



Bylaws and Code of Conduct (IAPAWR)

Bylaws of the International Association of Professional Authors, Writers, and Reviewers (IAPAWR)

Article I: Name and Purpose

Section 1: Name

The official name of this organization shall be the International Association of Professional Authors, Writers, and Reviewers (IAPAWR).

Section 2: Purpose

The purpose of the Association is to:

1. Foster professional growth and collaboration among authors, Writers, and reviewers.
2. Promote ethical standards in writing, editing, and reviewing practices.
3. Advocate for the rights and interests of its members in the global publishing industry.
4. Provide educational resources, certifications, and networking opportunities.

Article II: Membership

Section 1: Eligibility

Membership shall be open to individuals and organizations engaged in or supporting professional writing, editing, and reviewing activities, including authors, editors, reviewers, educators, and publishers.

Section 2: Membership Categories

1. Elite Members: Practicing authors, Writers, and reviewers with verifiable credentials.

Section 3: Rights and Responsibilities

Members shall:

- Adhere to the IAPAWR Code of Ethics.
- Have the right to vote, except Associate Members.
- Have access to all resources and activities offered by the Association.



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Section 4: Termination of Membership

Membership may be terminated for nonpayment of dues, violation of the Code of Ethics, or other just cause as determined by the Board.

Article III: Governance

Section 1: Board of Directors

The **International Association of Professional Authors, Writers, and Reviewers (IAPAWR)** shall be governed by a Board of Directors, which will include the following positions:

1. President
2. Vice President
3. Secretary
4. Regional Director/s - Dr Karthikeyan Soundararajan
5. Executive Advisor /s

Section 2: Responsibilities

The Board shall:

Set policies and oversee the management of the Association.

Approve the annual budget and strategic initiatives.

Ensure compliance with ethical and professional standards.

Section 3: Elections and Terms

1. Elections shall be held annually during the General Assembly meeting.
2. Board members shall serve two-year terms, with a maximum of two consecutive terms.

Article IV: Meetings

Section 1: Annual General Meeting

The Association shall hold an Annual General Meeting (AGM) to discuss progress, address member concerns, and elect Board members.



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Section 2: Special Meetings

Special meetings may be called by the President or a majority of the Board.

Section 3: Quorum

A quorum for any official meeting shall consist of 25% of the voting membership or five Board members, whichever is smaller.

Article V: Committees

Section 1: Establishment

The Board may establish standing or ad hoc committees to further the Association's goals.

Section 2: Standing Committees

1. Ethics Committee: Ensures adherence to professional standards.
2. Education and Training Committee: Develops workshops, webinars, and certifications.
3. Membership Committee: Manages recruitment, retention, and member relations.
4. Publications Committee: Oversees IAPAWR newsletters, journals, and resources.

Article VI: Code of Ethics

Section 1: Principles

Members of IAPAWR shall:

1. Uphold honesty, accuracy, and fairness in their work.
2. Avoid plagiarism, conflicts of interest, and undue influence.
3. Respect confidentiality and intellectual property rights.

Section 2: Enforcement

The Ethics Committee shall investigate violations and recommend appropriate actions, including suspension or expulsion.



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Article VII: Finances

Section 1: Dues

Membership dues shall be set annually by the Board and approved by the AGM.

Section 2: Budget

The president shall prepare and present an annual budget for approval by the Board.

Section 3: Financial Oversight

An external audit of the Association's finances shall be conducted every three years.

Article VIII: Amendments

Amendments to these Bylaws may be proposed by any member in good standing. Amendments must be approved by two thirds vote of the membership present at the AGM.

Article IX: Dissolution

Upon dissolution of the Association, its assets shall be distributed to a nonprofit organization aligned with its mission, as determined by the Board.



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Code of Conduct and Ethics

International Association of Professional Authors, Writers, and Reviewers (IAPAWR)

Preamble

The *International Association of Professional Authors, Writers, and Reviewers (IAPAWR)* is dedicated to upholding the highest standards of integrity, professionalism, and respect in the literary and publishing fields. This **Code of Conduct and Ethics** outlines the principles and standards expected of all members to ensure the promotion of ethical practices and collaborative growth.

Article I: Professional Integrity

1. Accuracy and Honesty

- Members shall present their work, qualifications, and contributions truthfully and accurately.
- Plagiarism, fabrication, and misrepresentation are strictly prohibited.

2. Fair Representation

- Acknowledge the contributions of collaborators, co-authors, and others involved in the creation of content.
- Ensure proper citation of sources and adherence to copyright laws.

3. Conflict of Interest

- Disclose any personal, financial, or professional conflicts of interest that could influence impartiality.
 - Refrain from exploiting professional relationships for personal gain.
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Article II: Respect for Others

1. Diversity and Inclusion

- Foster an inclusive environment that values diversity in culture, language, gender, race, and perspective.
- Avoid discriminatory behavior, harassment, or intimidation in any form.



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2. Collaboration and Communication

- Engage respectfully with peers, clients, and the public, promoting open dialogue and constructive feedback.
- Maintain professional decorum in all communications, including digital platforms.

3. Confidentiality

- Safeguard confidential information obtained through professional relationships.
- Avoid unauthorized disclosure of sensitive material unless required by law or ethical obligations.

Article III: Responsibility to the Profession

1. Upholding Standards

- Commit to ongoing professional development and staying informed of industry standards and best practices.
- Strive to produce high-quality work that reflects positively on the profession.

2. Ethical Reviewing and Editing

- Provide fair, unbiased, and constructive feedback when reviewing or editing.
- Avoid undue influence, favoritism, or unnecessarily harsh critiques.

3. Advocacy for the Profession

- Promote the importance of authorship, editing, and reviewing as critical elements of the publishing ecosystem.
- Encourage ethical practices among colleagues and collaborators.

Article IV: Responsibility to Clients and Readers

1. Transparency and Trust

- Clearly communicate terms, expectations, and fees for services.
- Deliver work on time and to agreed-upon standards of quality.

2. Protection of Intellectual Property

- Respect the intellectual property of others, including clients and collaborators.



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- Refrain from unauthorized use or reproduction of work.

3. Avoiding Exploitation

- Do not exploit clients or readers for personal gain.
- Maintain fairness in all professional dealings.

Article V: Enforcement of the Code

1. Reporting Violations

- Members who witness or are affected by unethical behavior may report concerns to the Ethics Committee.

2. Investigation Process

- The Ethics Committee shall conduct a thorough and impartial investigation into alleged violations.

3. Consequences for Violations

- Depending on the severity, actions may include warnings, suspension, or termination of membership.
- Violators may also face revocation of certifications or professional endorsements by IAPAWR.

Acknowledgment and Agreement

All members of IAPAWR agree to adhere to this **Code of Conduct and Ethics** upon joining the Association. Members understand that violations may result in disciplinary action as outlined above.

This framework encourages accountability while fostering a supportive and professional community.