

RULES OF THE IAA HEALTH SECTION (IAAHS)

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.

To this end:

- a. 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. Relevant information regarding the activities of the IAAHS and other materials of interest to actuaries are posted on the IAAHS web site and other relevant channels.

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.

DURATION

Article 3

The duration of the IAAHS is unlimited.

CLASSES OF MEMBERS, ADMISSION AND WITHDRAWAL

Article 4

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

- a. The class of Ordinary Members is open to individual actuaries.
- b. Donor Members are (i) individuals who are not actuaries; or (ii) associations, organizations or companies, provided that such an individual or association:
 - is interested in following and participating in the activities of the IAAHS;
 - noted for their particular competence or interest in matters of health or health finance;
 - wishes to support financially the activities of the IAAHS as determined at the sole discretion of the IAAHS Board. Qualified individuals and entities interested in becoming Donor Members may submit their applications to the IAAHS Board, which may assess the application and determine whether the applications are to be approved.

Article 5

Individuals interested in becoming Ordinary Members may submit their fees either directly to the IAA Secretariat or their respective member association.

Individuals and entities interested in becoming Donor Members may submit an application to the IAAHS Board, which may evaluate the application and determine whether to approve the application.

All Ordinary and Donor Members shall be notified in writing of the IAAHS membership dues, if any, and the deadline for paying such dues. If dues are not paid by the deadline determined by the IAAHS Board, the person's or organization's membership shall be terminated.

Article 6

Membership in either category 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.

THE IAAHS BOARD

Role

Article 7

The IAAHS Board shall be responsible for managing IAAHS.

Composition

Article 8

An IAAHS Board ("Board") composed of up to 16 members, with a minimum of eight, shall be responsible for managing IAAHS.

- a. Two of the Board 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 Board members shall be elected by Ordinary Members at a meeting of the General Assembly.
- c. Nominations for Board members should endeavour to provide for a balanced geographical, linguistic and cultural distribution of Board 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, the Board shall be elected from at least 8 countries and no more than three Board members may be elected from any one country. Should there be more than three candidates from any country, the priority should be given to meeting the balanced distribution requirements when determining the results of such election.

Elections

Article 9

- a. The IAAHS Board shall seek nominees, from the list of Ordinary Members, for election to the Board at least 60 days prior to the start of the election voting period.
- b. Except as otherwise provided below, IAAHS Board members, are elected for a term of four years and the maximum number of consecutive elected terms for each Board member is two. The Chair, on ceasing to fulfil the office of Chair, may continue on the Board as Immediate Past Chair for up to two years.

- c. The two Delegates appointed to the IAAHS Board 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. Board member may be elected for a third consecutive elected term on the Board if, at the time of the election:
 - 1. The Board member is serving as an Officer of IAAHS; or
 - 2. The Board member has served not more than six consecutive years as an elected Board member.
- e. Should a vacancy on the IAAHS Board arise, the vacancy may be filled until the next election by an Ordinary Member elected by majority vote of the remaining Board members. At the next election, 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 Board member will not count towards the maximum number of terms.
- f. Notice of an upcoming election will be given in the IAA Newsletter or by electronic communication at least 60 days before the start of the election voting period.
- g. The IAA Delegates shall oversee the nomination and election process for Board members.

Article 10

The duties and responsibilities of elected Board members are:

- a. To maintain Ordinary membership in IAAHS. During the first quarter of each year, each elected Board member shall confirm his/her Ordinary membership to the Secretariat and the Board chair.
- b. To carry forward the objectives of IAAHS through discourse and collaboration and with the IAAHS Boards 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 Board, whether in person, by telephone, or by other form of communication;
- e. To take on a share of assignments in committees of IAAHS; and,
- f. To report to the Chair any potential conflicts of interest between his/her financial or other interests and the objectives of IAAHS.

The duties and responsibilities of the appointed IAA Delegates are outlined in the IAA Internal Regulations 8.1, and in the IAA Executive Committee's paper discussing 'Role of IAA Delegates to Sections.' The Delegates are members of the IAAHS Board and shall receive all information received by the elected Section Board members and shall be invited to all Board meetings, conference calls, and e-mail exchanges. The Delegates are expected to participate in IAAHS roles and activities similar to those set forth in items (b) through (e) of the elected IAAHS Board members' duties and responsibilities.

In addition, a Board member shall not profit from the activities of the IAAHS Board. In providing his/her services to IAAHS, a Board 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 Board may terminate an elected Board members term prematurely by a two-thirds or greater vote of the Board's total elected membership (excluding the member being reviewed) if the Board member fails to abide by the duties and responsibilities set forth in Article 10 (other than 10a) 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

Board meetings over any consecutive twelve-month period or non-participation for four or more consecutive Section Board meetings. Participation by telephone, email discussion and votes counts as face-to-face participation. In addition, lack of engagement in Board matters, as demonstrated by non-involvement in Board business or a record of non-participation in voting on resolutions circulated by e-mail, may be grounds for removal. It is anticipated that the Chairperson will seek to initiate a discussion with the Member where feasible prior to the vote in an attempt to address his or her lack of participation.

The IAAHS Board may terminate an elected Board members term automatically, if the Board member fails to maintain his/her Ordinary membership as set forth in Article 10a. This may include failing to pay the annual Ordinary membership fee after receiving three electronic notices of non-payment of dues from the IAA Secretariat.

Officers, Committees and Project Teams

Article 12

- a. The IAAHS Board shall appoint biennially from among its elected members, 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 appointment of the Officers.
- b. The IAAHS Board may establish committees or projects teams to promote IAAHS objectives, either on a temporary or permanent basis, and define their tasks. The Chair for a committee/project team shall be appointed by the IAAHS Board from among the Ordinary Members; the Chair need not be a Board member. The balance of committee/project team members shall be appointed by the Chair of the committee/project team from among any Ordinary Members. The chair may invite an individual who is not an IAAHS member to join the committee/project team subject to the Board's approval. The IAAHS Board may, at its sole discretion, terminate committees/project teams.
- 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 Board shall meet at least once a year, which may be in conjunction with an IAAHS Colloquium, IAA Council and Committee Meetings or an IAA International Congress of Actuaries.
- b. The IAAHS Board may only make a decision during a meeting, provided that more than half of the elected Board 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. Board members absent from the meeting may give proxy votes to those in attending in person.
- c. A valid decision may also be taken by mail or e-mail, provided that every elected Board member is polled and a simple majority of the is attained. The Secretary is responsible for collecting and counting the votes.

Article 14

From time to time, the IAAHS Board may determine to conduct a Colloquium in collaboration with one or more local associations and/or IAA Sections.

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.

The practical organization of each activity may be entrusted to a committee of IAAHS or to a committee or task force of a host association. Organizers should follow the [Section Colloquium Protocol](#).

Colloquia 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 Board and may be held in conjunction with each IAAHS Colloquium and IAA Congress, as determined by the IAAHS Board. An Extraordinary General Assembly may be called by decision of the IAAHS Board 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 Board.

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

Article 17

The duties of the General Assembly are to:

- a. Receive reports from the:
 - IAA Delegates related to the election of Board members;
 - IAAHS Chair on the activities; and,
 - Treasurer on the financial condition and budget.
- 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 for approval by the IAAHS Board no later than September 1 of any year for the following financial year commencing on January 1 thereafter. 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 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 IAAHS 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 Board 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 Board 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.