

Internal Policy

This document relates the articles stated in the IMP Constitution.

Decision Making Powers

1. The IMP Board provides guidance and governs IMP. However, as a membership organisation, IMP is reliant on its Members to make major decisions. Many decisions are made in the form of votes at the Annual General Members Meeting. Extraordinary General Members Meetings may be called when decisions are made in between the main Annual Meeting. Votes can also be placed by email when necessary and when approved by the Board.

Membership

1. Organisations are invited to apply for membership by providing details to the Director of Development and Operations. The Director reviews the application with the board and provides a recommendation to the Members. The Members are invited to vote on whether to accept or deny new applications.

Voting Rights

1. If a vote is requested/required, each Member organisation has one vote, even if multiple representatives are present.
2. Decisions are made by a simple majority unless otherwise stated in the Constitution or stated by the Board. Votes can be cast in writing or by a show of hands at on-line/in person meetings as stated by the Board.
3. In case of a tie, a second vote is held immediately. If the tie persists, the proposal is considered rejected.
4. Decisions will be recorded in the minutes of the meeting and shared with all members.

Board

1. The board is responsible for the general management of IMP and is accountable to the Members.
2. Board members are not compensated for their work; however, expenses incurred on behalf of IMP can be reimbursed if approved by the Board.
3. Board meetings are held at least once every two months and as often as deemed necessary by the Chair, Secretary, Treasurer or other board members.
4. No one individual has the authority to make major decisions regarding IMP's capital.

Chair

1. The Chair presides over Board meetings.
2. In case of absence, the Secretary or Treasurer may chair Board meetings.

Treasurer

1. The Treasurer is responsible for managing the association's financial resources, overseeing financial policies, and ensuring proper financial administration.
2. The Treasurer prepares the budget and financial report for approval at the Annual General Members' Meeting. Some tasks may be delegated to IMP's office. If the Treasurer resigns mid-term, a special board meeting is convened to review financial records. A designated board member will replace the Treasurer in case of absence.

IMP Newsletter

1. An electronic newsletter is sent to Members and key stakeholders outside the membership four times per year on average.
2. No subscription fees are charged for the newsletter.

Committees

1. One or more Board Members may be assigned to oversee committees.
2. Committee actions must align with IMP's general policies.
3. The Chair of each committee is responsible for the committee's actions.

Expense Reimbursement

1. Travel and accommodation costs for advisors, committee members, and members of the board are reimbursed after approval of the Chair and Treasurer and, if approved, at the real value of the claim.
2. Services rendered must be based on a clear order by the board and compensated as agreed. All must be claimed in writing. In exceptional cases, the board may compensate for services rendered.

Amendments to These Regulations

1. Amendments to this Internal Policy shall be approved by the Board and must be reviewed annually to ensure compliance with legal and operational requirements. Any significant changes must be communicated to all relevant stakeholders before implementation.

Special Provision

1. In cases not covered by these regulations, the Board will decide.

Policy date: March 2025