



RULES OF THE IAA HEALTH SECTION (IAAHS)

ORIGIN

Article 1

The IAA Health Section (hereinafter "IAAHS") operates in accordance with the Statutes and Internal Regulations of the International Actuarial Association (IAA).

OBJECTIVES

Article 2

The objective of the IAAHS is to promote and facilitate an international exchange of views, advice, research and practical information among actuaries and other experts involved with public and private health issues such as policy and program design; research and planning; adequacy and services delivery; sustainability; insurance; pre-funding and other financing methods.

- a. To this end, the IAAHS organizes seminars, colloquia, webinars and other meetings, and may engage in other activities such as online exchanges, developing websites and publications, and establishing links to other organizations and IAA sections.
- b. The IAAHS may engage in other activities that promote the role and activities of health actuaries within and outside the profession, support formal IAA activities with health content and interact with health committees of IAA member actuarial organizations and other IAA sections.
- c. Research activities should be, as far as possible, complementary to those undertaken by local associations. IAAHS activities should respect the principle of subsidiarity as set out in Article 8 of the IAA Statutes.
- d. Relevant information regarding the activities of the IAAHS and other materials of interest to actuaries are posted on the IAAHS web site (www.IAA-IAAHS.org).

DURATION

Article 3

The duration of the IAAHS is unlimited.

CLASSES OF MEMBERS, ADMISSION AND WITHDRAWAL

Article 4

There shall be three classes of IAAHS members, consisting of Ordinary, Observer and Donor Members.

- a. The class of Ordinary Members is open to individual actuary members of IAA member associations.

Qualified individuals interested in becoming Ordinary Members may submit their applications either directly to the IAA Secretariat or their respective member association.

- b. The class of Observer Members is open to student actuaries, actuaries who are not members of IAA member associations and persons who are not actuaries, provided that they are interested in following and participating in the activities of the IAAHS and who are noted for their particular competence or interest in matters of health and health finance.

Qualified individuals interested in becoming Observer Members may submit their applications to the IAAHS Committee, which may assess the application and determine whether the applications are to be approved.

- c. Donor Members are individuals, associations, organizations or companies that support financially the activities of the IAAHS as determined at the sole discretion of the IAAHS Committee. Qualified individuals and entities interested in becoming Donor Members may submit their applications to the IAAHS Committee, which may assess the application and determine whether the applications are to be approved.

In addition, all Ordinary, Observer and Donor Members shall be notified in writing of their membership dues, if any, and the time payable by them. If they are not paid by the deadline determined by the IAAHS Committee, the membership shall be terminated.

Article 5

Subject to Article 13, Ordinary Members shall have the right to attend, speak and vote at meetings of the General Assembly. Observer and Donor Members do not have voting rights.

Article 6

Membership of these categories may be terminated upon occurrence of any of the following:

- a. Written resignation by the member;
- b. A serious breach of the Section Rules by the member;
- c. Failure to pay any required IAAHS membership dues;
- d. Death of the member; or
- e. Removal by resolution of the General Assembly.

In addition, Ordinary Membership ceases if at any time the person does not maintain membership in at least one member association of the IAA.

THE IAAHS COMMITTEE

Composition

Article 7

An IAAHS Committee normally composed of 14 members, with a minimum of eight and up to a maximum of 14, shall be responsible for managing IAAHS.

Article 8

- a. Two of the committee members shall be Delegates appointed by the Executive Committee of the IAA. They will serve as non-voting ex officio members.
- b. The balance of the committee members shall be elected by Ordinary Members at a meeting of the General Assembly.

- c. Nominations for committee members should endeavour to provide for a balanced geographical, linguistic and cultural distribution of committee members. In addition the aim should be to promote diverse membership from various types of employment and from those with research and applied orientations. Where possible, no more than two committee members may be elected from any one country.

Elections

Article 9

- a. The IAAHS Committee shall seek nominees, from the list of Ordinary Members, for election to be committee members at least 60 days prior to the time of an election.
- b. The committee members, with the exception of the Delegates appointed by the Executive Committee of the IAA, are elected for a term of four years. They are elected during an IAAHS General Assembly meeting. The maximum number of terms for each committee member is two consecutive four-year terms, unless appointed as an Officer during his/her second term, in which case one extra four-year term is allowed. The Chair, on ceasing to fulfil the office of Chair, may continue on the Committee as Immediate Past Chair for up to two years.
- c. The Delegates appointed by the Executive Committee of the IAA do not have a term of office. They shall serve for as long as appointed by the Executive Committee of the IAA.
- d. Should a vacancy on the IAAHS Committee arise between meetings of the General Assembly, the vacancy may be filled until the next meeting by an Ordinary Member elected by majority vote of the remaining committee members. At the next meeting of the General Assembly, a replacement shall be elected by the Ordinary Members to fill the vacancy for the remainder of the term. The term of office of a replacement Committee member will not count towards the maximum number of terms.
- e. When an election is to be held at a meeting of the General Assembly, notice will be given in the IAA Newsletter or by electronic communication.
- f. The IAA Delegates shall oversee the nomination and election process for committee members.

Article 10

The duties and responsibilities of Committee members are:

- a. To maintain his/her membership in IAAHS.
- b. To carry forward the objectives of IAAHS through discourse and collaboration and with the IAAHS Committees assent;
- c. To promote the objectives of IAAHS with full enthusiasm, energy and integrity;
- d. To participate actively and constructively in the discussions of the IAAHS Committee, whether in person, by telephone, or by other form of communication;
- e. To take on their share of assignments in subcommittees of IAAHS.
- f. To report to the Chair any potential conflicts of interest between their financial or other interests and the objectives of IAAHS.

In addition, a Committee member shall not profit from the activities of the IAAHS Committee. In providing his/her services to IAAHS, a Committee member shall act in a manner that does not violate the precepts of his/her association's Code of Professional Conduct.

Article 11

The IAAHS Committee may terminate an elected Committee members term prematurely by a two-thirds or greater vote of its total membership (excluding the member being reviewed) if the Committee member fails to abide by the duties and responsibilities set forth in Article 10 or commits another serious breach of the Section Rules. Quantitative criteria for such removal include the failure to participate in at least 50% of IAAHS Committee meetings over any consecutive 12 month period or non-participation for four or more consecutive meetings commencing with meetings after July 1, 2016. Participation by telephone counts as face-to-face participation. In addition, lack of engagement in Committee matters, as demonstrated by non-involvement in Committee business or a record of non-participation in voting on resolutions circulated by

e-mail, would be grounds for removal. It is anticipated that the Chairperson would initiate a discussion with the Member prior to the vote in an attempt to address his or her lack of participation.

Officers and Subcommittees

Article 12

- a. The IAAHS Committee shall be appointed biennially from among its members, except for the Delegates appointed by the Executive Committee of the IAA, a Chair, a Vice-Chair, a Secretary, and a Treasurer, who shall be the Officers of the IAAHS. The IAA Delegates shall oversee the process for the election of the Officers.
- b. The IAAHS Committee may establish subcommittees to promote IAAHS objectives, either on a temporary or permanent basis, and define their tasks. The Chair for a subcommittee shall be appointed by the IAAHS Committee from among the Ordinary or Observer Members; the Chair need not be a committee member. The balance of subcommittee members shall be appointed by the Chair of the subcommittee from among any Ordinary or Observer Members. The chair may invite an individual who is not an IAAHS member to join the sub-committee subject to the Committee's approval. The IAAHS Committee may, at its sole discretion, terminate subcommittees.
- c. In extraordinary circumstances, in recognition of great service to the IAAHS, an individual may be elected an Honorary Chair of the IAAHS.

Meetings

Article 13

- a. The IAAHS Committee shall meet at least once a year, which may be in conjunction with an IAAHS Colloquium or an IAA International Congress of Actuaries.
- b. The IAAHS Committee may only make a decision during a meeting, provided that more than half of its committee members are present (either physically or by phone/videoconference) and at least one Officer is present. The decision is then taken by a simple majority of those present, excluding IAA Delegates.
- c. A valid decision may also be taken by mail or e-mail, provided that every committee member is polled and a simple majority of the full IAAHS Committee is attained. The Secretary is responsible for collecting and counting the votes.

Article 14

The IAAHS Committee bears a general responsibility for the IAAHS operations, the expenditure of funds on behalf of the IAAHS, seminars, colloquia and other activities.

The practical organization of each activity may be entrusted to a subcommittee of IAAHS or to a committee or task force of a host association. No seminar or colloquium shall be organized to fall within six months or be held in the same calendar year as an IAA Congress, unless such a seminar or colloquium is part of the Congress activities. Activities should be financed by the registration fees of participants and their accompanying persons, or from any subsidies and donations from the host organization and other sources.

GENERAL ASSEMBLIES OF IAAHS

Article 15

- a. Meetings of the General Assembly shall be held at such time and place and with such frequency as determined by the IAAHS Committee and may be held in conjunction with each IAAHS Colloquium and IAA Congress, as determined by the IAAHS Committee. An Extraordinary General Assembly may be called by decision of the IAAHS Committee or at the written request of at least five per cent of the Ordinary Members.

- b. Notice of a General Assembly meeting will be given to all members by the Secretary at least 60 days in advance.
- c. Each Ordinary Member shall have the right to attend, speak and cast one vote at a General Assembly meeting. Ordinary Members may alternatively vote electronically in advance of the meetings (electronic voting will not be available for motions proposed during the meeting).
- d. Ordinary Members may also cast one vote electronically on matters to be decided by electronic voting in lieu of a General Assembly meeting, as determined by the IAAHS Committee.
- e. Other than voting in person or electronically, every Ordinary Member may also vote in advance by using a mailed-in ballot in the form provided by IAAHS Committee and in the manner prescribed by the IAAHS Committee from time to time (mailed-in voting will not be available for motions proposed during the meeting).

Observer and Donor Members may attend meetings of the General Assembly, but do not have the right to speak at them unless permitted by the Chair of the meeting. Observer and Donor Members do not have any voting rights.

Article 16

- a. Meetings of the General Assembly are presided over by the Chair of the IAAHS Committee, in his or her absence by the Vice-Chair, and otherwise by one of the IAA Delegates to the IAAHS Committee.
- b. The portion of a General Assembly meeting conducted for the purpose of the election of committee members shall be presided over by one of the IAA Delegates to the IAAHS Committee. If an IAA Delegate is not present at the meeting, the election may be presided over by another committee member

Article 17

The duties of the General Assembly are to:

- a. Elect committee members;
- b. Receive the IAAHS Secretary's and the Treasurer's report;
- c. Set the membership dues; and
- d. Conduct any other business on the General Assembly agenda.

Article 18

With the exception of the matters referred to in Article 22 and Article 24 (c), resolutions adopted at a General Assembly meeting are decided by a simple majority of the votes cast.

LANGUAGES

Article 19

The official languages of the IAAHS are those of the IAA.

FINANCIAL MATTERS AND ADMINISTRATION OF FUNDS

Article 20

- a. The IAAHS Treasurer is responsible for the financial matters of the IAAHS. Each year, the IAAHS Treasurer must submit a budget and a report to the IAAHS Committee and, if it meets, to the General Assembly. The report must account for all financial transactions and for the administration of funds. The IAAHS financial statements are audited annually and approval as part of the IAA Audit.
- b. The IAAHS Treasurer is responsible for the management of the assets of IAAHS in compliance with the IAA Investment Policy, Guidelines and Restrictions, as approved by the IAA Council from time to time.

Article 21

- a. The membership dues of the Ordinary Members of IAAHS shall be payable either directly to the IAA Secretariat or to IAA member associations which shall remit all dues collected to the IAA Secretariat on behalf of IAAHS.
- b. The membership dues of the Observer and Donor Members shall be collected directly by the IAA Secretariat on behalf of IAAHS.
- c. The IAA Secretariat shall assist the IAAHS Treasurer with the maintenance of records and preparation of accounts.

DISSOLUTION OF IAAHS

Article 22

- a. The IAAHS can be dissolved by a vote of the Ordinary Members at a meeting of the General Assembly, with absent Ordinary Members having the facility to vote electronically in advance of this meeting. The decision is valid only if more than 80 per cent of those voting are in favour of the dissolution. A decision to dissolve the IAAHS is subject to subsequent ratification by the IAA Council.
- b. At its discretion, the IAA Council may discontinue AAHS as a section of the IAA. However, IAAHS may continue independently from the IAA.

Article 23

In case of discontinuation, all remaining assets will be transferred to the independent IAAHS association. In case of complete dissolution of the IAAHS Section, the remaining assets will be transferred to the IAA, which shall create a fund to dispose of them, taking into account the objectives defined in Article 2 and the directions given by the General Assembly approving the dissolution.

AMENDMENTS TO THE RULES

Article 24

- a. Any amendments to the Section Rules must be submitted by the IAAHS Committee to Ordinary Members of IAAHS at least 60 days prior to the date upon which the General Assembly is to take a decision.
- b. Any two committee members, upon the written request of at least five per cent of the Ordinary Members may propose changes to these Section Rules to be considered at the next General Assembly meeting.
- c. Section Rules may be amended by a vote in favour by two-thirds of the votes of Ordinary Members present and voting at a meeting of the General Assembly, with absent Ordinary Members having the facility to vote electronically in advance of the meeting, subject to subsequent ratification by the IAA Council
- d. Section Rules and amendments take immediate effect on the date of their approval by the IAA Council.