



2019 IFAJ Rules

Approved by the IFAJ Executive Meeting on July 13, 2016 at the Annual Congress held in Bonn, Germany.
Addendum "Code of Conduct" approved by the IFAJ Executive TeleMeeting on May 8, 2019.

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Introduction

1. These Rules support the Constitution of the International Federation of Agricultural Journalists (IFAJ). 'Article' refers to the relevant section of the IFAJ Constitution.
2. Within this document, 'Member Association' shall be taken to mean a FULL member of the IFAJ, and to distinguish them from an 'Affiliate Member'. Any reference to 'IFAJ Member' includes both categories.

Communications

3. Written communication between the IFAJ and its members shall be taken to mean any of the following: letter, fax, SMS or e-mail.
4. Each IFAJ Member shall nominate a point of contact between themselves and the IFAJ Global Office, to be known as the Member Secretary.
5. Every letter or notice concerning the IFAJ, sent from the Global Office, to the Member Secretary of each IFAJ Member, shall be deemed to have been properly sent and the Member Association or Affiliated Member will be deemed to have sufficient notice of the content of such letter or notice.
6. On 1 December every year, the Global Office will send each IFAJ Member a census form to complete and return, detailing:
 - a. The name and contact details of its Member Secretary, Treasurer, and Executive Committee representative, if different from (a), and
 - b. The size of its membership.

Membership

7. Applications for membership are made in writing to the IFAJ Global Office.
8. Each application for membership must include:
 - a. An official request for membership that also states that the association has read and accepts the IFAJ Constitution and Rules;
 - b. A statement expressing support for freedom of the press;
 - c. A description of the association and its members;
 - d. A copy of the association's constitution.
9. The IFAJ reserves the right to ask for further information about the applicant association and its activities, as appropriate.
10. Failure to supply^[1]_{SEP} one or more of the elements in Rule 8 precludes the applicant from Full Membership, but may still qualify the applicant for Affiliate Membership.
11. The Global Office passes the applications to the Presidium and the Membership Sub-Committee, and notifies the Executive Committee. The Membership Committee gathers information before making a written report to the Executive Committee, including a recommendation on Full or Affiliate status and the relevant fee level (Rules 16-19). Copies of this report are sent to all Executive Committee members before a vote is taken. A majority of the Executive Committee is required if the application is to be passed to the Delegate Assembly. The Global Office shall retain a copy of any such report for future reference and record.

12. A successful application for membership requires a majority vote of at least two-thirds of those present (including those present in person and by proxy) at the next Delegate Assembly, provided the Assembly is not less than 120 days following the receipt of application. The Delegate Assembly has the right to determine whether an applying association should receive full or affiliate membership status.
13. The Assembly's decision is final. Following approval, applicants will be notified in writing of the Delegate Assembly's decision and membership fees will become payable as appropriate.
14. Unsuccessful applicants may reapply once a period of at least 12 months has elapsed from the date of their previous application.
15. The Executive Committee shall, from time to time and with the help of the Membership Sub-Committee, review the list of all IFAJ Members, as supplied by the Global Office, and recommend to the Delegate Assembly any changes considered necessary in the status of any Member Association.

Subscriptions and fees

16. The Treasurer will, as is deemed necessary from time to time for the proper financial management of IFAJ, propose an amount for the annual fee for IFAJ membership on a 'per head' basis. This will be subject to approval by majority vote of the Executive Committee.
17. Full Membership:
 - a. There are two levels:
 - i. the Upper Level is set at €7 payable by Member Associations whose country's per capita GNI is above US\$8,000;
 - ii. the Lower Level is set at €3.50 payable by Member Associations whose country's per capita GNI is below US\$8,000.
 - b. Qualification of status is determined by reference to the World Bank, and the US\$8,000 threshold is as laid out in the IFAJ Strategic Plan. The threshold may be altered by a majority vote of the Executive Committee.
 - c. The Treasurer is responsible for recommending to the Executive Committee as to which level is payable by a Member Association.
18. Affiliate Membership:
 - a. Fees for Affiliate Members are set at half of the applicable Full Membership level.
19. The Membership Sub-Committee may liaise with the Treasurer to recommend discretionary fees in exceptional circumstances.
20. To allow for variation between Member Associations' accounting periods and that of the IFAJ, members will be regarded as being in arrears with membership fees when twelve months have passed following the request of membership fees.
21. A full member more than twelve months in arrears shall lose its voting rights at Delegate Assembly and on the Executive Committee, as well as its right to nominate a member of their association for each of the IFAJ Offices of President, Vice President, Treasurer and Secretary General.

Suspension, Dismissals and Resignations

22. The Treasurer has the power to suspend the membership of any Member Association that is more than twelve months in arrears for payment of membership fees.
23. An IFAJ Member may also be suspended where the Executive Committee determines it has neglected or broken its commitment to pursue and support the IFAJ Objects (Article 8) including, but not limited to, freedom of the press. Suspension requires a two-thirds majority of voting members present and votes by proxy.
24. Any IFAJ Member affected by Rule 23 shall have the right of appeal to the next Delegate Assembly, whose decision shall be final.
25. An IFAJ Member may also be dismissed when eighteen months in arrears for payment of membership fees, or for a serious breach of the Statutes of IFAJ, or for behaviour or conduct considered to bring, or liable to bring, discredit on the IFAJ or the profession of agricultural journalism. The Executive Committee is responsible for prior consideration of any such proposal to dismiss a Member Association. A recommendation by the Executive Committee to dismiss a Member Association shall be valid only if approved by a majority vote of at least two-thirds of those present and those voting by proxy.
26. If the Executive Committee votes to recommend dismissal of a Member Association, that recommendation shall then be presented to the next Delegate Assembly. A majority vote of at least two-thirds of the Delegate Assembly is required for dismissal of a Member Association for non-payment of fees (as per Rule 25), for serious breach of the Statutes of IFAJ, or for behaviour or conduct considered to bring, or liable to bring, discredit on the IFAJ or the profession of agricultural journalism.
27. No appeal against a decision of the Delegate Assembly to dismiss a Member Association can be accepted. No appeal can be made directly to the Executive Committee prior to its presentation of a recommendation to dismiss to the Delegate Assembly.
28. A dismissed Member Association may make a new application for membership after one year from the date of dismissal; in the case of Member Associations dismissed for non-payment of fees, the arrears must be paid in full before an application to re-instate membership can be approved.
29. An IFAJ member may resign only by sending notice of resignation in writing to the Secretary General. A member may resign at any point during the membership year (1st June to 31st May) but no refund of any subscription shall be payable.

The Delegate Assembly

30. The Delegate Assembly is convoked by the Secretary General, on behalf of the Executive Committee, by letter containing copies of the agenda and resolutions. These shall be dispatched in time to be received by the Member Secretary of each IFAJ Member and each Executive Committee member at least one month prior to the date of the relevant Delegate Assembly.
31. These notices to Member Secretaries shall include a request for their Member Associations to notify the Secretary General in writing, or e-mail, at least 14 days prior to the Delegate Assembly, of the names of their intended delegates with the proviso that substitution of any delegate must be notified in writing to the Secretary General by the Member Association not less than 48 hours before the meeting.
32. The numbers of delegates to which each Member Association is entitled is determined using the scale in the IFAJ Constitution (Article 27c).

33. A special Delegate Assembly may be convened to consider any urgent or particular business affecting the interests or activities of the IFAJ, by a decision of the Executive Committee, or on the demand in writing of more than half of the Member Associations (Article 27e).
34. The President of the IFAJ presides over the Delegate Assembly. In the event of the President's absence the Vice President or Immediate Past President, in that order of precedence, shall preside; or in their absence the delegates shall elect another member of the Executive Committee for that purpose.
35. Except for delegates of Member Associations, members of the Executive Committee, and non-voting guests from Affiliate Members, no one shall participate in a Delegate Assembly except by invitation of the Presidium. Guests may attend assemblies but shall not speak unless invited by the Presidium. Guests shall not vote on any issue.
36. Before the Delegate Assembly convenes, the Global Office shall be responsible for recording in a register:
 - a. The Member Associations present, and the names of their delegates;
 - b. The Affiliate Members present, and the names of their non-voting guests;
 - c. The names of the immediate Past President (if present) and other members of the Executive Committee present.
37. Except when voting concerns the acceptance or dismissal of an IFAJ Member, or amendments or alterations of the Constitution, or dissolution of the IFAJ, when a majority vote of at least two-thirds of the delegates present is necessary; all decisions of the Delegate Assembly shall be determined by a simple majority of votes cast by those present, provided there is a quorum (Article 27f).
38. Except for the election of the Presidium and Auditor, voting shall normally be by means of a show of hands but a secret ballot on any resolution can be decided upon by a simple majority of those present. In the event of a tie vote on any resolution, the Chairman of the Assembly shall cast the deciding vote.
39. With the exception of motions to adopt the minutes, activities report, annual accounts and budget, every subject for discussion by the Delegate Assembly shall be presented in the agenda in the form of a resolution together with the name of the proposer, either a Member Association or the Executive Committee, subject to the proviso that the Executive Committee can submit any matter of emergency business arising after the distribution of the agenda for addition to the agenda when the agenda is being presented for the Assembly's approval.

The Executive Committee

40. The appointment by a Member Association (subject to Article 15) of its representative on the Executive Committee is for an unlimited period of time subject only to the discretion of the Member Association concerned. In the event that a permanent representative is unable to attend a meeting of the Executive Committee, or for any other good reason, the Member Association concerned may appoint a substitute.
41. The responsibilities of the individual members of the Executive Committee are to
 - a. work for the common interests of IFAJ and its members;
 - b. represent the interests of the Member Association that appointed or elected them to the Executive Committee;
 - c. attend and participate in Executive Committee meetings and provide the Executive Committee and the Presidium with information requested;

- d. be responsible for keeping their Member Associations and its leaders informed about the activities of IFAJ, its programs and services, and requests;
 - e. contribute information or articles, or take action to ensure that such information is provided, for the IFAJ newsletters, website and other IFAJ member communications, and
 - f. such other responsibilities as may be agreed from time-to-time by the members of the Executive Committee.
42. In all Executive Committee meetings the President, Vice President, Secretary General, Treasurer and the Immediate Past President (for one year after leaving office) have full voting and other rights equal to those of a Member Association's representative.
 43. The Executive Committee shall be convoked by the President at least once and preferably twice or more frequently every calendar year. The Executive Committee may be convoked on demand in writing signed by at least five of its members specifying the business to be submitted, when the Presidium shall decide on the date, place and time of the meeting and convoke it. With every convocation of a meeting of the Executive Committee, a copy of the agenda shall be supplied to each member of the said Committee.
 44. The President of IFAJ presides at all the meetings of the Executive Committee. If the President is unable to act, the chair shall be taken by the Vice President or Immediate Past President in that order; or if necessary, otherwise by another member of the Executive Committee whom the meeting shall elect for the purpose.
 45. Every item of business considered by the Executive Committee must be put to vote and the number of votes for and against, and abstentions, shall in each case be recorded in the minutes.
 46. The Executive Committee is empowered to make decisions when it has a quorum (Article 28c). Normally, the mode of voting should be by show of hands, but a secret ballot may be agreed upon for voting on any item of business. In making all decisions, with the exception of voting on acceptance or dismissal of a Member Association, a simple majority of votes in favour shall be required. In the event of a tie vote on any item of business, the chairman of the meeting shall exercise the deciding vote.
 47. At least annually a list of names, mailing addresses, telephone numbers and e-mail addresses of all members of the Executive Committee shall be prepared, amended as necessary and circulated to all members of the Executive Committee.

Sub Committees

48. The Executive Committee may, at its discretion, agree to create Sub-Committees to focus on specific IFAJ matters. Any IFAJ Member may also propose the creation of a Sub-Committee for a specific purpose, subject to approval by the Executive Committee.
49. The Executive Committee shall appoint one of its members to each Sub-Committee to act as Chairperson. The Chairperson's main role is to organise and lead discussion of relevant topics inside the committee, and to advance the most important project ideas to the Presidium. Each Chairperson will also liaise with the Global Manager, as appropriate.
50. Current Sub-Committees, and their respective Officers, are:
 - a. Membership Outreach and Benefit (Global Manager)
 - b. Communications (Vice President)
 - c. Professional Development and Education (Secretary General)
 - d. Host Country Liaison (Global Office)

Officers and Staff

51. The duties of President, Vice President, Treasurer and Secretary General are as follows:
- a. The President shall:
 - i. preside at all Delegate Assembly, Executive Committee and Presidium meetings;
 - ii. lead the Presidium and Executive Committee in directing and implementing policy decisions for the organization;
 - iii. take responsibility for administering the affairs of the IFAJ as directed or authorized by the Executive Committee;
 - iv. appoint special committees required to carry out the activities of IFAJ;
 - v. represent IFAJ at world events, farm shows, IFAJ Member annual meetings and journalism conferences, etc.;
 - vi. oversee Membership Outreach and the implementation of the IFAJ 2020 Strategic Plan;
 - vii. receive recommendations from the Membership Committee and ensure those recommendations are forwarded for discussion by the Presidium and Executive Committee, and
 - viii. ensure membership proposals are discussed and/or implemented by the Executive Committee and/or Delegate Assembly.
 - b. The Vice President shall:
 - i. perform the duties of the President in the absence or at the direction of the President;
 - ii. develop the future strategy of the IFAJ;
 - iii. oversee communications activities in co-ordination with the Chair of the Communications Sub-Committee;
 - iv. receive recommendations from the Communications Sub-Committee and ensure proposals are discussed and/or implemented where appropriate by the Executive Committee and/or Delegate Assembly;
 - v. ensure the implementation of the IFAJ 2020 web network, and
 - vi. assist in such work of the Executive Committee as the Executive Committee may determine.
 - c. The Treasurer shall:
 - i. oversee and manage finances and budgets, co-ordinating these efforts with the Finance and Sponsorship Sub-Committee;
 - ii. make recommendations to the Presidium and Executive Committee based on budget changes or financial forecasts;
 - iii. ensure recommendations of the Finance and Sponsorship Sub-Committee are discussed and/or implemented where appropriate by the Executive Committee and/or the Delegate Assembly;
 - iv. work closely with the Global Manager in identifying sponsors and maintaining a good relationship with them, and
 - v. ensure the implementation of the proposed 2020 treasurer support

and is responsible for:
 - vi. receipt, disbursement and accounting of all funds and other items of value belonging to IFAJ;
 - vii. preparation and presentation of a financial statement at each IFAJ official business meeting;

- viii. proposing to the Executive Committee a suitable Auditor, to be approved by the Delegate Assembly, and submitting an annual statement of the accounts to that Auditor, and
 - ix. drafting and presenting an annual budget to the Executive Committee for consideration and approval.
 - d. The Secretary General shall:
 - i. work with the Global Assistant to prepare agendas for meetings of the Executive Committee and Delegate Assembly;
 - ii. inspire, support and oversee professional development and education activities, and co-ordinate these efforts in co-operation with the Chair of the Professional Development & Education (PD&E) Sub-Committee, and ensure the recommendations of the PD&E Sub-Committee are discussed and/or implemented where appropriate by the Executive Committee and/or Delegate Assembly;
 - iii. take responsibility as the chief administrator (Contest Administrator) for Awards, seminars, PD&E events and related travel; and
 - iv. organize (in conjunction with the Host Country) the Awards Ceremony event.
52. The duties of the Global Office are as follows:
- a. The Global Manager shall:
 - i. report to the President;
 - ii. be responsible for implementing the 2020 strategy, focusing on IFAJ Member support, sponsorship/funding, and development of new programmes;
 - iii. in close co-operation with the Membership Sub-Committee, reach out to countries who want to establish Guilds or Associations, or whose Guilds or Associations are in difficulty;
 - iv. in close co-operation with the Treasurer, and the Finance & Sponsorship Sub-Committee, help to update and renew sponsorships, paying special attention to the development and co-ordination of new programmes, and projects from which existing IFAJ Members will profit, and
 - v. provide strategic support to the President and other members of the Presidium, and the Chairs of the Sub-Committees.
 - b. The Global Assistant shall:
 - i. report to the Global Manager;
 - ii. facilitate the building, maintenance, launch and promotion of the web network, in close co-operation with the Communications Sub-Committee;
 - iii. oversee all media of the IFAJ, prepare marketing and public relations materials;
 - iv. organize IFAJ business meeting (for example, Green Week and Congress);
 - v. keep notes of Presidium, Executive Committee and Delegate Assembly meetings;
 - vi. manage press cards and contact database, including Treasurers of IFAJ Members;
 - vii. maintain contact between Executive Committee members, Member Secretaries and the Presidium;
 - viii. act as the liaison for volunteers in the IFAJ organization, and
 - ix. organize the nominations for Elections.

53. The Executive Committee may agree to create further appointments for specific roles that assist the Presidium and Global Office in their duties, including but not limited to, for example: regional vice presidents, newsletter editor, webmaster, etc.

Election of the Presidium

54. Elections for the Presidium are carried out in accordance with Articles 34-42.
55. The Global Office oversees the election procedure and is responsible for informing the executives and member guilds of the nominations received for office bearers. At least one month prior to the opening of nominations, notice of the dates of opening and closing of nominations for the offices of President, Vice President, Treasurer and Secretary General (the Presidium Nominations) shall be given by e-mail to the Secretaries of all active Member Associations.
56. Presidium Nominations are made by Member Associations. Every Presidium Nomination for must include a brief biographical reference of the person nominated, to include name, professional status and present employment, age, activities in a national association and the IFAJ, and may include other activities and responsibilities likely to be of relevant value.
57. The Executive Committee may nominate a person for each office and these nominations shall be included, along with those submitted by Member Associations, in the agenda for the elective Delegate Assembly.
58. All Presidium Nominations must be received, in writing, by the Global Office at least two months before the elective Delegate Assembly.
59. The Global Office examines the information provided and makes sure all required information is present before officially submitting the candidates for election. If there is not at least one nomination per position, the Global Office informs the Presidium and the Executive Committee and common efforts take place to look for a suitable candidate. In this case, the nomination period may be extended until one month prior to the elective Delegate Assembly.
60. All the information provided about the accepted candidates shall be given in the invitation for the Delegate Assembly.

Annual Congress

61. The Executive Committee is responsible for selecting the hosts for the Annual Congress, according to assessments and recommendations from the Host Country Liaison Sub-Committee, and proposals put forward by Member Associations.
62. The Host Country Liaison Sub-Committee assists and guides the IFAJ Congress host, checking that they are following the Congress Guidelines (updated as needed), and ensuring that the essential business of IFAJ is conducted during the Congress.

Press Cards

63. The Global Office is responsible for overseeing the issue of the IFAJ Press Card to agricultural journalists (as defined by Article 4) who belong to Member Associations. Affiliate Members are NOT entitled to an IFAJ press card.
64. The Global Office shall determine the Press Card's format, style, wording and the period of its validity, for approval by the Executive Committee.

Annual Register

65. The Global Office is responsible for ensuring that contact details for each Member Association, and the Presidium, is available on the IFAJ website.

Special Interest Groups

66. Special interest groups of IFAJ journalists may be formed by the Executive Committee, at its discretion, for the purpose of providing the Group's members with opportunities for obtaining information in depth on the journalists' specialised subjects – for example, mechanisation, livestock breeding, forestry, etc. – as named by them at the time of registration. Any IFAJ Member is also at liberty to propose to the Executive Committee the formation of a special interest group.
67. Each special interest group shall have a Group Leader, either elected by the members of the group, or appointed by the Executive Committee. The Group Leader's role is to assist the Executive Committee in arranging events and participation, and acting as spokesman in all other respects.

Awards

68. The Secretary General, reporting to the Executive Committee as the Contest Administrator, is responsible for administering IFAJ Awards.
69. IFAJ Awards are open to individuals from Member Associations only.
70. Individual Awards may stipulate specific entry requirements, including (but not limited to) rules that allow Affiliate Members, or non-IFAJ members, to enter or be nominated.
71. Entries must have been published or broadcast within the defined timescales of the Award.
72. Awards may be supported entirely by IFAJ, or with support from sponsors.
73. Where individuals belong to more than one IFAJ Member, he or she is permitted to submit only one entry for each Award.

Amendments to the Statutes

74. Any IFAJ Member proposing an alteration to the IFAJ Constitution must provide notice in writing to the Executive Committee. The Executive Committee may, with the consent of the proposer, alter the wording of any proposed amendment and/or new article as it sees fit. It must then submit the proposal to the Delegate Assembly, with its recommendation for a decision. A proposer may speak in support of any proposed alteration in either or both the Executive Committee and Delegate Assembly.
75. Amendments to the IFAJ Rules are the responsibility of the Executive Committee. Any alteration of the Rules must be approved by a two-thirds majority of those present at the relevant Executive Committee meeting.
76. When any amendments have been made to the Rules, the Global Office will be responsible for informing all IFAJ Members as soon as possible. The dates on which amendments were made shall be recorded in subsequent versions, and full and up-to-date versions of the IFAJ Constitution and Rules shall be available on the IFAJ website.

Addendum

IFAJ Code of Conduct

1. About the IFAJ

The International Federation of Agricultural Journalists (IFAJ) is a global, multicultural, non-partisan, not-for-profit professional association whose members are agricultural journalist guilds or associations. The IFAJ is governed by a [constitution](#) and supporting [rules](#).

One of the IFAJ's objectives is to create opportunities for agricultural journalists and communicators around the world to network, make professional and personal contacts and forge relationships. To this end the IFAJ convenes an annual congress which is hosted by a member guild or association, as well as press tours, meetings and other events. These initiatives, and the online conversations surrounding them, are a perfect platform for building positive relationships across countries, cultures and sectors.

2. Summary

This IFAJ Code of Conduct sets out the standards of personal and professional behaviour expected from those who take part in IFAJ events and related online communication, and the sanctions that may be applied if those standards are not respected. Our overall aim is to ensure a collegial, respectful and harassment-free experience for everyone and professional and culturally aware behaviour at all times.

3. IFAJ events and online communication

The IFAJ hosts congresses, meeting, press trips, workshops, social events and other activities ("IFAJ events"). It also works with third-party hosts, sponsors and other partners to develop IFAJ-endorsed events. It sends out news and information to mailing lists, it publishes blogs and engages in and encourages online communication in relation to IFAJ events, IFAJ-endorsed events and matters of interest to IFAJ members.

Whatever the activity or communication channel, the IFAJ does not discriminate against individuals based on nationality, gender, gender identity, age, sexual orientation, disability, physical appearance, race, ethnicity or religion.

The IFAJ will not tolerate discriminatory behaviour or harassment of others by anyone taking part in IFAJ events or IFAJ-endorsed events. Taking part means attending events as a delegate or a guest of delegate, organizing, hosting, sponsoring, speaking, exhibiting or volunteering at events.

The IFAJ will not tolerate discriminatory behaviour or harassment of others by participants on social media or in other online forums connected to the IFAJ.

Discrimination includes making offensive remarks about or otherwise treating a person less favourably than someone else based on their nationality, gender, gender identity, age, sexual orientation, disability, physical appearance, race, ethnicity or religion.

Harassment includes the use of abusive, degrading or offensive language, intimidation (including online bullying and stalking), inappropriate physical contact, photography or recording and unwelcome sexual advances or innuendo.

Everyone taking part in IFAJ events and IFAJ-endorsed events must always act in a responsible, non-disruptive and professional manner including on social media.

The IFAJ relies on the generosity of a wide range of hosts and commercial partners. It respects the time and energy given by its volunteers. All those taking part in IFAJ events and IFAJ-endorsed events must always be respectful of hosts, organizers, volunteers, representatives of sponsors and organizational partners including on social media.

4. Copyright and misleading statements

IFAJ members, and individual members of IFAJ guilds and associations, must not copy the work of fellow agricultural journalists and communicators without authorization.

IFAJ members, and individual members of IFAJ guilds and associations, must not defame or knowingly make misleading statements about fellow agricultural journalists and communicators.

5. Complaints

Alleged breaches of this Code of Conduct may be reported in person to the on-site organizing team at an IFAJ event or an IFAJ-endorsed event. Alternatively, they may be reported to the named IFAJ Code of Conduct liaison officers identified on the IFAJ website via e-mail (report@ifaj.org) or through an anonymous submission form on the Code of Conduct page of the IFAJ website.

If an anonymous complaint is made, the IFAJ Code of Conduct liaison officers will respond as soon as possible to the complainant and ensure their safety before consulting with them about how they wish the complaint to be dealt with. If the complainant requests continued anonymity, the Code of Conduct liaison officers will explain the impact of that request on any investigation into the complaint.

Subject to clause 6 below, complaints will remain confidential. The on-site organizers and/or Code of Conduct liaison officers will evaluate the complaint with a priority focus on the safety of the complainant and fairness for both parties. It will be for those investigating the complaint to decide how to proceed and any follow-up actions, considering the circumstances of the case. If an on-site organizer is implicated in the complaint, they must not handle the investigation. The person who is the subject of the complaint will be notified as soon as reasonably possible and will be informed about the investigation process. They will have an opportunity to respond to the complaint.

The outcome of the investigation will determine the follow-up actions. If the on-site organizers or the IFAJ Code of Conduct liaison officers consider that the complaint is serious enough to warrant a ban from future IFAJ events and IFAJ-endorsed events they must notify the IFAJ Executive Committee in writing as soon as possible following their investigation, setting out the reason for their recommendation.

6. Follow-up actions

If a complaint is upheld, actions may include:

- a verbal warning;
- a letter of reprimand to the person against whom the complaint is upheld and a letter to the president of his or her guild or association;
- immediate expulsion from the event without refund;
- a ban from taking part in future IFAJ events;
- any other action considered appropriate by those investigating the complaint.

No ban from taking part in future IFAJ events or IFAJ-endorsed events will be imposed without approval by the IFAJ Executive Committee.

7. Call to action

All those taking part in IFAJ events, IFAJ-endorsed events or online conversations should actively discourage harassment or inappropriate conduct if such actions are observed and should promptly report any concerns if they see someone being treated inappropriately or harassed.

Together, we can ensure that the IFAJ network and IFAJ events are welcoming, productive and safe for all.