

INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS

STATUTES AND BY-LAWS

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INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS

STATUTES

1. OVERVIEW

1.1 The Union

- a) *The Union.* The International Union of Geodesy and Geophysics (the “**Union**”, or IUGG) is a member of the **International Science Council**.
- b) *Constituents.* The Union comprises semi-autonomous International Scientific Associations (“**Scientific Associations**”) each dealing with a discipline of geodesy or geophysics, **Union Commissions**, **Inter-Association Commissions**, Union and Inter-Association **Working Groups**, and **Permanent Services**.
- c) *Governance.* A **Council** (defined in Statute 3) consisting of national delegates, each representing a **Member** of the Union, directs the Union and its affairs according to these Statutes and By-Laws.
- d) *Administration.* Under the authority of the **Council**, the affairs of the Union are administered by a **Bureau**, an **Executive Committee**, a **Finance Committee**, and standing and ad-hoc committees.

The composition of these bodies is detailed in the By-Laws.

1.2 Objectives of the Union

The objectives of the Union are to:

- a) *promote* studies of the figure, rotation, and gravity field of the Earth; the physics and chemistry of the Earth's interior, surface, fresh waters, cryosphere, oceans, atmosphere, ionosphere, and magnetosphere; solar-terrestrial phenomena; and related studies of other planets;
- b) *initiate, facilitate, and co-ordinate* research into aspects of geodesy and geophysics that require international co-operation or are of international interest;
- c) *provide internationally* for discussion and publication of the results of the research indicated above;
- d) *promote worldwide co-ordination* of scientific activities in the disciplines of interest to the Union;
- e) *advise* on geodetic or geophysical matters that are international in scope or require international co-operation of specialists or facilities; and
- f) *promote and co-ordinate* services to facilitate internationally the standardization of measurements and the collection, analysis, and publication of geodetic or geophysical data for the Earth and planets.

1.3 General Assemblies of the Union

A “**General Assembly**” of the Union shall include:

- a) open scientific symposia of the Union and its Constituents;
- b) a plenary meeting of the participants for discussions of Union activities;
- c) meetings of the Council; and
- d) business meetings of Union bodies and of the Constituents.

Activities at General Assemblies are detailed in the By-Laws.

2. **MEMBERSHIP**

2.1 **Classes of Membership**

- a) **Full Member:** a country or organization (as specified in Statute 2.1a) admitted as a voting Member. Full Members are placed in one of fourteen “**Contribution Categories**”, as detailed in the By-Laws.

The Adhering Body (or Adhering Bodies if a Member has more than one) of each Full Member (defined in Statute 2.2) shall pay annually the number of units of contribution corresponding to their Contribution Category (the “**Required Contribution**”).

Members may make additional contributions at their discretion.

- b) **Associate Member (Category A):** a country or body admitted as a non-voting member of the Union whose Adhering Body is unable to provide financial maintenance to the Union.
- c) **Affiliate Member (Category AF):** a multi-national or regional geodetic, geophysical, or other geoscience organization admitted as a non-voting member of the Union whose Adhering Body does not provide financial maintenance to the Union. Affiliate Members shall have the same rights, duties, and obligations as Associate Members.
- d) **Observer Status** (described in Statute 6.3) is assigned to a Full Member whose Adhering Body has failed to pay the Required Contribution on time.

2.2 **Adhering Bodies**

- a) *Definition.* Each Member shall be represented by an “**Adhering Body**” that encompasses the geodetic and geophysical activities of that Member. The Adhering Body may be a principal scientific academy, National Research Council, governmental or non-governmental institution or association of institutions, or the applicant itself.
- b) *Additional Adhering Body.* The Council may admit an additional Adhering Body for an applicant if the other Adhering Body of that applicant has already been admitted as a national member of the International Science Council. Each Adhering Body shall then have a separate Council Delegate (defined in Statute 3.1) and shall be treated separately for voting and finance purposes.

2.3 **Application for Membership**

- a) *Eligibility.* Membership of the Union is open to any country in which independent activity in geodesy and geophysics has been developed, or any multi-national or regional geodetic, geophysical or other geosciences organization.
- b) *Application for Membership or Transfer.* An applicant seeking membership or transfer to a different class of membership must apply to the Secretary-General specifying the class of membership and, if appropriate, the Contribution Category proposed.
- c) *Assessment.* The Executive Committee shall determine the scientific merits of the application, which, together with the application, shall be sent for voting to the Adhering Bodies of Full Members.

Voting shall be by electronic ballot. Admission or transfer shall be decided by a simple majority, as determined by the proportion of affirmative to the sum of affirmative and negative votes, provided that this sum is not less than the number of Adhering Bodies eligible to vote.

The result shall be communicated to those Adhering Bodies by the Secretary-General and is provisional until approved by the Council.

- d) *Refusal.* Membership may be refused by the Council if (i) the level of scientific activity, the class of membership, or the category of contribution proposed are considered inadequate, or (ii) the applicant does not meet the requirements of the International Science Council.

3. COUNCIL OF THE UNION

Responsibility for the direction of the Union's affairs shall be vested in the Council of the Union (the "**Council**"). Decisions of the Council shall be reported to the General Assembly.

3.1 Council Delegates

- a) *Composition of the Council.* The Council shall consist of "**Council Delegates**" appointed by the Adhering Bodies of the Full Members, one Council Delegate for each Adhering Body. Associate and Affiliate Members are not entitled to appoint a Council Delegate.
- b) *Accreditation.* Each Council Delegate shall be formally accredited by the Adhering Body before each General Assembly or Special Meeting of the Council. Such accreditation shall be conveyed in advance to the Secretary-General of the Union (referred to herein as the "**Secretary-General**").
- c) *Term of Office.* The term of each Council Delegate shall commence on the date of the first meeting of the Council at a General Assembly and end on the day before the first meeting of the Council at the following General Assembly.
- d) *Delegate replacement.* An Adhering Body may replace its Council Delegate at any time and/or appoint an alternative Council Delegate for a specific meeting, in each instance subject to the above accreditation process.

3.2 Limitations on Council Delegates

- a) A Council Delegate may represent only one Member.
- b) No member of the Bureau may serve as a Council Delegate.
- c) No member of the Executive Committee may vote in the Council unless he or she is either the Council Delegate of a Member, or the President of the Union (referred to herein as the "**President**") casting a deciding vote, as specified in Statute 3.4e.
- d) The right of a Council Delegate to vote is subject to the relevant Adhering Body meeting its financial obligations to the Union.

3.3 Council Responsibilities

- a) The Council shall have the exclusive power and authority to manage the business and affairs of the Union, including all those necessary or convenient for furthering the aims of the Union and the power to make all decisions with regard to the management, membership, operations, assets, and financing of the Union.
- b) Decisions of the Council shall be reported to the General Assembly.

The By-Laws of the Union set additional provisions regarding the authority and responsibilities of the Council.

3.4 Council Voting

- a) *Voting methods.* Council voting may be in person during a Council meeting, by correspondence (herein called a proxy vote), or via an electronic ballot system, as described in the By-Laws.
- b) *Voting rights.* For determining whether an action is valid, only Council Delegates representing Full Members whose Adhering Bodies have paid their Required Contributions in full may vote.
- c) *Quorum requirement.* A **quorum** of the Council shall consist of one-third of all Council Delegates eligible to vote. A quorum must be present or take part in an electronic ballot for a vote by Council to be valid.
- d) *Adjournment.* A majority of the Council Delegates present at a Council meeting, whether or not they constitute a quorum, may call an adjournment of that meeting.

- e) *Vote counting.* The President shall determine whether a matter under consideration is financial or otherwise and whether voting by correspondence applies. Council Delegates shall be advised accordingly before the vote.
- (i) *Vote allotment.* For financial matters, each Council Delegate shall be allotted the number of votes corresponding to his or her Membership Category, as designated in the Union's By-Laws. For other matters each Council Delegate shall be allotted one vote.
 - (ii) *Majorities required.* Changes to the Union's Statutes and By-Laws, questions on the admission of new Members, and appeals against denial of transfer to Associate Membership shall be decided by a two-thirds absolute majority vote of the Council Delegates meeting in Council or voting electronically.

For other matters, decisions by the Council shall be made by a simple majority vote of the Council Delegates meeting in Council or voting electronically.
 - (iii) *Abstentions.* Abstentions shall be deemed to be blank or invalid ballots plus any votes not cast - either by Delegates present at the meeting or voting electronically.
 - (iv) *Majority calculation.* Simple majority or two-thirds absolute majorities shall be determined by the proportion of affirmative votes to the sum of all votes (affirmative, negative, and abstentions).
 - (v) If a tie occurs in a Council vote, the decision shall rest with the President.

The By-Laws of the Union set additional provisions regarding Council meetings and voting.

4. BUREAU AND EXECUTIVE COMMITTEE

Between meetings of the Council, the direction of the affairs of the Union shall be vested in the Bureau of the Union (the "**Bureau**") and the Executive Committee of the Union (the "**Executive Committee**").

4.1 The Bureau

- a) *Remit.* The Bureau, acting through its Officers, is empowered to administer the affairs of the Union subject to these Statutes and By-Laws and the decisions of the Council.
- b) *Composition.* The Bureau shall comprise the President, President-Elect, Secretary-General, and Treasurer (the "**Officers**" of the Union) plus three additional members. One of the three additional Members should be an early career scientist (being a researcher within 10 years, or equivalent full-time working, or receiving a PhD).
- c) *Election.* All members of the Bureau shall be elected by the Council pursuant to the provisions of the Union's By-Laws.

4.2 The Executive Committee

- a) *Remit.* Subject to the oversight of the Council, the Executive Committee shall further the objectives of the Scientific Associations through coordination, and through the formulation of general policies to guide the work of the Union.
- b) *Composition.* The Executive Committee shall comprise the Bureau, the Presidents of the Scientific Associations, and the immediate Past-President. The Secretaries of the Scientific Associations shall be invited to attend meetings of the Executive Committee in an advisory capacity.
- c) *Participation in Council Meetings.* Executive Committee members shall participate in Council meetings but shall not vote except as otherwise set forth in these Statutes and By-Laws.

The By-Laws of the Union set additional provisions regarding the authority and responsibilities of the Bureau and the Executive Committee, and the election of their members.

5. FINANCE

5.1 The Finance Committee

- a) *Remit.* Between meetings of the Council, the Finance Committee of the Union (the “**Finance Committee**”) shall provide financial oversight of the Union.
- b) *Composition.* The Finance Committee shall comprise three members. These shall be drawn from the previous Finance Committee and accredited Council Delegates as specified in the By-Laws
- c) *Election.* Members of the Finance Committee shall be elected by the Council at a General Assembly to serve for the following Period.
- d) *Participation in Council Meetings.* Finance Committee members shall participate in all Council meetings but shall not vote except as otherwise set forth in these Statutes and By-Laws.

The By-Laws of the Union set additional provisions regarding the authority and responsibilities of the Finance Committee and the election of its members.

5.2 Financial Year

The financial year of the Union shall be the calendar year.

5.3 Liquidation

- a) In the event of the dissolution of a Scientific Association, the Association’s assets, after payment of all debts or creation of an adequate reserve for this purpose, shall be given to the Union.
- b) In the event of the dissolution of the Union, the assets of the Union, after payment of all debts or creation of an adequate reserve for this purpose, shall be given to the International Science Council.

6. CHANGE OF MEMBERSHIP STATUS

6.1 Approval for Change

Approval from the Council is required for a Full Member to raise or lower its Contribution Category and for transitions between Full and Associate Membership.

6.2 Associate Member Review

The status of every Associate Member shall be reviewed by the Bureau and the Finance Committee, and the results communicated to the Council at each General Assembly.

Associate Members shall be asked to consider entering a Contribution Category as a Full Member if it is deemed appropriate by the Council.

If, following such a request, an Associate Member does not enter a Contribution Category, the Council shall decide at its next meeting whether that Associate Member can continue membership of the Union.

6.3 Observer Status

- a) *Observer Status.* If at the end of any financial year the Adhering Body (or Bodies) of a Full Member has not made the Required Contribution for that year, the benefits of being a Full Member, including but not limited to the right of its Council Delegate to vote at Council meetings, shall be suspended until full payment for that year has been made. Such a Member shall be deemed to be in “Observer Status.”

- b) *Accrual of Payments.* The Adhering Body (or Bodies) of a Full Member in Observer Status shall continue to accrue Required Payments.
- c) *Withdrawal of Membership.* If at the start of any fiscal year a Member has been in Observer Status for the previous four years, the Member shall be deemed to have withdrawn from membership of the Union unless the Secretary-General has received a formal request from the Member to convert to Associate Membership.
- d) *Transfer to Associate Membership.* The Council may grant requests for transfer from Observer Status to Category A to a Member that provides evidence to the Secretary-General that efforts to pay the arrears of Required Contributions are not likely to be successful. The Bureau may grant temporary transfer to Category A until the next meeting of the Council.
- e) *Appeals.* A Full Member denied temporary transfer to Category A by the Bureau may submit an appeal to be heard at the next meeting of the Council. The submission must set out the grounds for the appeal, and must be lodged with the Secretary-General in time to be placed on the agenda for that Council meeting (see By-Law 3.4 a).
- f) *Termination.* A Full Member in Observer Status for four years that has been denied transfer to Category A by the Council shall cease to be a Member at the end of the Council meeting at which its request is considered.

7. GENERAL

7.1 Statutes and By-Laws

- a) Statutes of the Union may be adopted or changed only with the approval of two-thirds of the Council Delegates present at a meeting or voting electronically.
- b) By-Laws of the Union may be adopted or changed only with the approval of a simple majority of the Council Delegates present at a meeting or voting electronically.
- c) Proposals for changes to the Statutes and By-Laws may be made only by a Full Member of the Union, the Bureau, or the Statutes and By-Laws Committee. Proposals must be delivered to the Secretary-General at least **six months** before the date of the Council meeting at which they are to be considered.
- d) The Secretary-General shall notify all Full Members of any proposed change at least **four months** before the announced date of the Council meeting.
- e) The Bureau, in consultation with the Executive Committee, shall determine whether a proposal to change the Statutes and By-Laws be submitted to the Council for a decision by electronic ballot. If so, the Secretary-General shall notify all Full Members of the proposal at least **three months** before the date of the ballot.
- f) The Union's Statutes and By-Laws or any modification to them shall come into force at the close of the Council meeting at which they are adopted or, in the case of electronic voting, on the date at which they are adopted.

7.2 Powers of the Scientific Associations

Within the framework of the Statutes of the Union, the Scientific Associations may make their own Statutes and By-Laws and control their administration and finance.

7.3 Conduct of Meetings and Elections

- a) Conduct of Union meetings, except as otherwise specified in these Statutes, shall be in accordance with *Robert's Rules of Order, Newly Revised*. Details of the edition in current use shall be included in the reference document 'Guidelines on Union Administration' described in the Union's By-Laws.
- b) No one may be a candidate for more than one position in an election.
- c) Elections shall be by secret ballot.

7.4 Official Languages

The official languages of the Union shall be English and French. In case of any disparity, the English text shall be authoritative.

7.5 Conflicts

To the extent that any provision of these Statutes conflicts with any provision of the Union's By-Laws, the provision contained in these Statutes shall govern.

END OF THE STATUTES

INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS

BY-LAWS

1. THE SCIENTIFIC ASSOCIATIONS

1.1 Constituent Scientific Associations

The constituent Scientific Associations of the Union are:

The International Association of Cryospheric Sciences (IACS);
The International Association of Geodesy (IAG);
The International Association of Geomagnetism and Aeronomy (IAGA);
The International Association of Hydrological Sciences (IAHS);
The International Association of Meteorology and Atmospheric Sciences (IAMAS);
The International Association for the Physical Sciences of the Oceans (IAPSO);
The International Association of Seismology and Physics of the Earth's Interior (IASPEI);
The International Association of Volcanology and Chemistry of the Earth's Interior (IAVCEI).

1.2 Scientific Assemblies of the Associations

- a) *Assemblies.* Provided that the Executive Committee of the Union is informed, a Scientific Association may arrange Assemblies of its own in the interval between General Assemblies, either singly or jointly with one or more other Associations.
- b) *Attendance.* Persons from all countries may attend scientific meetings of the Associations and act as observers in Association Commissions.

2. GENERAL ASSEMBLIES

2.1 Timing of General Assemblies

A General Assembly shall normally be held once every **four years** at the call of the President.

The interval between the closure of two successive General Assemblies shall be known as a "**Period.**"

2.2 Notice of General Assemblies

Notice of the date and place of the next General Assembly shall be sent by the Secretary-General to Members of the Union at least nine months before the General Assembly.

2.3 Attendance and Guests

- a) *Open Attendance.* Persons from all countries may attend scientific meetings of the Union and act as observers in Union Commissions.
- b) *Invitations to non-Members.* The Secretary-General may send notice of the next General Assembly to individuals or scientific organizations in countries that are not members of the Union where there is evidence of activity in geodesy and geophysics. Persons from these countries are invited to participate in the scientific programme of the General Assembly with the status of **Guest.**
- c) *Invitations by the President.* The President may, on his or her own initiative or at the request of a Scientific Association or a Member, invite representatives of scientific bodies to attend any General Assembly as Guests provided no financial obligation is incurred by the Union.

2.4 Activities at General Assemblies

Activities at the General Assembly include but are not limited to:

- a) a plenary meeting of the participants to discuss Union activities;
- b) Union scientific symposia;
- c) scientific symposia of its Constituents;
- d) inter-disciplinary scientific symposia, including joint sessions of two or more Scientific Associations.
- e) meetings of the Council of Delegates;
- f) business meetings of the Union and of the Scientific Associations;

The programme of Union and interdisciplinary symposia and the selection of interdisciplinary topics shall be decided by the Executive Committee approximately **two years** before the General Assembly on the basis of recommendations made by the Scientific Associations.

3. THE COUNCIL

3.1 Responsibilities of the Council

Pursuant to the general powers enumerated in Statute 3.3, the Council shall:

- a) decide on the admission of new Members;
- b) rule on changes to membership status, categories of contribution, and appeals against Bureau decisions on such matters, as specified in Statute 6;
- c) elect the members of the Bureau and of the Finance Committee;
- d) receive reports from the Secretary-General and the Treasurer of the Union and ratify the decisions or actions taken by the Bureau and the Executive Committee since the last Council meeting;
- e) consider the budget submitted by the Treasurer and adopt the final budget;
- f) set the contribution category unit amount for the ensuing Period. The unit amount shall only be changed if it is proposed in the agenda for the relevant Council meeting distributed four months in advance;
- g) review the contribution categories of Members at each General Assembly;
- h) review the status of Associate Members at each General Assembly;
- i) address questions of general policy and business administration of the Union, and appoint such committees as may be deemed necessary for this purpose; and
- j) consider and adopt changes to the Union's Statutes or By-Laws.

3.2 Meetings of the Council

- a) *Convening.* Meetings of the Council shall be convened by the President.
- b) *Ordinary meetings.* The Council shall meet during each General Assembly ("**Ordinary**" meetings).
- c) *Special meetings.* Additional **Special Meetings** of the Council shall be convened when requested in writing to the Secretary-General, specifying the issues for the agenda, by either (i) at least one-third of the Full Members who have made all of the Required Payments and who are not in Observer Status, or (ii) a majority of the members of the Executive Committee.

- d) *Meeting remotely.* The Council may conduct its meetings or permit Delegates to participate in meetings by any means of communication that allows all participants to hear each other simultaneously. A Council Delegate participating in a meeting by this means is considered to be present in person at the meeting.

3.3 Notice of a Council Meeting

- a) The date, time, place, and agenda for a meeting of the Council shall be communicated to all Adhering Bodies, the Bureau, the Executive Committee, and the Finance Committee at least four months before the meeting.
- b) The failure of Associate Members, Affiliate Members, or members of the Executive or Finance Committees to receive such notice shall not invalidate any action taken at that meeting.

3.4 Agenda for a Council Meeting

- a) *Proposals.* Agenda items for a Council meeting may be proposed by Members or by IUGG National Committees (defined in By-Law 7.1) provided they are presented to the Secretary-General no later than six months before the meeting. Associate Members and Affiliate Members may only make proposals of a scientific nature.
- b) *The agenda.* The Secretary-General shall place all proposals received, together with explanatory comments, on the agenda for the meeting.
- c) *Other items.* An item not on the agenda may only be discussed at the Council meeting if a proposal to that effect is approved by two-thirds of the Council Delegates present at the meeting, and a quorum is present.

3.5 Voting at Council Meetings

- a) *In person.* Voting by Council Delegates shall normally be in person at a Council meeting.
- b) *By correspondence.* A Council Delegate may vote at a meeting by written correspondence with the following provisions.
 - (i) The vote must be received by the President in writing before the meeting.
 - (ii) The vote shall be valid only for issues that are on the final agenda distributed in advance, or do not differ materially from that agenda as determined at the sole discretion of the President.
 - (iii) A vote purporting to be on behalf of a Council Delegate shall be deemed valid unless challenged at, or before, its exercise. The burden of proving invalidity shall rest on the challenger.
- c) *By electronic ballot.* A vote by the Council may be conducted remotely using an electronic system (for example, via the internet). Electronic voting shall be open for four weeks from the date of announcement, and shall normally not be permitted within six months of a scheduled meeting of the Council.

3.6 Attendance at Council Meetings

- a) Council meetings shall be open to Council Delegates and, on a non-voting basis, to members of the Executive and Finance Committees.
- b) One person from each Associate Member or Affiliate Member may attend and speak at any Council meeting, but not vote.
- c) The President may invite guests to make presentations at Council meetings.
- d) Other individuals may, with the consent of the President, attend Council meetings as listening guests only, except when a simple majority of Council Delegates present declares all or part of the meeting closed to guests.

Refer also to the voting requirements set forth in Statute 3.4.

4. THE BUREAU

4.1 Activities of the Bureau

- a) *Responsibilities.* In furtherance of the purposes described in Statute 4.1, the Bureau shall initiate procedures to
 - (i) attain the general objectives of the Union;
 - (ii) manage the finances of the Union;
 - (iii) ensure the adequate administration of the Union;
 - (iv) draw up the agendas for meetings of the Council and of the Executive Committee; and
 - (v) maintain a reference document "**Guidelines on IUGG Administration**".
- b) *Consultation with Members.* During the interval between General Assemblies, the Bureau shall consult with the Adhering Bodies of Full Members on matters of finance and on the admission of new Member Countries. On scientific or administrative matters not involving finance, the Bureau may consult with the IUGG National Committees of each Member Country.

4.2 Meetings of the Bureau

- a) *Meetings.* The Bureau shall normally meet once a year, at the call of the President.
- b) *Meeting remotely.* The Bureau may conduct its meetings or permit members to participate in meetings by any means of communication that allows all participants to hear each other simultaneously. A Bureau member participating in a meeting by this means is considered to be present in person at the meeting.

4.3 Voting at Bureau Meetings

- a) *Representation.* In a meeting of the Bureau, no member of the Bureau may be represented by any other person and no voting by proxy shall be permitted.
- b) *Quorum.* For the validity of the deliberations of the Bureau, at least **four** of its members must be present.
- c) *Voting.* The affirmative vote of a majority of members present at a meeting is the act of the Bureau. Blank or invalid ballots and votes not cast by Bureau members present are counted as abstentions.

5. EXECUTIVE COMMITTEE

5.1 Activities of the Executive Committee

In furtherance of the purposes described in Statute 4.2, the Executive Committee may

- a) *establish Union Commissions* to examine scientific issues of mutual interest to at least four of the Scientific Associations;
- b) *sponsor*, either jointly with other Unions of the International Science Council or for special purposes, specific Programmes or committees for the conduct of inter-disciplinary science. Such bodies may create subordinate bodies as necessary;
- c) *sponsor* the establishment of Permanent Services;
- d) *review* the list of Union Commissions, Programmes, Permanent Services, and Committees at each General Assembly;
- e) *initiate* actions, as required, to co-ordinate the common interests of the Scientific Associations, such as by meetings between the Secretary-General and the Secretaries of the Scientific Associations;

- f) *guide* the Treasurer regarding the financial needs of the Scientific Associations in achieving their objectives;
- g) *fill* any vacancy in the membership of the Bureau or the Finance Committee that may occur between General Assemblies. Such appointments shall be confirmed by the Council and start from the date of that confirmation; and
- h) *make* recommendations to the Council on matters of general policy.

5.2 Meetings of the Executive Committee

- a) *Convening*. The Executive Committee shall be convened by the President.
- b) *Meetings*. The Executive Committee shall meet (i) at each General Assembly, (ii) **two years** ahead of each General Assembly to prepare an outline of the programme and timetable for the scientific symposia and business activities of the Union and the Associations at that Assembly, and (iii) at other times at the call of the President.
- c) *Meeting remotely*. The Executive Committee may conduct its meetings or permit members to participate in meetings by any means of communication that allows all participants to hear each other simultaneously. An Executive Committee member participating in a meeting by this means is considered to be present in person at that meeting.
- d) Attendance at Council. The Executive Committee shall attend all meetings of the Council with voice but without vote.

5.3 Notice of Executive Committee Meetings

The Secretary-General shall send notice of any Executive Committee meeting to all members of the Committee, setting forth the date, time, and location of the meeting and soliciting agenda items. Such notice shall be issued at least **four months** before the meeting.

5.4 Agenda for Executive Committee Meetings

- a) Proposals for the agenda of Executive Committee meetings may be submitted to the Secretary-General by members of the Executive Committee, provided this is done at least **six months** before the meeting.
- b) The final agenda shall be sent to Committee members at least **four months** before the meeting.
- c) Items not on the agenda may only be discussed at an Executive Committee meeting if approved by two-thirds of the members present at the meeting.

5.5 Voting at Executive Committee Meetings

- a) *Representation*. A President of a Scientific Associations unable to attend an Executive Committee meeting may be represented by a President-Elect or the Secretary of their Association. No member of the Bureau or the past-President may be represented at an Executive Committee meeting by any other person.
- b) *Quorum*. For the validity of an act of the Executive Committee, at least half of its members or their representatives must be present.
- c) *Proxy voting*. No voting by proxy shall be permitted.
- d) *Vote counting*. The affirmative vote of a majority of those members present or their representatives is the act of the Executive Committee. Blank or invalid ballots, and votes not cast by Executive Committee members present are counted as abstentions.
- e) *Limitations*. The immediate past-President may not vote at an Executive Committee meeting and shall not be counted for the purposes of determining if a quorum is present or an action has been passed by the Executive Committee.

6. **FINANCE COMMITTEE**

6.1 **Activities of the Finance Committee**

In furtherance of the purposes described in Statute 5.1, the Finance Committee shall:

- a) advise the Council on all financial matters of the Union;
- b) receive and review the audits of the accounts;
- c) report to the Council;
- d) advise the Treasurer on preparation of the budget; and
- e) advise the Treasurer, the Bureau, and the Executive Committee on financial matters, including raising funds to support Union and Scientific Association activities; and
- f) review the category of membership of Members.

6.2 **Chair of the Finance Committee**

- a) The Finance Committee shall elect a Chair person from among its members.
- b) The Chair of the Finance Committee shall normally be invited on a non-voting basis to meetings of the Bureau and Executive Committee when financial matters are on the agenda.

6.3 **Meetings of the Finance Committee**

- a) *Meetings.* The Finance Committee shall meet, at the call of its Chair, at least once during its term of office.
- b) *Representation.* No member of the Finance Committee may be represented at a Finance Committee meeting by any other person.
- c) *Guests.* The Treasurer may be invited by the Chair to attend a meeting of the Finance Committee on a non-voting basis.
- d) *Meeting remotely.* The Finance Committee may conduct its meetings or permit members to participate in meetings by any means of communication that allows all participants to hear each other simultaneously. A Finance Committee member participating in a meeting by this means is considered to be present in person at the meeting.

6.4 **Voting at Finance Committee Meetings**

- a) *Proxy voting.* No voting by proxy shall be permitted.
- b) *Quorum.* For the validity of the deliberations of the Finance Committee, at least half of its voting members must be present.
- c) *Vote counting.* The affirmative vote of a majority of those members present is the act of the Finance Committee. Blank or invalid ballots, and votes not cast by Finance Committee members present are counted as abstentions.

7. **OTHER CONSTITUENTS**

7.1 **IUGG National Committees**

- a) *Formation.* Each Adhering Body of the Union shall form a Committee for Geodesy and Geophysics, hereafter known as an "**IUGG National Committee**".
- b) *Composition.* Each IUGG National Committee shall include of a President, Secretary, and **National Correspondents** for the Scientific Associations of interest.

- c) *Function.* IUGG National Committees shall function under the direction of their Adhering Body to provide for the participation of their Member country in Union activities.

7.2 Scientists

Scientists from all countries may attend scientific meetings of both the Union and its Associations, and may act as observers in Union Commissions.

8. OFFICERS OF THE UNION

8.1 Union Offices

- a) The offices of the Union shall be that of President, President-Elect, Treasurer, and Secretary-General.
- b) To assist the Secretary-General and the Treasurer in the performance of their duties, the Bureau may appoint an Assistant Secretary-General (**Executive Secretary**) and an **Assistant Treasurer** who shall be assigned tasks by the Secretary-General and the Treasurer, respectively, subject to the approval of the Bureau.
- c) The Assistants may attend meetings of the administrative bodies of the Union in an advisory capacity.
- d) The Bureau may authorize the employment of additional administrative and secretariat personnel as may be required to ensure orderly administration.

8.2 Responsibilities of the President

The President shall normally represent the Union at General Assemblies of the International Science Council. The President-Elect or the Secretary-General may stand in for the President if necessary.

The President shall also:

- a) Represent the Union in its dealing with national or international organizations or institutions;
- b) Convene and preside over the General Assembly and all meetings of the Council, Executive Committee, and Bureau; and
- c) Submit a report to the General Assembly on the scientific work of the Union for the current Period.

8.3 Responsibilities of the President-Elect

The President-Elect shall:

- a) Serve as presiding officer in the absence of the President.
- b) Succeed to the office of president if the President is incapable of remaining in office. The Council shall then elect a new President-elect from the remaining Members of the Bureau based on the recommendation of the Executive Committee.
- c) Oversee the activities of the Union Commissions and Working Groups.
- d) Perform other duties as may be assigned by the Bureau.

8.4 Responsibilities of the Treasurer

The Treasurer shall be responsible for the financial administration of the Union, informed by the Union's 'Guidelines on Union Administration' and directions issued by the Bureau.

The Treasurer's duties shall include, but not be limited to, the following.

- a) Prepare, in consultation with the Executive and Finance Committees, a preliminary budget with comments from the Finance Committee to be sent to the Adhering Bodies at least **three months** before each General Assembly. The Treasurer shall subsequently update the budget and submit this to the Council at the General Assembly for approval.
- b) Arrange for an annual audit of the accounts.
- c) Collect the funds of the Union and disburse them in accordance with the approved budget and instructions of the Council and of the Bureau.
- d) Maintain records of all financial transactions of the Union and submit annual financial reports thereon to the Bureau and the Finance Committee.
- e) Submit such other reports to the Finance Committee and to the Council as they may reasonably request.
- f) Assemble, at the end of the calendar year preceding a General Assembly, a report on the complete accounts of the Union for the previous four years, including those of the Scientific Associations. The Treasurer shall present the report to the Bureau and the Finance Committee at least three months before the General Assembly, and to the Council at the General Assembly. The report shall be accompanied by statements concerning each account administered by the Union, its Scientific Associations, and other financially-assisted bodies. Each account shall be audited by a qualified accountant.
- g) Prepare a summary report of the finances of the Union covering all Union activities, including those of the Scientific Associations, and arrange for the distribution of copies thereof to the Members of the Union not later than three months before the General Assembly.

8.5 Responsibilities of the Secretary-General

The Secretary-General shall

- a) Serve as Secretary of the General Assembly, the Council, the Executive Committee and the Bureau; arrange for meetings of these bodies; prepare and distribute promptly the agenda and the minutes of all their meetings;
- b) Manage the affairs of the Union, informed by the document 'Guidelines on IUGG Administration';
- c) Attend to correspondence and circulate relevant information to the Union;
- d) Preserve the records of the Union;
- e) Prepare reports on the Union's activities; forward a report on the administration of the Union since the last General Assembly to all the Members at least three months before each General Assembly; and present a summary of this to the General Assembly itself;
- f) Maintain a register of distinguished scientists who have been honoured by the Union as Fellows of the Union, collectively designated as the **College of Fellows**; and
- g) Perform such other duties as may be assigned by the Bureau.

9. NOMINATIONS AND ELECTION OF OFFICERS

9.1 Appointment of the Nominating Committee

- a) The President shall appoint a **Nominating Committee**, with the advice and approval of the Executive Committee, at least eighteen months before a General Assembly.
- b) The Nominating Committee shall comprise a Chairman and **three** other members who are not also members of the Executive Committee or the Finance Committee.

9.2 Nominations for the Bureau

- a) *Nominations from the Nominating Committee.* The Nominating Committee shall, after soliciting nominations from the Adhering Bodies of the Member Countries, the Officers of the Union, and the Scientific Associations, propose either one or two candidates for each position in the Bureau, seeking to achieve a balance of gender, experience, scientific discipline, and geographical distribution.

Candidates must signify their acceptance of nomination and prepare a resumé outlining their position, research interests, motivation, suitability, and activities relating to the Union and its objectives.
- b) *Initial Circulation.* The list of candidates proposed by the Nominating Committee shall be sent to the Bureau, the Scientific Associations, and the IUGG National Committees at least eight months before the General Assembly at which the election will take place.
- c) *Additional Nominations.* The Bureau, the Scientific Associations, and the IUGG National Committees may also nominate candidates for the Bureau, provided they are (i) received at least three months before the General Assembly at which the election will take place, (ii) supported by at least three Association Presidents or equivalent officers of IUGG National Committees, and (iii) each is accompanied by the candidate's written acceptance of nomination together with a resumé, as outlined in By-Law 9.2(a).
- d) *Final Circulation.* The combined list of nominations shall be sent to the Bureau, the Scientific Associations, and the IUGG National Committees no later than two months before the General Assembly at which the election will take place.
- e) *Re-nominations.* A person previously nominated at a past General Assembly may be re-nominated during the 48 hours following the close of the first meeting of the Council at a General Assembly. Such nominations must be submitted to the Secretary-General, be supported by at least three members of the Council, and be accompanied by the same documentation as required of the other nominees. Council Delegates shall be informed of any such nominations together with the nominee's resumé at least 24 hours before the elections.

9.3 Nominations for the Finance Committee

- a) The Nominating Committee shall, after soliciting nominations from the Adhering Bodies of the Member Countries, the Officers of the Union, and the Scientific Associations, propose either one or two candidates for each of the three positions on the Finance Committee:
 - **one** position from among the current members of the Finance Committee, and
 - **two** positions from among the accredited Council Delegates at the current or any previous General Assembly.
- b) If there are insufficient candidates from the current Finance Committee, then an additional candidate shall be nominated from among the Council Delegates.
- c) The list of candidates proposed by the Nominating Committee shall be sent to the Bureau, the Scientific Associations, and the IUGG National Committees at least three months before the General Assembly at which the election will take place.
- d) The Council may add to the list of nominations for the Finance Committee during the General Assembly until three days before the elections.
- e) Candidates shall be required to signify their acceptance of nomination and provide a resumé outlining their suitability for serving on the Finance Committee.

9.4 Terms of Office

- a) *President.* The President shall serve for one Period.
- b) *President-Elect.* The President-Elect shall be elected for one Period and shall become President at the closure of the next General Assembly after his/her election.

- c) *Secretary-General.* The Secretary-General shall be elected for one Period, and may be re-elected for not more than two additional consecutive Periods.
- d) *Treasurer.* The Treasurer shall be elected for one Period and may be re- elected for not more than two additional consecutive periods.
- e) *Bureau Members.* The additional three members of the Bureau shall be elected for one Period and may not be re-elected for more than one consecutive Period.
- f) *Finance Committee.* Members of the Finance Committee shall be elected for one period and may be re-elected for not more than one further consecutive period.

9.5 Limitations on Office Holders

- a) Only persons from Full Members who have made all Required Payments up to the end of the calendar year preceding their taking of office may be members of the Bureau or the Finance Committee, or be Presidents of the Scientific Associations. Persons from any country, regardless of whether that country is a Member, are eligible to hold other positions within the Union.
- b) A person may hold only one position from among the Bureau, the Finance Committee, the Past-President, the President or Secretary of a Scientific Association, and the executive/governing body of a Scientific Association, Permanent Service, Commission, or programme supported by the Union.

10. FINANCIAL MATTERS

10.1 Contribution Categories

Adhering Bodies of Full Members shall pay annually the number of **units** of contribution for their membership category according to the following table:

Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Units of Contribution	1	2	3	5	7	10	15	20	25	30	35	40	45	50

10.2 Bank Account Signatories

The President, the Treasurer, and the Assistant Treasurer each have the authority to draw from any bank accounts of the Union, but only as directed by the Bureau.

10.3 Travel Expenses

Travelling allowances and per-diem subsistence may be paid by the Treasurer in accordance with rates established by the Bureau. The following conditions must be satisfied:

- a) The travel must be for specified Union business;
- b) Travellers must represent the Union and not Adhering Bodies;
- c) Travellers must be unable to obtain adequate allowances from sources in their own country.

11. AWARDS

11.1 Gold Medal

The Gold Medal is the highest honor of the Union, awarded to Earth and space scientists for outstanding contributions to geodesy and geophysics and for unselfish international cooperation in research. The award includes Fellowship of the Union (Honorary Membership).

11.2 Fellowship of the Union (Honorary Membership)

Fellowship of the International Union of Geodesy and Geophysics is a tribute awarded by the Bureau to individuals who have made exceptional contributions to international cooperation in geodesy or geophysics, and have attained eminence in the field of Earth and space science.

Honorary Members do not provide financial maintenance to the Union and have no rights to attend meetings of the Council or participate in Council business.

The nomination and selection procedures, together with detailed criteria for Union Fellowship, shall be determined by the Bureau and published in the document 'Guidelines on Union Administration'.

11.3 Early Career Scientist

This Award honors early career scientists for their outstanding research in Earth and space sciences and for their international research cooperation. Awardees shall be invited to give a talk at a General Assembly and shall receive travel support therefor.

12. CONFLICTS

To the extent that any provision of these By-Laws conflicts with any provision of the Union's Statutes the provision contained in the Statutes shall govern.

END OF THE BY-LAWS

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