

## **Statutes and Bylaws of the International Union of Geological Sciences**

*Revised from the version ratified by IUGS Council at the 32<sup>nd</sup> IGC in Florence, August 20, 2004, by an IUGS-IGC Statutes and Bylaws Committee consisting of Patrick Leahy (Chair), Arne Bjørlykke (IGC), Jacques Charvet (IUGS), Ian Lambert (IGC) and Eldridge Moores (IUGS). Ratified by Council at the 34<sup>th</sup> IGC in Brisbane, August 9, 2012.*

### **STATUTES**

#### **PREAMBLE**

The International Union of Geological Sciences (IUGS) was founded in Paris 10 March 1961. It is a member of the International Council of Science (ICSU), having become affiliated with that organisation 28 September 1961, when the original IUGS statutes were ratified. The Union maintains cooperation with other scientific unions which are members of ICSU, other non-governmental organisations, and inter-governmental organisations, such as UNESCO.

IUGS' statutes were first accepted by the Constitutive Assembly of IUGS 9 March 1961. They were amended by the Council during the 22<sup>nd</sup> International Geological Congress (IGC) in New Delhi 15 December 1964 and during many of the subsequent Congresses up to the 31<sup>st</sup> IGC in Rio de Janeiro 11 August 2000, when an IUGS Strategic Plan was approved by the Council.

During the 32<sup>nd</sup> IGC in Florence 20 August 2004, the merger of the Councils of the IGC and IUGS was approved. An ad hoc group was formed after the 32<sup>nd</sup> IGC to revise and streamline the statutes after the merger of the Councils. This group produced a merged version of the Statutes, which was considered by Council at the 33<sup>rd</sup> IGC in Oslo, but did not achieve the two-thirds majority required for acceptance. Council instructed that the IUGS Executive Committee and IGCC work on revising the two separate Statute and Bylaw documents and present these revisions to Council at the 34<sup>th</sup> IGC in Brisbane in 2012. These statutes and bylaws were to be crafted in an inter-related fashion so that the synergistic functioning and governance of IUGS and IGC is clearly stated and implemented effectively and efficiently. A joint IUGS-IGCC Statutes and Bylaws Committee, with an independent Chair, was formed to undertake this work, which involved eliminating duplications and restricting provisions for the IUGS in the IGC Statutes (and vice versa) to a necessary minimum and to provide all needed cross references to avoid possible misunderstandings. The revised IUGS Statutes ratified by Council at the 34<sup>th</sup> IGC in Brisbane on August 9, 2012 are consistent with but broader than the revised IGC Statutes, and include specific responsibilities of the IUGS relative to the IGC.

#### **DEFINITIONS**

The terms and organisations referred to in the statutes and bylaws are defined as follows:

(a) Geology is the study of the planet Earth, the materials of which it is made, the processes that act on these materials, the products formed, and the history of the planet and its life forms since its origin. The related term Earth science (also known as geoscience, the geosciences, the geological sciences, or the Earth sciences) is an all-embracing term for those

sciences related to Earth and planetary systems and may include the study of the atmosphere, hydrosphere, oceans and biosphere, as well as the solid earth and planetary bodies.

(b) The International Union of Geological Sciences (IUGS), hereinafter called the Union, is an international scientific, non-governmental, non-political, and non-profit-making organisation.

(c) The International Geological Congress (IGC) is the scientific forum of the IUGS and also serves as a scientific forum for other geoscience organisations as appropriate. The IGC has its own Statutes, which are compatible with the IUGS Statutes.

(d) International refers to organisations whose missions, organisation, membership, representation, recognition and/or activities encompass more than one nation.

(e) A merger is the legal union of two or more corporations into a single entity, typically assets and liabilities being assumed by the legally constituted entity.

(f) The IUGS-IGC Council (hereinafter the Council) is the governing body of the International Union of Geological Sciences and the International Geological Congress.

(g) The Executive Committee (EC) comprises the officers of the Union elected by the Council to carry out the administration of the Union from the close of an ordinary session until the close of the next, under the general direction of the Council.

(h) The Bureau comprises those officers (President, Secretary General, and Treasurer) of the Union responsible for its day-to-day operations.

(j) The Nominating Committee is the body elected by Council to recommend a slate of candidates for officers of the Union.

(k) The Finance Committee is a body appointed by the Executive Committee to prepare plans for the finances of the Union, evaluate proposals for independent auditing of the Union for Council, and advise the Executive Committee on the management of funds and ways of improving the funding of the Union.

(l) The Strategic Planning Committee, a body appointed by the Executive Committee, to propose vision, strategies, structure and mission within IUGS and external to IUGS relative to strategic opportunities. It also provides recommendations of new opportunities to the IUGS Executive Committee, for their consideration and implementation and evaluates progress in attaining these goals.

(m) The IGC Committee (IGCC) is a permanent IUGS-IGC joint committee of the IUGS dealing with IGC matters. The IGCC reports to the Council. Its composition and functions are stated in the IGC Statutes.

(n) The IGC Organizing Committee is the body appointed by the appropriate authority in the host country or group of countries for the forthcoming Session of the Congress. Its functions are stated in the IGC Statutes.

(o) The IGC Preparatory Committee is the body appointed by the appropriate authority in the host country or group of countries for the next but one Session of the Congress approved by Council. Its functions are stated in the IGC Statutes.

(p) IUGS Commissions and their Subcommissions are bodies of experts appointed to coordinate long-term international cooperative investigations to establish standards in appropriate fields, and to encourage international cooperation in the advancement of knowledge in various disciplines and problems in the geological sciences, and promote public awareness of the geosciences.

(q) IUGS Task Groups are short-term formal bodies that address project-oriented activities with a prescribed structure under the direction of the Executive Committee.

(r) Initiatives are informal, project-oriented activities with no prescribed structure, managed by specific individuals as organized under the Executive Committee.

(s) An Adhering Organisation is a representative body, such as a national committee for geology, or a national academy of sciences, designated by the appropriate authority to represent the geological scientists of a country or of a geographically defined area in the Union.

(t) An Affiliated Organisation is an international, non-governmental, scientific, autonomous organisation that has obtained affiliation with the Union for the representation of scientific interests and, through the Union in the International Council for Science, for collaboration in arranging scientific meetings, and for planning and undertaking geoscience activities.

(u) The International Council for Science (ICSU) is an international, non-governmental, non-profit-making, scientific organisation. It is composed of autonomous international scientific unions representing various disciplines of the natural sciences as well as national scientific bodies (academies or other scientific organisations) and having as its purpose the development of international cooperation in scientific activities.

(v) UNESCO (United Nations Educational, Scientific and Cultural Organisation) is a specialised agency of the United Nations system whose main objective is to contribute to peace and security in the world by promoting collaboration among nations through education, science, culture and communication in order to further universal respect for justice and the rule of law and for human rights and fundamental freedoms which are affirmed for the peoples of the world, without distinction of race, sex, language, or religion.

(w) The GeoUnions are an informal group or cluster comprising those Unions that are members of ICSU whose missions are focused on/or related to the geological sciences.

## **STATUTES**

### **Aims**

1. The aims of the Union are to unite the global geological community in (a) contributing to the development of the Earth and planetary sciences through the support of broad-based scientific studies relevant to the Earth and planetary systems including climate, geohazards, and earth resources, (b) applying the results of these studies to sustain Earth's natural

environment, to use all natural resources wisely, and to mitigate the impacts of geohazards for the benefit of society in the attainment of their economic, cultural and social goals, (c) strengthening public awareness of geology and promoting geological education in the widest sense, (d) facilitating interaction among geoscientists from all parts of the world, (e) promoting participation of geoscientists in international endeavours regardless of race, citizenship, language, political stance or gender, and (f) encouraging international cooperation in meeting the geoscientific needs of any country or region.

### **Relationship to Other Unions**

2. The Union adheres to the International Council for Science (ICSU) and maintains close contacts with the GeoUnions and other scientific unions as well as with other non-governmental and inter-governmental scientific institutions, such as UNESCO, in order to participate in long-term scientific programmes and projects.

### **Domicile of the Union**

3. The Council decides on the location of the legal domicile (location of registration) of the Union. The Executive Committee may provisionally change the legal domicile, for practical reasons, between Council sessions. Such a measure must be immediately reported to the Adhering Organisations and submitted for ratification by the Council at its next session.

### **Membership**

4. Geological scientists from each country, or defined geographical areas within which they are largely supported from internal sources, may become members of the Union through an Adhering Organisation designated by the proper authority of representation, provided the organisation can be listed under a name that will avoid any misunderstanding about the territory represented. Adhering Organisations constitute the membership of IUGS.

5. The geological scientists of two or more countries or areas may adhere to the Union through a single organisation, if they so desire. No community of scientists may be represented in the Union by more than one Adhering Organisation.

6. Applications for membership in the Union shall be decided upon by the Council, on the advice of the Executive Committee. Applicant Adhering Organisations may be given provisional membership by the Executive Committee subject to ratification by the Council.

7. There shall be different financial categories of membership in the Union as codified in Article 11. Each Adhering Organisation shall pay annually a subscription according to its category of membership. The Organisation shall, in conjunction with its written application for membership in the Union, specify proposed category of adherence. The category may subsequently change upon written agreement between the Organisation and the Union, represented by the Executive Committee. The Adhering Organisation will pay annual subscriptions for the year it is granted provisional membership and thereafter.

8. Associate status, renewable each year, may be granted to individual persons or private or public institutions upon an uncommitted annual payment of a subscription not less than the fixed minimum. Associates are entitled to receive all Union activity information normally

circulated to Adhering Organisations. Associates shall not have voting rights at Council meetings, but may participate in Union activities and meetings if invited.

### **Fiscal Policy**

9. The fiscal year of the Union is the calendar year.

10. The business of the Union shall be carried on without the purposes of financial gain for any individuals or adhering organisations.

11. The Union shall acquire revenue through subscriptions from adhering organisations according to their financial category of membership as shown in the following table:

Category	1	2	3	4	5	6	7	8
Unit of Contribution	1	2	4	7	12	20	35	70

The Council on 11 August, 2000, set the value of unit of contribution at US \$ 420 in 2001 and US \$ 440 in 2002. From 2003 onwards the unit of contribution follows the inflation rate based on the US Consumer Price Index (CPI).

12. The Union shall derive an income from each IGC, based on an amount and/or percentage negotiated by each IGC Organizing Committee, the IGCC, and the IUGS President. The exact amount and/or percentage must be specified in a Memorandum of Understanding (MoU), which shall be signed by the President and Secretary General of the IGC Organizing Committee in question (the legal entity of the IGC) and the President of IUGS on behalf of the Council.

13. The Union may also acquire revenue from grants, contracts, royalties, donations, investments, or recovery of costs for publications or meetings. The Union shall not assume debts exceeding the sum of its assets, promised grants or contributions, and expected membership subscriptions. Only the assets of the Union may be held liable for the Union's fiscal obligations.

14. All income of the Union shall be deposited in accounts authorized by the Bureau and ratified by the Executive Committee. Only officers of the Union and other persons so authorized by the Executive Committee may be signatories to contracts and disbursements. All banking account and/or resolutions in the name of the Union shall be worded to ensure that in case of death of the authorized signatory the funds revert automatically to the Union and do not become part of the estate of said authorized signatory.

15. Adhering Organisations which have not paid their dues for more than two years will be placed on inactive status. While on inactive status adhering organisations will not have voting rights at Council meetings. Active status may be restored upon payment of dues for the two previous years.

### **Affiliated Organisations**

16. Active international scientific organisations may apply for affiliated status, if they are willing to support the aims and objectives of the Union. Approval of an application by the Executive Committee is subject to ratification by the Council.

17. As appropriate, Affiliated Organisations shall be supported by the Union in matters of international and interdisciplinary cooperation. The Union may give, within the limits set by a fair distribution of its resources, financial support to the activities of Affiliated Organisations.

18. The Council, on recommendation of the Executive Committee, may dissolve the affiliation of an Organisation which has been inactive as an IUGS member.

### **Working structure of the Union**

19. The Council controls all activities of the Union.

20. The Executive Committee carries out the administration of the Union, with the assistance of the Committees, under the general direction of the Council. The Bureau is responsible for the day-to-day operations of the Union.

21. Commissions and their Subcommissions, Task Groups and Initiatives carry out the scientific activities of the Union through projects and/or meetings arranged if possible in collaboration with the Affiliated Organisations, the International Geological Congress, other non-governmental bodies, and inter-governmental bodies. Scientific tasks may also be entrusted to IUGS Committees.

22. All officers of the Union and its Commissions serve in an individual capacity.

23. The Adhering Organisations represent the community of geologists in their country or area. They shall be informed and consulted by the Executive Committee on matters of significance. They are encouraged to promote the Union's aims and objectives, to facilitate the participation of geologists in international projects, and to inform the Executive Committee on their structure and activity.

### **The Council**

24. The Council shall consist of

- (a) One or more delegates nominated by each Adhering Organisation. The number of delegates is defined by the financial category of IUGS membership. Each Adhering Organisation identifies a head delegate, his/her deputy and other delegates as appropriate. Voting in the Council will be on the basis of one vote by the head delegate or his/her deputy per Adhering Organisation. However, in the case of financial matters, and matters related to the IGC, all delegates (defined by the financial category of IUGS membership) will be permitted to vote. The use of proxy voting will be allowed in ordinary sessions of the Council according to the following procedures and limitations described in Bylaw 2.
- (b) The Chair or designated representative of each of the Commissions, without voting rights unless representing simultaneously an Adhering Organisation.
- (c) All members of the Executive Committee, without voting rights except in matters related to the IGC.
- (d) Representatives of Affiliated Organisations, the IGC Organizing Committee, the IGC Preparatory Committee and other GeoUnions shall be invited to attend meetings as

non-voting participants, unless representing simultaneously an Adhering Organisation.

- (e) Observers from countries or regions which are not members of IUGS shall include one non-voting person per country or region as designated by the appropriate authority (recognized by the Executive Committee).

25. The Council is chaired by the President of the Union, or in case of his/her inability to govern; a Vice-President serves on a pro-temp basis with the approval of the Council. In the case of permanent incapacity, the Council elects the substitute Chair. Discussion of IGC-related agenda items will be chaired by the President of the IGC Organising Committee (as Co-Chair of the IGCC).

26. Decisions on all matters brought to a vote will be determined by a simple majority, except as provided in Articles 53, 54, and 55. In the event of an equal division of votes, the Chair shall cast the deciding vote.

27. Each Adhering Organisation that is an active member as defined in Article 15 has one vote, except as provided for in Article 24(a).

28. The Council meets in ordinary sessions normally held every four years during a Session of the International Geological Congress. The Council may also make decisions in extraordinary sessions or by postal or electronic communication on questions put forward by the Executive Committee or the IGCC through the IUGS Secretary General. Sessions of the Council shall be called by the President of the Union in consultation with the Executive Committee.

### **Powers and functions of the Council**

29. The Council elects the officers of the Union, after considering the recommendations of the Nominating Committee.

30. The Council appoints the Nominating Committee and any other group it deems necessary to further its work.

31. The Council may accept affiliation of non-governmental international scientific organisations connected with the Earth sciences. It can also dissolve the affiliation of such an organisation to the Union.

32. The Council determines, on the recommendation of the Executive Committee, the value of the unit of subscription referred to in Article 11. In voting on this recommendation and on any revision of this Article or of Article 11, the Council assigns to each Adhering Organisation a number of votes equal to its category of membership, which then are cast by its delegate(s).

33. The Council selects the venue of the next, and future, IGCs with due consideration of the IGCC recommendations and recognizing the continuing global character of the Congresses. Ideally, the Council considers a global rotation of venues so that all regions have an opportunity to host an IGC. The decision may be taken as early as 8 years in advance of the IGC date.

34. The Council determines matters referred to it by the Executive Committee, the IGC Committee, the Nominating Committee, the Finance Committee, and other entities operating under its auspices.

35. The Council may delegate to the Executive Committee matters of policy or financial commitment that are too urgent to await a decision by the Council. Actions taken on behalf of the Council must be communicated to the Adhering Organisations and are subject to ratification by the Council.

36. The Council has the power to institute any Commission that it deems necessary for the scientific work of the Union and to dissolve any Commission that it has instituted.

### **The Executive Committee**

37. The Executive Committee shall consist of: The President, two Vice-Presidents, the Secretary General, the immediate Past President, the Treasurer, and four Councillors. A representative of the Organizing Committee of the next Session of the IGC, and, if appropriate, a representative of the Preparatory Committee of the next but one IGC shall be invited to participate in meetings of the Executive Committee without vote.

Members of the Executive Committee may not concurrently hold office in the Commissions, or be representatives of Adhering Organisations.

38. The Bureau shall consist of the President, Secretary General, and Treasurer, and shall be responsible for day-to-day operations in accordance with these statutes and bylaws.

39. The President, the Secretary General and the Treasurer shall hold office from the end of the ordinary session of the Council, at which they were elected, to the end of the following ordinary session.

(A) The President is not eligible for re-election but shall serve for one term as Past President. The Secretary General and the Treasurer are eligible for re-election once only. The outgoing Secretary General shall remain an ex-officio member of the Executive Committee as Past Secretary General for a period of one year after the end of his/her term in office and may be invited to take part in further meetings of the Executive Committee on a consultative basis. The Vice-Presidents shall serve for a period of four years concurrent with the Bureau. They may, however, be nominated for one additional term only for the office of Secretary General, Treasurer, or President (which would include an additional term as Past President).

(B) Four Councillors shall be elected, each to serve for a period of four years, but staggered in order to provide continuity: two take office immediately following election at the Council Meeting, two take office two years after the Council Meeting. Councillors shall not be eligible for re-election, but they may however, be nominated for one additional term only, to the office of Secretary General, Treasurer, Vice-President or President (which would include an additional term as Past President).

(C) In the event of the death or resignation of an elected officer prior to the end of his/her term, the Executive Committee may: designate a deputy to act in his/her place until the completion of his/her term of office or, if more than one year remains of his/her term, arrange for his/her replacement according to the Nominating Committee procedures described in the bylaws.

(D) Officers should not serve on the Executive Committee in different capacities for more than 3 continuous terms.

40. The Executive Committee shall present a report on its activities, including a financial statement on the current situation and an outlook for the following years, at each session of the Council. Minutes of all Executive Committee meetings shall be posted on the IUGS website and shall be promptly circulated to members of Council.

41. The Executive Committee has the power to propose any Commission or Subcommittee, or institute any Committee, Task Group, or Initiative that it deems necessary for the scientific, administrative and public awareness work of the Union, and to propose dissolution of any Commission or Subcommittee or dissolve any Committee, Task Group or Initiative that it has instituted.

### **The Nominating Committee**

42. The role of the Nominating Committee is to prepare lists of potential candidates to serve on the next Executive Committee. At each ordinary session, the Council appoints a Nominating Committee consisting of six members nominated by the previous Nominating committee, members of which are precluded from serving on the new Nominating Committee. The Nominating Committee in sending forward a list of candidates for election identifies all nominations received, both eligible and ineligible and stating the grounds on which any nominations have been deemed ineligible.

43. In addition to the six members nominated by the previous Nominating Committee, the Past President of the Union will also serve on the Nominating Committee. The Chair of the Nominating Committee shall be appointed by the Council. The Nominating Committee shall prepare a list of preferably 2 or more candidates for each office position on the Executive Committee. The office bearers for election will be selected and appointed at the succeeding ordinary session of the Council (in accordance with Bylaws 21, 22, and 23).

### **The International Geologic Congress Committee**

44. The IGC Committee (IGCC) is the permanent committee in IUGS dealing with IGC matters. It is responsible to keep Executive Committee and IUGS entities informed relative to IGC developments. For its composition and functions refer to the IGC Statutes.

### **Other Committees**

45. Each Committee, except the IGC Organizing Committee and the IGC Preparatory Committee, shall include from one to three members, of the Executive Committee and such other experts as the Executive Committee deems necessary for the work of the Committee. The term of office of the external experts shall not exceed that of the Executive Committee and the experts shall be eligible for re-appointment for one term only.

46. The Chair of a Committee shall be invited to attend the meetings of the Executive Committee when matters of importance to the Committee are to be discussed.

47. The Finance Committee reports to the Executive Committee. Its primary roles are to identify external financial opportunities for the IUGS and to propose to the Executive Committee ways to improve IUGS financial operations, including:

- the allocation of funds in relation to the strategic priorities and missions adopted by the Executive Committee; and
- overseeing the conduct of an independent external audit of IUGS finances.

The Finance Committee shall present a report including the results of an independent audit to the IUGS Council every four years before the election of a new Executive Committee.

48. The Publications Committee shall:

- review the publication policy of the Union and of its Commissions giving particular attention to the IUGS journal Episodes;
- examine all applications to the Executive Committee for funds involving publication; and
- advise on publication standards, methods and techniques in the presentation of geological results.

49. The Strategic Planning Committee reports to the Executive Committee on strategic issues for the IUGS. It analyses the vision, strategies, structure and mission of IUGS Commissions, Task Groups, Joint Programs, Initiatives and Affiliate Members. It also advises on external organisations, programs and projects in fields related to those covered by IUGS for potential interaction. It ranks new internal and external opportunities for Executive Committee consideration and, as appropriate, implementation through IUGS Commissions, Task Groups, Initiatives, Affiliate Organisations or projects. It also evaluates progress in implementation and recommends any modification or adjustment of adopted strategies where needed.

### **Commissions of the Union**

50. The Council shall institute such Commissions and Subcommissions as necessary to study any particular geological field, methodology, or problem.

51. The Executive Committee shall appoint a temporary Chair and Vice-Chair of each newly formed Commission or Subcommission and its initial members, until the Commission or Subcommission can elect its own officers and members. Officers of existing Commissions shall be elected by Commission members and their election approved by the Executive Committee and ratified by Council. They shall remain in office until the end of the following IGC Session and may be eligible for re-appointment once except if their initial appointment was made before the installation of a new Executive Committee. Vacancies among the Chairs shall be automatically filled by a Vice-Chair until a new Chair is elected.

52. Commissions shall submit to the Executive Committee annual written progress, financial, and administrative reports on their work, encompassing also the work of their Subcommission(s). They shall submit comprehensive reports, including a summary of scientific results, to the Council three months prior to each ordinary session of the Council.

### **Entry into force of, and amendments for statutes and bylaws**

53. These statutes and bylaws and subsequent amendments of them shall come into force at the close of the session at which they received the approval of the Council by at least a two thirds vote at an ordinary session at which there is a quorum, as defined in the Bylaw 2.

Article 11 shall be voted on separately, as provided in Article 32. The English text shall be considered authoritative in the interpretation of these statutes.

54. The Council may consider amendments to the statutes and bylaws and adopt changes by a two-thirds vote when a quorum is represented, provided that proposed amendments have been circulated to members of the Council at least three months in advance. Amendments affecting the IGC should follow the same regulations, but shall also consider the voting system for IGC matters (Article 24(a)).

### **Dissolution of the Union and future of the IGC**

55. The Union may be dissolved at a session of the Council at which the representatives of at least one-half of its Adhering Organisations are present, with the approval of three-fourths of the members voting. On dissolution, the assets of the Union shall be transferred to the International Council for Science to finance work in disciplines related to the aims and objectives of the Union.

56. If the Council has approved the dissolution of the Union, IGCC (excluding the IUGS President, Secretary General and Treasurer) shall request Council to determine the future arrangements for the IGC.

## **BYLAWS**

### **PREAMBLE**

The first bylaws of the Union were accepted by the Council in Rome 14 October, 1963, and amended by the Council in Prague 20 August 1968, in Sydney 24 August 1976, in Kyoto 28 August 1992, in Beijing 9 August 1996, in Rio de Janeiro 11 August 2000, and in Florence, 20 August 2004. The present bylaws were ratified by Council at the 34<sup>th</sup> IGC in Brisbane on 9 August 2012.

### **The Council**

1. At the written request of the Secretary General of the IUGS, each Adhering Organisation shall inform the Secretary General in writing of the names and addresses of its representative on the Council and his/her deputy, and also of any change in its representation. Concerning matters of the IGC, the appropriate organisation of a country or region not being a member of IUGS may nominate an observer.

2. Decisions of the Council shall be made only when the session constitutes a quorum consisting of a head delegate, or his/her deputy, of one third of its adhering organisations. In financial matters and those related to the IGC, all delegates (defined by IUGS membership category) will define the quorum and will be permitted to vote. The use of proxy voting will be allowed in ordinary sessions of the Council according to the following procedures and limitations. All Adhering Organisations who wish to assign their proxy to another Adhering Organisation must notify the Secretary General of the IUGS at least one week prior to the council session of their intention and identify the name of the Adhering Organisation who will execute their proxy. Under no circumstances shall a single Adhering Organisation execute the proxy responsibilities for more than 5 Adhering Organisations. Decisions shall

be taken by a majority of those voting, except as provided in Articles 53, 54, and 55. In the event of an equal division of votes, the President shall cast the deciding vote.

3. Ordinary sessions of the Council are held during the IGC. Extraordinary sessions may be called on such other occasions as the President or Executive Committee deem appropriate. The Secretary General shall communicate the place and date of the Council session to the adhering organisations and the other members of the Council at least four months before the date of the meeting.

4. The President is obliged to summon a session of the Council at the written request of one fifth of the members of the Council eligible to vote.

5. Decisions can be made in extraordinary session by electronic ballot except on IGC and financial matters (see Article 24(a)) and on Articles 53, 54 and 55. Decisions by electronic ballot may be taken by the Council only after the opinions of the members have been solicited one month before the ballot is closed. A quorum in an electronic ballot shall constitute a response from one third of the Council members eligible to vote. If a quorum is not obtained on a given ballot, the Executive Committee may act upon the matter subject to subsequent ratification by the Council.

6. The proposed agenda of a session of the Council shall be communicated by the Secretary General to representatives of Adhering Organisations and representatives of Affiliated Organisations at least three months before the first day of the session. Any question not placed on the agenda at least one month before the meeting cannot be discussed unless a proposal to that effect is approved by at least two-thirds of those present and voting, provided that the session represents a quorum of the Union's membership.

7. Additional resolutions from the Executive Committee, the IGCC, Adhering Organisations, Commissions, Initiatives, and Affiliated Organisations should reach the Secretary General at least two months before the session at which they are to be considered. After receipt, the Secretary General shall promptly distribute them to the members of the Council for their consideration and representatives of Affiliated Organisations for their information.

### **Powers and functions of the Council**

8. At its sessions, the Council reviews and takes actions on the Executive Committee's report on the administration of the Union for the period since the previous Council session.

9. At its sessions, the Council examines and takes actions on the Treasurer's report and Finance Committee's audit for the period since the previous Council session.

10. The Council may adopt, in the form of special documents, regulations and rules of procedure for its own administration, for the administration of the Executive Committee, for the IGC Committee, for the application for funds and their allocation, and for the affiliation of other international organisations. The Council may adopt instructions for the work and responsibilities of the officers of the Union. The Council may adopt regulations and instructions for any additional field of activity as it deems necessary.

## **The Executive Committee**

11. The Executive Committee shall meet ideally in person, at least once a year with a minimum of three months' notice. Five members shall constitute a quorum. Urgent business between the meetings shall be transacted by consultation among members.

12. The Executive Committee shall have the power to appoint any temporary committee or group that it deems necessary to assist in carrying out its work.

13. At least once between ordinary sessions the Executive Committee shall meet with representatives of the Commissions of the Union to review their activities and receive their recommendations concerning changes that may be needed in their terms of reference or in the scientific directions being pursued by the Union.

14. The Executive Committee, subject to ratification by the Council, may make agreements with other non-governmental international organisations as well as with inter-governmental organisations regarding joint projects and programmes.

## **The Officers**

15. The President is responsible for the implementation of the general policy of the Union, as established by the Council. The President represents the Union in its relations with other institutions and with the geological community. In particular, the President or his/her designee shall represent the Union and its affiliated organisations at meetings of ICSU. Prior to meetings with ICSU and other organisations, the representative of the Union at such meetings shall invite comments and suggestions from the Executive Committee and, if time permits, from the Council and the affiliated organisations on important issues. The President may delegate certain tasks to other members of the Executive Committee or may form Task Groups for these purposes.

16. The Secretary General shall: (a) serve as secretary of the Council, Executive Committee, and Bureau; arrange for meetings of these bodies; prepare and distribute promptly the agenda and the minutes of all their meetings; (b) attend to correspondence, and preserve the records; (c) circulate information related to the Union to Adhering Organisations; (d) prepare the reports on the Union's activities, and in particular, at least three months before an ordinary session of the Council, forward to all Adhering Organisations a report on the administration of the Union since the previous ordinary session of the Council and present a summary of this to the Council; (e) write to Adhering Organisations to request written notification of the names and addresses of its representative on the Council and his/her deputy, and also of any change in its representation; (f) request in writing to the appropriate organisation of a country or region not being a member of IUGS, the names and addresses of an observer for the IGC, (g) perform such other duties as may be assigned to him/her by the Council, Executive Committee or Bureau.

17. The Treasurer shall manage the financial affairs of the Union and maintain an overview of all accounts, including those held by other officers, constituent bodies and projects. He/she shall: (a) receive and disburse funds, in accordance with budgets and procedures approved by the Executive Committee; (b) keep accounts for the handling of operational and reserve funds; (c) prepare an annual report and financial statement; (d) prepare and submit the fiscal documents as may be required; (e) maintain contact with ICSU, UNESCO and other

organisations concerning financial aspects of contracts; (f) advise the Executive Committee on financial implications of the Union activities; (g) serve as principal contact with representatives of external, independent auditing firms.

18. The Vice-Presidents shall be responsible for a particular activity of IUGS as decided by the President. It would be desirable that they attend, in addition to the Executive Committee meeting, at least one Bureau meeting each year.

19. The Councillors contribute as appropriate to the work of the Executive Committee. In addition, the President may entrust them with special tasks.

20. If a member of the Executive Committee is unable to attend meetings, or does not participate for two consecutive years, the Executive Committee with concurrence of Council and, by two thirds vote, may declare the position vacant and ask the Nominating Committee to nominate a person for the position to serve until the next regular Council meeting. The Executive Committee, by two thirds vote and subject to Council approval may remove a member of the Executive Committee for just cause or dereliction of duty.

### **The Nominating Committee**

21. The Committee shall invite the Adhering Organisations, Commissions and affiliated organisations to submit proposals for candidates for each office within the Executive Committee during its next term. The Committee may also nominate candidates not proposed by these organisations.

22. The Committee shall use its best endeavours to check that all nominees for each office within the Executive Committee hold the academic and professional qualifications cited. The Committee shall seek to ensure that there are two or more candidates for each office, bearing in mind the number of nominations, geographical and disciplinary balance, personal proficiency in the geological sciences, and experience in the administration of scientific organisations. The Committee shall contact each candidate and ascertain their willingness to stand for election. The Committee shall then submit the list of all valid nominations to the President who shall forward it to the members of the Council three months before elections take place. Additional nominations for any office may be made to the President if supported in writing by five representatives to the Council and accompanied by curriculum vitae and assurance of the candidate's willingness to stand for election, and if submitted at least one month in advance of the election. Such nominations shall be circulated immediately to the Council by the Secretary General. Nominations cannot be made from the floor.

23. In proposing candidates for the offices of President, Treasurer and, especially, Secretary General, the Nominating Committee shall also consider the possible infrastructural support, forthcoming from international or national sources.

### **Commissions of the Union**

24. A Commission or a Subcommission is composed of an appropriate number of geographically representative members, kept to the minimum consistent with the tasks with which it is charged.

25. A Commission is subject to review every four years. In general the normal lifetime of a Commission shall be eight years, subject to renewal by the Council. Upon recommendation by the Executive Committee, the Council can terminate a Commission.

26. Commissions may adopt regulations of their own, subject to approval by the Executive Committee and consistent with IUGS Statutes and Bylaws.

27. Commissions and Subcommissions should organise meetings in their fields at Sessions of the International Geological Congress and other major international meetings.

28. A Commission or Subcommission should ensure the publications necessary for implementing its programmes and reporting on its results. Papers should be published in refereed journals, as appropriate. Publications of monographs, books and major reports should be undertaken in consultation with the Publications Committee.

### **Task Groups and Initiatives**

29. A Task Group conducts formal, project oriented activities with a prescribed structure under the authority of the Executive Committee, pursuing limited objectives of shorter duration, typically are funded for no more than 4 years, and may in some cases be elevated to Commission status.

30. Initiatives conduct project-oriented activities organized under the authority of the Executive Committee with no prescribed structure, considerable freedom of operation, and no time limit on their duration.

### **The International Geological Congress**

31. The International Geological Congress has its own Statutes, which are in full accordance with the Statutes and Bylaws of IUGS.

### **Affiliated Organisations**

32. A representative appointed by each Affiliated Organisation and accredited by it to the Secretary General is entitled to take part in meetings of the Council, but without vote. The Executive Committee may invite representatives of the Affiliated Organisations to take part in other deliberations of mutual interest, and the Affiliated Organisations may take the initiative in proposing such deliberations.

33. Each Affiliated Organisation is expected to submit to the Executive Committee annual reports on its' activities. The Secretary General may distribute such reports within the Union as appropriate and practical.

34. Affiliated Organisations are encouraged to organise meetings in their fields at Sessions of the International Geological Congress.

### **Adhering Organisations**

35. If, at the end of any year, a member or provisional member Adhering Organisation has not paid its subscription, the Executive Committee has the right to cancel the membership of

the Adhering Organisation on twelve months' notice, or in the case of real financial difficulties, transfer it to inactive status (see Statutes, Article 15). Inactive status shall not last longer than two years. Active status is recovered by paying two outstanding annual subscription fees. An Adhering Organisation that loses or cancels its' membership shall forfeit all rights that it may have had in the Union. Former Adhering Organisations must reapply as new members should they wish to rejoin the IUGS.

### **Operational Procedures**

36. Commonly-used Parliamentary procedures will be used in the operation and conduct of the Council, all Committees, Subcommittees and Commissions of the IUGS. The Secretary General has the responsibility to distribute to all IUGS Committees, Subcommittees and Commissions, the parliamentary procedures approved by the Executive Committee and to ensure their proper use. The Executive Committee and the IGC Committee will not use proxy voting. Electronic voting by those not present will be permitted with the constraint that the electronic votes are sent to the Chairs of the appropriate committee within 12 hours of the notification of the vote by the Chair; otherwise the absent members of these committees forfeit their voting rights.

37. To the extent possible, technology will be used to conduct the business of the IUGS. This will include but not be limited to electronic meetings, and other means to reduce the inconvenience and expense of travel.

### **Entry into force of Bylaws**

38. These bylaws shall come into effect as provided in Article 53 of the Statutes. They may be amended as provided in Article 54 of the Statutes.