

# International Family Nursing Association Bylaws

## Article I

### Name

The name of this organization shall be the International Family Nursing Association hereinafter referred to as the IFNA, or the Association.

## Article II

### Mission

The mission of the International Family Nursing Association (IFNA) is to transform family health by:

1. Serving as a unifying force and voice for family nursing globally;
2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and,
3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.

### Vision

Nurses transforming health for families worldwide.

## Article III

### Membership

#### Section 1: Classifications

There shall be two (2) levels of membership:

1. Individual
2. Corporate

#### Section 2: Qualifications and Privileges

Section 2.1. Individual members can join for one year, or two years at a discount, and all are eligible to vote and hold office at an International level.

Section 2.1.1 There are four (4) subsets of Individual membership:

1. **Active** - Active members shall be Nurses (Licensed Registered Professional Nurses or Licensed Practical/Vocational Nurses or the international equivalent) or others engaged or interested in the promotion of health care for families and research with families.
2. **Associate** – Associate members are individuals who hold active membership in a related family nursing organization, which has previously been approved by the IFNA Board of Directors.
3. **Full-Time Student** – Full-time Student members shall be any student enrolled in an accredited educational program or new graduate up to 12 months after graduation.
4. **Retired** – Retired individuals, interested in family nursing issues, who are retired from full-time employment and work less than 50% of

their time consulting.

Section 2.2 Corporate members shall be organizations, corporations, or universities interested in annually supporting the mission of the Association. Corporate members shall be excluded from voting, holding office and serving on committees. Recognition as a corporate member is valid for a 12 month period.

### Section 3: Dues

Section 3.1 Membership dues shall be determined by the Board of Directors by majority vote after evaluation of the financial affairs of the Association. Any dues increase of more than 25% requires voting and approval by the membership.

Section 3.2 Dues for Student, Retired, and Associate members are offered a reduction in dues, as determined by the Board of Directors at the beginning of each calendar year.

Section 3.3 IFNA is committed to the development of scholarship and professional excellence among members globally. To ensure this development, the association believes in active involvement of members in an economically equitable manner. Accordingly, dues categories are based on the GNI per capita of the country in which the member resides as defined by World Bank Basic Indicators table (at end of document). This sliding scale is anchored in the World Bank classifications based on per capita income.

Section 3.4 All dues paid, either by individual or corporate members, will be calculated in U.S. currency.

### Section 4: Termination

Section 4.1 If the dues of any member are not received sixty (60) days after the membership expiration date, that membership shall automatically terminate on the sixtieth (60th) day.

Section 4.2 If a member does not abide by the Association bylaws, or engages in activities that may place the Association in legal or professional jeopardy, or knowingly misuses Association property or assets, the Board of Directors may terminate that membership by a 2/3 (two-thirds) vote of the entire Board. No such action shall be taken until the member is advised of the specific charges, given a reasonable time to prepare a response, and afforded a full hearing before the Board of Directors.

## **Article IV**

### **Officers and Directors**

#### Section 1: Composition

Section 1.1 Officers shall be President, Past President, President-elect, Secretary and Treasurer. There shall be six (6) Directors. Officers and Directors constitute the Board of Directors and shall be the governing body of the organization. As the governing body of IFNA, members of the Board of Directors shall serve in good faith, uphold the highest professional, ethical, and legal standards, and fulfill the obligations of their positions.

#### Section 2: Eligibility

In order to allow for early growth of the Association, and establishment of committees and interest groups, eligibility requirements for Officers and Directors may be waived by a majority vote of the

Board of Directors until the election held in 2018 and beyond. Officers and Directors eligible to serve at the International level shall have been voting members for two years immediately prior to assuming office.

Section 2.1 Directors shall have served at least two years on IFNA committees, task forces, editorial boards, interest groups, and/or as a voting member of a local chapter Board of Directors.

Section 2.2 The President-elect shall have served at least one term on the IFNA Board of Directors or as a committee member, task force leader, editor, and/or as a local Chapter President.

Section 2.3 Each election cycle, nominated Officers and Directors must represent at least three countries.

Section 3: Term of Office (These terms of office may be adjusted by majority vote of the Directors and Officers for the first 3 years after passage of the bylaws to allow the election cycles to adjust after establishment of the Association.)

Section 3.1 The term of office shall begin at the close of the Business Meeting in the year of election or June 30 of any year in which no business meeting is held.

Section 3.2 An individual may not hold more than one elected or appointed office at the same time.

Section 3.3 The Secretary, Treasurer and Directors shall serve a two (2) year term or until their successors are elected. One-half of the total number of Directors shall be elected in even years and one-half in odd years. The positions of Secretary and Treasurer will likewise be elected in alternating years.

Section 3.4 The President shall serve a term of two (2) years or until election of officers.

Section 3.5 The President-elect shall serve in that office for a two (2) year term and then shall become President for a two (2)-year term. The President-elect shall be elected in odd numbered years.

Section 3.6 The President and President-elect shall not be a candidate for any Association office while serving in their respective offices. Other Officers and Directors shall not be candidates for another elected position until the expiration of their present term, unless the term expires at the next annual meeting.

Section 3.7 No person can serve more than eight (8) consecutive years on the Board.

Section 4: Vacancies

Section 4.1 In the event a vacancy occurs in the office of the President, the President-elect shall automatically succeed to the presidency, shall complete the unexpired term, and then shall serve the two-year term as President for which he or she was elected. The Board of Directors shall elect a President-elect Pro Tem to serve until the next scheduled odd year election.

Section 4.2 Should a vacancy occur simultaneously in the offices of President and President-elect, the Board of Directors shall elect a President Pro Tem, until the next scheduled balloting, at which time a President and a President-elect shall be elected for terms of an appropriate

length to adhere to the schedule of the President-elect being elected for a two (2)-year term in the odd numbered years.

Section 4.3 A vacancy in another Officer or Director position shall be filled by temporary appointment of the BOD until the next regularly scheduled election cycle. The BOD may fill vacancies by choosing from among candidates placed on the slate by the Nominating Committee during the prior election cycle.

Section 4.4 The Board of Directors may call a special election to fill vacancies not covered in these bylaws.

#### Section 5: Duties

Section 5.1 Officers and Directors shall perform those duties prescribed by the law, the Articles of Incorporation, and these bylaws.

Section 5.2 Officers and Directors must attend at least 50% of all BOD meetings per year or will be considered to have vacated their position and a replacement will be named in the next scheduled election

Section 5.3 Officers and Directors shall serve in a liaison capacity to at least one standing committee. The Board may participate as ex officio members to all standing committees, except for the Nominating Committee.

Section 5.4 Role descriptions for each Board officer and director position shall be kept in the Association's policy and procedure manual and shall be reviewed for accuracy and updating at least every two years.

#### Section 6: Conflicts of Interest

Section 6.1 In order to prevent actual or potential conflicts of interest, no IFNA Officer or Director may serve concurrent terms as a Journal Editor or member of the IFNA Nominating Committee.

Section 6.2 All candidates for Officer or Director will be required to disclose actual or potential conflicts of interest to the Nominating Committee prior to final selection for the ballot.

### **Article V**

#### **Membership Meetings**

##### Section 1: Business Meeting

A business meeting of the membership shall be held every other year at a time and place determined by the Board of Directors.

##### Section 2: Special Meetings

Special meetings of the membership may be called at any time by a majority of the Board of Directors, or upon written request of 25% (twenty-five per cent) of voting members.

##### Section 3: Notice

Written notice of the Business Meeting shall be mailed or emailed to all members at least ninety (90) days prior to the meeting. Written notice of special meetings shall be emailed to all voting members at least twenty (20) days prior to the meeting.

#### Section 4: Quorum

Members present and voting shall constitute a quorum if at least 10% of the membership who is eligible to vote is present or participating electronically.

### **Article VI**

#### **Board of Directors**

##### Section 1: Composition

The Board of Directors shall be composed of the elected or duly appointed Officers and Directors.

##### Section 2: Duties

The Board of Directors shall manage the business and affairs of IFNA.

##### Section 3: Meetings

Section 3.1 Meetings shall be held at such time and place as the Board of Directors determine, at least 6 times per year.

Section 3.2 Business requiring action by the Board of Directors may be conducted by mail or other media. Such action shall be subject to ratification at the next regular meeting of the Board of Directors.

Section 3.3 Special meetings may be called by the President or upon written request of five (5) Board members.

##### Section 4: Notice

Notice of any such meeting shall be given to each officer and director.

##### Section 5: Quorum

Six (6) members of the Board of Directors, one of whom must be an officer, shall constitute a quorum for the transaction of business.

##### Section 6: Removal from Office.

Any Director or Officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds affirmative vote of the entire Board then in office whenever, in its judgment, the best interests of IFNA would be served thereby. The Director or officer removed shall be given notice of said meeting and given an opportunity to be heard.

##### Section 7: Executive Committee

Section 7.1 As a subset of the Board, an Executive Committee shall have the authority to make decisions on behalf of the Board of Directors on time-critical administrative and policy matters that arise between Board meetings. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business. Meetings may be called by the President or by any two Executive Committee members. The Executive Committee shall keep minutes of its meetings and shall report all actions taken by it to the IFNA Board at the first meeting of the Board following the taking of such action.

Section 7.2 Executive Committee Composition: President (Chair), President-Elect (2nd Chair), Past President (3rd Chair), Treasurer, Secretary, Executive Director (ex-officio).

Section 7.3 Limitations of the Executive Committee: The Executive Committee serves, and is responsible to, the full Board in managing time-critical matters occurring between regular board meetings within certain limited authority. The Executive Committee shall not have the authority to: take final action on any item or issue that changes, or is in opposition of, a previous vote of the full Board, take final action of any item or issue that changes, or is in opposition of a previous vote of the membership, amend the bylaws, remove a board member from office, vote a board member into office, hire or remove the Executive Director and/or Association's management company, obligate the organization to new debt over \$1000, sell or acquire an asset valued at more than \$1,000.

## Article VII

### Committees

#### Section 1: Standing Committees

Standing Committees are permanent committees created by the Board of Directors and are charged with performing necessary functions of the Association in a particular area. Standing committees and their duties are as follows:

- i. Nominating
- ii. Conference Planning
- iii. Bylaws
- iv. Research
- v. Education
- vi. Practice
- vii. Communications
- viii. Membership
- ix. Resource Advancement
- x. Awards

#### Section 2: Nominating Committee

##### Section 2.1 Composition

The Nominating Committee shall be composed of five (5) elected members.

- i. The person receiving the highest number of votes shall chair the committee in the second year of that member's term.
- ii. To be eligible to serve on the Nominating Committee, individuals shall have been voting members of IFNA for two (2) years immediately prior to committee membership. A Nominating Committee member shall not be a candidate for any elected position during his/her term of office. Current members of the Board of Directors shall not serve on the nominating committee.
- iii. The term of office shall be two years, with sixty percent (60%) of the total number of committee members elected in even years and forty percent (40%) in odd years.

##### Section 2.2 Duties and Responsibilities

- i. The Nominating Committee shall prepare and submit to each voting member a ballot with at least one nominee for each elected office in IFNA.
- ii. Validation of current membership and confidentiality of voting shall be components of the ballot protocol.
- iii. Unless stated otherwise in these bylaws, all rules and procedures for the conduct of the nominations and elections shall be recommended by the Nominating Committee and approved by the Board of Directors.

- iv. The candidate receiving the highest number of votes for each elected office shall be declared elected.
- v. Tie votes shall be broken by a majority vote of the Board of Directors.
- vi. The Nominating Committee shall oversee the election procedures.

### Section 2.3 Vacancies

- i. When there is a vacancy in the position of Nominating Committee Chair, the committee member receiving the next highest number of votes will assume the Chair position.
- ii. When a vacancy occurs in the Nominating Committee, other than the Chair position, committee members will discuss the needs of the committee to determine whether an additional member is required prior to the next election, considering the timing of the committee's current work. If an additional member is needed, the Nominating Committee will identify candidates from the committee's slate of candidates during the last election cycle and the Chair and invite an unelected candidate to join the committee to complete the term of the vacancy. If there was more than one unelected candidate, they will be approached based on the number of votes received during the last election. In the interim, the Board liaison to the Nominating Committee shall fill the vacancy within the committee.

## Section 3: Conference Planning Committee

### Section 3.1 Composition

The Conference Planning Committee co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.

### Section 3.2 Duties and Responsibilities:

- i. In consultation with the Board of Directors, the Conference Committee will plan all aspects of the Conference program including call for proposals, review of submissions, organizing the program and speakers.
- ii. In consultation with the host community (local program representatives) the Conference Committee will plan all social activities associated with the conference including banquets, special events, trips and tours.
- iii. The Conference Committee will advise the Board of Directors about the availability and appropriateness of various pre- and post-conference programs and activities.
- iv. Shall be in frequent communication with the Board of Directors or its Board liaison regarding the on-going work of the committee.

## Section 4: Bylaws Committee

### Section 4.1 Composition

The Bylaws Committee shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. The committee shall include at least one current board member and at least one member at large.

### Section 4.2 Duties and Responsibilities:

- i. Initiates a call for proposed bylaws amendments and resolutions for the Biennial Meeting. Receives or initiates proposed IFNA bylaws amendments and resolutions.
- ii. Develops model chapter bylaws for conformity with IFNA bylaws and disseminates them as necessary.
- iii. Reviews chapters' bylaws for conformity with IFNA bylaws.
- iv. Reports its recommendations to the Board of Directors and the membership.
- v. Prepares proposed bylaws revisions for review by the Board of Directors and the membership in accordance with required procedure as outlined in these bylaws

- vi. Shall be in frequent contact with the Board of Directors, or Board liaison, regarding the on-going work of the committee.

## Section 5 Research Committee

### Section 5.1 Composition

The Research Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.

### Section 5.2 Duties and Responsibilities

- i. Advance the conduct, dissemination, and use of family nursing research worldwide.
- ii. Shall have the authority to create subcommittees to maximize committee impact
- iii. Shall enhance the research resources available to IFNA members through various Association communication tools
- iv. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 6 Education Committee

### Section 6.1 Composition

The Education Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.

### Section 6.2 Duties and Responsibilities

- i. Identify, create, and disseminate the best educational practices for IFNA members and family nursing worldwide
- ii. Shall have the authority to create subcommittees to maximize committee impact
- iii. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 7 Practice Committee

### Section 7.1 Composition

The Practice Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.

### Section 7.2 Duties and Responsibilities

- i. Identify, create and disseminate the best practice family nursing models used internationally
- ii. Develop standardized resources covering practice scope, competencies, guidelines, position statements and similar materials that advance family nursing generalist and advanced practice
- iii. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 8 Communications Committee

### Section 8.1 Composition

The Communications Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.



## Section 8.2 Duties and Responsibilities

- i. Responsible for the development of the infrastructure that assures effective communication among members and timely dissemination of information
- ii. Oversee and update the various IFNA communication and social media channels
- iii. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 9 Membership Committee

### Section 9.1 Composition

The Membership Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are appointed to serve by the Board or committee chairperson.

### Section 9.2 Duties and Responsibilities

- i. Focus on the growth, retention, and recruitment of members to the Association.
- ii. Ensure the global integrity, impact, and reach of the organization through diversity and inclusion of members around the world.
- iii. Establish and follow policies and procedures outlining the review and analysis of current members, lapsed members, and identify plans to recruit new members and family-related organizations.
- iv. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 10 Resource Advancement Committee

### Section 10.1 Composition

The Resource Advancement Committee chair/co-chairs shall be appointed by the Board of Directors for a two year term or until their successors are appointed. Committee members are appointed to serve by the Board or committee chairperson.

### Section 10.2 Duties and Responsibilities

- i. Resource Advancement will focus on the financial sustainability of the Association.
- ii. Establish and follow policies and procedures outlining the identification of potential non-dues income campaigns, donation request materials, and tracking of funding.
- iii. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## Section 11 Awards Committee

### Section 11.1 Composition

The Awards Committee chair/co-chairs shall be appointed by the Board of Directors for a two-year term or until their successors are appointed. Committee members are comprised of any interested IFNA member who is eligible to serve on committees.

### Section 11.2 Duties and Responsibilities

- i. Identify a mechanism for recognizing scholars who have made outstanding contributions to transform health for families worldwide
- ii. Establish and follow policies and procedures for honoring outstanding colleagues in the family nursing community.
- iii. Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

## **Article VIII**

### **Constituencies**

#### Section 1: Chapters

Chapters shall fulfill the purposes of IFNA at the local level.

##### Section 1.1 Eligibility

Groups of ten (10) or more active IFNA members may petition for a Chapter Charter. Petitions shall be approved and awarded by the Board of Directors. New or existing National or Regional Organizations of Family Nursing may petition for Chapter Charter membership.

##### Section 1.2 Structure and Governance

The structure and functions of chapters shall be consistent with the bylaws, policies and procedures of IFNA. Chapter purpose, mission and bylaws created congruent with IFNA bylaws.

At a minimum, there shall be a chairperson for each chapter, and other officers as necessary for the activity level and conduct of the chapter.

##### Section 1.3 Use of IFNA brand and name

Only officially chartered chapters of IFNA in good standing are permitted to use or promote IFNA affiliation to the family nursing community worldwide. Use of logos and name, for any purpose, must be submitted, review, and approved by the Board of Director or the Board liaison serving IFNA Chapters.

##### Section 1.4 Reporting

- i. The chapter chairperson will maintain regular communication with the Board of Directors, Executive Director, or its Board liaison.
- ii. A list of all chapter officers and membership, including names and email addresses, must be submitted along with a chapter annual report.

## **Article IX**

### **Indemnification**

Directors and officers of the Association shall be indemnified as of right to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, administrative or investigative action, suit or proceeding (whether brought in the name of the Association or otherwise) arising out of their service to the Association or to another organization at the Association's request. Persons who are not Directors or officers of the Association may be similarly indemnified in respect of such service to the extent authorized at any time by the Board of Directors. IFNA may maintain insurance to protect itself and any such Director, officer or other person against any liability, cost or expense incurred in connection with any such action, suit or proceedings.

## **Article X**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern IFNA except in cases specified by these bylaws, standing rules or special rules of order adopted by the members.

## **Article XI**

### **Amendments**

#### **Section 1: Proposals**

Proposed amendments can be presented to the Bylaws Committee by the Board of Directors, a committee, a chapter, or any member of IFNA. The Bylaws Committee, internally, will discuss the merit of the proposal and decided whether to move the proposal forward as a recommendation for Board review and subsequent inclusion to changes recommended and put forth for a membership vote.

#### **Section 2: Voting**

All members will be notified of proposed bylaws amendments prior to the Bi-Annual Meeting. During the Bi-Annual Meeting a Public Forum will be held to discuss the proposed amendments. After the Annual Meeting, a ballot containing the proposed bylaws amendments shall be provided by mail or email to all active members in good standing. The ballot will contain the exact wording of the proposed amendment and the deadline for returning the ballot. Validation of current membership and confidentiality of voting shall be components of the ballot protocol.

#### **Section 3: Effective Date**

Amendments which have been approved by a simple majority vote of the members voting shall become effective the first day of the month following the ballot deadline vote.

## **Article XII**

### **Fiscal Year**

The fiscal year of the Association will be January 1 through December 31.

## **Article XIII**

### **Approval of Amendments**

Proposed: May, 2009                      Adopted: October, 2013

Proposed: December, 2016              Adopted: September, 2017

## Appendix

A sliding scale is to be used for **individual membership** dues based on World Bank Classification, to be verified by the treasurer annually. Membership dues are calculated as follows: High income country residents – 100% of base. Middle income country residents - 50% of base. Low income country resident - 25% of base. Examples: Residents of Norway would pay \$100 USD for an individual membership. Residents of Peru would pay \$50 USD for an individual membership. Residents of Malawi would pay \$25 USD for an individual membership.

### Low income

(<https://data.worldbank.org/income-level/high-income>) September 2017

Afghanistan	Congo, Dem. Rep.	Korea, Dem. People's Rep.	Niger	Togo
Benin	Eritrea	Liberia	Rwanda	Uganda
Burkina Faso	Ethiopia	Madagascar	Senegal	Zimbabwe
Burundi	Gambia, The	Malawi	Sierra Leone	
Central African Republic	Guinea	Mali	Somalia	
Chad	Guinea-Bissau	Mozambique	South Sudan	
Comoros	Haiti	Nepal	Tanzania	

### Middle income

(<https://data.worldbank.org/income-level/middle-income>) September 2017

Albania	China	Guatemala	Malaysia	Paraguay	Timor-Leste
Algeria	Colombia	Guyana	Maldives	Peru	Tonga
American Samoa	Congo, Rep.	Honduras	Marshall Islands	Philippines	Tunisia
Angola	Costa Rica	India	Mauritania	Romania	Turkey
Argentina	Cote d'Ivoire	Indonesia	Mauritius	Russian Federation	Turkmenistan
Armenia	Croatia	Iran, Islamic Rep.	Mexico	Samoa	Tuvalu
Azerbaijan	Cuba	Iraq	Micronesia, Fed. Sts	Sao Tome and Principe	Ukraine
Bangladesh	Djibouti	Jamaica	Moldova	Serbia	Uzbekistan
Belarus	Dominica	Jordan	Mongolia	Solomon Islands	Vanuatu
Belize	Dominican Republic	Kazakhstan	Montenegro	South Africa	Venezuela, RB
Bhutan	Ecuador	Kenya	Morocco	Sri Lanka	Vietnam
Bolivia	Egypt, Arab Rep.	Kiribati	Myanmar	St. Lucia	West Bank and Gaza
Bosnia and Herzegovina	El Salvador	Kosovo	Namibia	St. Vincent and the Grenadines	Yemen, Rep
Botswana	Equatorial Guinea	Kyrgyz Republic	Nauru	Sudan	Zambia
Brazil	Fiji	Lao PDR	Nicaragua	Suriname	
Bulgaria	Gabon	Lebanon	Nigeria	Swaziland	
Cabo Verde	Georgia	Lesotho	Pakistan	Syrian Arab Republic	

Cambodia	Ghana	Libya	Panama	Tajikistan	
Cameroon	Grenada	Macedonia, FYR	Papua New Guinea	Thailand	

**High income (<https://data.worldbank.org/income-level/high-income>) September, 2017**

Andorra	Canada	French Polynesia	Italy		
Antigua and Barbuda	Cayman Islands	Germany	Japan		
Aruba	Channel Islands	Gibraltar	Korea, Rep.		
Australia	Chile	Greece			
Austria	Estonia	Kuwait	Norway	Slovak Republic	Uruguay
Bahamas, The	Faroe Islands	Latvia	Oman	Slovenia	Virgin Islands (U.S.)
Bahrain	Finland	Liechtenstein	Palau	Spain	
Barbados	France	Lithuania	Poland	St. Kitts and Nevis	
Belgium	Greenland	Luxembourg	Portugal	St. Martin (French part)	
Bermuda	Guam	Macao SAR, China	Puerto Rico	Sweden	
British Virgin Islands	Hong Kong SAR, China	Malta	Qatar	Switzerland	
Brunei Darussalam	Hungary	Monaco	San Marino	Trinidad and Tobago	
Curacao	Iceland	Netherlands	Saudi Arabia	Turks and Caicos Islands	
Cyprus	Ireland	New Caledonia	Seychelles	United Arab Emirates	
Czech Republic	Isle of Man	New Zealand	Singapore	United Kingdom	
Denmark	Israel	Northern Mariana Islands	Sint Maarten (Dutch part)	United States	