to one of the committees by either: a) specifying a committee they would like to participate, or b) a recommendation from a colleague who is a member of a committee. Committee members must display commitment to the advancement of the IAC and actively engage in the activities of that committee.

## **Article V. Resignation, Removal, Vacancies and Compensation**

**Resignation:** Any Executive Council member may resign at any time by delivering notice to the Co-Directors of the Executive Council. A Co-Director wishing to resign will submit notice to the other Co-Director and the members of the Executive Council. Any member of the other committees may resign at any time by delivering notice to the chair of the committee, who will in turn notify the Co-Directors of the Executive Council. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

**Removal:** Any committee member, committee chair, or Co-Director may be removed, at any time, by a majority vote of the Executive Council at a regular or special meeting called for that purpose. Any committee member under consideration of removal must first be notified about the consideration at least 5 days prior to the meeting at which the vote takes place.

**Vacancies:** Vacancies to a committee shall be filled by majority vote of the remaining members of the Executive Council and the member filling the vacancy shall serve for the remainder of the term that was vacated. Any member who fills a vacancy mid-term shall be eligible to complete full terms subsequently, in addition to their partial term. Vacancies shall be filled as soon as practical. Nominations to fill vacant positions must be filed with the Committee Chair or the Co-Directors of the Executive Council.

**Compensation:** Members of any committee of the IAC shall not receive any salaries or other compensation for their services and may not be reimbursed for any actual expenses incurred in performing their duties for the IAC.

## **Article VI. Quorum**

During committee meetings, a majority of the committee's members must vote to approve decisions. Decisions and initiatives voted on by a committee must be transmitted to the Executive Council for voting and approval. A majority of the Executive Council must approve or vote to support measures and initiatives transmitted from committees, as well as any bylaws or initiatives that will impact the IAC as a whole. Voting may not take place in a scheduled committee meeting without a quorum from the members of said committee. Due to the international constituency of this organization, a quorum may consist of physical presence and/or attendance through teleconference.

## Article VII. Meetings

Executive Council conference call meetings are held bi-annually or at the discretion of the Co-Directors. Other committee conference call meetings are held quarterly or at the discretion of the Committee Chair. Notices of upcoming conference calls are sent to committee members via email by the Secretary of the Executive Council (for Executive Council meetings) or the Committee Chair (for committee meetings) least two weeks in advance of the meeting. Minutes from each meeting will distributed after the meeting.

**Special Meetings:** Special Meetings may be convened by the Co-Directors of the Executive Council as requested by members or the Executive Council. The purpose of the meeting shall be stated on the call.

**Meeting Agenda:** Members of the Executive Council/Committee have the opportunity to add to the meeting agenda up to one week before each meeting. Urgent items can be added until the time the meeting begins, at the discretion of the Co-Directors/Chair. Time will be provided at the end of the meeting for questions and comments. The Co-Directors/Chair may offer changes to the agenda during the meeting to keep meetings to the time allotted.

**Parliamentary Authority:** An action agenda and modified parliamentary procedure, or consensus, are used as alternatives to Robert's Rules of Order. The Executive Council Co-Directors will moderate the Executive Council meetings, and the committee chairs will moderate committee meetings. Members who wish to speak must be recognized by the moderator of the meeting. The Chair has the authority and responsibility to "keep the meeting moving" by cutting discussion short or revising the agenda. Members should be open to and supportive of a diverse membership. Common courtesy should be extended to all to ensure productive meetings.

**Conflicts and Decision-making:** Conflicts that arise during or between committee meetings will be negotiated by the Executive Council. Conflicts that arise during or between Executive Council meetings will be negotiated by the Co-Directors of the Executive Council.

Executive Council and Committee decisions shall be made by consensus of the committee members present, if a quorum is satisfied. If consensus cannot be reached, the members present may vote to: 1) revisit the issue at the next regular or special meeting at which quorum is met; 2) defer to an electronic vote on the issue, which would then require a majority vote of the Executive Council/Committee membership; or 3) refer a committee matter to the Executive Council for resolution.

The following items require a final decision/vote by the Executive Council and Research, Impact and Membership and Engagement committee members:

- Changing the name, vision or mission of the IAC
- Bylaws (including amendments)

## **Article VII. Member Rights**

Members have a right to the following:

1. The right to be informed about purpose, date, time, and location of each IAS meeting.
2. The right to participate in the process of selecting IAC Co-Directors.
3. The right to have access to materials and resources available to the IAC.

## **Member Responsibilities**

1. Members are responsible for responding in a timely manner to all requests for responses
2. Members are responsible for regularly attending scientific meetings of the IAC (e.g. the International Ankle Symposium)
3. When called upon, members are responsible for volunteering for and serving on committees within the IAC

## **Article IX. IAC Position Descriptions**

### **Co-Directors**

#### **Responsible To: IAC**

#### **Responsibilities:**

- Maintain/expand membership
- Preside over and moderate Executive Council meetings
- Develop the Executive Council meeting agenda
- Create Task Forces and appoint a Task Force Chair to handle activities that impact multiple Committees
- Receive and disseminate nominations for Co-Directors to the membership, and oversee the voting process
- Receive and appoint nominations for committee chairs and secretary
- Receive nominations for committee members and preside over appointments in consultation with the Executive Council
- Communicate with members regarding Executive Council responsibilities
- Develop and foster strategic relationships and partnerships outside of the IAC
- Assist with development of committee agendas
- Contact and coordinate with committees regarding responsibilities
- Prepare for conference calls (i.e., develop agenda items), facilitate conference calls, identify action steps, and ensure that tasks are completed (i.e., follow-up calls)

#### **Time Commitment:**

- Two consecutive 2-year terms

**Qualifications:**

- Active member of IAC
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**Preferred Qualifications:**

- Previous service on an IAC committee
- Service on the Executive Council

**Advisory Director**  
**Responsible To: Co-Directors and IAC**

**Responsibilities:**

- Provide advice to the Executive Council and other committee members as needed
- Perform other duties as directed by the Co-Directors
- Assist with development of committee agendas
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**Time Commitment:**

- Two consecutive 2-year terms

**Qualifications:**

- Active member of IAC
- Outgoing IAC Co-Director

**Secretary**  
**Responsible To: Co-Directors and IAC**

**Responsibilities:**

- Assist in the development of the Executive Council meeting agendas
- Assist with development of committee agendas
- Prepare for Executive Council conference calls (i.e., develop agenda items), facilitate conference calls, identify action steps, and ensure that tasks are completed (i.e., follow-up calls)
- Document the minutes of each Executive Council and disseminate to the membership in a timely manner
- Maintain historical records and documents for the organization
- Document and maintain a record of IAC membership and participation in committee activities and report to the Executive Council annually
- Provide advice to the Executive Council and other committee members as needed
- Perform other duties as directed by the Co-Directors

**Time Commitment:**

- Two consecutive 2-year terms, renewable for one additional 2-year term

**Qualifications:**

- Active member of IAC

**Preferred Qualifications:**

- Previous service on an IAC committee

**Committee Chairs**  
**Responsible To: Co-Directors and IAC**

**Responsibilities:**

- Preside over and moderate designated committee (Research, Impact or Membership) meetings
- Serve as a member of the IAC Executive Council
- Serve as a liaison for the designated committee to the Executive Council
- Develop the designated committee meeting agenda
- Serve as a membership representative
- Consult with Executive Council as needed
- Perform other duties as directed by the Co-Directors
- Contact and coordinate with members about the designated committee responsibilities
- Prepare for conference calls (i.e., develop agenda items), facilitate conference calls, identify action steps, and ensure that tasks are completed (i.e., follow-up calls)
- Report IAC membership participation in the committee and attendance in Work Group activities to the Executive Council

**Time Commitment:**

- Two 2-year term

**Qualifications:**

- Active member of IAC

**Preferred Qualifications:**

- Member of an IAC committee (Research, Impact, or Membership) for at least one term before assuming the role as chair of that committee

**Committee Members**  
**Responsible To: Committee Chairs and IAC**

**Responsibilities:**

- Contribute items to the designated committee meeting agenda
- Serve as a membership representative
- Consult with committee Chair as needed
- Perform other duties as directed by the Committee Chair to assist in advancing the work and tasks of the committee
- Contact and coordinate with members about the designated committee responsibilities

- Attend scheduled committee meetings and conference calls
- Prepare for committee conference calls and ensure that assigned tasks are completed
- Notify the Committee Chair when they are unable to attend a committee meeting, complete a task, or continue serving as a committee member.

**Time Commitment:**

- Two consecutive 2-year terms

**Qualifications:**

- Active member of IAC

## **Article X. Committees**

The IAC accomplishes its work through committees comprised of volunteers from the membership. Committees are based on the strategic goals and objectives of the IAC and are aligned with the organization's mission and vision. The Executive Council will oversee and interact with the three committees. Additional work groups or special project teams may be created to accomplish short- or long-term objectives by a majority vote of the Executive Council.

A chair will be appointed to lead each committee (Article IV) and will be responsible for scheduling meetings, documenting the committee's activities, documenting and reporting committee attendance, and reporting outcomes to the IAC Executive Council and membership. The chair of each committee will also serve on the IAC Executive Council during the tenure as committee chair.

### **Executive Council Goals:**

- Advance and promote the goals and vision of the IAC
- Provide oversight to the Research, Impact and Membership and Engagement committees
- Approve recommendations from the membership for sites and dates for the International Ankle Symposium
- Identify future position statement papers and assign task forces to produce these position statement papers
- Expand and oversee promotion of IAC membership

### **Research Committee Goals:**

- Identify research priorities and facilitate collaboration among members of the IAC.
- Develop resources for researchers, clinicians, and the public to raise awareness about ankle injuries and disorders.
- Collaborate with the Impact committee to disseminate the research goals of the IAC and ongoing research by IAC members
- Collaborate with the Membership and Engagement Committee to identify individuals in the IAC that are producing important research for dissemination
- Identify outside groups for collaboration and growth of research by IAC members
- Facilitate IAC research awards to recognize outstanding research by IAC members
- Complete any additional tasks as charged by the Executive Council

### **Impact Committee Goal:**

- Raise awareness about IAC and IAC members through public relations efforts and promoting collaboration and awareness.
- Maintain IAC approved social media accounts
- Identify strategies to expand membership of the IAC
- Collaborate with the Research Committee to identify important findings and points of emphasis in research by IAC members
- Collaborate with the Membership and Engagement Committee to facilitate the growth of the IAC

- Identify appropriate scientific and media outlets for promotion of the IAC and IAC members
- Complete any additional tasks as charged by the Executive Council

**Membership and Engagement Committee Goal:**

- Explore efforts to expand the international membership
- Encourage membership in all regions of the world
- Establish and oversee the policies for formalizing and documenting IAC membership, including online applications, in consultation with the Executive Council
- Determine and disseminate the benefits that will be available to members, in consultation with the Impact Committee and Executive Council
- Seek and monitor input from the existing members related to engagement and expectations of the IAC
- Complete any additional tasks as charged by the Executive Council

**These bylaws were reviewed and unanimously approved (a vote of 6 to 0) by the Executive Council on 13/December/2024.**