

## **Guidelines on IUGG Administration**

### **Adopted at the 2007 XXIV IUGG General Assembly** **Perugia, Italy**

The IUGG is governed by its Statutes and By-Laws, as well as quadrennial Assemblies of the Council of Delegates (the Council). Between meetings of the Council, the Bureau administers the affairs of the Union. This document consolidates the current administrative practices of the Union as mandated by the Statutes and By-Laws and as interpreted by IUGG Officers, the Bureau, and the Executive Committee. The Bureau is responsible for maintaining this document, which shall be posted on the IUGG website.

Version 2007a

(incorporating changes mandated by modifications in the Statutes and By-laws adopted at the 24<sup>th</sup> General Assembly, and including additional explanatory material)

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## **I. UNIVERSALITY**

IUGG and all of its component bodies adhere to the ICSU Principle of Universality, which states: “The practice of science should be equitable and without discrimination. A primary aim is to enhance the pluralism of science and reach out to all countries, by:

- Ensuring that scientists can freely associate and communicate
- Providing equitable access to data and information
- Enabling equitable access to research materials and facilities
- Building scientific capacity
- Bringing nations and disciplines together.” (ICSU Statute 5)

National diversity: by general consent, the members of the Bureau are from different countries.

## **II. MEMBERSHIP**

### **A. How to Join IUGG**

Every country in which “independent activity in geodesy and geophysics has been developed” is eligible for IUGG membership. We believe that IUGG membership contributes to the scientific well-being of our member countries, and may lead to economic benefits through enhanced exchange of scientific and technical expertise.

A copy of the IUGG Statutes and By-Laws is available on our Web site (<http://www.IUGG.org>). According to our Statutes, the following information is required and constitutes an application for membership. If you have specific questions, please contact the IUGG Secretariat ([secretariat@iugg.org](mailto:secretariat@iugg.org)).

1. What body (known as the Adhering Organization) shall represent your country to IUGG? Please identify the mailing and e-mail addresses and the telephone and fax numbers of this Adhering Organization. This is usually the principal scientific academy or council for national research. However it can be any other institution or association of institutions, whether non-governmental or governmental, that represents your geodetic and geophysical activities. A country is represented by a single body except under extraordinary circumstances. For examples of Adhering Organizations, please consult the IUGG Yearbook posted on the IUGG web page.

2. The Adhering Organization must establish a National Committee for IUGG and identify at least one officer. Most National Committees identify the President and Secretary of the Committee, but some Committees identify additional officers. Please provide the mailing and e-mail addresses and telephone and fax numbers of all officers. The fax and e-mail address of the officer who will be the IUGG Correspondent on behalf of the National Committee should be identified. The term of these officers is generally, but not necessarily, the same as the IUGG Quadrennium (e.g., 2007-2011).

3. IUGG consists of 8 Associations, each representing a discipline of geodesy or geophysics. These Associations are as follows:

- International Association of Cryospheric Sciences (IACS/AISC)
- International Association of Geodesy (IAG/AIG)
- International Association of Geomagnetism and Aeronomy (IAGA/AIGA)
- International Association of Hydrological Sciences (IAHS/AISH)

- International Association of Meteorology and Atmospheric Sciences (IAMAS/AIMSA)
- International Association for the Physical Sciences of the Oceans (IAPSO/AISPO)
- International Association of Seismology and Physics of the Earth's Interior (IASPEI/AISPIT)
- International Association of Volcanology and Chemistry of the Earth's Interior (IAVCEI/AIVCIT)

Each Association would like to be able to contact a single person who will then represent the interests of that Association within your National Committee. In so far as possible, please provide the mailing and e-mail addresses and telephone and fax numbers of a representative for each Association. In most countries, these individuals are appointed by the National Committee but a more formal election conducted by the Adhering Organization could be held.

4. Please indicate whether you wish to apply to be a regular member or an Associate member. The difference is explained below and in Section II.C.

Regular (paying) member: regular members may send a delegate to quadrennial meetings of the IUGG Council, and vote on matters of business. Scientists from member countries may hold office in the Associations and vote in their business meetings. A regular member pays dues annually according to a scale ("the category") established by the IUGG Finance Committee (shown below) and as explained further in Statute III and By-Law III. An application should specify a category of membership. Countries are expected to subscribe to a category that is consistent with their overall economy and participation at General Assemblies. As a guide to help choose the category, the IUGG Yearbook lists IUGG member countries and their category of membership. A regular member country that misses an annual payment temporarily falls into a special class of membership known as "observers." As of the Year 2007, a single unit of membership is valued at \$1630. The Treasurer uses an algorithm to determine the price of a unit of membership (Section III.C), and also reviews the category of membership of regular members at least every quadrennium.

*Under By-Laws, Part III: FINANCE, Article 18*

- a) The Adhering Bodies to the Union shall pay annually the number of units of contributions assigned to the category in which they adhere, according to the following table.

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

Associate (non-paying) members: Associate members have no voting rights and persons from Associate countries may not hold office in IUGG or in any of the Associations. On the other hand, scientists are welcome to attend all scientific and social activities at all IUGG and Association meetings, and Associate members are welcome to attend IUGG Council meetings as Listeners. The scientific data and research done within Associate member countries is valued and the opportunities for networking and collaboration with other IUGG Members are enhanced. Associate members receive all of

the ordinary correspondence of IUGG, such as notices of forthcoming meetings and information about applications for travel support. Associate membership is welcomed as a first step toward regular membership if a country's economic condition currently does not permit the payment of annual dues.

When the information requested above is ready, please submit your application as a letter to the IUGG Secretary General. The Application will be processed in the following steps (Statutes Section II, section 14):

1. Copies will be sent to the members of the IUGG Executive Committee who will determine the scientific merits of the application.

2. The application and the recommendation of the Executive Committee will be sent to the Adhering Organizations of the IUGG regular members via their National Committees, who will accept or decline the application.

If the vote by correspondence is affirmative, then the country's membership is accepted provisionally, with full rights and privileges of membership, until the next formal meeting of the IUGG Council of member countries when a final vote will be taken. Annual dues are expected to be paid beginning with the year of provisional membership.

### **B. Role of National Committee and Adhering Body**

The Adhering Body is the scientific organization that represents the country to IUGG, whereas the National Committee consists of individuals appointed by the Adhering Body in order to participate in Union activities. According to IUGG Statutes:

“Any country in which independent activity in geodesy and geophysics has been developed may adhere to the Union, provided that it takes an adequate share in the maintenance of the Union.

“That country shall be represented by a single body, known as the Adhering Body, which may be either its principal scientific Academy, or its National Research Council, or any other institution or association of institutions, whether non governmental or governmental, representing the geodetic and geophysical activities of the adhering country. Only under extraordinary circumstances, the Council of IUGG (defined in Article 5 of these Statutes) may admit a suitably designated additional Adhering Body for a country, provided a corresponding Adhering Body of that country has already been admitted as a National Member of the International Council for Science. In this case, each Adhering Body shall have a separate Council Delegate and shall be treated separately in questions of Voting and Finances” (Statute 4.a).

“A country in which activity in geodesy and geophysics has been developed but which cannot participate financially in the maintenance of the Union may become Associate. That country shall be represented by a single body, as specified in Article 4.a” (Statute 4.b)

“Each Adhering Body shall form a Committee for Geodesy and Geophysics hereafter known as an IUGG National Committee. The function of the National Committee is, under the direction of the Adhering Body, to provide for the participation of the member country in the Union activities.

During the interval between General Assemblies, the Bureau of the Union may directly consult by correspondence the National Committee of each member country on any question of scientific character or on administrative matters not involving finance.

On matters of finance and on admission of new member countries, the Bureau of the Union shall communicate with the Adhering Bodies of paying members” (Bylaw 4).

### **C. Difference between Regular, Observer, Associate Members**

#### Regular members

Regular members of IUGG are countries (represented by their Adhering Body and National Committee) that pay dues and who therefore have voting rights. Most members are regular members.

While the category of each Adhering Body is determined at the time of adherence, it is possible to change categories. An Adhering Body may raise its category at any time with the agreement of the Council; between Council Meetings the Bureau is authorized to act on their behalf (Statutes 7, 8, and 13b). A paying Member Country may lower its category or become an Associate only with the consent of the Council of the Union (Statute 13.b). In practice, between General Assemblies, the Secretary General has conducted a ballot by correspondence of the regular Adhering Bodies to consider admission of a new Adhering Body, or a petition of a current Adhering body to lower its category. However, the Bureau is specifically authorized to grant requests to transfer temporarily to Category A (Statute 14e). All ballots by correspondence are considered preliminary pending a confirming vote at the next Council meeting.

#### Observer status

According to Statute 14, if at the end of any calendar year an Adhering Body has not paid its subscription for that year, the Adhering Body enters Observer status and the privilege of participating in matters of IUGG business, including voting, will be denied until full payment has been made of that year's subscription. A country in Observer status shall continue to accrue annual subscription obligations. Scientists represented by Adhering Bodies that have been in Observer status for two or more years are not eligible to be elected to positions in the Union or in its constituent Associations (By-Law 10d). If at the start of any year a paying member country has been [continuously] in Observer status for [the previous] four years, that member country shall be deemed to have withdrawn from membership unless a written request to be transferred to Associate membership (Category A) has been received by the Secretary General. The Bureau of the Union is authorized to grant requests for transfer temporarily to Category A, until the next meeting of the Council, to member countries in Observer status that provide evidence that efforts to pay all subscriptions in arrears are likely to be unsuccessful. (Statutes 14. a-e)

#### Associate Members (Category A)

Countries that wish to enter IUGG but are not financially able to commit to dues payments may enter as Associate members. These members do not have voting rights, but may otherwise participate in IUGG scientific activities and are encouraged to do so. One person from each Associate member may attend any Council meeting, as Listener, without the right to speak. According to the IUGG Statutes:

“There shall be fourteen categories of membership in the Union, numbered 1 to 14, plus a special category, called A” (Statute 12.a).

“For categories 1 to 14, each Member Country shall pay annually the number of units of contribution assigned to the category in which it adheres. In each country the Adhering Body shall be responsible for the payment of the contribution. Any member country may additionally donate contributions for travel support of scientists from countries of category A” (Statute 12.b).

“Category A is composed of the Associates. They do not pay an annual contribution to the Union” (Statute 12.c).

“A country which seeks to adhere to the Union must specify the category in which it proposes to adhere. Its application for admission may be refused if the category proposed is considered inadequate” (Statute 13.a).

“An Associate may enter a paying category, or a paying Member Country may raise its category at any time provided the Council agrees. A paying Member Country may lower its category or become an Associate only with the consent of the Council of the Union” (Statute 13.b).

### **III. FINANCIAL INFORMATION**

#### **A. Determination of price of 1 unit of dues**

The price of 1 unit of dues to IUGG is given in USD and is based on a US Department of Labor inflator. The price is adjusted for every year based on the September value in the year prior to the year where the price is applied. However, the September index is normally not available at the time required, i.e. by the end of the year. The calculation must be ready by mid-December as the invoices are due around the beginning of the new year. Therefore, the calculation is actually based on the August index with an estimated value for September (the tendency up to August is added to this month). This is the reason for the interval shown below. Since 2005 the inflator index has been obtained from the following address.

<http://data.bls.gov/PDQ/outside.jsp?survey=cu>

Year	Index September previous year		Calculated price interval	Actual price of 1 unit used
	Old	New		
1995	114,3		1200	1200
1996	117,3		1232	1230
1997	120,8	100,5	1268	1270
1998	123,4	102,7	1296	1300
1999	125,3	104,2	1315	1320
2000		106,0	1337	1340
2001		110,5 – 111,5	1394-1407	1400
2002		113,0 – 113,5	1426-1432	1430
2003		115,2 – 115,7	1453-1460	1455
2004		117,7 – 118,0	1485-1489	1485
2005		189,9		1525
2006		198,8		1600
2007		202,9		1630

## **B. Determination of allocations to the IUGG Associations**

Approximately half the income of IUGG, hereafter called TOT, is redistributed among the seven Associations. Special provisions have been made for the new 8<sup>th</sup> Association for the 2007-2011 term. The annual allocation in a given year is calculated based on the income the previous year according to the following set of rules:

- 1)  $TOT = \frac{1}{2} * \text{net income}$
- 2) Total allocation to associations = sum of individual allocations + inter-association activities
- 3) Net income = dues to IUGG

Surcharge, interest and other sources of income are kept out of the calculation.

From 2) we obtain

- 4)  $\sum \text{individual allocations} = \frac{1}{2} * \text{net income} - \text{inter-association activities}$

and the distribution among the Associations are given by

- 5)  $\text{individual allocation} = \text{individual percentage} * \sum \text{individual allocations}$

The percentages are taken from a table calculated for every 4-year budget period.

Presently, the following table is applied for the period 2004-07:

IAG	14,16 %
IAGA	20,01
IAHS	12,48
IAMAS	16,40
IAPSO	12,11
IASPEI	15,38
IAVCEI	9,46
Total	100,00 %

The basis for the calculation of the percentages is this formula:

$$\text{individual percentage} = \frac{1}{2} * (1/7 + \text{percent attendance}).$$

The percent attendance is an average over the three previous general assemblies,

The following table displays the attendance for the last 6 assemblies for each association. In 1999 and 2003 IUGG also received surcharge from participants not indicating any other affiliation.

	Hamburg	Vancouver	Vienna	Boulder	Birmingham	Sapporo
IAG	448	400	571	567	478	407
IAGA	603	798	952	1137	875	741
IAHS	365	452	433	462	335	381
IAMAS	570	655	610	773	749	823
IAPSO	422	425	430	145	332	410
IASPEI	507	525	593	777	527	658
IAVCEI	175	146	120	264	150	347
IUGG					605	384
Total	3090	3401	3709	4125	4051	4151

### **C. Evaluation of the category of a given Adhering Body**

The statutes and By-Laws of IUGG require that new members suggest a category of the membership. In evaluating both these proposals and also present member categories the Finance Committee will apply the following basic criteria:

- a) the utility of membership
- b) the ability to pay

In order to access these criteria two surrogates are used:

- a) the number of attendees from the members scientific community at 3 of the 4 most recent General Assemblies.
- b) the gross domestic income of the country

Scores for each of these are computed for all Members by subtracting from the number for an individual Member the average of the numbers for all Members and then dividing the result by the standard deviation of those numbers.

The two surrogates are weighted and added together. The total scores are then plotted against units paid and when a Member appears to be 1 category or more below the regression line a suggestion is made to that Member to reconsider its level of support.

Carrying out this analysis the Finance Committee suggested at the General Assembly in Sapporo, July 2003, several changes. At the time of writing increases of category are recommended for at least 4 countries.

Data for attendance are given above and data for GNP are taken from a World Bank Atlas available in simple excel spreadsheet format. The analysis is easily done, but should of course be used with some care.

### **D. Relationship of Financial Committee and Bureau**

The Finance Committee is a committee of 4 persons elected by the Council at General Assemblies according to Statute 11. It is independent of the Bureau and Executive Committees. The duties of the Finance Committee (By-Law 19) are to

- 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;
- e. advise the Treasurer, the Bureau, and the Executive Committee on financial matters, including raising funds to support Union and Association activities.

The Chair of the Finance Committee will normally be invited to meetings of the Bureau or Executive Committee when financial matters are on the agenda.

## **IV. VOTING RIGHTS**

According to the IUGG Statutes:

“Associates have no voting rights” (Statute 16).

“On questions of scientific nature, or of administrative nature, or of a character partly administrative and partly scientific not involving matters of finance, voting shall be in Council by Member Countries, each Council Delegate having one vote, provided that the subscription of the Adhering Body has been paid up to the end of the calendar year preceding the voting” (Statute 17a).

“On questions involving finance, voting shall be in Council by Member Countries with the provision that a voting country must have paid its subscriptions up to the end of the calendar year preceding voting in Council. The number of votes allotted to each Member Country shall be equal to the number of its category of membership” (Statute 17b).

“Questions on admission of new Member Countries 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, each Council Delegate having one vote” (Statute 18).

“A Council Delegate may represent only one Member Country. No member of the Bureau shall serve as a Council Delegate of a country. No Member of the Executive Committee shall vote with the Council unless under exceptional circumstances he is also the Council Delegate of a Member Country.

A paying Member Country which is not represented at a Council meeting may vote by correspondence on any specific question provided that the matter has been clearly defined on the final agenda distributed in advance to the Member Countries and that the discussion thereon has not produced any new considerations or changed its substance and provided that said vote has been received in writing by the President prior to the voting.

For the validity of the deliberations of the Council, at least one third of the Member Countries eligible to vote must be represented by their Council Delegates” (Statute 19).

“Before a vote in a Council meeting, the President shall decide whether the matter under consideration is scientific, administrative or financial in character and whether the procedure of voting by correspondence applies” (Statute 20).

“Decisions of the Council shall be taken by a simple absolute majority except as otherwise specified in the present statutes.

If a tie should occur in a Council vote, the decision shall rest with the President.

Simple or two-third absolute majorities are determined by the proportion of affirmative votes to the sum of votes (affirmative, negative, abstention), provided that the total number of delegates voting (affirmative, negative, abstention) is not less than one third of the total membership of the Union eligible to vote. Blank or invalid ballots and votes not cast by Delegates present are counted as abstentions” (Statute 21).

Additionally, the Executive Committee and the Finance Committee attend Council meetings with voice but without vote.

## **V. MODIFICATION OF THE STATUTES AND BY-LAWS**

### **A. Statutes**

The statutes of the Union may not be modified except with the approval of two thirds of the Delegates meeting in Council. (Statutes Section V, article 23)

Proposals by Member Countries for a change of any article of the statutes of the Union must reach the Secretary General at least six months before the announced date of the Council meeting at which it is to be considered. The Secretary General shall notify all Member Countries of any proposed change, at least four months before the announced date of the Council meeting. (Statutes Section V, article 24)

These statutes or any further modification to them shall come into force at the close of the Council meeting at which they are adopted. (Statutes Section V, Article 22)

### **B. By-Laws**

The Council has the power to adopt By-Laws within the framework of the statutes of the Union. These By-Laws may be modified by a simple majority of votes cast at a Council meeting. These By-Laws, or any further modification of them shall come into force at the close of the Council meeting at which they are adopted. (Statutes Section V, article 25)

## **VI. ALLOCATION OF SUPPORT**

### **A. Allocation of Support for Meetings and Symposia**

The guidelines below were adopted in 2000. The deadline for accepting applications is arbitrarily set for 31 October. The purpose of the deadline is to permit a fair distribution of funds among the Associations, Union Commissions, and inter-Union bodies who respond by the deadline. However, if the fund is undersubscribed, requests will be accepted after the deadline until the money is spent.

Awards to support symposia will generally be in the range of \$2000 ± \$1000. A short report is required within six months after the meeting. New awards to an organization will not be given until the report for a past award is submitted.

Association Secretaries General or appropriate officers of Union Commissions or Inter-Union bodies should send the following information to the IUGG Secretary General, preferably by e-mail ([secretariat@iugg.org](mailto:secretariat@iugg.org)):

- Name of meeting, venue and dates, and primary sponsors and other known co-sponsors
- Name and address of the Chair of the Local Organizing Committee, and the meeting Web site
- Scientific Objective
- Estimated number of participants, abstracts, and sessions
- Level of support requested (in US\$) and how the money will be used
- Additional information as appropriate

The allocations will be suggested by the Secretary General and reviewed by the Members of the IUGG Bureau to assure impartiality. Awards will be announced as soon as possible, but no later than 30 November.

### **B. Allocation of Support for Representative Travel**

Persons representing the scientific interests of the Union may request travel support with the approval of the IUGG President or Secretary General, and Treasurer. This support will typically be approved only once during the period between General Assemblies.

### **C. Allocation of Support for Union Commissions and Inter-Union bodies**

Support for Union Commissions and Inter-Union bodies is recommended by the Executive Committee but is allocated from Union funds (not Association funds).

#### **D. Allocation of Support for Inter-Association Commissions**

Support for Inter-Association Commissions is recommended by the Executive Committee but is allocated from Association funds.

### **VII. IUGG RESOLUTIONS**

#### **A. Procedures for suggesting and approving IUGG Resolutions at General Assemblies**

IUGG Resolutions will normally be approved during General Assemblies. No later than six months prior to a General Assembly, a Resolutions Committee will be formed by the IUGG President. Any Association or Member Country is invited to submit Resolutions, which must be received by the designated deadline. The Resolutions must be approved by both the Bureau and the Executive Committee before being presented to the Council.

#### **B. Special Resolutions**

Under rare circumstances, Special Resolutions may be adopted by the Bureau between General Assemblies.

### **VIII. GUIDELINES FOR UNION COMMISSIONS (adopted at the 2004 Executive Committee meeting, Boulder)**

1. The IUGG Executive Committee may establish Union Commissions in order to examine scientific issues of mutual interest to at least four Associations.
2. A proposal to establish a Union Commission shall be put to the IUGG Executive Committee by an Association with the support of other (at least three) Associations. The proposal shall specify the aims and objectives of the Union Commission and include the names of the scientists comprising the Executive Body.
3. Each Association that supports the Union Commission is encouraged to designate a representative who will maintain liaison between the Union Commission and the Association. The Executive Body of the Union Commission should consist of appropriate scientists from the component Associations.
4. The Executive Body of each Union Commission will advise the IUGG Executive Committee on their choice of Officers, consisting of at least a Chair/President and a Secretary. Their term of office will be for one period of approximately four years, or until the next IUGG General Assembly. This term may be extended for a second period.
5. Prior to any scientific or business meeting of the Union Commission, the Commission Officers shall notify the IUGG Vice-President and the supporting Associations of the time and place of the meeting.
6. The Union Commissions will formulate their program of work and should report to the Vice-President of the Union at least on an annual basis. An annual financial statement based on the calendar year shall be provided to the IUGG Treasurer.
7. Union Commissions may establish sub-commissions and working groups.

8. Union Commissions are encouraged to work through their sponsoring Associations to lead or co-sponsor interdisciplinary workshops or symposia at IUGG General Assemblies.
9. Inter-Association Commissions, comprising representatives of less than four IUGG Associations, may be established by the relevant Associations. Such inter-Association Commissions are encouraged to adopt these guidelines.

## **IX. GENERAL PROCEDURES**

### **A. Conduct of Meetings**

Meetings shall be conducted according to *Robert's Rules of Order Newly Revised*. The edition in current use is the Tenth Edition (2000) (hardback ISBN 0-7382-0384-X; paperback ISBN 0-7382-0307-6; leatherbound ISBN 0-7382-0923-6).

### **B. Meetings of the Council, Bureau, Executive Committee, and Finance Committee**

The Council shall meet at each IUGG General Assembly. In fact, according to Statute 5, the General Assembly is a meeting of the Council. General Assemblies shall normally be held once every four years at the call of the President of the Union (from By-Law 5). Notice of the date and of the place of the meeting of the next General Assembly shall be sent by the Secretary General to the Member Countries at least nine months before the Assembly (from By-Law 6). The Council is convened by the President of the Union, and shall meet at appropriate times during each Assembly. It may be convened between two General Assemblies when a written request is made by at least a third of the paying Member Countries or by a simple majority of the members of the Executive Committee, with notice of the questions to be placed on the agenda of the meeting; the decisions reached at such a meeting of the Council shall be subject to Article 5 of the Statutes (from By-Law 11). Council meetings shall be open to Council Delegates, the Executive Committee, and the Finance Committee. One person from each Associate Member may attend any Council meeting, as Listener, without the right to speak. The IUGG President may invite guests to make presentations at Council meetings. Other individuals may, with concurrence of the President, attend Council meetings as Listeners only, except that a simple majority of Council Delegates present may declare part of any meeting closed to Listeners (from By-Law 11).

A plenary meeting of the participants in the General Assembly shall be held during each General Assembly for discussions of Union activities (By-Law 8). The Associations shall hold business meetings and scientific sessions at the General Assemblies of the Union (from By-Law 9).

The Bureau will normally meet once a year, at the call of the President of the Union. In a meeting, no Member of the Bureau can be represented by any other person. For the validity of the deliberations, four Members at least must be present (from By-Law 13).

The Executive Committee is convened by the President of the Union. It shall meet at each General Assembly, and also at all sessions of the Council with voice but without vote. It will also meet normally at least once between General Assemblies, two years ahead of the next General Assembly, in order to prepare an outline of the interdisciplinary scientific agenda and of the timetables for the Union and for the

Associations during the next General Assembly (from By-Law 12). In recent practice, the Executive Committee has been convened twice between General Assemblies: in the first and the second years of each term. The expenses of the members of the Executive Committee to attend the meeting are borne by the Union.

At a meeting of the Executive Committee, no member of the Bureau, nor the Past President of the Union, may be represented by any other person. The Presidents of the Associations, in case of hindrance, may be represented by a Vice-President or the Secretary of their Association. The Past President has voice but no vote. For the validity of the deliberations of the Executive Committee, at least half of its members must be present or represented (from By-Law 12).

The Finance Committee shall elect a Chair from among its members. The Finance Committee shall meet, at the call of its Chair, and at least once during its term of office. The Chair of the Finance Committee will normally be invited to meetings of the Bureau or Executive Committee when financial matters are on the agenda (from By-Law 19). The Finance Committee shall meet with the Council at sessions of the latter, with voice but without vote. (Statute 11)

#### **C. Vade Mecum (Annual Notification to Associations and Union Commissions of documents required by the Union)**

The notification of documents and deadlines for receipt of reports needed by Union Officers shall be issued by the Secretary General as soon as practical, and no later than 30 days following the first day of each calendar year.

#### **D. E-Journal**

An electronic newsletter, the IUGG E-Journal, intended to inform IUGG Adhering Bodies and IUGG component bodies of recent activities of the Union shall be issued by the Secretariat as close as possible to the first day of each month. The newsletter shall be in plain text and no longer than 5 pages (approximately) to assure that it can be scanned quickly. A draft should be circulated to the IUGG Executive Committee approximately one week before the first of the month, in order to assure accuracy of the material.

#### **E. Yearbook**

In order to facilitate contact between the Union and National Committees, and also among scientists internationally, IUGG compiles an updated Yearbook at the beginning of each year. The Yearbook is placed on the Website and may be updated more frequently than annually. The Yearbook contains general information about IUGG and its composition, details about each Association and National Committee, and complete contact information (as it is available) for each person who serves as an Association Officer or National Committee Member. The Yearbook was distributed in print form through 2007, and copies of the Yearbook from earlier years are archived on the website.

#### **F. Annual Reports**

Each year, IUGG requests a short annual report from each Association and Union Commission, outlining their work, major conferences, and other details of the previous year. These reports are collected mid-February and compiled into one cohesive document, which is then distributed to all of the Adhering Organizations and National

Committees. The document is a concise way of keeping the members of IUGG informed of the projects and accomplishments of the Associations and Union Commissions.

### **G. Selection of Venues for General Assembly**

A Call for proposals to host an IUGG General Assembly shall be issued by the Secretary General and published in the IUGG E-Journal approximately 2 years before the next General Assembly. Bids shall include the following information, and should be received 6 months before the General Assembly. Bids shall be reviewed by a committee of three persons appointed by the IUGG President, experienced in the logistics of convening Union or Association Assemblies.

A proposal to host an IUGG General Assembly should include:

- The inviting body/bodies, including:
  - The official host body;
  - Other supporting institutions;
  - Government support to assure free circulation of scientists, consistent with the International Council for Science “Principle of Universality.”
- Potential venue/venues, including:
  - Maximum number of participants who could attend;
  - Meeting facilities: number of halls; rooms of various sizes and technical equipments; poster facilities, etc.
  - Space and facilities for the Bureau, Finance Committee and Association offices;
  - Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee;
  - Accommodations: range of lodging types and costs; distance from meeting facilities;
  - Proposed dates for an Assembly of two weeks in length, taking into account availability of facilities and suitability of weather.
- Financial aspects:

IUGG expects that the host will take full responsibility for the financial affairs of a General Assembly. However, it is desirable to have the following information:

  - Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly;
  - Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees;
  - Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly.

- **Deadline:**

Inquiries to the IUGG Secretariat regarding a potential invitation are welcome at any time. The official invitation should be received by the Secretary General at least six months before the next General Assembly (consistent with IUGG By-Law 6). The IUGG Council selects the winning invitation. All invitations will be evaluated by an impartial committee selected for that purpose, and a report will be given to the IUGG Council before their final vote.

## **H. Schedule of Deadlines before General Assembly**

General Assemblies are normally held once every four years (By-Law 5)

GA – 18 months:

-The President appoints the Nominating Committee with the advice and approval of the Executive Committee. The Nominating Committee shall consist of a Chairman and three other members, not themselves members of the Executive Committee nor of the Finance Committee. (By-Law 10)

GA – 9 months:

-Ensure that the IUGG Adhering Bodies have been notified of the date and time of the General Assembly (By-Law 6)

GA – 8 months:

-Release the first list of persons nominated for IUGG Bureau and Finance Committee officers

GA – 6 months:

-Appointment of the Resolutions Committee

-Due date to receive proposals for modifications to the IUGG Statutes and By-Laws

-Due date to receive proposals for the agendas of both the Council meetings and the Executive Committee meetings (By-Laws 6 and 12)

GA – 4 months:

-Council must be notified of proposed changes to the Statutes and By-Laws

-Final agendas must be issued for the Council and Executive Committee meetings (By-Law 11)

-Council must be notified of any proposed change in the amount of a unit (By-Law 11)

-Reports on the administration and financial state of the Union must be sent to the Adhering Bodies

GA – 3 months:

Due date for names to be added to the ballots for officers (By-Law 10)

GA – 2 months:

Final ballots for officers must be sent to the Adhering Bodies/Council delegates (By-Law 10).