

IUAES Website introductory text/preamble to the Statutes

The IUAES is a global organization, founded in 1948, with a mission to support and advance anthropology, and all its diverse sub-disciplines of scientific and humanistic enquiry, and to do so on a world-wide scale. To that end it maintains affiliations with UNESCO-linked organisations such as the International Council for Science (ICSU), the International Social Sciences Council (ISSC) and the International Council for Philosophy and Humanistic Sciences (CIPSH).

The IUAES organizes a five-yearly International Congress of Anthropological and Ethnological Sciences (ICEAS, also known as the World Congress) and smaller inter-congresses (interim conferences) in other years – often with the goal of strengthening the presence and reach of anthropology in regions and countries where it has been relatively underdeveloped.

The primary intellectual work of the IUAES is conducted and overseen by thematically focused Scientific Commissions which host inter-congresses, often in collaboration, and which provide the organizational framework for planning each ICAES. Many of the panels offered at an ICAES are sponsored and hosted by the Scientific Commissions which also initiate a wide range of other collaborative projects in research, teaching and engagement across all the major subfields and speciality areas of anthropology, theoretical and applied, scientific and humanistic.

The IUAES membership comprises individual anthropologists as well as those with a particular interest in the discipline, its sub-disciplines and a range of related disciplines. Its membership also includes national and regional associations of anthropology, national-states' representative scientific bodies concerned with anthropology (where those exist) and institutes, departments, museums and other institutions, both public and private, whose mission includes developing and sustaining anthropology as a mode of enquiry.

As is spelled out in detail in the Statutes below, the IUAES is administered by an Executive Committee the members of which are elected in a manner that aims to ensure that they are internationally representative of geographic regions and of the sub-disciplines of anthropological and ethnological sciences, broadly defined. More detailed information regarding the governance structure is contained in the Statutes.

Statutes

International Union of Anthropological and Ethnological Sciences (IUAES)

Art. 1. The Statutes

- a. These statutes form the constitution of the International Union of Anthropological and Ethnological Sciences (IUAES), hereafter referred to as 'the Union' or 'the IUAES'. The present statutes replace all former statutes from the date of their formal approval.
- b. These statutes are supplemented by by-laws, which must be approved by the IUAES's General Assembly (see Art. 8a) in the first instance, but can be amended by a decision of the Executive Committee (hereafter "the Executive") without the approval of the General Assembly. Amendable by-laws are restricted to matters such as membership fees, and others where provision is required to allow the Executive to make periodic adjustments.
- c. Formal proposals for amending or supplementing these statutes, or for introducing new by-laws, may be put forward by a two third's majority of Executive Committee members. Proposals for amendment of the statutes may also be put forward by groups of at least twenty individual members or ten 'group/corporate members' (see Art. 5c), and submitted to the Secretary-General. All proposals for amending the statutes require the approval of the General Assembly by a two-thirds majority vote.

Art. 2. The Union

- a. The Union was formally founded in 1948 and is an international non-profit organization concerned with promoting the theoretical study and practical application of anthropology and ethnology, and the exchange of knowledge in this field worldwide;
- b. While not bound by the decisions or policies of UNESCO, the Union may co-operate with and advise UNESCO on matters where anthropological knowledge may be relevant.

Art. 3. Aims of the Union

The aims, purpose and objectives of the Union are:

- a. To facilitate networking and active scientific collaboration among individuals in different parts of the world who are professionally or otherwise engaged with the fields of anthropology and ethnology, in the broadest sense in which these or similar terms are understood in different countries;
- b. To stimulate co-operation among scientific and professional organizations and institutions devoted to promoting this field of knowledge, inter alia through hosting a five-yearly world congress;
- c. To work towards the gradual development of an exemplary global community of anthropologists and ethnologists, wherein all educators and practitioners working in this field can meet, communicate and interact in equality and freedom, and in a spirit of common humanity and mutual respect, regardless of their nationality, race, ethnicity, religion or gender;
- d. To promote understanding, appreciation and respect across all socially constructed boundaries, including but not restricted to those of language, cultural identity, religion, history and political affiliation, and to promote the use of such important intellectual and practical tools as have been developed in the discipline of anthropology for this purpose;
- e. To promote a growing awareness among the general public of the scope, significance and contemporary relevance of the discipline of anthropology, of the major subject matters studied by anthropologists, and of the intrinsic value of cultural diversity in human behaviour and well-being;
- f. To cooperate informally and, wherever appropriate formally, with other organizations that share in the international agenda of the Union, and are focused on anthropology, ethnology and related social sciences and humanities, and human biology (see also Art. 4);
- g. To cooperate with intra-national, national and transnational (regional) anthropological associations around the world, as well as to strengthen and consolidate such associations in countries and regions where anthropologists have not yet formed representative bodies;
- h. To facilitate and coordinate international co-operation with closely related disciplines and areas of study within the humanities, social sciences, biological sciences and

environmental sciences, notably through participating as much as is practical in the International Social Science Council, the International Council for Philosophy and Humanistic Studies, the International Council of Sciences, the International Council of Museums and similar organizations;

- i. To advocate the appropriate participation and inclusion of anthropologists and ethnologists in international inter-disciplinary and trans-disciplinary endeavours across all fields of humanistic and scientific inquiry;
- j. To consider and develop such new aims as may arise from different future situations, consistent with the changing scientific, professional and social concerns of the Union's members, under the coordinating guidance of the Executive Committee and with the approval of the General Assembly.

Art. 4. Affiliations of the Union

- a. Apart from engaging in informal cooperation with other organizations (as defined in Article 3f), the Union may also formally affiliate itself with such organizations, in a manner consistent with Articles 2 and 3.
- b. Decisions concerning i) the creation of a formal affiliation, ii) significant changes to the terms of a formal affiliation, or iii) the discontinuation of an existing affiliation, must be proposed by a simple majority vote of the Executive Committee, and must be approved by a simple majority of the General Assembly,
- c. The Executive can make a two-thirds majority decision to suspend affiliations that require payment of a membership fee, in situations where the Union ? upon advice of the Treasurer ? cannot afford to pay that fee. Such a suspension must be discussed and considered at the next General Assembly meeting.
- d. The Union is formally affiliated with the International Social Science Council (ISSC), the International Council of Sciences (ICSU) and the International Council for Philosophy and Humanistic Studies (CIPSH).
- e. The Union will endeavour to ensure that it has a special relationship of partnership (rather than a mere affiliation) with any other widely recognised global organizations in anthropology, and will seek to collaborate with them in order to promote communication and cooperation within the discipline of anthropology in an international context wherever such collaboration is appropriate.

Art. 5. Membership of the Union

- a. *Individual membership* in the Union is open to all practicing, professional and student anthropologists and ethnologists, and others interested in the work of the discipline, who want to support the Union's mission of dialogue, knowledge dissemination and internationalisation of and within the discipline of anthropology/ethnology and beyond; *group/corporate membership* is open to all institutions or associations dedicated to and/or supporting work in the fields of anthropology and ethnology, broadly defined.
- b. There are the following categories of **Individual Membership** in the Union:
 1. *Professional members* are scholars or practitioners, in any part of the world, who are active in research, teaching, administration or service provision that involves activities relating to, and furthering the growth and consolidation of the disciplines of anthropology and ethnology broadly defined, and who are committed to the aims and objectives of the Union. Persons eligible for individual professional membership in the Union include:
 - • Professional (including retired professional) anthropologists and/or ethnologists who hold graduate level academic degrees in anthropology/ethnology.
 - • Persons who hold academic degrees in anthropology/ethnology and whose professional work contributes to the development of the discipline.
 - • Professionals with other graduate level academic degrees whose work, as assessed by the Executive Committee or an admission officer designated by the executive, has a bearing on anthropology/ethnology and/or contributes to achieving the aims and objectives of the Union
 - • Persons who are accepted as members by their national anthropology / ethnology associations, societies or unions.
 2. *Individual student members* are persons recognized by a national or international association, by a university department or by a research centre, as registered students in anthropology or ethnology. Persons meeting the criteria for individual professional membership are ineligible to apply for or to retain individual student membership status.
 3. *Individual Honorary Members* are professional anthropologists and/or ethnologists who have made outstanding contributions to scholarship in ways

that have widely disseminated the insights and perspectives of anthropology/ethnology and thereby contributed to that aspect of the Union's aims and objectives. Honorary Members shall be appointed by the General Assembly on the recommendation of the Executive Committee. Honorary membership is life-long.

- c. There are the following categories of **Group/Corporate Membership** in the Union:
1. *Scientific Commissions of the IUAES* are groups of individual members OR group members of the Union who share a common academic or practical interest and have formed and maintained an active Commission according to the rules of the Union (see Article 7).
 2. *Professional Associations* are subnational, national and international anthropological and/or ethnological organizations, recognized as such by unanimous decision of the Executive Committee or, failing that, upon appeal, by a two-thirds majority decision of the General Assembly.
 3. *Academic, Government and Non-Government Institutions* include research institutions, university departments, named groups and networks of practitioners, and associations (other than those defined in Article 5c.2) which are engaged in teaching, research or the administration and provision of services within the field of anthropology / ethnology, recognized as such by unanimous decision of the Executive Committee or, failing that, upon appeal, by a two-thirds majority decision of the General Assembly.
 4. *Special Interest groups* include anthropological or ethnological associations, organizations or networks concerned with a particular branch of the discipline or topic of inquiry (other than IUAES Commissions), recognized as such by unanimous decision of the Executive Committee or, failing that, by a two-thirds majority decision of the General Assembly.
 5. *Other groups* which, while not meeting the requirements of the categories defined above (Articles 5.c1-c4), contribute substantially to the discipline or to the work of the Union, recognized as such by unanimous decision of the Executive Committee or, failing that, by a two-thirds majority decision of the General Assembly.
- d. All individuals members (professional, honorary or student) have the same rights, namely, they are entitled to a vote in the General Assembly, to stand for election to the Executive (subject to conditions set out in Article 8c.8), to receive the IUAES Newsletter and discounted publications, and to participate in conferences and other

events organised under the auspices of the Union or one of its Scientific Commissions (Art 7) at a discounted rate. All such members also have the same obligations, namely, to pay the current membership fee (as defined in the by-laws, honorary members excepted) in a timely manner and to abide by the statutes of the Union.

- e. All group/corporate members have the same rights, namely, they are each entitled to nominate one individual as a candidate in every election for vacant positions in the Executive Committee. All group/corporate members also have the same obligations, namely, to pay a group/corporate membership fee as stipulated in the by-laws. In addition, the Union will endeavour to consider any representations or requests made by a group/corporate member, particularly by national or regional professional associations of the discipline of anthropology/ ethnology that are group/corporate members.

- 1. A group's membership of the IUAES does not confer individual IUAES membership rights on the individual members of that group/corporate member, unless a special provision is made in the by-laws for concessions for individual members of a group/corporate member of the Union. In such a case, provisions must also be made for all individuals concerned to maintain their individual IUAES membership details by completing the necessary online forms.

Art. 6. Membership Applications and Terminations

- a. All applications for individual membership, other than Honorary Membership, shall be directed to the Secretary-General of the Union, using the membership application form on the IUAES website.
- b. All decisions on admission to membership, retaining membership status and membership termination will be made by the Executive Committee; however, a member has the right to submit an appeal through the Secretary General for consideration by the General Assembly.
- c. The Executive Committee may delegate elements of its functions in respect of this article to a Membership Admissions Officer or Sub-Committee, appointed by the Executive Committee.
- d. All membership fees will be payable through the payment system provided on the IUAES website or, if that is technically not possible, in cash when registering in person at an IUAES congress or similar event.

- e. Membership fees will be differentiated, based on income levels, to ensure equal accessibility to individual and group/corporate membership across all countries and economic strata.
- f. Membership in the Union may be terminated:
 - 1. By formal resignation or death;
 - 2. By failure to pay dues in accordance with the Statutes and the By-Laws, unless specifically exempted by the Executive Committee;
 - 3. By formal exclusion under exceptional circumstances, such as cases of gross misconduct already proven in a court of law, to be considered on a case-by-case basis by the Executive Committee. The member concerned may lodge an appeal, to be decided by the General Assembly.

Art. 7. Scientific Commissions of the Union

- a. Groups of individual IUAES members may establish thematic Scientific Commissions, whose activities must be consistent with the general aims and objectives of the Union (the total number of commissions is limited only by a need to preclude major overlap – see Article 7.c). Such Scientific Commissions are established to carry out academic and other activities in specific subfields of anthropology or on specific topics deemed worthy of anthropological enquiry. Activities of commissions include the organisation of publications, symposia, conferences, conference panels, and panels at IUAES congresses.
- b. Proposals for the establishment of Scientific Commissions shall be directed to the Secretary-General and must be supported by at least ten paid up members (individual or group members) of the Union. The Secretary-General will transmit applications to the Executive Committee for preliminary approval by a two-thirds majority vote, and to the next meeting of the General Assembly for full approval, again by a two-thirds majority vote.
- c. The theme of a new Commission should not duplicate the theme of an existing Commission.
- d. All Executive Committee decisions with respect to the establishment, termination and other major aspects of Commission activities shall be subject to ratification by the General Assembly.
- e. Each Commission, once established, will be a member of the IUAES for as long as it continues to demonstrate that it is functional, by contributing a panel to an IUAES

World Congress or Inter-Congress, or to another major conference (so long as the panel is designated as IUAES sponsored), at least once in every three consecutive years. In cases where a Commission fails to do that, it is automatically deemed inactive and its status as an IUAES Commission is lost.

- f. Each Commission is responsible for maintaining a list of members and for electing one chair and one deputy chair for a term of five years (renewable for one such term) in a democratic fashion, by simple majority vote of the members of that Commission, and with all members eligible to self-nominate for election to these offices.
- g. Further terms and procedures concerning the operation of the Commissions shall be indicated in the By-laws of the Union.

Art. 8. Governance of the Union

Governance of the IUAES shall be through the following bodies, the purpose of which at all times shall be to realise and occasionally to review the aims, purpose and objectives of the Union.

a. General Assembly

- 1. The General Assembly of the Union, which comprises all paid-up individual members, whether professional, honorary or student members, is the source of sovereign legislative, executive and adjudicatory authority over the Union and all its activities and other governing bodies.
- 2. All individual members have equal rights within the General Assembly, irrespective of gender, race, nationality, language, culture, religion or ethnicity or any other arbitrary means of categorisation.
- 3. The General Assembly is required to meet physically at least once every five years at the Union's five-yearly World Congresses, and the Executive may call for additional meetings at any Inter-Congress. In such cases, notice of a General Assembly meeting must be given at least 30 days prior to the meeting. Meetings of the General Assembly are chaired by the President or, if the latter is absent, by the Senior Vice-President or the Secretary General of the Union, in that order.
- 4. A quorum for decision-making at physical meetings of the General Assembly is at least half (50%+1) of the total number of registered, paid-up members of the Union at that time. The Secretary General or a delegate must advise what

the number of current members is, and must determine whether a quorum has been reached at the commencement of the General Assembly meeting.

5. Most decisions of the General Assembly will be reached with the aid of a secure, electronic, internet web-based voting platform. The voting period shall be 30 days, to facilitate the participation of those who may have irregular access to the Internet.
6. For the purpose of internet web-based electronic voting, a quorum of the General Assembly shall comprise two thirds of its current members, including formal abstentions. In cases where fewer than two thirds of the General Assembly's members have cast a vote by the cut-off date and time, the Executive Committee shall extend the voting period by no more than 14 days and publish that fact widely to all members after which the Executive Committee will be required to accept the vote despite insufficient votes having been cast to constitute a quorum.
 1. In cases of extreme urgency, the Executive shall have the right to accept the proportions of votes received by the original cut-off date and time and to inform members of the General Assembly, and especially national or regional group/corporate members of the Union, of both that decision and the reasons for the principle of urgency having been invoked.
7. All proposals to be considered by the General Assembly should be supported by at least two thirds of the Executive, by ten individual members of the Union, by two group/corporate members, or by the Head of the Council of Commissions (Article 8b) acting on behalf of two thirds of the Council. Such proposals must be submitted to the Secretary General at least twenty one days before any meeting of the General Assembly and circulated electronically to all members of the General Assembly at least fourteen days before that meeting.

b. Council of Commissions

1. The Scientific Commissions are at the core of the academic activities of the Union. The Council of Commissions (hereafter 'the Council') is a forum for discussion and coordination of these activities and all issues arising therefrom. The Council constitutes an advisory body with representation on the Executive Committee of the Union, and the head of the Council shall, through the Secretary General, also be entitled to make proposals directly to the General Assembly (that is: the head of Council will not have to obtain support from ten individual members or two group/corporate members).

2. The Council of Commissions comprises the chairs and deputy chairs of all recognised and current IUAES Scientific Commissions, all of whom must be paid-up or honorary individual members of the Union.
3. The Council will elect a Head and Deputy Head at a meeting of the Council, chaired for purposes of that election by the incumbent Secretary General, immediately prior to the meeting of the General Assembly at each World Congress. Election of the Head and Deputy Head will be by simple majority vote of members of the Council, but with the proviso that only one nomination may be made by each Commission and those elected should come from different world geographical regions.
 - 1. The quorum for the Council's elective meeting is half or more of its current members, but members who are absent may be included in the quorum count if they submit their vote or proxy in writing to the Secretary General prior to the meeting, and it is expected that they will do so. If a quorum is not reached at the physical meeting despite these provisions, the Secretary General will arrange an internet web-based electronic vote.
 - 2. All Council members can be nominated or can self-nominate for election as Council Head or Deputy Head, and their nominations must be submitted to the incumbent Head of the Council and the Secretary General at least seven days before the election date.
4. The Head and Deputy Head's terms of office will be the period between World Congresses and each may be elected for one further consecutive term of office.
5. The Head of the Council shall, through the Secretary General, be entitled to make proposals on behalf of the Council directly to the General Assembly
6. The Head and Deputy Head of the Council of Commissions shall, immediately after being elected, become full voting members of the Executive Committee of the Union for the duration of their term as Head or Deputy Head, and can make representations to the General Assembly, verbally at its meetings or electronically at any time.
7. Day-to-day interactions within the Council of Commissions can be conducted with the help of an email list and/or a list-server, which is to be kept up-to-date by the Secretary General, or through a similar medium of communication.
8. Guided by the Secretary General, the Head of the Council Commissions shall be responsible for monitoring the activities of Commissions, including

obtaining and making available to all members of the Union, in Newsletters and/or the Union's website, annual reports on those activities. In instances where a Commission is proven to have become inactive to the point of being defunct, the Council shall recommend to the Executive Committee its removal from the list of Union-approved Commissions. A decision to terminate such removal must have two-thirds majority support in the Executive Committee.

c. Executive Committee

1. The Executive Committee of the IUAES is responsible for managing and making decisions concerning the everyday affairs and activities of the Union, in accordance with its aims and objectives and under the authority of the General Assembly.
2. The fundamental principle of decision-making within the Executive Committee will be to strive for a consensus, and to use voting only as a last resort when agreement has not been reached following discussion. Majority rules for voting vary depending on the specific decision that is to be made, as stated elsewhere in these statutes.
3. The Executive Committee is responsible for executing the policies and decisions emanating from the General Assembly, and for proposing statutory and other policy amendments to the General Assembly.
4. The Executive is authorised to appoint ad hoc committees and administrative officers and to delegate specific tasks to them, to maintain a budget, to set membership fees, to manage programmes of activity of an international scientific and professional nature, to amend existing by-laws, and to take any such other unspecified actions on behalf of the Union as have been specifically authorised by the General Assembly on a case-by-case basis.
5. The terms of office for all members of the Executive Committee are defined by the period of time between one World Congress and the next, which is approximately five years.
6. Members of the Executive Committee shall take office at the end of the General Assembly meeting that is convened at the first World Congress after an electronic election has been conducted.
7. Elections shall be conducted electronically, over a 30-day voting period, commencing no less than 60 days and no more than 90 days prior to each of the General Assembly meetings that are held at five-yearly World Congresses.

8. As a transitional measure following approval of these statutes, the first electronic election shall be held commencing no later than 60 days after the close of the 2013 World Congress to be held in Manchester, UK. Consequently, the term of the incumbent Executive Committee will continue until that election has been finalised.
9. Nominations of candidates for Executive Committee positions must reach the Executive Committee (through the Secretary General) at least 90 days before a World Congress and, if insufficient nominations are received by then, the Executive Committee will make further nominations with the consent of those persons it nominates.
10. The Executive Committee may vote, with a minimum two-thirds majority, to delegate this task to a designated nomination committee comprising at least three Executive Committee members who are themselves ineligible for re-election.
11. The Executive Committee must ensure that at least two candidates are put forward for election for each vacant Executive Committee position and that due consideration is taken to ensure that the Executive Committee will include a reasonable spread of regional, scientific field, and gender representation.
12. To become a nominee, a person must be nominated by four individual members of the Union from different countries, or by one group/corporate member of the Union.
13. Nominees must be paid-up or honorary professional members of the Union, and must provide the Secretary General with a one-page Curriculum Vitae, highlighting previous service to the discipline, the Union and its Commissions, or to other professional anthropology or ethnology organizations, as well as a one-page statement of intent detailing what the nominee would like to achieve during their term in office if elected. Nominees for the positions of President and Secretary General should also provide details about their ability to attend congresses regularly. Nominees may become approved candidates for election only if they fulfill these conditions.
14. The Secretary General will provide members of the General Assembly with access to the candidates' CVs and statements of intent at the time of calling an election, either by posting them online or via email circulation. It is highly desirable but not required that candidates attend the physical meeting of the General Assembly to meet members and answer any questions in person. If

attendance is not possible it is equally desirable that alternative arrangements must be made so that members can ask the candidate questions.

15. All members of the Executive Committee, with the exception of the Head and Deputy–Head of the Council of Commissions (Article 8b.3), the Immediate Past President (Article 9h.2) and the Ex–officio vice–president (Article 9h.2) will be elected by the General Assembly. Members of the Executive should be those who have demonstrated previous commitment to the Union and/or its Commissions and they should be representative of a variety of anthropological and ethnological sub–disciplines and their election should maintain a balance across geographical world regions as well as a gender balance.
16. Any office bearer of the Union can be removed from office if there are serious concerns about their capacity or willingness to fulfill their duties or to participate in a regular and constructive manner in the operations of the Executive Committee. The power to remove a person from office rests with the Executive Committee. The person must first receive a caution from the President or the Secretary General. If the concerns are not alleviated thereafter, a majority vote of eighty per cent of Executive Committee members is required to remove the person from office, should they be unwilling to resign voluntarily.
17. In order to replace the Executive Committee member concerned with an interim appointee until the next World Congress election, a call for nominations must be issued to all members of the Union within seven days and an election held within three months. The vote can be conducted by the Executive Committee if the remaining term is one year or less, or electronically, as for regular elections to the Executive Committee (Art 8c.7), by the General Assembly if the remaining term is longer than one year.
18. A similar procedure will be followed if a member of the Executive Committee dies, is incapacitated for reasons of long–term ill health or resigns from office.

Art. 9. Composition of the Executive Committee

The Executive Committee has twelve members, the first eleven of whom – as listed below – have equal voting rights on the Executive Committee. Each must be a fully paid up or honorary member of the Union at the time of election and should maintain that status for at least the duration of their term of office. Their terms are defined by the period of time between one World Congress and the next, which is approximately five years. The twelve members are:

a. The President of the IUAES

1. The President holds overall responsibility for ensuring that the activities of the Union are appropriately managed by the Executive Committee, and chairs the General Assembly as well as the Executive Committee.
2. The President is elected for a single term of office and represents the Union in the public at large and to other institutions and organizations.
3. The President shall at the expiration of her or his term act as the Past-President in the Executive Committee for another term and may not thereafter stand for re-election or for election to any other office in the Executive Committee.
4. The President shall take an active leadership role in the Union. Such a role includes chairing the General Assembly and the Executive Committee (including overseeing electronic voting, with the assistance of the Secretary General), and, with the help of the Secretary-General, ensuring that the Executive Committee meets, either face to face or electronically, at least twice a year.
5. A delegate appointed by the President from within the Executive Committee may also represent the Union. In extremis, the president can designate an alternate from the Council of Commissions, to fulfill her or his representation duties.
6. The President shall not vote within the Council of Commissions or the General Assembly other than in cases where there is a need for a casting vote.
7. Should the President not be able to fulfill his or her duties owing to death, long-term incapacitating illness, resignation or termination (see Article 8c.10), the Senior Vice-President shall assume his/her duties temporarily until a replacement is found (in accordance with Articles 8c.10 and 11).

b. The Senior Vice-President

1. The Senior Vice-President deputises for the President whenever necessary.
2. The Senior Vice-President is elected by the General Assembly for a single term of office and may not thereafter stand for re-election to either that office or to the office of Vice-President. Ideally the Senior Vice-President should be in her/his second term of office on the Executive Committee.

c. The Secretary-General

1. The role of the Secretary–General is to administer the everyday activities of the Union and to coordinate the work of the Executive Committee in collaboration with the President. The Secretary–General is thus the senior administrative officer of the Union; and shall be responsible for the general oversight and administration of all activities subject to the authority of the President, the Executive Committee, and the General Assembly.
2. The Secretary–General shall maintain records of the affairs of the Union, minutes of the meetings and decisions of the General Assembly, the Executive Committee and the Council of Commissions, and shall maintain membership records. She or he will also administer the property of the Union and shall give notice of meetings.
3. In consultation with the Executive Committee, the Secretary–General is expected to appoint professional administrators to assist with maintaining membership records, managing the IUAES website, collecting membership fees, editing the IUAES Newsletter, and other administrative tasks.
4. The Secretary–General is elected for one term of office, renewable once – if re–elected by the General Assembly in a competitive election – for a single further term.

d. The Treasurer

1. The role of the Treasurer is to oversee administration of the funds and assets of the Union, the collection of membership fees and other income, and the payment of expenses of the Union. The Treasurer is responsible to the Secretary General and the Executive Committee.
2. The duties of the Treasurer shall include the preparation of a formal annual financial report, and informal interim reports on the specific request of the Executive.
3. In collaboration with the Secretary General, the Treasurer shall prepare a draft annual budget for consideration by the Executive Committee.
4. The Treasurer is elected by the General Assembly for one term of office, renewable – upon re–election by the General Assembly – for a single further term.

e. Two Council of Commissions Representatives

The elected Head and Deputy Head of the Council of Commissions represent the Council on the Executive Committee (see Article 8b), have responsibility for facilitating the work of all IUAES Commissions under the leadership of the Secretary

General, and for keeping the Executive Committee informed of the activities and any concerns of the Commissions.

f. Four elected Vice–Presidents,

1. The elected Vice–Presidents have responsibility for publications, providing content for the IUAES website, outreach and education, with individual portfolios assigned at the beginning of their term of office.
2. The Vice–Presidents must be elected by the General Assembly for one term of office, renewable for a single further term upon the recommendation of the Executive Committee. In such instances their re–election will be on the basis of a simple majority vote by the Executive Committee (the two Vice–Presidents affected will not be allowed to participate in this vote). Provision shall be made for continuity through a rotation system, whereby two of the four Vice Presidents are elected for their first term at the time of each World Congress, while the other two will normally be expected to serve another term.

g. One Ex–Officio Vice–President

1. The Ex–Officio Vice–President has responsibility for chairing the organising committee that will host the next World Congress following the one at which she or he is appointed.
2. Subsequent to the selection and approval of a hosting proposal for the subsequent World Congress by the physical General Assembly meeting that is held at each World Congress, the chair of that approved hosting committee is automatically appointed to serve as an ex–officio Vice–President for one term, until the General Assembly meeting held at the next World Congress.
3. An ex–officio Vice–President is eligible for subsequent nomination and election to any other Executive position.

h. The Immediate Past President

1. The role of the Past President, for the term subsequent to holding office as President, is to advise the incumbent President where and when appropriate and to provide a guiding hand to the Executive Committee.
2. The Immediate Past President has no vote on the Executive Committee, and is not replaced if she or he should resign or pass away.

Art. 10. Complaints and proposals to the Executive Committee

- a. Individual members of the General Assembly or of the Council of Commissions or group members who believe that their proposals, requests or recommendations to the Executive Committee of the Union are not dealt with appropriately may lodge a complaint or a proposal with the President or, failing that, with the Secretary General.
- b. If the matter cannot be resolved, the Secretary General will forward it to the General Assembly for consideration (through the IUAES Newsletter or by similar means) and action (for example, web-based voting on an issue that requires a decision in which case at least ten members of the Union must propose such a vote).

----- Page Top !

By-Laws of the IUAES

1) Finances

- a. Collection of the finances shall be overseen by the Treasurer (see Article. 10d) who may, with the agreement of the Executive Committee, appoint an administrator to do the everyday work of administering the Union's finances such as collection of membership fees and maintaining membership lists.
The Treasurer may authorize payment in whatever currencies are appropriate albeit under suitable terms and conditions, may open and operate bank accounts in the name of the Union, and may authorize the disposition of funds for the general running of the Union. Payments of institutional membership fees and/or other larger disbursements require approval of the IUAES Executive Committee.
- b. The current treasurer of the Union, appointed by the Executive Committee at its meeting in Antalya in September 2010, is Professor Andrew (Mugsy) Spiegel mugsy.spiegel@uct.ac.za
- c. The following schedule of annual dues/fees were agreed at the General Assembly meeting in Perth, July 2011, and shall be in effect until amended:
Individual Membership Fees (payable in GBP)
 - • For those earning < £ 10,000 per annum (including students): £ 7

- • For those earning between £ 10,000 and £ 20,000 per annum: £ 10
- • For those earning between £ 20,000 and £ 30,000 per annum: £ 16
- • For those earning > £ 30,000 per annum: £ 23
- • Life membership: £ 575 one off payment (i.e.25 times the maximum annual membership rate. The life membership rate does not provide for different income levels)
- • Honorary Members: NIL

Corporate membership fee rates (payable in GBP):

- • For National or Regional Associations and Councils: an annual amount of £ 0.65p per professional member of the Association, as determined by the Association itself, with a minimum of £ 35 p.a.
- • For Institutions (Departments, Institutes etc) becoming members for the first time: £ 35
- • For Institutions (Departments, Institutes etc) continuing their previous membership: £ 25 p.a.
- • For National Academies or equivalent: An amount to be determined by the Union's Executive Committee through the Secretary General
- • For Scientific Commissions: NIL (from 2011 onwards)

Details of membership fees and modes of payment are all recorded and accessible on the IUAES website's membership page at <http://www.iuaes.org/membership.html>

2) Honorary Members (Art 5 b.3 of statutes)

Honorary Members shall be chosen for the excellence and creativity of their scholarly work, rather than for service to the community of scholars. Nominations shall be made to the Secretary General on a date specified by the latter, but in time for consideration of candidates by the next physical meeting of the General Assembly.

Such nominees shall not be citizens of the country of the nominator, and shall normally have had their place of professional employment outside the nominator's country.

All nominations shall be accompanied by a short resume and a curriculum vitae including bibliography.

The Secretary General shall report to the Executive Committee, which will decide by consensus or simple majority vote on which candidates are, in its opinion, to be presented to the General Assembly for approval. No candidate may be proposed without his or her prior approval.