



**CODE OF POLICIES**

**May 2026**

**(Containing Board Decisions through May 2026)**

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	

## PREFACE

### INTA Code of Policies

#### PURPOSE

The purpose of the *INTA Code of Policies* 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 *Code* is designed to enable 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. The *Code* is expected to provide an important source of information for INTA leaders and members.

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. 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 showed an adoption date of March 2016, which was noted as “Mar. 2016 Mtg., Res. Approving Amendments to Bylaws.” As the policies are amended, the sections will show the dates and the number of the Board Decision of the applicable amendments. For example, if a section was amended by Board Decision Number 3 on May 21, 2016, the following notation would appear at the end of the amended section: “May 2016 Mtg., Bd. Dec. No. 3.”

“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.

## **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.

## **ACKNOWLEDGMENTS**

The first version of the *Code* was 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.

## **REVISED EDITIONS**

The *Code* will be revised by the staff after each meeting of the Board of Directors at which new policies or amendments have been approved.

<b>CHAPTER I</b>	<b>GENERAL PROVISIONS</b>
------------------	---------------------------

<b>Article 1.</b>	<b>The Code</b>
-------------------	-----------------

- 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

<b>CHAPTER II</b>	<b>MEMBERSHIP</b>
-------------------	-------------------

<b>Article 2.</b>	<b>General Membership Categories and Guidelines</b>
-------------------	---

- 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

<b>Article 3.</b>	<b>Membership and Administration</b>
-------------------	--------------------------------------

- 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

<b>Article 4.</b>	<b>Membership Resources and Benefits</b>
-------------------	--

- 4.010. Eligibility
- 4.020. Committee Participation
- 4.030. Member Discounts
- 4.040. Member Directory
- 4.050. Member Subscriptions and Archives
- 4.060. INTA Practice Guides and Publications
- 4.070. Career Center
- 4.080. Industry Group Participation

<b>Article 5.</b>	<b>Member Directory</b>
-------------------	-------------------------

<b>Article 6.</b>	<b>Meetings and Attendance</b>
-------------------	--------------------------------

<b>Article 7.</b>	<b>INTA Programs</b>
-------------------	----------------------

<b>Article 8.</b>	<b>Finances</b>
-------------------	-----------------

<b>Article 9.</b>	<b>Public Relations</b>
-------------------	-------------------------

<b>Article 10.</b>	<b>[RESERVED]</b>
--------------------	-------------------

<b>CHAPTER III</b>	<b>ADMINISTRATION</b>
--------------------	-----------------------

<b>Article 11.</b>	<b>International Trademark Association</b>
--------------------	--

- 11.010. Offices

<b>Article 12.</b>	<b>INTA President</b>
--------------------	-----------------------

- 12.010. Expectations for INTA President
- 12.020. Orientation and Training
- 12.030. Signing Authority for MOUs and Cooperation Agreements
- 12.040. Travel and Appearances
- 12.050. 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 13A. Executive Committee**

- 13A.010. Review of Reports and Resolutions
- 13A.020. INTA Amicus Brief Policy and Procedure
- 13A.030. Representative Office Filing Requirements

#### **Article 13B. Nominating Committee**

- 13B.010. Nominations Process
- 13B.020. Nominating Committee Operating Policies

#### **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. Association Committees**

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

#### **Article 15A. Global Advisory Councils (GACs)**

- 15A.010. Purpose of Global Advisory Councils
- 15A.020. Structure of Global Advisory Councils
- 15A.030. Composition of Global Advisory Councils
- 15A.040. Objectives of Global Advisory Councils

#### **Article 15B. Programming Advisory Council**

- 15B.010. Purpose of the Programming Advisory Council

**15B.020.** Composition of the Programming Advisory Council

**15B.030.** Objectives of the Programming Advisory Council

**Article 15C. Task Forces**

**15C.010.** Purpose of Task Forces

**15C.020.** Proposal of Task Forces

**15C.030.** Composition of Task Forces

**15C.040.** Objectives of Task Forces

**Article 15D. Rapid Response Groups**

**15D.010.** Purpose of Rapid Response Groups

**15D.020.** Creation of Rapid Response Groups

**15D.030.** Composition of Rapid Response Groups

**15D.040.** Objectives of Rapid Response Groups

**Article 16. INTA Chief Executive Officer**

**16.010.** Employment and Discharge of the CEO

**16.020.** Role and Responsibilities

**16.030.** Legal Authority

**16.040.** Board Administration and Support

**16.050.** Objectives Setting and Performance Review Process

**16.060.** Travel and Appearances

**16.070.** Expenses

**16.080.** Whistleblower Policy

**16.090.** Conflict of Interest and Outside Activities Policies

**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. Plan Your Own Event (PYOE) Policy

**Article 33. Leadership Meeting**

**Article 34. General Policies of INTA Meetings**

**CHAPTER VII FINANCES**

**Article 35. General Finance Provisions**

- 35.010. Report of the Association
- 35.020. General Banking Procedures

**Article 36. Audits**

- 36.010. Audited Financial Statements
- 36.020. Guidelines for Appointment and Evaluation of the Independent Auditor

**Article 37. Budgets and Forecasts**

- 37.010. Budget Development and Review Process
- 37.020. Capital Expenditures and Projects

**Article 38. 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

**Article 39. Expenses**

- 39.010. Approval of Disbursements
- 39.020. Travel on Behalf of INTA

**Article 40. Investments**

- 40.010. Portfolio Objectives
- 40.020. Investment Policy Statement

**Article 41. Risk Management and Insurance**

- 41.010. Risk Management
- 41.020. 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 “*INTA Code of Policies November 2016*” or “*Code November 2016*.” (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:

**Association:**

International Trademark Association.

**Board:**

The Board of Directors of the International Trademark Association.

**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.

**CEO:**

Chief Executive Officer.

**Designee:**

A director, officer, employee, partner or firm member appointed by each Regular or Associate Member or other Member category 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.

**Experienced Leader:**

Past President, Past Counsel, Past Officer, Past Director, Past Committee Leader, or individual otherwise deemed by the Nominating Committee and/or the CEO to have significant INTA institutional knowledge as evidenced by sustained active participation and contributions to INTA.

**INTA:**

International Trademark Association.

**Member:**

A Member of the International Trademark Association.

**Notice:**

Notice given to Members of the International Trademark Association as stated in the Bylaws.

**Person:**

“Person” includes an individual, firm, corporation or other legal entity.

**Representative:**

In addition to a Designee appointed to act on behalf of a Regular or Associate Member or other Member category with respect to membership matters, any 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.

**Year:**

The twelve-month period that begins on 1 January.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**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 at which new policies or amendments have been approved. Revised editions of the *Code* will bear the month and year of publication as part of the title, such as the *INTA Code of Policies November 2016*. Revised editions, when duly prepared, will replace earlier editions of the *Code*. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

## 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, Associate Members, and other categories or sub-categories of membership established by the Board. Rights shall be categorized accordingly. Proposals for new categories or sub-categories of membership for approval by the Board may be made by the Chief Executive Officer or by the Director of Member Experience after consultation with the Chief Executive Officer. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

#### 2.020. Regular Member

Eligibility for categories and sub-categories of a Regular Member is determined as follows:

##### 2.020.1 Regular Member

Any Person owning a trademark or other mark shall be eligible to be a Regular Member, except that any Person who is eligible as any category or sub-category of Associate Member shall not be eligible to be a Regular Member.

##### 2.020.2. Small-Medium Sized Enterprises (SMEs)

Persons eligible for Regular Membership that have gross annual sales of US\$100 million or less.

##### 2.020.2. Nonprofit (Regular)

Persons eligible for Regular Membership that are nonprofit organizations.

##### 2.020.4. University

Persons eligible for Regular Membership that are academic institutions.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; May 2023 Mtg., Bd. Dec. No. 9)

#### 2.030. Associate Member

Eligibility for categories and sub-categories of an Associate Member is determined as follows:

##### 2.030.1 Associate Member

Any Person providing services related to brands, trademarks, complementary intellectual property and/or the laws of trademarks or complementary 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. A Person eligible for Government Membership shall not be eligible for Associate membership.

2.030.2. 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

2.030.3. Nonprofit (Associate)

Persons eligible for Associate Membership that are nonprofit organizations.

2.030.4. 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; May 2023 Mtg., Bd. Dec. No. 9)

**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. Government Members may not be elected as members of the Board of Directors. Government Members may be appointed as members of an Association Committee but may not serve a leadership role thereon. (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; May 2023 Mtg., Bd. Dec. No. 9)

**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.

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 elected as members of the Board of Directors and may be appointed as members of Association Committees and may serve a leadership role thereon.

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 not be elected as members of the Board of Directors. Student Members may be appointed as members of Association Committees but may not serve a leadership role thereon.

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 not be elected as members of the Board of Directors. Student Bridging Members may be appointed as members of Association Committees but may not serve a leadership role thereon.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; May 2023 Mtg., Bd. Dec. No. 9)

**2.060. Emeritus/Honorary Member**

Emeritus and Honorary Members shall be exempt from the payment of dues.

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 or personal email.

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. Emeritus Members may not be elected as members of the Board of Directors but may be appointed as members of an Association Committee and may serve a leadership role thereon.

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 complementary intellectual property, to the advancement of the laws of trademarks or complementary 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. Honorary Members may not be elected as

members of the Board of Directors but may be appointed as members of an Association Committee and may serve a leadership role thereon.

(March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; May 2023 Mtg., Bd. Dec. No. 9)

### **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.

##### **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. Unless opted out, Designees are listed in the online Member Directory. 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; May 2023 Mtg., Bd. Dec. No. 9)

## **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.

#### 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.

#### 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**

*38.050. Member Dues Refunds*

#### **3.060. Membership Reinstatement Fee**

Any Member eligible for renewal whose annual dues remain unpaid by March 31<sup>st</sup> 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.** Member Directory
- 4.050.** Member Subscriptions and Archives
- 4.060.** INTA Practice Guides and Publications
- 4.070.** Career Center
- 4.080.** Industry Group Participation

#### **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. Association Committees*

#### **4.030. Member Discounts**

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

#### **4.040. Member Directory**

All individuals at INTA Member organizations are eligible to be listed in the online Member Directory and may access the online Member Directory. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

### **Cross Reference**

*Article 5. Member 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*, 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; May 2023 Mtg., Bd. Dec. No. 9)

#### **4.060. INTA 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 the INTA Practice Guides, Publications, and other online resources. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

#### **4.070. Career Center**

Only INTA Member locations in good standing may post job openings on INTA's Career Center. INTA offers the Career Center platform as a convenience for Members to post job listings free of charge as part of their member benefits, as well as for non-members to post job listings for a fee. The general public is able to review all listings. (May 2016 Mtg., Bd. Res. Approving Amendments to INTA Code of Policies; May 2023 Mtg., Bd. Dec. No. 9)

#### **4.080. Industry Group Participation**

INTA Industry Group participation is a benefit offered to INTA Regular Members in specific industry groups to discuss and benchmark common IP issues relevant to that industry. Industry Groups are open only to INTA Regular Members (i.e., brand owners, rather than law firms and other suppliers to brand owners, who are Associate Members) that are in the same industry. All Industry Groups and their participants shall comply with the Industry Group Competition Law Compliance Policy and any other policies established by the Planning Committee. Industry Groups shall exist separately from the Association Committee Structure and Industry Group participants are permitted, and encouraged, to join Association Committees. Industry Group participants will be entitled to Leadership Meeting registration based on Industry Group participation alone. (Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9; May 2026 Mtg., Bd. Dec. No. 3)

**Article 5. Member 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**

**11.010. 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)

**Article 12. INTA President**

**12.010. Expectations for INTA President**

**12.020. Orientation and Training**

**12.030. Signing Authority for MOUs and Cooperation Agreements**

**12.040. Travel and Appearances**

**12.050. 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. Signing Authority for MOUs and Cooperation Agreements**

Upon approval by the Board of Directors or the Executive Committee of policy Memoranda of Understanding, the President shall have authority to sign such policy Memoranda of Understanding and may delegate this authority to the CEO. Upon approval by the CEO of Cooperation Agreements, the CEO shall have authority to sign such Cooperation Agreements and shall report to the Board of Directors or Executive Committee about their execution. (May 2023 Mtg., Bd. Dec. No. 9; March 2026 Mtg., Dec. No. 3)

**12.040. 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; May 2023 Mtg., Bd. Dec. No. 9)

**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 Directors 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. The CEO and Chief Governance Officer will collaborate with Advisory Directors to determine which meetings to attend in person. For in-person attendance of a meeting, any meeting registration, travel, and hotel expenses will be paid by INTA. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**13.040. Delegation Participation**

In order to promote INTA advocacy efforts and strategic initiatives, the Chief Executive Officer may request that members of the Board of Directors and Advisory Directors participate on delegations. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

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

Members of the Board of Directors are given priority access to Annual and Leadership Meeting registration and hotel reservations. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**13.060. Conflict of Interest Policy**

The Board has adopted a Conflict of Interest Policy for members of the Board of Directors, Officers, and Key Employees. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**13.070. Exit Interviews**

The Nominating Committee may conduct exit interviews of outgoing members of the Board of Directors each year and file a brief report to be kept in the governance files. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

## **Article 13A. Executive Committee**

**13A.010.** Review of Reports and Resolutions

**13A.020.** INTA Amicus Brief Policy and Procedure

**13A.030.** Representative Office Filing Requirements

### **13A.010. Review of Reports and Resolutions**

If time permits, before being presented to the full Board for consideration, reports and resolutions may first be presented to the Executive Committee. This initial review by the Executive Committee is meant to identify any unanswered questions, gaps in analysis, and recommendations, and to determine if the content is ready to be presented to the full Board. (May 2023 Mtg., Bd. Dec. No. 9)

### **13A.020. INTA Amicus Brief Policy and Procedure**

In preparation for Executive Committee meetings, or in between regularly scheduled meetings, Executive Committee members may be asked to perform detailed reviews of memos from the International Amicus Committee making recommendations whether to file amicus briefs. In matters where the Executive Committee has approved a memo recommending the filing of an amicus brief, the Executive Committee will be asked to subsequently perform a detailed review of the draft amicus brief and requested to provide either consent or disapproval for the proposed filing, sometimes within a very tight deadline based on the deadline for filing the amicus brief with the applicable court.

Approval of an amicus brief filing is usually obtained via unanimous consent. If any Executive Committee member is not in agreement with the proposed filing, or would like to discuss the filing, a meeting of the Executive Committee will be scheduled in time to meet any necessary deadlines.

To ensure the independence and objectivity of INTA's amicus process, Executive Committee members will not participate in the discussion or vote on any request that relates to a case in which they have a conflict of interest.

(May 2023 Mtg., Bd. Dec. No. 9)

### **13A.030. Representative Office Filing Requirements**

In order to comply with filing requirements for some of INTA's Representative Offices, Executive Committee members may be asked to provide notarized copies of certain documents, such as a passport, proof of residence, proof of employment, etc. (May 2023 Mtg., Bd. Dec. No. 9)

## **Article 13B. Nominating Committee**

**13B.010.** Nominations Process

**13B.020.** Nominating Committee Operating Policies

### **13B.010. Nominations Process**

Annually, INTA Leaders and Volunteers may 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.

13B.010.1. Eligibility

Those eligible to submit nominations include:

- Board of Directors and Counsel

- Committee Members
- Global Advisory Council, Programming Advisory Council, Research Advisory Council, and DEI Council Participants
- Past Presidents and Past Counsel
- INTA Staff

13B.020.2. Criteria

In considering the submitted nominations, the Nominating Committee shall recommend diverse nominees that demonstrate the following criteria:

- Strategic focus and interest in a culture of learning, self-assessment, and accountability
- Depth of knowledge of trademark law and complementary IP
- Appreciation of the issues of INTA, including priorities in the Strategic Plan
- Commitment to INTA by regular meeting attendance, including assigned committee meetings, and timely completion of substantive tasks with high-quality work product
- Strong leadership qualities and should be role models for other INTA volunteers

(Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**13B.020. 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; May 2023 Mtg., Bd. Dec. No. 9)

**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. 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; May 2023 Mtg., Bd. Dec. No. 9)

**14.050. Conflict of Interest Policy**

The Board has adopted a Conflict of Interest Policy for members of the Board of Directors, Officers, and Key Employees. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**Article 15. Association Committees**

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

## **15.140. Meetings of Association Committees**

### **15.010. Purpose of Association Committees**

Association Committees, hereinafter referred to in this Article as “Association Committees” or “Committees” reference INTA Committees other than the Board Committees.

Participation on an Association 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 complementary intellectual property
- Resources dedicated to trademarks and complementary 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; May 2023 Mtg., Bd. Dec. No. 9)

### **15.020. Association Committee Structure**

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

#### **15.020.1. Submission of Proposals to Add or Sunset an Association Committee**

Proposals to add or sunset an Association Committee may be submitted in the manner specified by the Planning Committee by any Member volunteer or staff liaison for consideration by the Planning Committee.

#### **15.020.2. Deadline for Proposals to Add or Sunset an Association Committee**

Proposals shall be due on a date determined by the Planning Committee in order to obtain Board approval of any changes to the Association Committee structure before the Committee selection process begins. For example, a deadline of December 1, 2018, may be set by the Planning Committee in order for changes to be considered for the 2019 Committee selection process to populate Committees for the 2020 – 2021 Committee term.

(March 2015 Mtg. Bd. Res. Committee Structure 2016 – 2017; Mar. 2017 Mtg., Bd. Dec. No. 2; May 2023 Mtg., Bd. Dec. No. 9)

### **15.030. Nominations of Association Committee Chairs and Vice Chairs**

See 13B.010. *Nominations Process*. (Mar. 2017 Mtg., Bd. Dec. No. 2; May 2023 Mtg., Bd. Dec. No. 9)

### **15.040. Expectations for Association 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.050. Association 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 Coordinator, 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.060. Association Committee Member Selection**

During a Committee selection year, INTA member volunteers may submit their applications to serve on an Association Committee in a manner to be determined by the Chief Executive Officer. Placement on an Association Committee is not guaranteed. An applicant's assignment to, and participation on, an Association 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 Association Committee applicants must be affiliated with a current INTA member organization, or maintain an Academic, Government, Emeritus, or Honorary membership, in good standing. Non-members are not eligible for Association Committee assignments.
- Certain Committees are only open to representatives from a particular Member Category and this will be specified during the application process.
- Association 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 Association Committee membership
- Special needs of the Association Committee, such as expertise in a particular area
- Selected applicants will be assigned to no more than one Association 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.070. Placement of Corporate Member Representatives on Association 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 an Association 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.080. Expectations for Association Committee Members**

Expectations documents for Association Committee Members will be maintained and provided to incoming members prior to serving. (Mar. 2017 Mtg., Bd. Dec. No. 2; May 2023 Mtg., Bd. Dec. No. 9)

**15.090. Association Committee Member Vacancies**

In the event of an Association Committee member's resignation, removal, ineligibility or inability to serve, the Staff Liaison, in consultation with the Group Coordinator, 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.100. Association Committee Member Additions**

In the event of a special need of an Association Committee, the Staff Liaison, in consultation with the Group Coordinator, 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 Association Committee. (Mar. 2017 Mtg., Bd. Dec. No. 2; May 2023 Mtg., Bd. Dec. No. 9)

**15. 110. Association Committee Positions and Change of Employment**

15.110.1. Employment with Different INTA Member Organization

An Association Committee assignment is tied to the individual and not the Member organization. Once assigned to an Association Committee, individuals who become employed by a different INTA Member organization are eligible to retain their Association 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 Association Committee position unless the non-Member organization subsequently joins INTA.

15.110.2. Transitional Membership

Once assigned to an Association Committee, individuals who become unemployed are eligible to remain on an Association Committee, including in Chair and Vice Chair positions, if they purchase a Transitional Membership.

(Mar. 2017 Mtg., Bd. Dec. No. 2; Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**Cross Reference**

2.030.3. *Transitional*

**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 Association 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; May 2023 Mtg., Bd. Dec. No. 9)

**15.140. Meetings of Association Committees**

Members of Association Committees are expected to attend all Association Committee meetings. Most Association Committees meet monthly via video or telephone conference call for at least an hour, but the frequency of the calls is dictated by the Association Committee's projects throughout the year. In addition, during the two-year committee term, Association Committee Members are expected to register for and attend the Annual Meeting and the Leadership Meeting and participate in their Committee meetings during these events. (May 2023 Mtg., Bd. Dec. No. 9)

## **Article 15A. Global Advisory Councils (GACs)**

- 15A.010.** Purpose of Global Advisory Councils
- 15A.020.** Structure of Global Advisory Councils
- 15A.030.** Composition of Global Advisory Councils
- 15A.040.** Objectives of Global Advisory Councils

### **15A.010. Purpose of Global Advisory Councils**

Global Advisory Councils (GACs) serve to advise the President and CEO in the following areas:

- Advocacy – by identifying regional policy trends or issues that should be addressed by the Association.
- Membership – how to grow corporate membership in each country/region by identifying key potential INTA Members and proposing venues for workshops or receptions.
- Communication – how to better communicate relevant issues or achievements in each country/region.

(Nov. 2018 Mtg., Bd. Dec. No. 6)

### **15A.020. Structure of Global Advisory Councils**

The Global Advisory Councils are organized according to a country/regional structure determined by the CEO in consultation with the President. (Nov. 2018 Mtg., Bd. Dec. No. 6)

### **15A.030. Composition of Global Advisory Councils**

#### 15A.030.1 Leadership

The Nominating Committee, in consultation with the CEO and relevant Staff Liaisons, shall appoint up to two INTA Member representatives to chair each Global Advisory Council for a term of two years. Experienced Leaders and current committee leadership shall be given priority consideration when filling these positions.

#### 15A.030.2 Participants

Global Advisory Council leaders shall consult with their Staff Liaison to propose, for approval by the CEO, in consultation with the President, GAC participants for a term of two years, based on the following considerations:

- 10 - 12 participants is a guideline, not a requirement
- participants should be a mix of active and engaged Regular and Associate Members with expertise in the country/region

- GAC participants may include committee and subcommittee chairs, as well as other participants that will help accomplish the goals of each country/region
- composition could also include participants from multinational organizations that bring an outside perspective to the country/region

15A.030.3 Term Limits

Global Advisory Council leaders and participants shall be appointed for two-year terms and participants shall be eligible for re-appointment for one successive subsequent term of two years, but shall not again be eligible for appointment to the GAC for a period of two years thereafter unless appointed for an additional term as a GAC Leader or by approval of the CEO in consultation with the President and GAC Staff Liaison.

15A.030.4 Vacancies

In the event of a Global Advisory Council leader's or participant's resignation, removal, ineligibility or inability to serve, the CEO, in consultation with the President and GAC Staff Liaison, shall have the authority to select an eligible person to serve for the remainder of the GAC term of such GAC leader or participant.

15A.030.5 Staff Liaison

A Staff Liaison shall provide guidance and support to each Global Advisory Council in order to achieve the goals and objectives of the GAC in support of the Strategic Plan.

(Nov. 2018 Mtg., Bd. Dec. No. 6)

**15A.040. Objectives of Global Advisory Councils**

At the beginning of each Global Advisory Council term, the CEO, in consultation with the President, shall state specific objectives relating to the areas of advocacy, membership, and communications to be accomplished during the term. (Nov. 2018 Mtg., Bd. Dec. No. 6)

**Article 15B. Programming Advisory Council**

**15B.010.** Purpose of the Programming Advisory Council

**15B.020.** Composition of the Programming Advisory Council

**15B.030.** Objectives of the Programming Advisory Council

**15B.010. Purpose of the Programming Advisory Council**

The Programming Advisory Council serves to advise the President, CEO, Director of Knowledge Development, and the relevant programming project teams on program development initiatives and implementation. (Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**15B.020. Composition of the Programming Advisory Council**

15B.020.1 Leadership

The second Immediate Past President, for a term of one year, and a Coordinator, appointed for a term of two years by the Nominating Committee, in consultation with the CEO and Director of Knowledge and Development, shall co-chair the

Programming Advisory Council. Experienced Leaders shall be given priority consideration when filling the Coordinator position.

15B.020.2 Participants

The Nominating Committee, in consultation with the CEO and Director of Knowledge and Development, shall appoint approximately 16 – 20 Programming Advisory Council participants for a term of two years. Experienced Leaders shall be given priority consideration when filling these positions.

15B.020.3 Term Limits

With the exception of the second Immediate Past President who shall serve a term of one year and the Programming Advisory Council Coordinator who shall serve a term of two years, PAC participants shall be appointed for two-year terms and participants shall be eligible for re-appointment for one successive subsequent term of two years, but shall not again be eligible for appointment to the PAC for a period of two years thereafter unless appointed for an additional term as a PAC Leader or by approval of the CEO, in consultation with the President and Director of Knowledge and Development.

15B.020.4 Vacancies

In the event of a Programming Advisory Council leader's or participant's resignation, removal, ineligibility or inability to serve, the CEO, in consultation with the President and Director of Knowledge and Development, shall have the authority to select an eligible person to serve for the remainder of the term of such Programming Advisory Council leader or participant.

15B.020.5 Staff Liaison

The Director of Knowledge and Development, and/or the appropriate Association staff designated by the Director of Knowledge and Development, shall provide guidance and support to the Programming Advisory Council in order to achieve its goals and objectives in support of the Strategic Plan.

(Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**15B.030. Objectives of Programming Advisory Council**

At the beginning of each Programming Advisory Council term, the Director of Knowledge and Development, in consultation with the CEO and President, shall state specific objectives relating to programming development and strategy to be accomplished during the term. (Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**Article 15C. Task Forces**

**15C.010.** Purpose of Task Forces

**15C.020.** Proposal of Task Forces

**15C.030.** Composition of Task Forces

**15C.040.** Objectives of Task Forces

**15C.010. Purpose of Task Forces**

Task Forces created pursuant to INTA Bylaws, Article VII, section 9, may be designated as a "Presidential" or "Board" Task Force whether or not members of the Board of Directors are serving on the Task Force. The term of the Task Force shall be specified by the President or the Board.

Association Committees may create project teams or working groups as necessary to accomplish their objectives but shall not create Task Forces. (Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**15C.020. Proposal of Task Forces**

The CEO or the Chief Governance Officer, in consultation with the CEO, may propose the creation of a Task Force for consideration by the President or the Board of Directors. (Nov. 2018 Mtg., Bd. Dec. No. 6)

**15C.030. Composition of Task Forces**

15C.030.1 Leadership

Designation of Task Force leaders by the President or the Board of Directors includes delegating the designation of leaders to the CEO in consultation with President. Task Force leaders may include Association Members and non-Members who have expertise in the subject matter under consideration.

15C.030.2 Participants

Designation of Task Force participants by the President or the Board of Directors includes delegating the designation of participants to the Task Force Leaders in consultation with the CEO. Task Force participants may include Association Members and non-Members who have expertise in the subject matter under consideration.

15C.030.3 Vacancies

In the event of a Task Force leader's or participant's resignation, removal, ineligibility or inability to serve, the CEO in consultation with the President shall have the authority to select an eligible person to serve for the remainder of the term of such Task Force leader or participant.

15C.030.4 Staff Liaisons

A Staff Liaison shall provide guidance and support to each Task Force in order to achieve the goals and objectives of the Task Force in support of the Strategic Plan.

(Nov. 2018 Mtg., Bd. Dec. No. 6)

**15C.040. Objectives of Task Forces**

Upon creation of a Task Force and in consultation with the CEO, the President or Board shall state specific objectives to be accomplished during the duration of the Task Force. (Nov. 2018 Mtg., Bd. Dec. No. 6)

**Article 15D. Rapid Response Groups**

**15D.010.** Purpose of Rapid Response Groups

**15D.020.** Creation of Rapid Response Groups

**15D.030.** Composition of Rapid Response Groups

**15D.040.** Objectives of Rapid Response Groups

**15D.010. Purpose of Rapid Response Groups**

Rapid Response Groups are temporary working teams created to provide urgent and timely responses to sensitive and emerging trademark and complementary IP issues, as needed, on behalf of the Association. (Nov. 2018 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**15D.020. Creation of Rapid Response Groups**

The CEO or Chief Policy Officer, in consultation with the President, may create and specify the term of a Rapid Response Group. (Nov. 2018 Mtg., Bd. Dec. No. 6)

**15D.030. Composition of Rapid Response Groups**

15D.030.1 Leadership

The CEO or Chief Policy Officer shall select Rapid Response Group leaders. Rapid Response Group leaders may include Association Members and non-Members who have expertise in the subject matter under consideration.

15D.030.2 Participants

The CEO or Chief Policy Officer shall select Rapid Response Group participants. Rapid Response Group participants may include Association Members and non-Members who have expertise in the subject matter under consideration.

15D.030.3 Staff Liaisons

The CEO or Chief Policy Officer may assign a Staff Liaison to provide guidance and support to each Rapid Response Group in order to achieve the goals and objectives of the Rapid Response Group in support of the Strategic Plan.

(Nov. 2018 Mtg., Bd. Dec. No. 6)

**15D.040. Objectives of Rapid Response Groups**

Upon creation of a Rapid Response Group, the CEO or Chief Policy Officer, in consultation with the President, shall state specific objectives to be accomplished during the term of the Rapid Response Group. (Nov. 2018 Mtg., Bd. Dec. No. 6)

**Article 16. INTA Chief Executive Officer**

**16.010.** Employment and Discharge of the CEO

**16.020.** Role and Responsibilities

**16.030.** Legal Authority

**16.040.** Board Administration and Support

**16.050.** Objectives Setting and Performance Review Process

**16.060.** Travel and Appearances

**16.070.** Expenses

**16.080.** Whistleblower Policy

**16.090.** Conflict of Interest and Outside Activities Policies

**16.010. Employment and Discharge of the CEO**

Pursuant to Bylaws Article VI, Section 8, the Board of Directors is responsible for the employment and discharge of the CEO and shall establish the criteria and procedures for both.

Recognizing that any CEO employment contract will define the specifics of contract renewal, resignation, termination, and other terms of employment, below are general procedural guidelines:

- 16.010.1. Selection  
The Executive Committee shall approve a Search Committee to assist with the selection of a new CEO. When financially feasible, the Search Committee may retain an external search firm upon approval of the Executive Committee. Any candidate put forth by the Search Committee for consideration by the Board of Directors must be approved by a majority vote of the Board of Directors.
- 16.010.2. Search Committee  
In determining the composition of the Search Committee, the Executive Committee is encouraged to include as members of the Search Committee, the current President, recent Past Presidents, recent Past Counsel, at least some members with financial and budgeting expertise, and an overall composition that reflects the diversity of the membership, provided however that the Executive Committee shall have ultimate discretion in selecting Search Committee members.
- 16.010.3. Contract Renewal  
The CEO employment contract may provide for automatic renewal without approval if the terms of the existing contract remain unchanged upon renewal. If the CEO wishes to renegotiate any existing terms prior to renewal, including changes to compensation, these amendments must be approved by the President and Compensation and Benefits Committee.
- 16.010.4. Resignation  
Unless otherwise agreed to in writing, the CEO shall provide no less than 60 days' notice of resignation from office.
- 16.010.5. Termination  
Unless otherwise agreed to in writing, any decision to terminate the CEO must be approved by a majority vote of the Board of Directors.
- 16.010.6. Interim CEO  
The Executive Committee may appoint an interim CEO for a specified period to assume full responsibility for the CEO role while in the position.

(May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

#### **16.020. Role and Responsibilities**

Reporting to INTA's President, Executive Committee and the Board of Directors, the CEO is responsible for carrying out the strategic plans and policies of INTA, directing the day-to-day execution of INTA's business as conducted by the staff at the Association's offices, and preparing and implementing INTA's annual budget. (May 2019 Mtg., Bd. Dec. No. 6)

#### **Cross Reference**

*37.010.2 Chief Executive Officer Responsibility for Budget Preparation and Implementation*

**16.030. Legal Authority**

The CEO shall have the legal authority to enter into contracts, subject to Expense Authorization Guidelines, and to issue powers of attorney to bind the Association on matters within the CEO's authority. (May 2023 Mtg., Bd. Dec. No. 9)

**16.040. Board Administration and Support**

The CEO supports the operations and administration of the Board of Directors by participating in Board meetings, Board committee meetings and Board orientations, and by advising and informing members of the Board of Directors of the operations of the Association. (May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**16.050. Objectives Setting and Performance Review Process**

16.040.1. Objectives Setting

The CEO's objectives are proposed annually in January by the CEO and agreed upon in February with the Chair of the Compensation and Benefits Committee (in this paragraph 16.040, "Chair") and the President.

16.040.2. Mid-year Review

A mid-year review may take place annually in July or as otherwise agreed upon by the relevant participants. The mid-year review provides an opportunity to update the objectives, as appropriate, discuss issues that are relevant to meeting the objectives and any issues that are relevant to the performance of the Association or the CEO. A mid-year review may be requested by the CEO, Chair, President or President-Elect and, if such a mid-year review is requested, shall include the CEO, Chair, President and President-Elect.

16.040.3. Yearly Review

The yearly performance review takes place in January of the following year by the Immediate Past Chair, the President, and the Immediate Past President. The President and the Immediate Past President may seek input for the performance review from members of INTA staff and/or members of the Executive Committee. The President and the Immediate Past President shall agree as to the number and identity of members from INTA staff and/or the Executive Committee they shall contact.

16.040.4. Merit and Bonus Proposal for CEO

On the basis of the information gathered during the end of the year review, the Immediate Past President shall propose any merit increase and/or bonus payout for the CEO annually in the first quarter, for approval by the Compensation and Benefits Committee. The Compensation and Benefits Committee shall then determine, in light of the recommendation of the Immediate Past President, any appropriate merit increase and/or bonus for the CEO.

(May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**16.060. Travel and Appearances**

Commensurate with the CEO's responsibilities and duties, the CEO is expected to participate in meetings and delegations as recommended by and/or agreed to with the President. (May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**16.070. Expenses**

- 16.060.1. Expense Authorization Guidelines and Bid Procedures  
The CEO shall comply with, and ensure that all INTA Staff comply with, the Expense Authorization Guidelines and Bid Procedures.
- 16.060.2. Travel and Expense Reimbursement Guidelines  
The CEO shall comply with, and ensure that all INTA Staff comply with, the Travel and Expense Reimbursement Guidelines.

(May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**16.080. Whistleblower Policy**

The Board has adopted a Whistleblower Policy and the CEO is designated to administer this policy. (May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**16.090. Conflict of Interest and Outside Activities Policies**

The CEO shall comply with any Conflict of Interest Policy for members of the Board of Directors, Officers, and Key Employees as may be adopted by the Board from time to time and/or Outside Activities Policy. (May 2019 Mtg., Bd. Dec. No. 6; May 2023 Mtg., Bd. Dec. No. 9)

**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.** Plan Your Own Event (PYOE) Policy

##### **32.010. Purpose**

The primary purpose of the Annual Meeting is to provide an opportunity for brand owners, professionals dedicated to supporting trademarks and complementary 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; May 2023 Mtg., Bd. Dec. No. 9)

##### **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.

32.030.2. Payment Options

Payment for Annual Meeting registration shall be submitted in a manner specified by the Association.

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.

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.

32.030.5. Committee-only Registrations

Committee-only registrations are not available.

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.

32.030.7. Guests

If it is determined that guests are eligible to attend the Annual Meeting, registrants may purchase guest registrations for select events at the Annual Meeting.

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 registrations.

Guest registrations are nonrefundable and nontransferable.

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.
- 32.030.9. Value-Added Tax (VAT)  
INTA follows VAT requirements in all countries.
- 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.
- 32.030.11. Onsite Registration  
After a specified date, registrations will not be accepted online and may instead be processed onsite at the Annual Meeting venue.
- 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.
- 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; May 2023 Mtg., Bd. Dec. No. 9)

### **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 Brand Marketplace. Children, guests, and any other unregistered individuals will not be admitted without a paid registration. No exceptions will be made.
- 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.

- 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; May 2023 Mtg., Bd. Dec. No. 9)

**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. Plan Your Own Event (PYOE) Policy**

32.060.1. Requirements

Any non-INTA-hosted event held in conjunction with 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, before the host contracts with its venue so that INTA can confirm that the event does not conflict with an INTA event. All attendees and guests of PYOEs should be registered for the INTA Annual Meeting and should have a meeting badge to enter the event. The host should ensure compliance with any other PYOE requirements specified by the CEO and/or the appropriate Association staff designated by the CEO.

32.060.2. Promotion of Plan Your Own Event (PYOE)

When promoting the PYOE, the host should not suggest that INTA is an official sponsor of the event. For example:

- Do not use “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.
- Do not use “INTA” as part of an RSVP or other email address.
- Do not use “INTA” in the name of the party or event (for example, please do not call the event “INTA Reception”).

(May 2017 Mtg., Bd. Dec. No. 2; May 2023 Mtg., Bd. Dec. No. 9)

**Article 33. Leadership Meeting [RESERVED]**

**Article 34. General Policies of INTA Meetings [RESERVED]**

## Chapter VII

### FINANCES

**Article 35. General Finance Provisions**

- 35.010.** Report of the Association  
**35.020.** General Banking Procedures

**35.010. Report of the Association**

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 a report, verified by the president or treasurer or by a majority of directors, or 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; May 2023 Mtg., Bd. Dec. No. 9)

**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 members of the Board of Directors 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; May 2023 Mtg., Bd. Dec. No. 9)

**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 1<sup>st</sup> quarter financial close. All financial results beginning with the 1<sup>st</sup> 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)

**Article 38. 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, except that, one time during a single fiscal year, the Chief Executive Officer shall have the authority to increase annual dues without Board approval by no more than 5% of the annual dues then being charged. (INTA Bylaws, Article IV, section 2) (March 2016 Mtg., Bd. Res. Approving Amendments to Bylaws; Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**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; Nov. 2018 Mtg., Bd. Dec. No. 6)

**38.040. [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 of Directors, Officers, and Key Employees, and Fraud Risk and Code of Conduct for employees. (Nov. 2016 Mtg., Bd. Dec. No. 5; May 2023 Mtg., Bd. Dec. No. 9)

**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