

# INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS

## STATUTES

### I. OBJECTIVES AND COMPOSITION OF THE UNION

1. The objectives of the International Union of Geodesy and Geophysics (IUGG) are:
  - a) to promote the study of all problems relating to the figure of the Earth, and the physics and chemistry of the Earth's interior, surface, fresh waters, cryosphere, oceans and atmosphere, along with relevant studies of other planets;
  - b) to initiate, facilitate and co-ordinate research into, and investigation of those problems of geodesy and geophysics which require international co-operation or which are of international interest;
  - c) to provide, on an international basis, for discussion and publication of the results of the researches indicated in Article 1.b);
  - d) to promote co-ordination worldwide of scientific activities in the disciplines of interest to the Union;
  - e) to assist with scientific advice the study of practical problems of a geodetic or geophysical character when such problems present an international aspect or when they require international co-operation of specialists or facilities;
  - f) to promote and co-ordinate the scientific activities of several Permanent Services whose objectives are, on an international basis, to facilitate the standardization of measurements or to collect, analyze and publish geodetic or geophysical data, taking into account the results of planetary studies.
2. To achieve its scientific aims, the Union consists of a number of International Associations, each of which deals with a discipline of geodesy or geophysics.
3. The Union adheres to the International Science Council.
4.
  - a) 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 Science Council. In this case, each Adhering Body shall have a separate Council Delegate and shall be treated separately in questions of Voting and Finances.
  - b) 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.
  - c) Hereafter, adhering countries will be referred to as Member Countries.
  - d) There shall be a category of adherence known as Affiliate Membership. Any multi-national or regional geodetic, geophysical or other geosciences organisation shall be eligible for Affiliate Membership. Affiliate Members shall have the same rights, duties and obligations as Associate Members.

- e) There shall be a category of membership within IUGG known as Honorary Member conferred upon individuals awarded IUGG Fellowship by the IUGG Bureau. Honorary Members shall have no rights to attend meetings of Council or participate in Council business.
5. The General Assembly shall consist of three parts: i) a meeting of the duly accredited Delegates of the Member Countries and guests invited in accordance with the By-Laws (the Council Meeting); ii) business meetings of the Union; iii) an open scientific assembly.

The Council of the Union shall consist of the Delegates known as Council Delegates, designated by the Adhering Bodies of the Member Countries, one Council Delegate for each Adhering Body. Each Council Delegate shall be formally accredited by the Adhering Body in advance of each meeting of Council. Adhering Bodies in Associate status are not entitled to appoint a Council Delegate. Each Council Delegate, normally the President of the relevant IUGG National Committee, is expected to serve until the beginning of the first session of the subsequent Council meeting. However, an Adhering Body may replace its Council Delegate during the interval between successive Council meetings, and/or appoint an Alternate Delegate for a specific meeting.

The right of a Council Delegate to vote is subject to the relevant Adhering Body meeting its financial obligations to the Union.

## **II. ADMINISTRATION**

6. Responsibility for the direction of the Union's affairs shall be vested in the Council of the Union. Decisions of the Council shall be reported to the General Assembly.
7. Between meetings of the Council, the direction of the affairs of the Union shall be vested in the Bureau and the Executive Committee, of which the respective responsibilities are hereafter defined.
8. The Bureau of the Union shall consist of the President, President-Elect, Secretary General, Treasurer and three additional Members, all of whom shall be elected by the Council.

The duties of the Bureau shall be to administer the affairs of the Union in accordance with these Statutes and By-Laws and the decisions of the Council.

9. The Executive Committee shall consist of the Bureau, the Presidents of the International Associations, and the immediate Past President of the Union. The Secretaries of the Associations shall be invited to attend meetings of the Executive Committee of the Union in an advisory capacity.

The duties of the Executive Committee shall be to further the scientific objectives of the Associations through effective co-ordination and through the formulation of general policies to guide the scientific work of the Union.

The Executive Committee shall meet with the Council at sessions of the latter with voice but without vote.

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

## **III. FINANCE**

11. During the meeting of a General Assembly the Council shall elect a Finance Committee for the next period, consisting of three members drawn from the previous Finance Committee and accredited Council Delegates as specified by By-Law 10.

The Finance Committee shall meet with the Council at sessions of the latter, with voice but without vote.

12.
  - a) There shall be fourteen categories of membership in the Union, numbered 1 to 14, plus special categories called A and AF.

- b) 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.
  - c) Category A is composed of the Associates. They do not pay an annual contribution to the Union.
  - d) Category AF is composed of the Affiliates. They do not pay an annual contribution to the Union.
- 13.
- a) 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.
  - b) 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.
- 14.
- a) The financial year shall be the calendar year.
  - b) If at the end of any year a paying Member Country has not paid its subscription for that year, the benefits of membership in the Union will be denied to that Member Country until full payment has been made of that year's subscription and of any further subscriptions in arrears. Such Member Countries shall be deemed to be in Observer status.
  - c) A Member Country in Observer status shall continue to accrue annual subscription obligations.
  - d) If at the start of any year a paying Member Country has been in Observer status for four years, that Member Country shall be deemed to have withdrawn from membership unless the Secretary General has received a formal written request from the Member Country to be transferred to Associate membership (Category A).
  - e) 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.
  - f) A Member Country which has been denied a transfer to Category A by the Bureau may appeal at the next meeting of the Council.
  - g) Any Member Country in Observer status that is denied a transfer to Category A by Council shall cease to be a Member Country at the end of the Council meeting at which its request is considered.
  - h) Every Associate Membership shall be reviewed by the Bureau and the Finance Committee and the results communicated to Council at each General Assembly. Countries in Associate Membership will be asked to consider entering a paying category if it is deemed appropriate. If, following such a request, a Country does not enter a paying category, Council shall decide at its next meeting whether the Country can continue its membership in the Union.
15. In the event of the dissolution of any Association, its assets shall be ceded to the Union. In the event of the dissolution of the Union, its assets shall be ceded to the International Science Council.

#### **IV. VOTING**

16. Voting in Council is held (a) at meetings of the Council or (b) electronically. Electronic voting is voting using electronic systems (e.g., Internet, E-mail, Fax) and organized by the IUGG Secretariat. Electronic votes shall be open for one calendar month from the date of

announcement. Electronic voting shall normally be suspended in the 6 months preceding a meeting of Council.

Associates have no voting rights.

17.

a) 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.

b) 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.

18. Questions on admission of new Member Countries and new Affiliate 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, each Council Delegate having one vote.

19. 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 they are 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.

20. Before a vote in a Council meeting or an electronic vote, 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.

21. 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 at a Council meeting or by electronic voting are counted as abstentions.

## **V. GENERAL**

22. These Statutes or any further 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.

23. The Statutes of the Union may be modified only with the approval of two thirds of the Council Delegates present at a meeting or voting electronically.

24. Proposals for changes to any articles of the Statutes and By-Laws of the Union may be made by a Member Country or the IUGG Bureau.

The proposals must reach the Secretary General at least six months before the date of the meeting at which the changes are 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.

If a proposal is submitted to Secretary General between Council meetings, the Bureau, in consultation with the Executive Committee, shall determine whether the proposal has merit to be placed for electronic voting by the Council. In the case of electronic voting, the Secretary General shall notify all Member Countries of any proposed change at least three months before the date of the vote.

25. Conduct of IUGG meetings, except as otherwise specified in the Statutes, shall be according to Robert's Rules of Order, Newly Revised. Details of the edition in current use shall be included in the reference document 'Guidelines on IUGG Administration' described in By-Law 13.
26. The official languages of the Union shall be English and French. In case of disparity between the texts, the English text shall be authoritative.

**END OF STATUTES**

## BY- LAWS

### I. COMPOSITION

1. The following are the constituent Associations of the Union:  
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).
2. The IUGG Executive Committee may establish Union Commissions in order to examine scientific issues of mutual interest to at least four Associations. The Union may also, through the Executive Committee, sponsor jointly with other Unions or for special purposes, specific Programmes or Committees for the conduct of inter-disciplinary science. Such bodies may create subordinate bodies as necessary. In the same way, the Union may sponsor Permanent Services. The list of Union Commissions, Programmes, Committees and Permanent Services shall be reviewed by the Executive Committee at each General Assembly.  
  
Scientists from all countries may attend scientific meetings of the Union and of the Associations. They may also act as observers in Commissions of the Union and in the Associations.
3. The President will normally represent the Union at the General Assemblies of the International Science Council but may be represented, if necessary, by the President-Elect or Secretary General.
4. Each Adhering Body shall form a Committee for Geodesy and Geophysics hereafter known as an IUGG National Committee, which normally consists of a President, Secretary General, and National Correspondents to Union Associations. 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's 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.

### II. ADMINISTRATION

5. General Assemblies will normally be held once every four years at the call of the President of the Union. The interval of time between the closure of two successive General Assemblies shall be known as a "period".
6. 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.

Proposals concerning the agenda for meetings of the Council may be presented by the Adhering Bodies or National Committees; they must be received by the Secretary General at least six months before the meeting. Associates may make proposals of a scientific nature only. The Secretary General must place all proposals received on the final agenda for the Council meeting. This final agenda, with explanatory comments, shall be sent to all Member Countries at least four months prior to the meeting. An item which has not been thus placed on the agenda may be discussed at a meeting of the Council if a proposal to that effect is approved by a two-thirds absolute majority vote of the Council Delegates.

7. The Secretary General may send notice of the date and place of the next General Assembly to individuals or scientific organizations in countries not adhering to the Union, but where there is evidence of activity in Geodesy and Geophysics.

Scientists from these countries will be invited to participate in the scientific programme of the General Assembly, with the status of Guest.

The President of the Union may, on their own initiative or at the request of an Association or Member Country, invite representatives of scientific bodies to attend any General Assembly as Guests provided there is no financial obligation for the Union.

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

The scientific meetings at a General Assembly should include joint sessions of two or more Associations for the discussion of interdisciplinary topics. The programme of the meetings and the selection of these interdisciplinary topics shall be decided by the Executive Committee of the Union, about two years before the time of the General Assembly, on the basis of recommendations made earlier by the Associations.

Provided that the Executive Committee is informed, an Association may also arrange meetings of its own in the interval between the General Assemblies, either singly to deal with topics of specific interest, or jointly with another Association or other Associations.

- 10.

- a) The President of the Union shall serve for one period.

The President-Elect shall be elected for one period and become President of the Union at the closure of the next General Assembly after her/his election.

The Secretary General shall be elected for one period and may be re-elected for not more than two additional consecutive periods.

The Treasurer shall be elected for one period and may be re-elected for not more than two additional consecutive periods.

The additional Members of the Bureau shall be elected for one period and may be re-elected for not more than one consecutive period.

The Members of the Finance Committee shall be elected for one period and may be re-elected for not more than one consecutive period.

- b) At least eighteen months before a General Assembly, the President shall appoint a 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 or of the Finance Committee.

The Nominating Committee, after soliciting nominations from the Adhering Bodies of the Member Countries, and from the officers of the Union and the Associations, shall propose one or two candidates for each position in the Bureau, seeking to achieve reasonable balance in their gender, experience, and geographical and disciplinary distribution. Candidates will be required to signify their acceptance of nomination and to prepare a resumé outlining their position, research interests and activities related to the Union.

The officers of the Union and Associations and the National Committees shall be informed by the Nominating Committee of the list of nominations at least eight months before the General Assembly. They may make further nominations and/or recommendations to the Nominating Committee at least three months before the General Assembly. If new nominations for a given position are supported by at least three Presidents or equivalent officers of National Committees of Member Countries, and if they are accompanied by the written acceptance of possible nomination and resumé outlining the position, research interests and Union related activities of the candidates, they shall be added to the list initially established. The Nominating Committee shall send the final list of nominations to

the officers of the Union and Associations and to the National Committees at the latest two months prior to the General Assembly.

Re-nominations, from those previously nominated for the Bureau may also be made over a period of 48 hours following the close of the first session of the Council meeting at the General Assembly. Such nominations must be submitted in written form to the Secretary General, supported by at least three members of the Council and accompanied by the same documentation as required with the original nominations. The Council Delegates shall be informed of these additional nominations, together with their resumés, at least 24 hours before the elections.

No one can be a candidate for more than one position in the election. Elections shall be by secret ballot.

- c) The Nominating Committee shall, after soliciting nominations from the Adhering Bodies of the Member Countries, and from the officers of the Union and the Associations, propose 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 current accredited Council Delegates or the Council Delegates accredited to any previous General Assembly excluding the current members of the Finance Committee. If there is an insufficient number of candidates from the previous Finance Committee, then an additional member or members shall be elected from among the Council Delegates. No member of the Finance Committee may at the same time be a member of the Bureau or the executive body of the Union or of an Association or of a governing body of one of the Permanent Services or programmes supported by the Union. No member may serve for more than two consecutive periods on the Finance Committee.

The officers of the Union and Associations and the National Committees shall be informed by the Nominating Committee of the list of nominations at least three months before the General Assembly. The Council may add to the list of nominations for the Finance Committee during the General Assembly until three days prior to the elections.

Candidates will be required to signify their acceptance of nomination and to provide a resumé outlining their suitability for serving on the Finance Committee.

- d) No one may be at the same time a Member of the Bureau or of the Finance Committee and President or Secretary of an Association.
- e) Scientists from any country are eligible to hold various positions within IUGG with the following exceptions: positions in the Bureau and the Finance Committee, and the positions of Presidents of the Associations, which can only be held by scientists from Member Countries whose subscription has been paid up to the end of the calendar year preceding their nomination.
11. The Council is convened by the President of the Union, and shall meet at appropriate times during each Assembly.

The Council 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.

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 with voice but without the right to vote. 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.

The Council shall:

- a) decide upon the admission of new Member Countries and new Affiliate Members;
- b) decide on an appeal against a decision by the Bureau to deny a transfer to Associate membership of a Member Country in Observer Status;
- 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) determine the amount of the unit of contribution for the ensuing period (the unit cannot be changed at a General Assembly unless proposed on the agenda distributed four months in advance to the Member Countries);
  - g) review from time to time the categories of Member Countries; review the Associates at each General Assembly;
  - h) examine questions of general policy or administration in the business of the Union and appoint such Committees as may from time to time be deemed necessary for this purpose;
  - i) consider proposals for changes in the Statutes or By-Laws.
12. 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.
- At a meeting of the Executive Committee, no member of the Bureau, or the immediate 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. For the validity of the deliberations of the Executive Committee, at least half of its members must be present or represented.
- Proposals concerning the agenda for meetings of the Executive Committee may be submitted by Members of the Committee; they must be received by the Secretary General at least six months before the meeting.
- The final agenda shall be sent to the Members of the Executive Committee at least four months prior to the meeting. No question which has not been placed on the agenda may be discussed at a meeting of the Committee unless a proposal to that effect has been approved by a two-thirds absolute majority vote of the Members present.
- The Executive Committee shall:
- a) initiate actions, as required, to co-ordinate the common interest of the Associations, such as by meetings between the Secretary General and the Secretaries of the Associations;
  - b) guide the Treasurer regarding the financial needs of the Associations in achieving their objectives;
  - c) fill any vacancy which may occur between General Assemblies among the Members of the Bureau and the Finance Committee (when such appointments are later confirmed by the Council, the period of office will be considered to begin from the date of its confirmation by the Council);
  - d) make recommendations to the Council on matters of general policy of the Union.
13. 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 may be represented by any other person. For the validity of the deliberations, four Members at least must be present.
- Between the meetings of the Council, the Bureau shall initiate procedures to attain the general objectives of the Union; it shall manage the finances, and ensure the adequate administration of the Union, including maintenance of a reference document 'Guidelines on IUGG Administration'. It shall draw up the programmes for the meetings of the Council and of the Executive Committee.
14. Applications for membership of the Union and for transfer to Associate membership shall be referred to the Secretary General who shall report thereon to the Executive Committee, which shall decide on the scientific merits of each application. The Secretary General shall then forward the proposals through the appropriate channels to the Adhering Bodies representing the paying

Member Countries; these bodies will vote electronically and the results of the ballot shall be communicated to them by the Bureau. Admission or transfer will be determined by a simple majority and is provisional until approved by Council. Simple majority is here determined by the proportion of affirmative votes to the sum of votes (affirmative, negative) provided that this sum is not less than one third of the total membership of the Union eligible to vote. Any case of refusal shall be referred to the Council.

15. The President of the Union shall:

- a) be the representative of the Union in its dealing with National or International Organisations or Institutions;
- b) convene and preside over the General Assembly and over all meetings of the Council, Executive Committee and Bureau;
- c) submit a report to the General Assembly on the scientific work of the Union during the current period.

The President-Elect shall:

- d) serve as presiding officer in the absence of the President;
- e) succeed to the office of president if the President is incapable of remaining in office; and the Council shall elect a new President-Elect from the remaining Members of the Bureau based on the recommendation of the Executive Committee;
- f) oversee the activities of the Union Commissions and Working Groups;
- g) perform such other duties as may be assigned by the Bureau.

16. 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', attend to correspondence, preserve the records;
- c) circulate all information related to the Union;
- d) prepare reports on the Union's activities; at least three months before the General Assembly, forward to all the Member Countries a report on the administration of the Union since the last General Assembly, and present a summary of this to the General Assembly itself;
- e) maintain a register of distinguished scientists who have been honoured by the Union as Fellows of IUGG, collectively designated as the College of Fellows.
- f) perform such other duties as may be assigned by the Bureau.

17. To assist the Secretary General and the Treasurer in the performance of their duties, the Bureau may appoint one Assistant Secretary General (Executive Secretary) and one Assistant Treasurer who shall be assigned specific tasks by the Secretary General and the Treasurer, respectively, with the approval of the Bureau. The Assistants may attend meetings of the administrative bodies of the Union in an advisory capacity. The Bureau may authorize employment of additional administrative and secretariat personnel as may be required to ensure orderly administration.

### **III. FINANCE**

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

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

- b) Associates, in Category A, do not pay.
- c) Affiliate members, in Category AF, do not pay.

19. 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 Treasurer may be invited by the Chairman to attend a meeting of the Finance Committee. No Member may be represented by any other person at a meeting of the Committee.

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;
- e) advise the Treasurer, the Bureau, and the Executive Committee on financial matters, including raising funds to support Union and Association activities, and reviewing the category of membership of National Members.

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.

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

The Treasurer shall:

- a) in consultation with the Executive Committee and the Finance Committee, prepare a preliminary budget to be sent to the Adhering Bodies at least three months prior to the Assembly together with comments of the Finance Committee, then update it at the General Assembly and submit the budget to the Council for approval;
- b) arrange for an annual audit of the books;
- 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 may be requested;
- f) assemble, at the end of the calendar year preceding a General Assembly, a report on the complete accounts of the Union (including those of the Associations and of all Union activities) for the previous period, for presentation to the Bureau and to the Finance Committee at least three months prior to the General Assembly, and at the General Assembly to the Council. The report shall be accompanied by statements concerning each account administered by the Union, its 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 (including those of the Associations and of all Union activities) and arrange for the distribution of copies thereof to the Member Countries not later than three months prior to the General Assembly.

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

21. Travelling expenses 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 meeting must be for specific Union business;
- b) those concerned must represent the Union and not Adhering Bodies;
- c) those concerned must be unable to obtain adequate allowances from sources in their own country.

#### **IV. AWARDS**

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

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

#### **V. CHANGES TO THE BY-LAWS**

23. 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 or by electronic voting. 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 or, in the case of electronic voting, at the date on which they are adopted.

### **END OF STATUTES AND BY-LAWS**