

CICF ASSOCIATION BYLAWS

(Initial Draft: 2025.07.31. Current Draft: 2025.11.29. Board Approved: 2026.05.24.)

These Bylaws pertain to the structure and operation of the CICF Association (“the Association”) in accordance with Articles of CICF Association Company Limited registered in Hong Kong (“the Company”).

ARTICLE I

Board of Directors

Section 1. General Powers. The affairs of the Association shall be managed by its Board of Directors (“the Board”).

Section 2. Number. The Board of Directors shall not exceed fifteen members.

Section 3. Composition of the Board. The Board of Directors shall include:

1. President
2. President-Elect
3. Vice-President
4. Previous President
5. Executive Secretary and Treasurer
6. Directors at large (minimum of six in steady state)
7. Editor of the Association’s journal (“the Journal”) (when applicable).

Section 4. Election, Term and Chair of the Board. Directors will be elected by the Board, based on the nominations of the Nominating Committee.

President, President-Elect, Vice President, and Previous President will serve a term of up to two years. President-Elect will be the sole nominee for President and Vice President will be sole nominee for President-Elect.

Directors at large will serve a three-year term, with one third being elected each year. The Board will elect the Chair of the Board, who will serve a three-year term. In general, directors at large and Chair of the Board can serve a maximum of two consecutive terms.

Section 4. Meetings. A regular annual meeting of the Board shall be held immediately before, and at the same place as the annual conference of the Association (“the Conference”). Special meetings may be called by or at the request of the Chair of the Board or any four directors.

Section 5. Quorum. A supermajority (two thirds) of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 6. Manner of Acting. The act of a simple majority of the directors at a meeting at which a quorum is present shall be the act of the Board.

ARTICLE II

Officers

Section 1. Officers. The officers of the Association shall be the President, the President-Elect, the Vice President, and the Executive Secretary and Treasurer.

Section 2. President. The President shall be the principal executive officer of the Association and shall perform all duties incident to the office of president as provided by the Board.

The President is the chief spokesperson for the Association, the Chair of the Executive Committee, and the presiding officer at all meetings of the Association membership and Executive Committee. The President shall serve or appoint others to serve as liaison with other groups and associations; and shall, with the direction of the Board, represent the Association in matters pertaining to agreements between the Association and other entities including other associations, publishers, collaborators and donors.

Section 3. President-Elect. The President-Elect is the Program Chair for the annual conference of the Association, shall appoint and chair the Program Committee, and assist in tasks assigned by the President.

Section 4. Vice President. The Vice President shall assist the Program Chair for the annual conference in its organization and in tasks assigned by the President.

Section 5. Executive Secretary and Treasurer. The Executive Secretary and Treasurer shall serve as secretary of the Board, shall keep the records and accounts of the Association, shall serve as custodian of the funds and property of the Association and make disbursements or transfers thereof as may be prescribed by the Executive Committee, shall designate such assistance as may be necessary to the conduct of his or her office, shall assist the Chair of the Board and the other Officers of the Association in their duties, and shall perform such other duties as the Board may assign.

The Executive Secretary and Treasurer shall be appointed for an indefinite term by the Board and serve until relieved by the Board.

ARTICLE III

Committees

Section 1. Nominating Committee. At each annual meeting, the Board shall appoint a Nominating Committee for the subsequent year consisting of a member of the Board as Chair, not less than four other members of the Association including the Executive Secretary

and Treasurer as a non-voting member. The names of the members appointed by the Board will be announced to the membership following the appointment. The Nominating Committee is responsible for preparing a list of nominees for the offices of the Association including the Board and the offices of the Company.

Section 2. Executive Committee. The Executive Committee shall consist of the President, the President-Elect, the Vice President, the previous President, the Executive Secretary and Treasurer, and the Editor of the Journal. The Executive Committee shall assist the President in performing his or her duties as principal executive officer of the Association.

Section 3. Program Committee. The President-Elect shall appoint and chair the Program Committee. This Committee shall plan and organize the conferences of the Association. The Program Chair shall prepare a report for the Board evaluating the committee policies, activities, and program results for that year.

Section 4. Development Committee. The Development Committee, appointed and chaired by the Chair of the Board, shall include the President, the Previous President, the Executive Secretary and Treasurer, and no more than three other members of the Association. The Development Committee is responsible for the strategic planning of the Association and its resource development and outreach.

Section 5. Other Committees. The President, in consultation with the Executive Committee and Chair of the Board, may appoint any such other special or ad hoc committees as appear appropriate. Members of special or ad hoc committees shall serve during the tenure of the President who appointed them. The Board may appoint other committees as needed.

Section 6. Committee Procedures. All committees should operate according to the objectives, policies and procedures approved by the Board.

ARTICLE IV

Association Membership Provisions

Section 1. Voting. Each individual member is entitled to one vote on any issue submitted to the membership vote. Such voting will be in person at any meeting of the membership.

Section 2. Termination of Membership. Members whose dues are unpaid after the due date will be dropped from the membership list. The Board may establish criteria and procedures for suspension and cancellation of membership.

ARTICLE V

Amendments to Bylaws

Amendments to these Bylaws may be adopted by a two-thirds maturity of the Board.