

IAG Bylaws

adopted by the IAG-Council

on July 9, 2007 at the XXIV IUGG General Assembly in Perugia, Italy

1. Definition of Terms

- (a) **Association Components** or **Components** means Commissions, Services, the Global Geodetic Observing System (GGOS), and the Communication and Outreach Branch (COB).
- (b) **Commissions** represent major fields of activity in the IAG which, together, cover the whole geodesy.
- (c) **Services** collect and analyze observations to generate products relevant to geodesy and other sciences and applications.
- (d) The **Global Geodetic Observing System (GGOS)** works with the IAG Services to provide the geodetic expertise and infrastructure necessary for the monitoring of the Earth system and global change research.
- (e) **Association subcomponents** or **sub-components** means long term sub-components and short term sub-components and includes joint sub-components.
- (f) **Long term sub-components** means IAG Projects (broad in scope and of high interest for the entire field of geodesy), Inter-commission Committees, Sub-commissions and Commission Projects which may remain established for several periods.
- (g) **Short term sub-components** means Study Groups and Working Groups which are established for a maximum term of one period
- (h) **Steering Committee** means a group of elected and appointed IAG officers who review the work of Commissions, Inter-commission Committees (see 17), IAG Projects (see 16), and the Communication and Outreach Branch (see 18).
- (i) **Period** means the interval of time (approximately 4 years) between the closure of two successive IAG General Assembly meetings.

2. Responsibilities of Association Components

- (a) The scientific work of the Association is performed by Commissions, Services and the GGOS.
- (b) The responsibilities of the Association components are determined by the Council on the recommendation of the Executive Committee.
- (c) Components shall interact with each other where their activities are inter-related.

- (d) Each component may set up sub-components and is responsible for the activities of those sub-components.

3. General Responsibilities of Component Presidents or Chairs, and Steering Committees

- (a) Each component shall have a President or Chair who will lead a Steering Committee.
- (b) The component president or chair is responsible for the scientific development within the component's field of interest. The component president or chair shall:
 - (i) coordinate the work of the Sub-components;
 - (ii) keep the officers of the Component as well as the Bureau informed of the component's activities, on an annual basis;
 - (iii) collect reports of the sub-components two months before each IAG General Assembly meeting (except where the IAG Executive has agreed otherwise) for publication in the "Travaux de l'Association Internationale de Géodésie";
 - (iv) receive suggestions for new sub-components, and suggestions for continuation of existing ones; and
 - (v) recommend changes to sub-components to the IAG Executive Committee for approval.
- (c) The component steering committee shall meet at least once per year and at least once during each meeting of the IAG General Assembly.
- (d) The component steering committee shall review at one of its meetings (usually the IAG General Assembly meeting, or the IAG Scientific meeting):
 - (i) the activities of the sub-components over the past period;
 - (ii) the subcomponent structure; and
 - (iii) the programs for the forthcoming period for those subcomponents that will be recommended for continuation.
- (e) The component steering committee shall forward copies of all relevant correspondence of components and subcomponents of the Association to the IAG Secretary General.

- (f) The component steering committee may organise scientific and organizational meetings and workshops provided that they are readily distinguished as being of a more limited scope than IAG Scientific symposia or IAG Sponsored Symposia as described in Bylaws 27 and 28.

4. Commission Responsibilities

Commissions shall promote the advancement of science, technology and international cooperation in their field. They establish the necessary links with sister disciplines and with the relevant Services. Commissions shall represent the Association in all scientific domains related to their field of geodesy.

5. Commission Steering Committee

- (a) The Commission Steering Committee shall be set up at each meeting of the IAG General Assembly, following the election of the Association officers
- (b) The Steering Committee shall have the following voting members:
 - i. Commission President.
 - ii. Commission Vice-president.
 - iii. Chairs of the Sub-commissions and Commission Projects.
 - iv. Up to three representatives of the Services relevant to the work of the Commission.
 - v. Up to two Members-at-Large to balance geographical and member country representation.

6. Appointment of Commission Officers

- (a) The Commission President shall be elected by the Council for one period without reappointment except where exceptional circumstances justify reappointment.
- (b) The Commission Vice President shall be appointed by the IAG Executive Committee for one period without reappointment except where exceptional circumstances justify reappointment.
- (c) Chairs of the Sub-commissions and Commission Projects shall be appointed by the Commission President and Vice-President within two months following the General Assembly.
- (d) The representatives of the Services shall be appointed by the Commission President and Vice-president upon proposal of the Services.
- (e) The Members-at-Large and the chairs of the Sub-commissions and Commission Projects shall be nominated by the Commission President and Vice-President within two months following the IAG General Assembly meeting.

- (f) The appointments of Members at Large and Chairs of Sub-commissions and Commission Projects take effect on approval of the nominations by the IAG Executive Committee.

- (g) Members-at-Large are appointed for one period without reappointment

7. Duties of Commission Steering Committee

The Commission Steering Committee is subject to the general responsibilities of component steering committees in Bylaw 3(c), 3(d), 3(e), and 3(f) above. In particular, its duties are to:

- (a) Review the Commission's field of interests and objectives.
- (b) Liaise with the other IAG commissions, the Inter-commission Committees, and with similar organizations outside the IAG, as appropriate.
- (c) Foster active participation of young geodesists and geodesists from under-represented countries.
- (d) Coordinate and review the work of its components and report at the time of the Scientific Assembly to the IAG Executive Committee on the progress and performance of the components.
- (e) Encourage and organize Commission and interdisciplinary symposia and/or sessions at major geodesy related international meetings.
- (f) Maintain a commission web page and e-mail service.
- (g) Nominate up to three editors for the Journal of Geodesy.

8. Current Commissions

On the coming into effect of these bylaws, there shall be four Commissions with areas of scientific responsibility as outlined below:

(1) Commission 1: Reference Frames

- (a) Establishment, maintenance, improvement of the geodetic reference frames.
- (b) Advanced terrestrial and space observation technique development for the above purposes.
- (c) International collaboration for the definition and deployment of networks of terrestrially-based space geodetic observatories.
- (d) Theory and coordination of astrometric observation for reference frame purposes.
- (e) Collaboration with space geodesy/reference frame related international services, agencies and organizations.

(2) Commission 2: Gravity Field

- (a) Terrestrial, marine, and airborne gravimetry.
- (b) Satellite gravity field observations.
- (c) Gravity field modelling.
- (d) Time-variable gravity field.
- (e) Geoid determination.
- (f) Satellite orbit modeling and determination.

(3) Commission 3: Earth Rotation and Geodynamics

- (a) Earth Orientation (Earth rotation, polar motion, nutation and precession).
- (b) Earth tides.
- (c) Tectonics and Crustal Deformation.
- (d) Sea surface topography and sea level changes.
- (e) Planetary and lunar dynamics.
- (f) Effects of the Earth's fluid layers (e.g., post glacial rebound, loading).

(4) Commission 4: Positioning and Applications

- (a) Terrestrial and satellite-based positioning systems development, including sensor and information fusion.
- (b) Navigation and guidance of platforms.
- (c) Interferometric laser and radar applications (e.g., Synthetic Aperture Radar).
- (d) Applications of geodetic positioning using three dimensional geodetic networks (passive and active networks), including monitoring of deformations.
- (e) Applications of geodesy to engineering.
- (f) Atmospheric investigations using space geodetic techniques.

9. Commission Sub-components and Joint Sub-components

- (a) Commission Sub-components are Sub-commissions, Commission Projects, Study Groups, and Working Groups, which all belong to one commission.
- (b) If more than one commission is involved in a Sub-component, the term Joint Sub-component will be used, e.g. Joint Sub-commission, Joint Commission Project, Joint Study Group, Joint Working Group.

10. Sub-commissions and Joint Sub-commissions

- (a) A Sub-commission may be set up for topics where the Commission plays a leading or coordinating role.

- (b) Where a topic relates to the scientific responsibilities of more than one Commission, a Joint Sub-commission shall be established under the lead of one Commission.
- (c) A Sub-commission is expected to be established for several periods.
- (d) Sub-commissions are established and terminated by the IAG Executive Committee upon recommendation from the Commission President.
- (e) A proposal to the Executive Committee for a Joint Sub-commission requires the recommendation of the Presidents of all contributing Components.
- (f) Guidelines for the establishment of Sub-commissions are established by the Executive Committee and published in the Geodesist's Handbook.

11. Commission Projects and Joint Projects

- (a) A Commission project may be established when a new scientific method or a new technique is being developed, or when it seems appropriate to apply an existing technique to a specific geographic area where international collaboration is required.
- (b) Where a topic for a Commission Project relates to the scientific responsibilities of more than one Commission, or a Commission and a Service, a Joint Commission Project shall be established under the lead of one Commission.
- (c) A Commission Project is established for one period and may be extended for another period subject to a positive review.
- (d) Commission Projects are established and terminated by the IAG Executive Committee upon recommendation from the Commission President.
- (e) A proposal to the Executive Committee for a Joint Commission Project requires the recommendation of the Presidents of all contributing Components.
- (f) Guidelines for the establishment of Commission Projects are established by the Executive Committee and published in the Geodesist's Handbook.

12. Study Groups, Working Groups, Joint Study Groups and Joint Working Groups

- (a) A Study Group or Working Group may be established at any time to address clearly defined well-focused scientific topics of limited scope within the field of the Commission.
- (b) Where a topic for a Study Group or Working Group relates to the scientific responsibilities of more than one Commission, or a Commission and a Service, a Joint Study Group shall be established under the lead of one Commission.
- (c) A Study Group or Working Group is established for one period or less.

- (d) Study Groups and Working Groups, including the position of Group chair, are established and terminated by the IAG Executive Committee upon recommendation from the Commission President.
- (e) A proposal to the Executive Committee for a Joint Study Group or Joint Working Group requires the recommendation of the Presidents of all contributing Components.
- (f) Guidelines for the establishment of Study Groups and Working Groups are established by the Executive Committee and published in the Geodesist's Handbook.
- (g) The Chair of a Study Group or Working Group is responsible for initiating and directing its work and appointing its members.
- (h) Study Group and Working Group membership should be balanced so as to reflect international cooperation in its subject.
- (i) A Study Group or Working Group may have not more than 20 full members and an unlimited number of correspondent members.
- (j) The Chair of each Study Group or Working Group shall issue a brief description of the work to be performed and a list of members, to be published in the Geodesist's Handbook after each General Assembly.
- (k) The Chair of each Study Group or Working Group shall report annually to its members and the commission steering committee, on results achieved and outstanding problems.
- (l) Guidelines for proposing candidates for the Study Group Chair or Working Group Chair will be established by the Executive Committee.

13. Services

- (a) IAG Services generate products, using their own observations and/or observations of other services, relevant for geodesy and for other sciences and applications. Accuracy and robustness of products, quality control, timeliness, and state of the art quality are the essential aspects of the Services.
- (b) Each Service shall define its Terms of Reference as appropriate to accomplish its mission and shall submit the Terms of Reference to the IAG Executive Committee for approval.
- (c) Each Service shall have an IAG representative, appointed by the IAG Executive Committee, as a voting member of its directing/governing board.
- (d) Services are linked to at least one of the Commissions and may be also linked to other scientific organizations, such as the International Astronomical Union (IAU) or the Federation of Astro-

nomical and Geophysical data analysis Services (FAGS).

- (e) Services shall collaborate on a scientific basis with the Commissions, establish Joint Commission Projects, and Joint Study Groups and help compile the Commissions' list of themes for Study Groups.
- (f) Three representatives shall be elected in accordance with Bylaw 39 to the IAG Executive Committee to serve the interests of all Services.
- (g) On any matter relating to the products of a Service, the Service shall represent the IAG.

14. Current Services

On the coming into effect of these bylaws, there shall be fifteen Services as outlined below:

- (a) International GNSS Service
- (b) International VLBI Service for Geodesy and Astrometry.
- (c) International Laser Ranging Service
- (d) International Gravimetric Bureau
- (e) International Geoid Service
- (f) International Centre for Earth Tides
- (g) International Earth Rotation and Reference Systems Service
- (h) International DORIS Service
- (i) International Gravity Field Service
- (j) International Centre for Global Earth Models
- (k) International DEM Service – to be confirmed
- (l) Permanent Service for Mean Sea Level
- (m) Time Section of the International Bureau of Weights and Measures
- (n) International Altimetry Service (IAS) – to be confirmed
- (o) IAG Bibliographic Service.

15. The Global Geodetic Observing System (GGOS)

- (a) The GGOS is IAG's observing system to monitor the geodetic and the global geodynamic properties of the Earth as a system.
- (b) GGOS works with other IAG components, such as the IAG Services and the IAG Commissions, as well as the Inter-Commission Committees, to provide unique, mutually consistent, and easily accessible geodetic products (including the geometric reference frames and the gravity field) and the relevant geodetic constants for science and society.
- (c) GGOS operates on its own Terms of Reference, defined by the GGOS Steering Committee and approved by the IAG Executive Committee.

GGOS nomination and election procedures are specified in its Terms of Reference. Changes in the GGOS Terms of Reference may be proposed by the GGOS Steering Committee and approved by the IAG Executive Committee.

- (d) The GGOS Chair is appointed by the IAG Executive Committee in consultation with the GGOS Steering Committee for one four-year period, which may be renewed once.

16. IAG Projects

- (a) IAG Projects are flagship projects of a broad scope and of highest interest and importance for the entire field of geodesy and are expected to be established for a decade or longer.
- (b) Planning for the creation of an IAG Project shall be carried out by a planning group established by the Executive Committee.
- (c) The Project Steering Committee shall have the following voting members:
 - (i) The project chair appointed by the IAG Executive Committee
 - (ii) One member from each Commission appointed by the Commissions' Steering Committee
 - (iii) Two Members-at-Large proposed by the members of the Project Steering Committee identified in clause (i) and (ii) above and approved by the IAG Executive Committee.
 - (iv) Chairs of the IAG Project Working Groups (if any).
 - (v) Representatives of other IAG components, as appropriate.
- (d) Guidelines for the establishment of Commission Projects are established by the Executive Committee and published in the Geodesist's Handbook.
- (e) IAG Project Sub-components are Working Groups but not Study Groups.

17. Inter-commission Committees

- (a) Inter-Commission Committees shall handle well defined, important and permanent tasks involving all Commissions.
- (b) Each Inter-commission Committee shall have a steering committee, which shall include the following members:
 - (i) President appointed by the IAG Executive Committee.
 - (ii) Vice-president appointed by the IAG Executive Committee on the recommendation of the president.
 - (iii) One representative appointed by each Commission.

- (c) The terms of reference for each Inter-commission Committee shall be developed by a planning group appointed by the IAG Executive Committee for approval by the Executive Committee.
- (d) Inter-Commission Committees will be established for at least 2 periods (eight years) and shall be reviewed by the Executive Committee every eight years.
- (e) The Inter-commission Committees shall report to the IAG Executive Committee.

18. Communication and Outreach Branch (COB)

- (a) The function of the Communication and Outreach Branch is to provide the Association with communication, educational/public information and outreach links to the membership, to other scientific Associations and to the world as a whole.
- (b) The responsibilities of the Communication and Outreach Branch shall include the following tasks:
 - (i) Promote the recognition and usefulness of geodesy in general and IAG in particular.
 - (ii) Publications (newsletters).
 - (iii) Membership development.
 - (iv) General information service and outreach.
- (c) The Communication and Outreach Branch shall also assist the IAG General Secretary, in the following tasks as required:
 - (i) Maintenance of the IAG Web page.
 - (ii) Setting up Association schools.
 - (iii) Setting up meetings and conferences
 - (iv) Maintaining the Bibliographic Service.
- (d) The IAG Executive Committee establishes the Branch on a long-term basis by issuing a Call for Participation. The responding organization(s) and the IAG Executive Committee shall then negotiate the Terms of Reference and other conditions.
- (e) The President of the Communication and Outreach Branch shall be elected by the Council.
- (f) Major decisions related to the operations of the COB shall be made by a Steering Committee consisting of the following voting members:
 - (i) Communications and Outreach Branch President.
 - (ii) IAG Secretary General.
 - (iii) Editor-in-Chief of the Journal of Geodesy.
 - (iv) Up to 5 other members appointed by the Executive Committee on the recommendation of the President of the Communications and Outreach Branch.

19. Editor-in-Chief and Editorial Board

- (a) There shall be one Editor-in-Chief for the journal, hereinafter referred to as the Editor. An Assistant Editor-in-Chief may assist the Editor. The Editor shall be advised and assisted by a Board of Editors, hereinafter referred to as the Board. To ensure broad expertise, each of the Commissions may nominate up to three members of the journal's editorial board.
- (b) The Editor shall be responsible for the scientific content of the journal. The Editor shall make the final decision on whether a refereed scientific manuscript is accepted for publication. The Editor shall keep the Executive Committee informed of the activities and status of operations of the journal.
- (c) A few months before each meeting of the General Assembly, the current Editor, in consultation with the Bureau, shall recommend a preliminary list of candidates for the new Board of Editors. This list shall be published on the IAG website at least two months in advance of the General Assembly to solicit additional nominations for the Editorial Board from the geodetic community. The additional candidates will be added to the list.
- (d) At the meeting of the General Assembly, the current Board shall appoint the members of the new Board from those recommended. After taking office, the new Board shall nominate the new Editor and the new Assistant Editor for the next period. After approval of these nominations by the Executive Committee, the Editor and the Assistant Editor will be considered as elected. Concurrence with the Publisher will be sought.
- (e) The Editor, the Assistant Editor, and the members of the Editorial Board shall each hold office for one period, but may be eligible to be re-elected for one further period.

20. IAG Publications

- (a) The IAG publications include the Journal of Geodesy, the IAG Newsletter, the Geodesist's Handbook, the "Travaux de l'Association Internationale de Géodésie", IAG Special Publications, and the IAG Symposia series.
- (b) The Association's journal is the Journal of Geodesy, hereinafter referred to as the journal. The journal is published monthly through an agreement between the Association and a publishing company, or by other arrangement approved by the Executive Committee. The terms of any agreement for publication of the journal shall be negotiated by the President of the Communications and Outreach Branch and ratified by the Executive Committee.

- (c) The journal publishes peer-reviewed papers, covering the whole range of geodesy, including geodetic applications.
- (d) The IAG Newsletter is under the editorial responsibility of the Communication and Outreach Branch. It should be published on the IAG web site and distributed to members electronically.
- (e) After each IAG General Assembly meeting, a special issue of the Journal of Geodesy shall be published under the name of "The Geodesist's Handbook". This issue provides the actual information on the Association, including the reports of the President and Secretary General presented at the previous IAG General Assembly meeting, the resolutions taken at that meeting, and the Association structure listing all components and sub-components for the running period, rules for the IAG Fund, IAG Awards and for the conduct of scientific meetings as well as relevant scientific information.
- (f) After each IAG General Assembly meeting, a collection of the reports by the Association components shall be published in the "Travaux de l'Association Internationale de Géodésie". This publication is supplied free of charge to the officers of the Association and to the adhering body of each member country.
- (g) Proceedings of IAG symposia may be published in the IAG Symposia Series. The series editor is the President of the Association, with the symposia convenors acting as volume editors. All manuscripts are peer reviewed, and the volume editor shall make the final decision on whether a manuscript is accepted for publication.
- (h) At every IAG General Assembly meeting each member country is encouraged to supply either an adequate number of copies of its National Report on geodetic work done since the previous General Assembly meeting in hard copy or a digital copy of its national report to be placed on the IAG web site. These National Reports, as far as available, are distributed by the IAG Office in the same manner as the "Travaux de l'Association Internationale de Géodésie".

21. Individual Membership

- (a) Individuals engaged in geodesy, can become individual members of the Association on application and payment of the membership fee.
- (b) Applications for individual membership are submitted to the Secretary General.
- (c) The decision on the membership application shall be made by the Bureau.
- (d) Benefits of membership include

- (i) Substantial reduction on the individual subscription rate to the Journal of Geodesy.
 - (ii) The right to participate in the IAG election process both as a nominator and a nominee.
 - (iii) Upon application, correspondent membership in a sub-commission or study group of choice.
 - (iv) Reduction of the registration fee for IAG meetings as set under Bylaws 25(i), 26(d) and 27(c).
- (e) The membership fee per annum is set by the Executive Committee. In setting the fee the Executive Committee will consider a recommendation from the Secretary General.
 - (f) In individual cases, the Secretary General may consider a discount or full remission of membership fees on application by the member.
 - (g) Where a member provides a donation in excess of the membership fee, the excess shall be assigned to the IAG Fund in support of young scientists.
 - (h) Membership is terminated if the membership fee is not paid or if an application for discount or full remission has not been received one year after the fee was due.
- (b) Before any meeting of the IAG General Assembly, the Bureau of the Association shall prepare detailed agendas for the Council meetings, Executive Committee meetings, the opening and the closing sessions.
 - (c) The Executive Committee shall draw up the agenda for the scientific program. Joint Symposia covering topics of interest to two or more Associations within the Union may be arranged.
 - (d) The agendas developed according to (b) and (c) above are sent to the member countries and to all the officers of the Association so as to reach them at least two months prior to the IAG General Assembly meeting. In principle, only matters on the agenda may be considered during the sessions, unless a decision to do otherwise is passed by a two-thirds majority in the Council concerning the agenda of the Council meeting, or in the Executive Committee concerning the scientific program.
 - (e) At each meeting of the IAG General Assembly, the President shall present a detailed report on the scientific work of the Association during his/her tenure. The Secretary General shall present a detailed report on the administrative work and on the finances of the Association for the same period. The President and Secretary General should include in their reports, proposals for work to be undertaken during the coming period, within the limits of expected resources. These reports shall be published in "The Geodesist's Handbook".
 - (f) At each meeting of the IAG General Assembly, the work of each Commission, each Service, the Communication and Outreach Branch, and each IAG Project shall be reported by its President / Chair. IAG Representatives to other scientific bodies report to the Executive Committee.
 - (g) Individual authors are responsible for the reproduction of their scientific papers. prior to the meeting. Where the IAG office receives sufficient copies of papers at the meeting, it shall distribute these to the delegates.
 - (h) Assembly Secretaries shall be appointed by the Council on the recommendation of the adhering body of the country in which the next IAG General Assembly meeting or Scientific Assembly will take place. In cooperation with the Bureau, the Assembly Secretary has responsibility for liaison with the organizers working on the preparation of the Assembly.
 - (i) The Executive Committee may set a reduced registration fee for Individual members in accordance with 20(d) (iv).

22. Fellows

The Executive Committee may invite past officers of the Association to be Fellows. Where the invitation is accepted, the Executive Committee shall confirm the appointment.

23. IAG Fund

The Executive Committee may establish a fund (IAG Fund) for supporting specific IAG activities as defined in the IAG Fund Rules, to be published in the Geodesist's Handbook in accordance with Bylaw 20(e). The fund is under the direct responsibility of the President; the fund's resources are administered by the Secretary General.

24. IAG Awards

The Executive Committee may establish awards for outstanding contributions to geodesy and distinguished service to the Association. The rules for the awards are published in the Geodesist's Handbook in accordance with Bylaw 20(e).

25. Administration of the IAG General Assembly meetings

- (a) The IAG General Assembly shall meet at the same time and the same place as the IUGG General Assembly meeting.

26. Scientific Meetings

- (a) Scientific meetings of the IAG are:
 - (i) the Scientific Symposia held during a General Assembly;
 - (ii) Scientific Assemblies, including Scientific Symposia; and
 - (iii) IAG sponsored Symposia.
- (b) The IAG Newsletter shall include on a regular basis, a Calendar of IAG Symposia and other scientific meetings organized or sponsored by the IAG or its components.
- (c) The Executive Committee shall appoint an official IAG Scientific Meeting Representative for each of the scientific meetings to be governed by these Bylaws. The representative is obliged to remind the organizers to obey the Bylaws for scientific meetings and to report back to the Executive Committee.
- (d) The Executive Committee may set a reduced registration fee for Individual members in accordance with 21(d)(iv).

27. Scientific Assemblies

- (a) Scientific assemblies are generally held mid-way during the period between two meetings of the IAG General Assembly and shall consist of a group of component meetings and/or a group of Scientific Symposia, held at the same time and place.
- (b) The Executive Committee shall appoint an Assembly Secretary in accordance with Bylaw 25(h).
- (c) The Executive Committee may set a reduced registration fee for Individual members in accordance with 21(d)(iv).

28. Scientific Symposia

- (a) Scientific symposia take place at meetings of the IAG General Assembly and Scientific Assembly. In general, they shall be organized by Association components and sub-components, and be led by their respective chairs.
- (b) The study of some questions may require joint meetings of several components under a chair, appointed by the Executive Committee. A committee consisting of the component Chairs shall decide on the agenda and on the inclusion of scientific presentations.
- (c) At each meeting of the IUGG General Assembly Joint Scientific Symposia covering topics of interest to two or more Associations within the IUGG and/or other international scientific organizations may be arranged. Though the IAG may be asked to act as convenor or co-convenor, these symposia

shall follow the rules issued by the IUGG. The IAG may participate also in joint symposia at any other time outside of meetings of the IAG General Assembly obeying the same procedures.

- (d) The arrangement of a scientific symposium shall be subject to the usual approval procedure provided by in the Geodesist's Handbook in accordance with Bylaw 20(e).

29. IAG Sponsored Symposia

- (a) The IAG may sponsor a symposium covering broad parts of geodesy and having large attendance at any suitable time outside the IAG General Assembly meeting or Scientific Assemblies, and shall call it an IAG Sponsored Symposium, provided the following conditions are fulfilled:
 - (i) One or more Association component or sub-component shall sponsor it or at least two Study Groups.
 - (ii) Host organization of the symposium shall accept a Scientific Organizing Committee (SOC) appointed by the IAG Executive Committee.
 - (iii) The symposium shall be open to all bona-fide scientists in accordance with the ICSU rules.
 - (iv) The symposium proceedings shall be published within 6-8 months.
- (b) The SOC appointed under 29(a)(ii) above shall be responsible for the quality of science of the symposium being at a high level. A Local Organizing Committee (LOC) shall take care of the organization and logistics.
- (c) Applications for approval of an IAG Symposium should be submitted to the Secretary General at least two years before the intended date of the meeting. Detailed guidelines for such applications, and the expectations from the SOC and LOC, may be found in the Geodesist's Handbook in accordance with Bylaw 20(e).

30. International Cooperation

- (a) The Association may participate in joint bodies of the IUGG and other scientific organizations, especially those belonging to the International Council for Science (ICSU). These bodies shall be administered according to their specific rules.
- (b) The Association shall initiate international cooperation in scientific work of international and interdisciplinary character. This includes the adequate participation in international programs and projects and the representation at scientific congresses, symposia etc. of organizations with related activities.

- (c) The President of the Association shall decide on the proper participation or representation. Representatives to international programs and projects shall be appointed by the Executive Committee and shall keep the President informed on the activities, on a biannual basis. The representatives shall also prepare a report to be presented at the IAG General Assembly meeting.

31. Duties of the Council

- (a) In addition to any other functions, powers and duties provided in other Statutes and Bylaws, the Council shall:
 - (i) Examine questions of general scientific policy or administration, and propose actions deemed necessary.
 - (ii) Elect the voting members of the Executive Committee, with exception of the GGOS Chair; see 15(c).
 - (iii) Receive reports from the Secretary General and consider for approval the decisions or actions taken by the Bureau and the Executive Committee since the last Council meeting.
 - (iv) Set up and dissolve Association components.
 - (v) Appoint the three members of the ad hoc committee created for examining the finances of the Association, consider its recommendations and adopt the final budget.
 - (vi) Consider proposals for changes in the Statutes and Bylaws.
 - (vii) Decide on the venue of IAG Scientific Assembly meetings.
 - (viii) Approve the establishment of Inter-Commission Committees and IAG Projects.
- (b) Council meetings shall be convened by the President of the Association. It shall meet at least once during each IAG General Assembly meeting, and may be convened at other times, normally coinciding with a meeting of the IAG Scientific Assembly.

32. Duties of the Executive Committee

- (a) In addition to any other functions, powers and duties provided in other Statutes and Bylaws, the Executive Committee shall:
 - (i) Initiate actions and issue guidelines, as required, to guide the Association towards the achievement of its scientific objectives.
 - (ii) Fill vacancies occurring between IAG General Assembly meetings, in accordance with the present Statutes and Bylaws.
 - (iii) Approve the internal structure of Association components.

- (iv) Make recommendations to the Council on matters of general policy of the Association and on the implementation of its objectives.
- (v) Appoint Fellows of the Association, upon the recommendation of the Bureau..
- (vi) Appoint planning groups for Inter-commission Committees and IAG Projects.
- (vii) Establish Inter-commission Committees and IAG Projects.
- (viii) Appoint an IAG Review Committee every eight years.
- (ix) Appoint the Assistant Secretaries of the Association.
- (x) Confirm the links between Commissions and Services.
- (xi) Adopt the suggested membership fee
- (xii) Appoint the Vice-president of Commissions.
- (xiii) Appoint representatives to external bodies.
- (xiv) Establish an IAG Fund.

- (b) Executive Committee meetings shall be convened by the President of the Association. It shall meet at IAG General Assembly meetings and its members are expected to attend the meetings of the Council, with voice but without vote. It shall also meet normally at least once a year, especially one year before the IAG General Assembly meeting, in order to prepare the scientific agenda and the timetable of the next IAG General Assembly meeting.
- (c) At a meeting of the Executive Committee, no member may be represented by any other person, except a President of Commission who may be represented by the Vice-President. In order that the deliberations of the Executive Committee shall be valid, at least half of its members must be present or represented.
- (d) The agenda for each meeting of the Executive Committee shall be prepared by the Bureau and sent to the members at least three months prior to the meeting.

33. Duties of the Bureau

- (a) In addition to any other functions, powers and duties provided in other Statutes and Bylaws, the Bureau shall:
 - (i) Draw up the agenda of the meetings of the Council and Executive Committee and send these to the members at least three months prior to the meeting.
 - (ii) Ensure the adequate administration of the Association.

(iii) Receive applications for individual memberships and accept individuals as Members of the Association.

(iv) Recommend Fellows to the Executive Committee.

(b) The Bureau shall normally meet before each meeting of the Executive Committee.

34. Duties of the President

In addition to any other functions, powers and duties provided in other Statutes and Bylaws, the President shall:

(a) Provide general leadership for the Association in all matters.

(b) Convene and preside over the IAG General Assembly meeting and over all meetings of the Council, Executive Committee and Bureau.

(c) Represent the Association in its dealing with national or international organizations or institutions.

(d) Submit a report to the IAG General Assembly meeting on the scientific work of the Association during his/her tenure.

35. Duties of the Vice President

In addition to any other functions, powers and duties provided in other Statutes and Bylaws, the Vice President shall act as the President whenever the President is not present or is unable to perform any of the President's duties, and shall perform such tasks as may be assigned by the President, the Executive Committee or the Council.

36. Duties of the Secretary General

In addition to any other functions, powers and duties provided in other Statutes and Bylaws, 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, distribute promptly the agenda and prepare and distribute the minutes of all their meetings.

(b) Act as Director of the IAG Office.

(c) Manage the affairs of the Association, attend to correspondence, and preserve the records.

(d) Circulate all appropriate information related to the Association.

(e) Prepare the reports of the Association's activities.

(f) Perform such other duties as may be assigned by the Bureau.

(g) The function of the Secretary General is unpaid and only expenses incurred in connection with the functions and duties are repayable.

37. Assistant Secretaries

(a) The Secretary General is assisted by a small number of assistant secretaries, one of whom is located in the same office as the Secretary General.

(b) The position of Assistant Secretary is unpaid and only expenses incurred in connection with the functions and duties are repayable.

38. IAG Office

To assist the Secretary General, the Association establishes the IAG Office in the country in which the Secretary General resides. The Executive Committee negotiates logistical and financial support with the host country.

39. Procedure for Nominations and Elections of Officers

(a) Elections shall take place by mail vote before each IAG General Assembly meeting and should be completed one month before the assembly.

(b) The President of the Association, after taking advice from the Executive Committee, shall appoint a Nominating Committee consisting of a Chair and three other members.

(c) The Nominating Committee, after taking advice from the Delegates of the Adhering Bodies, the officers, fellows, and members of the Association, shall normally propose at least two candidates for each position to be filled by election in the Council. Candidates shall be asked to signify their acceptance of nomination and to prepare a resume, maximum 150 words, outlining their position, research interests and activities relating to the Association.

(d) The Adhering Bodies and the individual membership (i.e. the General Assembly membership) shall be informed of these nominations three months before the IAG General Assembly meeting.

(e) During the following month further nominations can be submitted by the Delegates of the Adhering Bodies. Such additional nominations shall be in writing, shall be supported by at least two members of the Council, and shall be submitted with resumes as described above to the Chair of the Nominating Committee.

(f) Nominations shall be checked against the eligibility criteria in Bylaw 40 by the Nominating Committee. Ineligible nominations will not be accepted and the members of Council who supported the

nomination will be advised of the reason for its rejection.

- (g) Delegates shall be informed of these further eligible nominations and resumes and of their supporters.
- (h) The Chair of the Nominating Committee shall write to all services asking them for one nomination from each service for the Service representatives on the Executive Committee. The Nominating Committee shall recommend normally two nominees for each of the Services' three positions, considering appropriate scientific and national distribution. The procedure for seeking additional nominations in sub clause (e) above does not apply to these positions.
- (i) If candidates have been nominated for more than one position, they will be asked to make a decision for which position they will allow their name to stand.
- (j) Elections shall be by mail ballot and by majority vote. In this case, the delegates of the Adhering Bodies form the Council.

40. Eligibility & Terms of Office

- (a) No person may hold more than one of the following offices at the same time: President of the Association, Vice-President, President of a Commission, President of a Service, Chair of GGOS, President of the Communication and Outreach Branch, Chair of an IAG Project.
- (b) A member of the IUGG Bureau or of the IUGG Finance Committee may not occupy the post of President, of Vice-President or of Secretary General of the Association.
- (c) The President of the Association is elected for one Period and may not be immediately re-elected to the same office.
- (d) The Vice-President is elected for one period and may not be re-elected to the same office.
- (e) The Secretary General is elected for one period initially. He/she may be re-elected for two additional periods.

41. Extraordinary Vacancies

- (a) Should the position of President become vacant during the Period between two IAG General Assembly meetings, his duties devolve to the Vice-President until the closure of the next IAG General Assembly meeting.
- (b) Should the post of Secretary General become vacant, the President shall arrange without delay for the Executive Committee to propose a replacement and for the Council to appoint a new Secretary General so as to ensure the continuity of the

work of the IAG Office. This appointment has effect until the closure of the next IAG General Assembly meeting and shall not be counted in the restriction of eligibility for re-election of the Secretary General under Bylaw 40(e).

42. Finance

- (a) The Finances of the Association derive from the following sources:
 - (i) Contributions of IUGG Adhering Bodies of which a portion, determined by the IUGG Council on recommendation of its Finance Committee, is paid to the Association by the Treasurer of the Union.
 - (ii) Sale of publications.
 - (iii) IAG Fund collected from individual contributions for specific purposes.
 - (iv) Membership fees.
 - (v) A portion of the registration fee charged at IAG symposia.
 - (vi) Other sources e.g., grants, interests, and funds remaining after a symposium.
- (b) The Secretary General is responsible to the Bureau and to the Council for managing the funds in accordance with the Statutes and Bylaws, with the decisions of the Council. The Secretary General alone shall be responsible for control of the financial operations of the Association.
- (c) At each IAG General Assembly meeting the budget proposal for the next period shall be presented by the Secretary General and submitted for approval to the Council. The budget as approved by the Council shall be implemented by the Secretary General.
- (d) During each IAG General Assembly meeting, the Council shall examine all expenditures during the preceding period to ensure that they were in accordance with the proposed budget previously approved. The Council shall appoint an ad hoc committee for carrying out this examination in detail.
- (e) In addition, the accounts shall be audited by a qualified accountant and shall then be reported to the IUGG Treasurer, as prescribed in Article 20 of the IUGG Bylaws.