



CODE OF POLICIES

May 2017

(Containing Board Resolutions through May 2017)

INTA CODE OF POLICIES

Table of Contents

Preface		ii
Code of Policies		
Chapter I	General Provisions	1
Chapter II	Membership	
Chapter III	Administration	
Chapter IV	Programs	
Chapter V	Communications	
Chapter VI	Meetings	
Chapter VII	Finances	
Index		Index-1

PREFACE

INTA Code of Policies

HISTORY AND PURPOSE

This volume constitutes the first known codification of the general and permanent policies of the International Trademark Association. The resolutions of the INTA Board and the meetings of the Members in establishing such policies, as well as any policies formerly contained in the INTA Bylaws, have been collected and compiled since the 1890s, but without any systematic arrangement.

The purpose of the *Code* is to place all general and permanent policies of INTA, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a *Code* will make it easier for members of the Board, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. This inaugural *Code of Policies* is expected to provide an important source of information for INTA leaders.

INITIAL STEP

The first version of the *Code* was limited to a compilation of provisions that were removed from the Bylaws because these are matters that are less fundamental to the structure and organization of INTA. It is recognized that some areas still need the development of policies and that some of the policies may need restatement. Therefore, it is contemplated that the various chapters will be revised and supplemented, as time permits, in order to perfect and refine the *Code* as a comprehensive document. It is hoped that at least one of chapters can be revised and supplemented each year for the next several years until the *Code* is improved to the point of optimum usefulness. The goal is to make the *Code* a practical and helpful document, which will serve as a guide for the INTA Board and the Members.

ARRANGEMENT

Each chapter in the *Code* is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference. A listing of the articles within the chapters is shown at the beginning of each chapter, and a listing of the sections within the articles is shown at the beginning of each article. If new articles become necessary between the issuance of revised editions of the *Code*, then such articles may be inserted in the appropriate location with an "A" following the number of the new article. For example, "Article 2A" may be added between Article 2 and Article 3.

NUMBERING

The *Code* sections are numbered progressively with Arabic numerals. A progressive rather than consecutive system is used in order to provide space for the insertion of additional sections within the articles to accommodate new policies in the future. Generally, the sections are numbered progressively by tens. For example, in Article 3 the first three sections are numbered 3.010, 3.020, and 3.030. New sections, as necessary, may be inserted between existing sections

without changing any of the current numbers. For example, a new section between 3.010 and 3.020 could be 3.015 or any other number between 3.010 and 3.020, which illustrates the flexibility in the general numbering system.

Each section number also carries the number of the article in which it is found. The article number and the section number are separated by a decimal point. When it is recognized that the number to the left of the decimal point is the article number, and the number to the right of the decimal point is the section number within that article, the system is easily comprehended and utilized. For example, Section 7.050 means Section 50 in Article 7.

ANNOTATIONS

Annotations for development of the various sections of the *Code* are shown at the end of the sections. Initially, all of the sections will show an adoption date of March 2016, which will be noted as “Mar. 2016 Mtg., Res. Approving Amendments to Bylaws.” As the policies are amended, the sections will show the dates and the name of the Resolution of the applicable amendments. For example, if a section is amended by Board Resolution XYZ on May 21, 2016, the following notation will appear at the end of the amended section: “May. 2016 Mtg., Bd. Res. XYZ.”

When available, the “Source” notes at the end of the sections also show the historical development of the policies prior to adoption of the *Code*. “Cross reference” notes also are shown at the end of some of the sections to refer the reader to other sections of the *Code* for related topics. “Exhibit” notes also appear at the end of some sections to call attention to related documents in the exhibits portion of the *Code*.

INDEX

An index for the *Code* will eventually follow the last chapter. Index entries will be arranged in alphabetical sequence and will be made as concise as possible to enable rapid scanning of the index.

AMENDMENTS AND NEW POLICIES

The INTA Board will adopt new policies and amend existing policies in its regular course of business. In the case of amendments, the sections of the *Code* being amended will be referenced in the actions of the Board. In the case of new policies, the placement of the new policies in the *Code* will be referenced in the actions of the Board.

REVISED EDITIONS

The *Code* will be revised by the staff after each meeting of the Board of Directors.

ACKNOWLEDGMENTS

The *Code* has been prepared by members of the INTA staff and the INTA Presidential Task Force: Governance Review over a period of one year without the expense of consultants or contractors.

CHAPTER I GENERAL PROVISIONS	
Article 1. The Code	3
1.010. Purpose	
1.020. Citation	
1.030. Rules of Construction	
1.040. Definitions	
1.050. Relationship to the Bylaws	
1.060. Severability	
1.070. Repeal of Policies	
1.080. Implementation of Policies	
1.090. Amendments	
1.100. Revised Editions	
CHAPTER II MEMBERSHIP	
Article 2. General Membership Categories and Guidelines	
2.010. General Membership Principles	
2.020. Regular Member	
2.030. Associate Member	
2.040. Government Member	
2.050. Academic Member	
2.060. Emeritus/Honorary Member	
Article 3. Membership and Administration	
3.010. Membership in INTA	
3.020. Classification Procedures	
3.030. Application for Membership	
3.040. Renewal of Membership	
3.050. Cancellation of Membership	
3.060. Membership Reinstatement Fee	
Article 4. Membership Resources and Benefits	
4.010. Eligibility	
4.020. Committee Participation	
4.030. Member Discounts	
4.040. Membership Directory	
4.050. Member Subscriptions and Archives	
4.060. Searchable Practice Guides and Publications	
4.070. Job Bank	
Article 5. Membership Directory	
Article 6. Meetings and Attendance	
Article 7. INTA Programs	
Article 8. Finances	
Article 9. Public Relations	
Article 10. [RESERVED]	
CHAPTER III ADMINISTRATION	
Article 11. International Trademark Association	
11.010. Offices	
11.020. Nominations Process	
Article 12. INTA President	

- 12.010. Expectations for INTA President
- 12.020. Orientation and Training
- 12.030. Travel and Appearances
- 12.040. Annual Meeting Registration and Hotel Accommodations

Article 13. INTA Board of Directors
--

- 13.010. Expectations for Board of Directors
- 13.020. Orientation of Directors Elect
- 13.030. Advisory Directors
- 13.040. Delegation Participation
- 13.050. Access to Annual and Leadership Meeting Registration and Hotel Accommodations
- 13.060. Conflict of Interest Policy
- 13.070. Exit Interviews

Article 14. Other Current and Past Officers of INTA
--

- 14.010. Expectations Documents
- 14.020. Orientation of Officers
- 14.030. Delegation Participation
- 14.040. Access to Annual and Leadership Meeting Registration and Hotel Accommodations
- 14.050. Conflict of Interest Policy

Article 15. INTA Non-Permanent Committees
--

- 15.010. Purpose of Non-Permanent Committees
- 15.020. Non-Permanent Committee Structure
- 15.030. Nominations of Non-Permanent Committee Chairs and Vice Chairs
- 15.040. Expectations for Non-Permanent Committee Chairs and Vice Chairs
- 15.050. Non-Permanent Committee Chair and Vice Chair Vacancies
- 15.060. Non-Permanent Committee Member Selection
- 15.070. Placement of Corporate Member Representatives on Non-Permanent Committees
- 15.080. Expectations for Non-Permanent Committee Members
- 15.090. Non-Permanent Committee Member Vacancies
- 15.100. Non-Permanent Committee Member Additions
- 15.110. Non-Permanent Committee Positions and Change of Employment
- 15.120. Term Limits
- 15.130. Non-Performance of Non-Permanent Committee Members

Article 16. INTA Chief Executive Officer

Article 17. INTA Employees

Article 18. INTA Intellectual Property

Article 19. Licensing

Article 20. Partnerships

Article 21. INTA Guidelines for Sponsorship and Cooperation
--

Article 22. Representative Offices

CHAPTER IV PROGRAMS

Article 23. General Provisions

Article 24. Structured Programs of INTA
--

Article 25. INTA Awards

CHAPTER V COMMUNICATIONS

Article 26. Official Language and Translation
--

Article 27. Membership Communications
Article 28. Public Relations and Information
Article 29. Publications
Article 30. Audio/Visual/Electronic Communications
Article 31. Other Communications
CHAPTER VI MEETINGS
Article 32. Annual Meeting
32.010. Purpose
32.020. Site Selection
32.030. Registration
32.040. Badges
32.050. Registrant Directory
32.060. Affiliate Events in the Convention Center
32.070. Affiliate Events Outside of the Convention Center
32.080. Promotion of Affiliate Events in and Outside of the Convention Center
Article 33. Leadership Meeting
Article 34. General Policies of INTA Meetings
CHAPTER VII FINANCES
Article 35. General Finance Provisions
35.010. Annual Report
35.020. General Banking Procedures
Article 36. Audits
Article 37. Budgets
Article 38. Expenses and Reimbursements
Article 39. Investments
Article 40. Revenues
40.010. Member Dues
40.020. Dues Structure and Rates
40.030. Additional Directory Listings
40.040. Member Dues Refunds
40.050. Membership Promotions
40.060. Forms of Payment and Processing Fees
Article 41. Risk Management and Insurance

Chapter I

GENERAL PROVISIONS

Article 1. The Code

- 1.010. Purpose
- 1.020. Citation
- 1.030. Rules of Construction
- 1.040. Definitions
- 1.050. Relationship to the Bylaws

- 1.060. Severability
- 1.070. Repeal of Policies
- 1.080. Implementation of Policies
- 1.090. Amendments
- 1.100. Revised Editions

1.010. Purpose

The purpose of this *INTA Code of Policies* is to establish a comprehensive document containing all of the general and permanent policies of the International Trademark Association. All policies of a general and permanent nature adopted by the INTA Board after the effective date of this *INTA Code of Policies* will be added to the *Code* in order for it to remain a single collection of such policies. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.020. Citation

The policies contained in this *INTA Code of Policies* shall constitute and be designated the *INTA Code of Policies* and may be so cited. Such policies may also be cited simply as the “*Code of Policies*” or the “*Code*.” If desired, later editions may be designated by listing the month and year of the edition, such as “*November 2016 INTA Code of Policies*” or “*November 2016 Code*.” (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.030. Rules of Construction

All general provisions, terms, phrases and expressions contained in this *Code* are to be construed in a manner that allows for the implementation of policies. Words and phrases are to be taken in their plain or usual sense, but technical words and phrases having a particular or appropriate meaning in law or in the Bylaws or other official documents are to be understood according to their technical import. As used in this *Code*, the words “shall,” “is,” and “are” are mandatory, and the words “may” and “should” are permissive. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.040. Definitions

In the construction of this *Code*, the following definitions are to be observed unless the context clearly requires otherwise:

- 1) **Association:**
International Trademark Association.
- 2) **Board:**
The Board of Directors of the International Trademark Association.
- 3) **Chief Executive Officer:**
The Chief Executive Officer of the International Trademark Association. As used herein, “Chief Executive Officer” shall mean the Chief Executive Officer and/or the appropriate Association staff designated by the Chief Executive Officer.
- 4) **CEO:**
Chief Executive Officer.
- 5) **Designee:**
A director, officer, employee, partner or firm member appointed by each Regular Member and Associate Member to act on its behalf with respect to membership matters. The

Designee of a Regular Member may be, as an alternative to a director, officer, employee, partner or firm member, an outside counsel or contractor who devotes substantially all of his or her professional time to the business of the Regular Member.

- 6) **INTA:**
International Trademark Association.
- 7) **Member:**
A Member of the International Trademark Association.
- 8) **Notice:**
Notice given to Members of the International Trademark Association as stated in the Bylaws.
- 9) **Person:**
"Person" includes an individual, firm, corporation or other legal entity.
- 10) **Representative:**
In addition to a Designee appointed to act on behalf of a Regular or Associate Member with respect to membership matters, a director, officer, employee, partner or firm member appointed for the purpose of any other matter relating to the Association, including but not limited to service on the Board of Directors, as an Officer, or as otherwise eligible and permitted by the Bylaws. The Representative of a Regular Member may be, as an alternative to a director, officer, employee, partner or firm member, an outside counsel or contractor who devotes substantially all of his or her professional time to the business of the Regular Member.
- 11) **Year:**
The twelve-month period that begins on 1 January.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.050. Relationship to the Bylaws

This *Code* is supplemental to the Bylaws and should be construed in harmony with them. In the event of a conflict between the provisions of the Bylaws and the provisions of this *Code*, the Bylaws take precedence and thereby modify the conflicting provisions of the *Code*. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.060. Severability

The chapters, articles, sections, and subsections of this *Code* are severable. If any chapter, article, section, or subsection of this *Code* is declared invalid by the judgment of any court or other agency of competent jurisdiction, such invalidity shall not affect any of the remaining chapters, articles, sections, or subsections of this *Code*. If any part of this *Code* is declared invalid by any court or agency of competent jurisdiction, it shall be invalid only within the jurisdiction of such court or agency. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.070. Repeal of Policies

When an action repealing a former policy is itself repealed or rescinded, such repeal or rescission shall not be construed to revive the former policy, unless such policy is expressly reinstated. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.080. Implementation of Policies

Unless noted to the contrary in a particular provision, the CEO shall have both the duty and the authority to implement the policies set forth in this *Code*. For that purpose, the CEO may prepare and approve policies, procedures, guidelines, rules, schedules and other documents to implement the policies. The CEO also may delegate authority for the implementation of various policies to one or more members of the staff, either by name or title. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.090. Amendments

Amendments shall become effective upon their adoption by the Board, unless a later date is specified in such action. When appropriate, the Board will delay the effective date of amendments to the *Code* in order to provide adequate notice of the changes or additions to the policies.

When amending this *Code*, the Board shall endeavor to specify the chapter, article, section, or subsection being amended or to designate the place in the *Code* for the new policies to be inserted. Failure to make such references shall not affect the validity of actions by the Board to adopt new or different policies. The CEO has the duty and authority to make technical corrections in the amendments adopted by the Board and to incorporate such corrections into the *Code*. Such corrections, if any, shall be reported to the Board at its next meeting. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

1.100. Revised Editions

The Code shall be revised after each meeting of the Board. Revised editions of the *Code* will bear the month and year of publication as part of the title, such as the *November 2016 INTA Code of Policies*. Revised editions, when duly prepared, will replace earlier editions of the *Code*. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

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Chapter II

MEMBERSHIP

Article 2. General Membership Categories and Guidelines

- 2.010.** General Membership Principles
- 2.020.** Regular Member
- 2.030.** Associate Member
- 2.040.** Government Member
- 2.050.** Academic Member
- 2.060.** Emeritus/Honorary Member

2.010. General Membership Principles

Members of the Association shall consist of Regular Members and Associate Members and rights shall be categorized accordingly. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.020. Regular Member

Any Person owning a trademark or other mark that is used in commerce to distinguish goods or services offered by that Person, or under the authority of that Person, shall be eligible to be a Regular Member, except that any Person who is eligible as an Associate Member or other Member category shall not be eligible to be a Regular Member. Each Regular Member shall have the right to one vote at all Stated Meetings of the Association. (INTA Bylaws, Article III, section 1.1)

Nonprofit status is not a determinative factor for eligibility to be a Regular Member. Rather, eligibility shall be determined as stated herein by category, regardless of nonprofit or for profit status. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.020.1. Small-Medium Sized Enterprises (SMEs)

Persons eligible for Regular Membership that have gross annual sales of US\$100 million or less. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.020.2. Nonprofit (Regular)

Persons eligible for Regular Membership that are nonprofit organizations. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.020.3. University

Persons eligible for Regular Membership that are academic institutions. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.030. Associate Member

Any Person providing services related to brands, trademarks, related intellectual property and/or the laws of brands, trademarks or related intellectual property shall be eligible solely for Associate Membership. The use or ownership of one or more trademarks or other marks shall not qualify such Person for Regular Membership. Persons eligible for Associate Membership include but are not limited to duly licensed attorneys; law firms; trademark agencies and agents registered to practice before any governmental trademark office or patent office; chambers of commerce; trade and membership associations; design firms and designers; advertising agencies; public relations and public affairs firms; domain name registrars and registries; and trademark search firms and investigation firms. The fact that an organization is a not-for-profit organization shall not affect the determination of whether it qualifies for Associate Membership. An Associate Member may be heard on any matters pertaining to the Association but shall not vote or be deemed part of a quorum at any Stated Meeting of the Association. A Person that is eligible for Regular Membership or any other category of Membership other than Associate Member shall not be eligible for Associate Membership. (INTA Bylaws, Article III, section 1.2) (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.030.1. Individual Associate

Individuals that are not employed by or affiliated with a firm or other organization. Examples include one attorney practicing by him or herself, regardless of other administrative staff (receptionists, secretaries, paralegals and trademark

administrators) that may be employed. This category is designed to recognize the economic pressures that can affect an individual practitioner and does not apply to an attorney that employs other attorneys as full- or part-time consultants or freelancers, or an attorney who may be the only practicing trademark attorney within a larger firm. Firms with multiple locations do not qualify for this rate. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.030.2. Nonprofit (Associate)

Persons eligible for Associate Membership that are nonprofit organizations. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.030.3. Transitional

Any individual formerly eligible as or employed by a current Regular or Associate Member or other Member category who becomes unemployed by such Member shall be eligible for Transitional Membership. Transitional Membership shall be limited to an initial term of six months from the date of such unemployment, renewable for one additional 6-month term. Transitional Members shall be eligible to participate on an INTA committee or committees and such other transitional activities as the CEO and President deem necessary or appropriate, but shall otherwise have no rights of Regular or Associate Members. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.040. Government Member

Persons that are government agencies or entities, or individuals employed by such agencies or entities. A Government Member may be heard on any matters pertaining to the Association but shall not vote or be deemed part of a quorum at any Stated Meeting of the Association. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.050. Academic Member

An Academic Member may be heard on any matters pertaining to the Association but shall not vote or be deemed part of a quorum at any Stated Meeting of the Association. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.050.1. Professor

A full-time professor who teaches at an accredited academic institution, except that professors who are also eligible as Associate Members shall be treated as Associate Members. Professors may be appointed as members of non-Board committees and may serve a leadership role thereon. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.050.2. Student

Full- or part-time students enrolled at a recognized academic institution and not currently employed by a Regular or Associate Member. Student Members may be appointed as members of non-Board committees but may not serve a leadership role thereon. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.050.3. Student Bridging

Persons eligible for Student Membership that are recent graduates from a recognized academic institution and currently unemployed. Eligibility for Student Bridging is only for one year after the graduation date. Student Bridging Members may be appointed as members of non-Board committees but may not serve a leadership role thereon. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.060. Emeritus/Honorary Member

Emeritus and Honorary Members shall be exempt from the payment of dues. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.060.1. Emeritus Member

Any individual who has been a Member, Designee or Representative of a Member and does not use or own a trademark or other mark, and is interested in the objectives of the Association shall be eligible to become an Emeritus Member, provided the individual gives written assurance:

(a) that such individual is fully retired as an employee of a corporation or as a partner or employee of a firm (except that Emeritus Membership may be granted to an attorney who is of counsel to a law firm provided such individual does not spend full time practicing law);

(b) that such individual will utilize INTA materials for personal use only, as distinguished from professional or other use; and

(c) that such material will be mailed only to such individual's home address.

An Emeritus Member may be heard on any matters pertaining to the Association but shall not vote or be deemed part of a quorum at any Stated Meeting of the Association. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

2.060.2. Honorary Member

The Board of Directors may by a majority vote elect as an Honorary Member of the Association any person who in its opinion has made a noteworthy contribution to the protection of trademarks or related intellectual property, to the advancement of the laws of trademarks or related intellectual property, or to the work of the Association. An Honorary Member may be heard on any matters pertaining to the Association but shall not vote or be deemed part of a quorum at any Stated Meeting of the Association. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

Article 3. Membership and Administration

3.010. Membership in INTA

3.020. Classification Procedures

3.030. Application for Membership

3.040. Renewal of Membership

3.050. Cancellation of Membership

3.060. Membership Reinstatement Fee

3.010. Membership in INTA

INTA membership runs from January 1 to December 31 and membership dues are non-refundable. To be eligible as a new Member, an organization must not have been a member in the prior calendar year, otherwise the organization is considered a renewing member.

When an organization becomes a Member, all employees at the organization's location are considered Members and are entitled to INTA's benefits and services. All individuals at a membership location have access to INTA's Member benefits.

In order to qualify for the Member registration rate for an INTA program, an organization must be a Member in good standing at the time the program is held. If an employee of a Member organization registers for a program at the Member rate but by the time of the program the organization is no longer an INTA Member, the registrant must pay the non-member rate.

(May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

3.010.1 Umbrella Grouping of Organizations

INTA membership is organization and office-specific. INTA's Member database groups organizations, headquarters, subsidiaries and affiliated organizations under an "umbrella." This includes both Member and non-Member offices. The umbrella allows eligible organizations with multiple office locations to purchase membership for all offices at reduced pricing. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

3.010.2 Organization Rosters

All individuals affiliated with a Member location are entitled to INTA's Member benefits and should be listed in the organization's roster. Individuals can be added, deleted, or assigned a role in the organization's roster according to the following definitions and rights for each role:

Designee: Each Member location must appoint ONE Designee to serve as the primary INTA contact for that location. The same Designee may represent multiple locations. Designees are listed in the print and online Directories Designees are also INTA's contact for renewal and other Association-related events.

Administrator: Each Member location may appoint up to TWO Administrators within their organization. Administrators may have a username and password to access the INTA website and make changes to the organization record when necessary.

Employee: All Employees of a Member location may be included in their organization roster at no cost. They are entitled to all INTA benefits and resources, and they will receive regular INTA emails unless they choose to opt out.

(May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Cross References

1.040. Definitions

40.040. Member Dues Refunds

3.020. Classification Procedures

All new Member applications are reviewed for accuracy of Member category classification before being accepted for membership. A yearly audit of Member records is also undertaken to review the Member classifications. Members are contacted if any discrepancies are found between the appropriate Member category and membership dues paid. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

3.030. Application for Membership

Each application for membership shall be submitted in a manner specified by the Association. The Chief Executive Officer or the Association staff designated by the Chief Executive Officer shall give prompt consideration to each applicant's qualification for membership in the category designated. The Chief Executive Officer or the Association staff designated by the Chief Executive Officer shall notify an applicant of its acceptance or rejection. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

3.040. Renewal of Membership

Each application for membership renewal shall be submitted in a manner specified by the Association. The Chief Executive Officer or the Association staff designated by the Chief Executive Officer shall give prompt consideration to each applicant's qualification for membership renewal in the category designated. The Chief Executive Officer or the Association staff designated by the Chief Executive Officer shall notify an applicant of its acceptance, rejection or need to modify membership classification. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

3.040.1 Timeline for Renewal

The timeline for renewal of membership shall be specified by the Association, but generally occurs from October through December 31. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

3.040.2 Renewal Late Fee

Membership renewal dues submitted on or after a date specified by INTA are subject to a late fee. Late fees may be waived at the discretion of the Chief Executive Officer or the Association staff designated by the Chief Executive Officer. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

3.050. Cancellation of Membership

A Member may cancel its membership by notice in writing to the Association accompanied by payment of any outstanding indebtedness to the Association. Should such cancellation be received by the Association on or after January 1st of any year, such Member shall not be entitled to any refund of dues previously paid for said year. Any exceptions to this cancellation policy are at the discretion of the Chief Executive Officer or the Association staff designated by the Chief Executive Officer.

The Association may cancel a pending membership application if payment for a new membership is not received within 21 days of application for membership or if payment for renewal of membership is not received by a date specified by the Association, generally March 31. Any exceptions to this cancellation policy are at the discretion of the Chief Executive Officer or the

Association staff designated by the Chief Executive Officer.

(May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Cross Reference

40.040. Member Dues Refunds

3.060. Membership Reinstatement Fee

Any Member eligible for renewal whose annual dues remain unpaid by March 31st and who applies for membership renewal after March 31 is subject to a membership reinstatement fee. Membership reinstatement fees may be waived at the discretion of the Chief Executive Officer or the Association staff designated by the Chief Executive Officer. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Article 4. Member Resources and Benefits

- 4.010.** Eligibility
- 4.020.** Committee Participation
- 4.030.** Member Discounts
- 4.040.** Membership Directory
- 4.050.** Member Subscriptions and Archives
- 4.060.** Searchable Practice Guides and Publications
- 4.070.** Job Bank

4.010. Eligibility

When an organization becomes a Member, all employees at the organization's location are considered Members and are entitled to INTA's Member resources and benefits. All employees at a Member location have the ability to create usernames and passwords to access Member resources. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

4.020. Committee Participation

Only Members are eligible to apply to serve on INTA committees. All employees of a Member location are eligible to apply to serve on committees. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Cross Reference

Article 15. INTA Non-Permanent Committees

4.030. Member Discounts

All employees of a Member location are entitled to discounts on programs and events. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

4.040. Membership Directory

All Designees, committee members, and Additional Directory Listings:

- are eligible to be listed in the print and online Membership Directory
- receive one free print copy of the Membership Directory
- have access to the online Membership Directory

Other INTA Members may access the online Membership Directory and purchase copies of the print directory.

(May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Cross Reference

Article 5. Membership Directory [RESERVED]

4.050. Member Subscriptions and Archives

All employees of a Member location that are included in the Organization Roster will receive electronic subscriptions and access to archived issues of the *INTA Bulletin*, *China Bulletin*, *Global Report* and *The Trademark Reporter*. Individuals have the option to unsubscribe from these subscriptions. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

4.060. Searchable Practice Guides and Publications

All employees of a Member location that are included in the Organization Roster and have created a username and password are entitled to access INTA's Searchable Practice Guides and Publications:

4.060.1 Searchable Practice Guides

- Cancellations Guides
- Country Guides
- Geographical Indications Guides
- Madrid Agreement & Protocol Guides
- Oppositions Guides
- Quick-Start Trademark Chart
- Trade Dress Guides
- Trademark Office Benchmarking Database

4.060.2 Publications

- Famous and Well-Known Marks
- Industry Perspectives
- Practitioners' Checklists
- Trademark Administration
- U.S. State Trademark Law

(May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

4.070. Job Bank

Only INTA Member locations in good standing may post job openings on INTA's Job Bank. All employees of a Member location that are included in the Organization Roster and have created a username and password are entitled to post job openings on INTA's Job Bank. Anyone may apply for a position posted on the INTA Job Bank. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies)

Article 5. Membership Directory [RESERVED]

Article 6. Meetings and Attendance [RESERVED]

Article 7. INTA Programs [RESERVED]

Article 8. Finances [RESERVED]

Article 9. Public Relations [RESERVED]

Article 10. Officers [RESERVED]

Chapter III

ADMINISTRATION

Article 11. International Trademark Association

11.010. Offices

11.020. Nominations Process

11.010. Offices

The Board may approve the establishment of INTA offices in order to support advocacy, education, and membership growth efforts in different regions of the world. (Nov. 2016 Mtg., Bd. Dec. No. 5)

11.020. Nominations Process

Annually, INTA Leaders and Volunteers shall submit their nominations for Officers, Board of Directors, Counsel, Committee Chairs and Vice Chairs (during a Committee selection year) in a manner to be determined by the Chief Executive Officer for consideration by the Nominating Committee.

11.020.1. Eligibility

Those eligible to submit nominations include:

- Board of Directors
- Officers
- Counsel
- Past Presidents
- Past Counsel
- Committee Members
- Staff Liaisons

11.020.2. Criteria

In considering the submitted nominations, the Nominating Committee shall consider the following criteria:

- Diversity of leadership
- Depth of knowledge of trademark law or related intellectual property
- Appreciation of the priority issues of INTA
- Commitment to INTA by regular meeting attendance
- Timely completion of substantive tasks and high quality work product
- Demonstration of strong leadership qualities in order to be role models for other INTA volunteers

11.020.3. Nominating Committee Operating Policies

- a) The discussion and deliberations of the Nominating Committee are confidential.
- b) Members of the Nominating Committee cannot be nominated for a leadership position.
- c) If a nominee is from a Nominating Committee member's company/firm, the member may provide pertinent information, but then must recuse himself/herself from any vote.
- d) The Nominating Committee reviews the quality, not quantity of the nominations submitted.
- e) Staff Liaison nominations are weighed heavily and it is the policy of the Nominating Committee to follow Staff Liaison recommendations when the Nominating Committee does not have sufficient knowledge of a nominee.
- f) Upon finalizing the slate of candidates, the Nominating Committee Chair, or person designated by the Chair, will contact the nominees to confirm that they are willing and able to serve, subject to their formal election.
- g) During a Committee selection year, the Nominating Committee Chair, or person designated by the Chair, may contact the current and incoming Chair of a Committee if the current Vice Chair was not elevated to Chair position or an otherwise unexpected nominee was proposed.

(Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 12. INTA President

12.010. Expectations for INTA President

12.020. Orientation and Training

12.030. Travel and Appearances

12.040. Annual Meeting Registration and Hotel Accommodations

12.010. Expectations for INTA President

Expectations documents for the position of INTA President will be maintained and provided prior to taking office. (Nov. 2016 Mtg., Bd. Dec. No. 5)

12.020. Orientation and Training

During the Leadership Meeting before the President begins his/her term of service, the then President Elect shall receive an orientation, prepared by the Chief Executive Officer, Chief Governance Officer, and Executive Assistant.

During the start of the President's term, usually in early January, the President is expected to travel to the Headquarter Office to meet with staff and receive media training or other relevant training.

(Nov. 2016 Mtg., Bd. Dec. No. 5)

12.030. Travel and Appearances

Commensurate with the President's responsibilities and duties, the President is expected to participate in delegations as recommended by and agreed to with the Chief Executive Officer. (Nov. 2016 Mtg., Bd. Dec. No. 5)

12.040. Annual Meeting Registration and Hotel Accommodations

The President shall receive complimentary Annual and Leadership Meeting registration and hotel accommodations. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 13. INTA Board of Directors

13.010. Expectations for Board of Directors

13.020. Orientation of Directors Elect

13.030. Advisory Directors

13.040. Delegation Participation

13.050. Access to Annual and Leadership Meeting Registration and Hotel Accommodations

13.060. Conflict of Interest Policy

13.070. Exit Interviews

13.010. Expectations for Board of Directors

Expectations documents for the Board of Director position will be maintained and provided prior to taking office. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.020. Orientation of Directors Elect

During the Leadership Meeting before they begin their service on the Board, the Directors Elect shall receive an orientation, prepared by the Chief Executive Officer, Chief Governance Officer, and Executive Assistant. Directors Elect may also attend as observers the last meeting of the Board prior to taking office. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.030. Advisory Directors

Advisory Directors will be invited to the four regular Board meetings of the year, with any meeting registration, travel, and hotel expenses paid by INTA. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.040. Delegation Participation

In order to promote INTA advocacy efforts and strategic initiatives, the Chief Executive Officer may request that Board Members and Advisory Directors participate on delegations. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.050. Access to Annual and Leadership Meeting Registration and Hotel Accommodations

Board Members Board Members are given priority access to Annual and Leadership Meeting registration and hotel reservations. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.060. Conflict of Interest Policy

The Board has adopted a Conflict of Interest Policy for Board Members, Officers, and Key Employees. (Nov. 2016 Mtg., Bd. Dec. No. 5)

13.070. Exit Interviews

The Nominating Committee shall conduct exit interviews of outgoing Board Members each year and file a brief report to be kept in the governance files. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 14. Other Current and Past Officers of INTA

- 14.010.** Expectations Documents
- 14.020.** Orientation of Officers
- 14.030.** Delegation Participation
- 14.040.** Access to Annual and Leadership Meeting Registration and Hotel Accommodations
- 14.050.** Conflict of Interest Policy

14.010. Expectations Documents

Expectations documents for the President Elect, Officers and Counsel, and Immediate Past President positions will be maintained and provided prior to taking office. (Nov. 2016 Mtg., Bd. Dec. No. 5)

14.020. Orientation of Officers

During the Leadership Meeting before they begin their service on the Board, the incoming Officers shall receive an orientation, prepared by the Chief Executive Officer, Chief Governance Officer, and Executive Assistant. (Nov. 2016 Mtg., Bd. Dec. No. 5)

14.030. Delegation Participation

In order to promote INTA advocacy efforts and strategic initiatives, the Chief Executive Officer may request that current and past Officers participate on delegations. (Nov. 2016 Mtg., Bd. Dec. No. 5)

14.040. Access to Annual and Leadership Meeting Registration and Hotel Accommodations

14.040.1. Counsel Officers and Counsel

Officers and Counsel are given priority access to Annual and Leadership Meeting registration and hotel reservations.

14.040.2. Past Presidents

Past Presidents shall receive complimentary Annual Meeting registration and are given priority access to Leadership Meeting registration and Annual and Leadership Meeting hotel reservations.

(Nov. 2016 Mtg., Bd. Dec. No. 5)

14.050. Conflict of Interest Policy

The Board has adopted a Conflict of Interest Policy for Board Members, Officers, and Key Employees. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 15. INTA Non-Permanent Committees

- 15.010.** Purpose of Non-Permanent Committees
- 15.020.** Non-Permanent Committee Structure
- 15.030.** Nominations of Non-Permanent Committee Chairs and Vice Chairs
- 15.040.** Expectations for Non-Permanent Committee Chairs and Vice Chairs
- 15.050.** Non-Permanent Committee Chair and Vice Chair Vacancies
- 15.060.** Non-Permanent Committee Member Selection

- 15.070. Placement of Corporate Member Representatives on Non-Permanent Committees
- 15.080. Expectations for Non-Permanent Committee Members
- 15.090. Non-Permanent Committee Member Vacancies
- 15.100. Non-Permanent Committee Member Additions
- 15.110. Non-Permanent Committee Positions and Change of Employment
- 15.120. Term Limits
- 15.130. Non-Performance of Non-Permanent Committee Members

15.010. Purpose of Non-Permanent Committees

Non-Permanent Committees, hereinafter referred to in this Article as “non-Permanent Committees” or “Committees” reference INTA Committees other than the Board Committees.

Participation on an INTA non-Permanent Committee offers member volunteers, together with the INTA Staff Liaison, the opportunity to share their collective expertise and common interests on a wide variety of Committees, focusing on:

- Advocacy of trademarks and related intellectual property
- Resources dedicated to trademarks and related intellectual property
- Communication and implementation of INTA’s strategic objectives
- Planning educational programs and events

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Mar. 2017 Mtg., Bd. Dec. No. 2)

15.020. Non-Permanent Committee Structure

The Planning Committee shall recommend for Board approval the non-Permanent Committee structure for each two-year Committee term, as well as any recommended changes to the non-Permanent Committee structure.

(March 2015 Mtg. Bd. Res. Committee Structure 2016 – 2017; Mar. 2017 Mtg., Bd. Dec. No. 2)

15.030. Nominations of Non-Permanent Committee Chairs and Vice Chairs

See 11.020. Nominations Process. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.040. Expectations for Non-Permanent Committee Chairs and Vice Chairs

Expectations documents for the position of Chair and Vice Chair shall be maintained and provided to the incoming Chairs and Vice Chairs prior to serving. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.050. Non-Permanent Committee Chair and Vice Chair Vacancies

In the event of a Chair’s or Vice Chair’s resignation, removal, ineligibility or inability to perform the duties of a Chair or Vice Chair, the CEO, in consultation with the Staff Liaison, Group Staff Liaison, and Nominating Committee, shall have the authority to select an eligible person to serve for the remainder of the Committee term of such Chair or Vice Chair. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.060. Non-Permanent Committee Member Selection

During a Committee selection year, INTA member volunteers may submit their applications to serve on a non-Permanent Committee in a manner to be determined by the Chief Executive Officer. Placement on a non-Permanent Committee is not guaranteed. An applicant’s assignment to, and participation on, a non-Permanent Committee is subject to being affiliated with a member organization in good standing and is at the sole discretion of INTA.

15.060.1. Eligibility

- All non-Permanent Committee applicants must be affiliated with a current INTA member organization, or maintain an Academic membership (Student or Professor), in good standing. Non-members are not eligible for non-Permanent Committee assignments.
- Certain Committees are only open to representatives from a particular Member Category and this will be specified during the application process.
- Non-Permanent Committee members who have served one term on a Committee and wish to remain on the same Committee for a second term must reapply. A second term on a Committee is not guaranteed.

15.060.2. Criteria

In considering the submitted applications, the Staff Liaisons shall consider the following criteria:

- Diversity of non-Permanent Committee membership
- Special needs of the non-Permanent Committee, such as expertise in a particular area
- Selected applicants will be assigned to no more than one non-Permanent Committee
- Unless there is a special need, no more than two representatives from the umbrella of member organizations should be placed on a Committee and they should be placed on different subcommittees when possible

(Mar. 2017 Mtg., Bd. Dec. No. 2)

15.070. Placement of Corporate Member Representatives on Non-Permanent Committees

Representatives of Corporate Member Categories (Regular, Regular+, Regular “add on,” Small-Medium Sized Enterprise, Small-Medium Sized Enterprise+, Small-Medium Sized Enterprise “add on,” Nonprofit (Regular) and University) are eligible to join a non-Permanent Committee at any time, and depending on Committee needs, as long as they are affiliated with a current INTA Corporate Member organization in good standing. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.080. Expectations for Non-Permanent Committee Members

Expectations documents for non-Permanent Committee Members will be maintained and provided to incoming members prior to serving. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.090. Non-Permanent Committee Member Vacancies

In the event of a non-Permanent Committee member’s resignation, removal, ineligibility or inability to serve, the Staff Liaison, in consultation with the Group Staff Liaison, shall have the authority to select an eligible person to serve for the remainder of the term of such member. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.100. Non-Permanent Committee Member Additions

In the event of a special need of a non-Permanent Committee, the Staff Liaison, in consultation with the Group Staff Liaison, shall have the authority to select, outside of the dates of the usual Committee selection process, eligible persons to serve as a member of the non-Permanent Committee. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.110. Non-Permanent Committee Positions and Change of Employment

15.110.1. Employment with Different INTA Member Organization

A non-Permanent Committee assignment is tied to the individual and not the Member organization. Once assigned to a non-Permanent Committee, individuals who become employed by a different INTA Member organization are eligible to retain their non-Permanent Committee position as long as the individual otherwise meets eligibility requirements. Individuals who become employed by a non-Member organization shall not be eligible to retain their non-Permanent Committee position unless the non-Member organization subsequently joins INTA.

15.110.2. Transitional Membership

Once assigned to a non-Permanent Committee, individuals who become unemployed are eligible to remain on a non-Permanent Committee, including in Chair and Vice Chair positions, if they purchase a Transitional Membership, which is a six-month membership for an individual not employed, and renewable for only one additional six month term.

(Mar. 2017 Mtg., Bd. Dec. No. 2)

15.120. Term Limits

In determining the term limits specified in Bylaws Article VII, Section 8, a period of service of one year or more to fill a vacancy or when service has commenced after the start of the Committee term shall be equal to a full two-year term of Committee service. (Mar. 2017 Mtg., Bd. Dec. No. 2)

15.130. Non-Performance of Non-Permanent Committee Members

Staff Liaisons and Committee Leadership shall address non-performance of Committee members in a manner determined by the Chief Executive Officer. (Mar. 2017 Mtg., Bd. Dec. No. 2)

Article 16. INTA Chief Executive Officer [RESERVED]

Article 17. INTA Employees [RESERVED]

Article 18. INTA Intellectual Property [RESERVED]

Article 19. Licensing [RESERVED]

Article 20. Partnerships [RESERVED]

Article 21. INTA Guidelines for Sponsorship and Cooperation [RESERVED]

Article 22. Representative Offices [RESERVED]

Chapter IV

PROGRAMS

- Article 23. General Provisions [RESERVED]**
- Article 24. Structured Programs of INTA [RESERVED]**
- Article 25. INTA Awards [RESERVED]**

Chapter V

COMMUNICATIONS

- Article 26. Official Language and Translation [RESERVED]**
- Article 27. Membership Communications [RESERVED]**
- Article 28. Public Relations and Information [RESERVED]**
- Article 29. Publications [RESERVED]**
- Article 30. Audio/Visual/Electronic Communications [RESERVED]**
- Article 31. Other Communications [RESERVED]**

Chapter VI

MEETINGS

Article 32. Annual Meeting

- 32.010.** Purpose
- 32.020.** Site Selection
- 32.030.** Registration
- 32.040.** Badges
- 32.050.** Registrant Directory
- 32.060.** Affiliate Events in the Convention Center
- 32.070.** Affiliate Events Outside of the Convention Center
- 32.080.** Promotion of Affiliate Events in and Outside of the Convention Center

32.010. Purpose

The primary purpose of the Annual Meeting is to provide an opportunity for brand owners, professionals dedicated to supporting trademarks and related intellectual property, and government officials to achieve educational, networking, and business goals, as well as to serve as a forum for advancing the strategic goals of the Association. (May 2017 Mtg., Bd. Dec. No. 2)

32.020. Site Selection

Key factors that shall be considered in the selection of Annual Meeting sites include, but are not limited to, the following:

- Overall costs and budget
- Meeting space fit, pricing, and availability during preferred date pattern
- Accessibility of city
- City infrastructure
- Hotel availability and rates
- Safety
- Weather

(May 2017 Mtg., Bd. Dec. No. 2)

32.030. Registration

32.030.1. Member vs. Non-Member Registration Rates

To be eligible for the appropriate member rate for the Annual Meeting, an individual's organization must be a member of INTA in good standing at the time of registration. If an organization has not renewed its membership at the time an individual registers for the meeting, the individual shall pay the non-member rate. The non-member rate will not be refunded if the individual's organization subsequently renews its membership. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.2. Payment Options

Payment for Annual Meeting registration shall be submitted in a manner specified by the Association. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.3. Hotel Access

An individual must be registered, and all payments must be received, before being eligible to reserve a hotel room within the INTA hotel block. The INTA hotel room conference rate is limited to one room per registrant and the INTA hotel room rate is based on availability. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.4. Annual Meeting Pre-Sale Promotions

During the Annual Meeting registration period in a given year, INTA may offer to members a promotional discount for the subsequent year's Annual Meeting registration fee. If the current year's Annual Meeting registration is cancelled, the registration for the subsequent year will also be cancelled. A full refund of the subsequent year's Annual Meeting registration fee shall be given, and the current year's Annual Meeting registration fee will be subject to the existing cancellation policy and deadlines. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.5. Committee-only Registrations

Committee-only registrations are not available. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.6. Substitutions

A base registration for the Annual Meeting and any related additional events are transferable to another person affiliated with an individual's member organization umbrella. Substitution requests must be submitted in a manner specified by the Association. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.7. Guests

Registrants may purchase guest tickets for select events at the Annual Meeting and will be issued a guest ticket for those events only. (May 2017 Mtg., Bd. Dec. No. 2)

A guest is a spouse, significant other, child, family member, or friend whose occupation is unrelated to the trademark industry. Associates within the trademark industry and coworkers are not eligible for a guest ticket.

Guest tickets will be provided upon check-in in the Registration area. Guest tickets are nonrefundable and nontransferable.

A guest ticket will give access only to the event(s) purchased. Tickets will be collected at the entrance to the purchased event. Tickets must be presented at the time of entry.

Guests and/or children will not have access to the educational sessions, the Hospitality Area, the Exhibition Hall, or to the continental breakfasts or food served in those areas.

Guest access may also be restricted in order to comply with policies mandated by the venue.

Guests are not listed in the registrant directory.

32.030.8. Visa Letters

For meetings held in the United States, individuals will be able to order an official visa letter from INTA during the registration process. Otherwise, individuals in need of a visa letter will need to contact the appropriate local entities, which are not affiliated with INTA. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.9. Value-Added Tax (VAT)

INTA follows VAT requirements in all countries. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.10. Tuition Assistance

Tuition assistance for the INTA Annual Meeting is available to eligible attorneys who have a total individual income of less than US \$35,000 a year or who are currently unemployed. Proper documentation will be required. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.11. Onsite Registration

After a specified date, registrations will not be accepted online and will instead be processed onsite at the Annual Meeting venue. (May 2017 Mtg., Bd. Dec. No. 2)

32.030.12. Cancellations and Refunds

Dates shall be specified for cancellations with: 1) a full refund of the registration fee; 2) a full refund of the registration fee, minus a cancellation fee; and 3) no refund of the registration fee. (May 2017 Mtg., Bd. Dec. No. 2)

- 32.030.13. Abuse of Registration Policies
Anyone found attempting to register business colleagues as guests or engaging in other practices designed to avoid payment of the registration fee for the Annual Meeting may be subject to sanctions, up to and including removal from the Annual Meeting and revocation of INTA membership. (May 2017 Mtg., Bd. Dec. No. 2)

32.040. Badges

- 32.040.1. Admittance
Badges must be worn at all times to gain admittance to all official INTA sessions and functions, including meeting and hospitality spaces at hotels in INTA's hotel block.

Only persons registered for the Annual Meeting will have access to events associated with the meeting, such as educational sessions, committee meetings, meals, receptions, networking excursions, the Hospitality Area, and the Exhibition Hall. Children, guests, and any other unregistered individuals will not be admitted without a paid registration. No exceptions will be made. (May 2017 Mtg., Bd. Dec. No. 2)

- 32.040.2. Reprint Policy
Fees will be charged for the first and second reprint of a lost or misplaced badge. Badges will not be reprinted a third time. (May 2017 Mtg., Bd. Dec. No. 2)

- 32.040.3. Abuse of Badge Policies
Anyone found counterfeiting, copying, sharing, and/or using badges from past meetings may be subject to sanctions, up to and including removal from the meeting and revocation of INTA membership. (May 2017 Mtg., Bd. Dec. No. 2)

32.050. Registrant Directory

All information contained in the INTA Annual Meeting Directory is entrusted to Annual Meeting registrants for their personal use only, and use of this information for any other purpose, is expressly prohibited. Violation of this policy may subject the member to sanctions up to and including removal from the meeting and revocation of INTA membership. (May 2017 Mtg., Bd. Dec. No. 2)

32.060. Affiliate Events in the Convention Center

All attendees and participants of affiliate events in the convention center are required to be registered for the INTA Annual Meeting and must have a meeting badge to enter the space.

- 32.060.1. Access to Premium Hospitality and Reserved Hospitality
- Event host(s) must be registered for the Annual Meeting.
 - Event host(s) can order food and beverages through the convention center catering services only.
 - Event host(s) can order audiovisual (AV) equipment through INTA's provider.
 - Space for Premium Hospitality can be reserved only on the dates defined by INTA.
 - Space for Reserved Hospitality can be reserved only on the dates specified by INTA.

- Functions are permitted only during agreed-upon hours defined by INTA.
- Cancellation and refund policies shall be specified by INTA.

(May 2017 Mtg., Bd. Dec. No. 2)

32.060.2. Access to Corporate Exclusive Meeting Rooms

- An organization must be a current INTA corporate member (Regular, Small-Medium-Sized Enterprise, Nonprofit (Regular) and University).
- INTA shall specify the number of individuals from the member organization that must be registered for the Annual Meeting in order to reserve exclusive complimentary meeting room space with a basic audiovisual (AV) set up in the convention center.
- Space can be reserved only on the dates specified by INTA.
- At an additional cost, event host(s) can order food and beverages through the convention center catering services.
- Additional AV equipment can be ordered through INTA's provider.
- At an additional cost, internet connections can be ordered directly by event host(s) with the in-house provider.
- Cancellation policies shall be specified by INTA.

(May 2017 Mtg., Bd. Dec. No. 2)

32.070. Affiliate Events Outside of the Convention Center

Evidence of the economic impact of INTA's Annual Meeting to a destination city allows INTA to better negotiate with future destinations to keep the costs as low as possible to all registrants. Therefore, any and all events held outside the convention center, including, but not limited to, corporate, law firm, sponsor or exhibitor meetings, social events or hospitality suites to be held at any location within the Annual Meeting city (including hotels, museums, restaurants, parks, social clubs, etc.) prior to and during the Annual Meeting should be reported to INTA in a manner to be determined by the CEO and/or the appropriate Association staff designated by the CEO.

An affiliate event should not be held during major Annual Meeting events, including, but not limited to, INTA's Saturday night event, Opening Ceremonies, Welcome Reception, and Grand Finale.

(May 2017 Mtg., Bd. Dec. No. 2)

32.080. Promoting Affiliate Events in and Outside of the Convention Center

Any promotion of affiliate events should NOT use:

- INTA or International Trademark Association in a way that suggests that INTA is an official sponsor of the affiliate event
- INTA or International Trademark Association in an email subject line unless the subject line also makes clear the name of the organization sponsoring the event
- INTA as part of an RSVP or other email address
- INTA in the name of a party or event (for example, calling the event "INTA Reception")

(May 2017 Mtg., Bd. Dec. No. 2)

Article 33. Leadership Meeting [RESERVED]

Article 34. General Policies of INTA Meetings [RESERVED]

Chapter VII

FINANCES

Article 35. General Finance Provisions

35.010. Annual Report

35.020. General Banking Procedures

35.010. Annual Report

At the Annual Meeting of Members of the Association, the Board of Directors shall direct the Chief Executive Officer (or his or her designee) to present the audited annual report of the Association, certified by an independent public or certified public accountant or a firm of such accountants selected by the Board of Directors, showing in appropriate detail the following:

- (a) The assets and liabilities, including the trust funds, of the Association as of the end of the fiscal year terminating not more than six months prior to the Annual Meeting of Members;
- (b) The principal changes in assets and liabilities, including trust funds, during such fiscal year;
- (c) The revenue or receipts of the Association, both unrestricted and restricted to particular purposes, during such fiscal year;
- (d) The expenses or disbursements of the Association, for both general and restricted purposes, during such fiscal year; and
- (e) The number of Members of the Association as of the date of the report, together with a statement of increase or decrease in such number during such fiscal year, and a statement of the place where the names and places of residence of the current Members may be found.

The annual report shall be filed with the records of the Association and either a copy or an abstract thereof entered in the minutes of the proceedings of the Annual Meeting of Members.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws)

35.020. General Banking Procedures

Annually at the November Board Meeting, the Board will approve the authorized signatories for all disbursements for the following calendar year. In addition, the Board will approve the authorization limits of those signatories for all disbursements. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 36. Audits

36.010. Audited Financial Statements

36.020. Guidelines for Appointment and Evaluation of the Independent Auditor

36.010. Audited Financial Statements

Audited Financial Statements shall be published in English and made available to all Board

Members at the time they are presented for approval to the Board by the external auditor. Additional copies of the audited financial statements shall be available to outside constituents and all staff upon request. (Nov. 2016 Mtg., Bd. Dec. No. 5)

36.020. Guidelines for Appointment and Evaluation of the Independent Auditor

The Board of Directors is responsible for the appointment and evaluation of the independent auditor. The Audit Committee assists the Board in executing this responsibility by:

- Defining and communicating performance expectations;
- Monitoring and assessing performance;
- Making recommendations to the Board regarding services, fees and appointment; and
- Overseeing any competitive selection process.

Based on performance monitoring and evaluation of the independent auditor as outlined above, the Audit Committee will communicate its assessment to the Board and make recommendations to the Board annually. Recommendations may include conducting a competitive selection based on serious and/or ongoing performance deficiencies. The Audit Committee will solicit and consider input from Management.

In general, unless circumstances dictate otherwise, every five (5) years, working with Management, the Audit Committee, on behalf of the Board, will formally consider and conduct a comprehensive review for the selection of its independent auditor based on competitive proposals.

(Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 37. Budgets and Forecasts

37.010. Budget Development and Review Process

37.020. Capital Expenditures and Projects

37.010. Budget Development and Review Process

Financial statements must be produced on a timely basis for adequate review by the Finance Committee of the Board. The ongoing financial review shall include a comparative review of the approved budget for the year, and a variance review procedure. Such a procedure shall provide the Treasurer and the Finance Committee with explanations for actual and anticipated variances supported by indications of corrective actions taken or to be taken, as appropriate.

The budget development and review process concludes with the submission of the draft budget for the following year to be presented to and approved by the Board at the November Board meeting.

37.010.1 Treasurer Responsibility for Budget Preparation

The Treasurer shall participate in the preparation of the INTA budget.

37.010.2 Chief Executive Officer Responsibility for Budget Preparation and Implementation

a) The Chief Executive Officer has full responsibility to manage and control the INTA preparation process and the implementation of the approved budget.

b) Throughout the year, the Chief Executive Officer has full responsibility and authority to regularly review and monitor actual results at a detailed level against the approved budget and forecast, and the reallocation of budgeted and forecasted spend during the year.

c) Available budgeted spend may be available for activities in other departments, as approved by the Chief Executive Officer.

d) All financial transactions are to be properly accounted for in compliance with INTA's chart of accounts.

e) The process to forecast financial results begins as part of the 1st quarter financial close. All financial results beginning with the 1st quarter are compared to budget and forecast.

(Nov. 2016 Mtg., Bd. Dec. No. 5)

37.020. Capital Expenditures and Projects

Planned capital expenditures are included in the annual budget development process and are identified separately in the budget submission to the Board. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article38. Revenues

38.010. Revenue Categories

38.020. Member Dues

38.030. Dues Structure and Rates

38.040. Additional Directory Listings

38.050. Member Dues Refunds

38.060. Membership Promotions

38.070. Event Fee Review

38.080. Forms of Payment and Processing Fees

38.010. Revenue Categories

Revenue categories include, but are not limited to, member dues and event Fees, which include fees for event registrations, sponsorships, exhibitions and advertising. (Nov. 2016 Mtg., Bd. Dec. No. 5)

38.020. Member Dues

The annual dues for all Member categories shall be determined by the Board of Directors. (INTA Bylaws, Article IV, section 2) (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Nov. 2016 Mtg., Bd. Dec. No. 5))

38.030. Dues Structure and Rates

In order to provide comprehensive dues alternatives, emphasize the value of key Member benefits, and better balance out revenue streams, the dues structure and rates shall be reviewed by the Board of Directors every two years, beginning with the May 2015 Board meeting. (May 2015 Mtg., Bd. Res. Revised Dues Proposal; Nov. 2016 Mtg., Bd. Dec. No. 5)

REGULAR MEMBER OPTIONS

US \$2,000	Regular+ — all offices of an organization are entitled to membership (best option for organizations with global offices)
US \$1,200	Regular — one office of an organization is entitled to membership
US \$800	Regular add on — second office of an organization that has already paid for Regular membership entitled to reduced rate (this will also entitle all offices of the organization to Regular+ membership at no additional cost)
US \$1,200	Small-Medium Sized Enterprise+ (SME+) — all offices of a SME are entitled to membership
US \$700	Small-Medium Sized Enterprise (SME) — one office of a SME is entitled to membership
US \$500	SME add on — second office of an organization that has already paid for SME membership entitled to reduced rate (this will also entitle all offices of the organization to SME+ membership at no additional cost)
US \$700	Nonprofit (Regular)
US \$700	University

ASSOCIATE MEMBER OPTIONS

US \$1,200	Associate — one office of an organization is entitled to membership
US \$1,200 + \$850 per additional office	Associate+ — offices 2-11 entitled to membership for \$850 per office
US \$9,700 = \$1,200 + (\$850 x 10)	Associate+ with max out of payment — pay for 11 offices and all offices are entitled to membership (best option for organizations with global offices)
US \$525	Individual Associate — an individual otherwise eligible for Associate membership that is not employed by or affiliated with a firm or other organization
US \$700	Nonprofit (Associate)
US \$100	Transitional — 6 month membership for an individual currently not employed and renewable for one additional 6 month term

GOVERNMENT MEMBER OPTIONS

US \$700 Government

ACADEMIC MEMBER OPTIONS

US \$75 Professor

US \$25 Student

US \$100 Student Bridging

HONORARY/EMERITUS MEMBER OPTIONS

US \$0 Honorary and Emeritus

(May 2015 Mtg., Bd. Res. Revised Dues Proposal)

38.040. Additional Directory Listings

The cost of Additional Directory Listings in the print and online Membership Directory shall be determined by the Chief Executive Officer or the Association staff designated by the Chief Executive Officer. The cost for Additional Directory Listings is non-refundable. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; Nov. 2016 Mtg., Bd. Dec. No. 5)

Cross Reference

Article 5. Membership Directory [RESERVED]

38.050. Member Dues Refunds

Member dues are non-refundable. Any exceptions to this refund policy are at the discretion of the Chief Executive Officer or the Association staff designated by the Chief Executive Officer. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; (Nov. 2016 Mtg., Bd. Dec. No. 5)

38.060. Membership Promotions

Offering membership promotions and/or special membership pricing for a limited time is at the discretion of the Chief Executive Officer or the Association staff designated by the Chief Executive Officer. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; Nov. 2016 Mtg., Bd. Dec. No. 5)

38.070. Event Fee Review

Event Fees, such as fees for event registrations, sponsorships, exhibitions and advertising, are reviewed and reset at the discretion of the CEO. (Nov. 2016 Mtg., Bd. Dec. No. 5)

38.080. Forms of Payment and Processing Fees

INTA accepts the following payment options:

- 1) Credit card
- 2) Check (plus processing fee)

3) Wire transfers upon special request with completion of banking forms and payment of processing fees (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 39. Expenses

39.010. Approval of Disbursements

39.020. Travel on Behalf of INTA

39.010. Approval of Disbursements

All expenses are subject to pre-disbursement approval as defined by the Expense Authorization Guidelines. The Treasurer shall report to the Board on all substantive expenditures that have not been made in accordance with the approved budget or in compliance with the policies adopted from time to time by the Board. (Nov. 2016 Mtg., Bd. Dec. No. 5)

39.020. Travel on Behalf of INTA

Since INTA is committed to members worldwide to ensure that all contributions are used wisely, all individuals traveling at the expense of INTA are strongly encouraged to conserve the funds of the organization by selecting the least expensive available cost that is consistent with good service and INTA's Travel & Entertainment policy. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 40. Investments

40.010. Portfolio Objectives

40.020. Investment Policy Statement

40.010. Portfolio Objectives

The primary objectives of INTA's portfolio are to provide a reserve fund for INTA; to cover unanticipated expenditures that will occur during the five-year Investment Horizon; and to fund anticipated and unanticipated expenditures beyond the Investment Horizon. As a result of these objectives, the Reserve Fund should be invested in order to maximize returns without exposure to undue risk. (Nov. 2016 Mtg., Bd. Dec. No. 5)

40.020. Investment Policy Statement

Strategic allocations as well as roles and responsibilities in the administration, management and oversight of the Reserve Fund are detailed in the Investment Policy Statement. The Investment Policy Statement is reviewed on an annual basis by the Finance Committee. (Nov. 2016 Mtg., Bd. Dec. No. 5)

Article 41. Risk Management and Insurance

41.010. Risk Management

41.020. Insurance

41.010. Risk Management

INTA maintains policies relating to risk management, specifically Conflict of Interest for Board Members, Officers, and Key Employees, and Fraud Risk and Code of Conduct for employees. (Nov. 2016 Mtg., Bd. Dec. No. 5)

41.020. Insurance

INTA retains a comprehensive suite of insurance coverage, including General Liability, Directors and Officers; Employment Practices; Kidnap & Ransom; Employee Dishonesty; as well as event insurance for educational offerings provided by the Association. (Nov. 2016 Mtg., Bd. Dec. No. 5)



End of INTA Code of Policies

INDEX

(To be created on completion of full version of Code.)