

STATUTES and BY-LAWS

of the

International Association of Geomagnetism and Aeronomy

(Revised 2017, Joint IAPSO-IAMAS-IAGA Assembly in Cape Town, South Africa)

Glossary of Terms

STATUTES OF IAGA

I. OBJECTIVES, STRUCTURE, AND MEMBERSHIP OF THE ASSOCIATION

1. Objectives of IAGA
2. Establishment of Component Bodies
3. A Member Country of IAGA
4. An IAGA National Body

II. ADMINISTRATION

5. Assemblies of IAGA
6. Delegates and Conferences of Delegates
7. The Executive Committee
8. Membership of the Executive Committee
9. Duties of Component Bodies

III. FINANCE

10. Adoption of the budget
11. Finance Committee

IV. VOTING

12. Categories of Voting Matters
13. Voting Rules
14. Voting at Conferences of Delegates

V. GENERAL

15. Modification of the Statutes
16. Modification of the By-Laws
17. Languages

BY-LAWS OF IAGA

I. COMPOSITION

1. Component Bodies of IAGA
2. Role and Structure of a Component Body
3. Appointment of Leaders of Component Bodies
4. Honorary Membership of IAGA

II. ADMINISTRATION

5. Extraordinary General Assemblies
6. Notice of an Assembly
7. The Agenda for a Conference of Delegates
8. Attendance at a Conference of Delegates

9. Representation on behalf of a Chief Delegate
10. Nominations and election of the Executive Committee
11. Meetings of the Executive Committee
12. Duties of the Executive Committee
13. Duties of the President
14. Representation on behalf of the President
15. Duties of the Secretary-General

III. FINANCE

16. Allocations of Funds

GLOSSARY OF TERMS

Terms are defined formally in the Statutes; this glossary is included for convenience only and does not provide the formal definition of terms.

Assembly: a General Assembly, an extraordinary Assembly, or a Scientific Assembly of IAGA.

(The) Association: IAGA.

(The) By-Laws: the By-Laws of IAGA.

Chief Delegate: the Delegate appointed by an IAGA National Body for the purpose of casting that country's vote(s) on administrative and financial matters and who has communicated his or her accreditation to the Secretary-General.

Component Bodies of IAGA: the Divisions and Interdivisional Bodies of IAGA.

Conference of Delegates: a formal meeting of Delegates and Chief Delegates of Member Countries, open to the public.

Delegate: a scientist from a Member Country who is registered for an IAGA Assembly as a *bona-fide* scientific participant, or someone who has the agreement of the Secretary-General in consultation with the IAGA Executive Committee to attend and vote as a Delegate at a Conference of Delegates.

Early career Scientist - a scientist satisfying both of the following two criteria by 31 December of the year when an Assembly is held: 1) be in age 30 or younger; 2) be an undergraduate or postgraduate (Masters/PhD) student or have received her/his highest degree qualification (e.g., BSc, MSc, PhD) within the last two years (N.B. where applicable, up to one year of parental leave time may be added per child).

Executive Committee: the committee elected by a Conference of Delegates to be responsible for IAGA affairs between Conferences of Delegates.

Extraordinary Assembly: an Assembly of IAGA called by the President in accordance with *By-Law 5*.

Finance Committee: the committee appointed by the Executive Committee to examine the accounts and report to a Conference of Delegates.

General Assembly (of IAGA): a General Assembly of IAGA normally held in conjunction with a General Assembly of IUGG (i.e., every 4 years).

Honorary Member of IAGA: a person who has been voted the status of honorary member of the Association in recognition of outstanding contributions to the work of IAGA.

IAGA: the International Association of Geomagnetism and Aeronomy.

IAGA National Body: the body in a Member Country that is established by the body that adheres to IUGG to represent that country in IAGA activities.

ICSU: the International Council for Science (previously called the International Council of Scientific Unions).

IUGG: the International Union of Geodesy and Geophysics.

Member Country: a country that adheres to IUGG and may, therefore, participate in IAGA activities. Paying Member Countries of IUGG, as defined in the IUGG statutes, are Member Countries of IAGA.

Nominating Committee: the committee appointed by the Executive Committee to provide to a conference of Delegates nominations for the Executive Committee (Chief Delegates may also make nominations).

Officers (of IAGA): members of the Executive Committee and chairs of Divisions and Interdivisional Bodies

Period: The interval between the end of one ordinary General Assembly and the end of the next one.

Scientific Assembly (of IAGA): an Assembly of IAGA normally held between General Assemblies.

(The) Statutes: the Statutes of IAGA.

STATUTES OF IAGA

I. OBJECTIVES, STRUCTURE, AND MEMBERSHIP OF THE ASSOCIATION

Statute 1. Objectives of IAGA

The objectives of the International Association of Geomagnetism and Aeronomy (henceforth IAGA) are:

- (a) to promote studies of the geomagnetism and aeronomy of the Earth and other bodies of the solar system and of the interplanetary medium and its interaction with these bodies ;
- (b) to promote and encourage research in the above subjects by individual countries, institutions or persons and to facilitate international co-ordination of such research;
- (c) to provide an opportunity on an international basis for presentation, discussion and publication of the results of the research indicated above;
- (d) to promote appropriate standardisations of observational programmes, data acquisition systems, data analysis, modelling, and publications;
- (e) to promote understanding and appreciation of geomagnetism and aeronomy by the general public through, but not limited to, public lectures, media events, media publication packages, etc.

Statute 2. Establishment of Component Bodies

To achieve its objectives, IAGA may establish Component Bodies both within the Association and jointly with other Associations of the International Union of Geodesy and Geophysics (IUGG), components of other Bodies of the International Council for Science (ICSU) or other internationally recognised scientific bodies.

Statute 3. A Member Country of IAGA

Fully accredited Member Countries of IUGG, as defined in *IUGG Statute 4*, are Member Countries of IAGA. Countries in Observer status or having Associate Membership of IUGG, as defined in *IUGG Statute 4*, have the same status in IAGA as in IUGG.

Statute 4. An IAGA National Body

Each Member Country shall be represented by a single body, henceforth referred to as the IAGA National Body, established in that country by the body that adheres to IUGG.

II. ADMINISTRATION

Statute 5. Assemblies of IAGA

- 5.1 A General Assembly of IAGA shall normally be held in conjunction with each General Assembly of IUGG.

- 5.2 A Scientific Assembly of IAGA shall be held between General Assemblies of IAGA, in accordance with *IUGG By-Law 9*.
- 5.3 An extraordinary General Assembly or an extraordinary Scientific Assembly of IAGA may be convened by the President in accordance with *By-Law 5*.

Statute 6. Delegates and Conferences of Delegates

- 6.1 The work of the Association shall be directed by Conferences of Delegates held at Assemblies of IAGA.
- 6.2 A Delegate is a scientist from a Member Country who is registered for an Assembly as a *bona-fide* scientific participant, or someone who has the agreement of the Secretary-General in consultation with the IAGA Executive Committee to attend and vote as a Delegate at a Conference of Delegates.
- 6.3 Among the Delegates from each Member Country, one shall be identified by the respective IAGA National Body as Chief Delegate for the purpose of casting that country's votes on administrative and financial matters as stipulated in *Statutes 12, 13 and 14*. A Chief Delegate may be represented in voting matters by another Delegate appointed in accordance with the By-Laws.
- 6.4 A Delegate may represent only one Member Country. A member of the Executive Committee (see *Statute 7*) may not be a Chief Delegate, except when that member is the only person in attendance from the country in question.
- 6.5 A Conference of Delegates shall be convened at least once during each Assembly of IAGA.

Statute 7. The Executive Committee

- 7.1 Responsibility for the direction of IAGA affairs between Conferences of Delegates shall rest with an Executive Committee of the Association, elected at a Conference of Delegates.
- 7.2 Decisions of the Executive Committee must be reported to a Conference of Delegates. Any decision or recommendation failing to receive simple majority support from a Conference of Delegates shall be referred to the Executive Committee for further study.
- 7.3 The duties of the Executive Committee shall be to administer the affairs of the Association in accordance with these Statutes and By-Laws and the decisions of a Conference of Delegates.
- 7.4 The Executive Committee may appoint appropriate leaders and IAGA representatives to Joint Bodies established with other IUGG Associations, components of other ICSU Bodies, or other internationally recognised scientific bodies.
- 7.5 In its dealings with non-IUGG Bodies, the Executive Committee shall not commit the name of IUGG, or act on behalf of IUGG, unless prior approval has been secured from either the President or the Secretary-General of the IUGG, acting on behalf of the IUGG Executive Committee.
- 7.6 The Executive Committee shall meet at least twice at each Assembly, and must meet at least once more between Assemblies. Any such meeting between Assemblies can be conducted electronically, via audio and/or video links.

Statute 8. Membership of the Executive Committee

- 8.1 The Executive Committee shall be Chaired by the President of IAGA and shall consist of the President, two Vice-Presidents, the Secretary General, the Treasurer, the Early Career Scientist representative, and six additional Members. Two members of the Executive Committee shall come from developing countries. All members of the Executive Committee shall be elected by a

Conference of Delegates as an administrative matter with voting as stipulated in *Statutes 13 and 14*.

- 8.2 The President shall be elected for one Period, and may not be re-elected to the same office.
- 8.3 The retiring President (ex-officio) shall be entitled to attend Executive Committee meetings and participate in Committee business, but shall not vote or draw on IAGA funds to attend such meetings.
- 8.4 The two Vice-Presidents shall be elected for one Period, and may not be re-elected to the same office.
- 8.5 The Secretary General shall be elected for two periods and may be re-elected in extraordinary circumstances for up to two successive further periods.
- 8.6 The Treasurer shall be elected for two periods and may be re-elected in extraordinary circumstances for up to two successive further periods.
- 8.7 The Early Career Scientist Representative shall be elected for one Period, and may not be re-elected to the same office.
- 8.8 No person, other than the Secretary General and the Treasurer may serve in the same position for more than two Periods. A person who has already served for the maximum allowed number of Periods is not eligible for a lower position.
- 8.9 The election of the Executive Committee shall normally take place at a Conference of Delegates held at a General Assembly, with the exception of that of the Secretary-General who shall normally be elected at a Conference of Delegates held at a Scientific Assembly.
- 8.10 In the event of any vacancy occurring in the membership of the Executive Committee during a Period, the Executive Committee shall appoint a person to fill the vacancy until the next election. The eligibility for election of a person so appointed shall not be affected by such an appointment. If the vacancy is that of the Presidency, one of the Vice-Presidents shall act as President

Statute 9. Duties of Component Bodies

- 9.1 The duties of the Component Bodies within IAGA (see *Statute 2*) shall be to further the scientific objectives of IAGA through:
 - (a) co-ordination of appropriate scientific research;
 - (b) organisation of scientific meetings and business meetings on the matter
 - (c) promotion of the exchange of information and data; and
 - (d) provision of advice to the Executive Committee on the formulation of policies to guide the scientific work of the Association.
- 9.2 The duties of the Component Bodies established jointly with other Associations of IUGG, other ICSU Bodies or other internationally recognised scientific bodies (see *Statute 2*) shall be to deal with and co-ordinate those scientific programmes and/or meetings that cover topics of mutual interest, to promote the exchange of information, data and products derived from them, to undertake and promote educational and outreach activities, and to formulate policies and provide advice on topics of mutual interest.

III. FINANCE

Statute 10. Adoption of the budget

The Treasurer shall prepare a budget estimate of receipts and expenditures for each half-Period and present this budget before the Executive Committee and a Conference of Delegates at the time of an Assembly. On receiving the approval of both the Executive Committee and a Conference of Delegates, the Treasurer shall proceed with the disbursement of funds in accordance with that approved budget.

Statute 11. Finance Committee

- 11.1 A Finance Committee shall be appointed by the Executive Committee within six months after the opening of each General Assembly and shall normally serve for one Period.
- 11.2 No serving Executive Committee Member may be a member of the Finance Committee.
- 11.3 The Finance Committee shall examine the accounts and report the results of their examination for approval to the Executive Committee and to a Conference of Delegates at the time of an Assembly

IV. VOTING

Statute 12. Categories of Voting Matters

- 12.1 Prior to a vote by a conference of Delegates, the President, on the advice of the Secretary General, shall decide whether the matter under consideration is scientific, administrative, or financial.
- 12.2 Matters that are partly scientific and partly administrative and do not involve matters of finance shall be classified as administrative matters.
- 12.3 The President's ruling may be challenged only by the Chief Delegate of a Member Country. In the event of a challenge, the President's ruling can be changed in accordance with a vote passed at the Conference of Delegates by a two-thirds majority of those entitled to vote.

Statute 13. Voting Rules

- 13.1 When a vote is taken on a scientific matter, each Delegate present at a conference of Delegates shall have one vote.
- 13.2 When a vote is taken on an administrative matter, voting shall be by fully accredited Member Countries, each fully accredited Member Country having one vote cast by its Chief Delegate, or that person's representative appointed in accordance with the By-Laws.
- 13.3 When a vote is taken on a financial matter, voting shall be by fully accredited Member Countries, each fully accredited Member Country having a number of votes equal to the number of its category of membership in IUGG. Such votes shall be cast by the Chief Delegate of each fully accredited Member Country, or that person's representative.

Statute 14. Voting at Conferences of Delegates

- 14.1 Decisions taken by a vote at a Conference of Delegates shall be valid only if at least half of the Chief Delegates of fully accredited Member Countries attending the Assembly are present or represented in accordance with the By-Laws.
- 14.2 Decisions of a Conference of Delegates shall be taken by a simple majority of the votes cast, except as otherwise specified in the Statutes. If a tie should occur, the decision shall rest with the President.

V. GENERAL

Statute 15. Modification of the Statutes

- 15.1 Modifications to these Statutes shall normally come into force at the close first General Assembly following the Assembly at which the modifications are adopted. Where a modification of the Statutes is approved at a General Assembly the changes shall normally come into force at the end of that same General Assembly.
- 15.2 These Statutes may only be modified with the approval of at least a two-thirds majority of Chief Delegates of fully accredited Member Countries present at a Conference of Delegates held during an Assembly, in accordance with *Statutes 6, 13, and 14*.
- 15.3 Only the IAGA National Body of a Member Country may propose a change to these Statutes. Any such proposal must reach the Secretary General at least six weeks prior to the announced date of the Assembly at which it is to be considered. The Secretary General shall notify all IAGA National Bodies of any proposed change at least four weeks prior to the announced date of the Assembly.

Statute 16. Modification of the By-Laws

A Conference of Delegates shall have the power to adopt By-Laws within the framework of the Statutes of the Association. These By-Laws may be adopted or modified by a simple majority vote of Chief Delegates of fully accredited Member Countries present at an Assembly, in accordance with *Statutes 6, 13, and 14*. Any modification of the By-Laws shall normally come into force at the close of the first General Assembly following the Assembly at which they are approved. Where a modification of the By-Laws is approved at a General Assembly the changes shall normally come into force at the end of that same General Assembly.

Statute 17. Languages

The present Statutes have been prepared in the official languages of the IUGG. The English text shall take precedence if there is a question of interpretation.

BY-LAWS OF IAGA

I. COMPOSITION

By-Law 1. Component Bodies of IAGA

The Component Bodies of IAGA shall be called Divisions and Interdivisional Bodies as follows:

Division I : Internal Magnetic Fields

Division II: Aeronomic Phenomena

Division III: Magnetospheric Phenomena

Division IV: Solar Wind and Interplanetary Magnetic Field

Division V: Observatories, Instruments, Surveys, and Analyses

Division VI: Electromagnetic Induction in the Earth and Planetary Bodies

Interdivisional Commission: History

Interdivisional Commission: Developing Countries

Interdivisional Commission: Education and Outreach

Interdivisional Commission: Space Weather

By-Law 2. Role and Structure of a Component Body

- 2.1 Each Division or Interdivisional Body shall propose to the Executive Committee its own role, structure, and mode of operation, which must be approved by the Executive Committee.
- 2.2 The role and the effectiveness of each Division and Interdivisional Body shall be reviewed by the Executive Committee at each General Assembly.

By-Law 3. Appointment of Leaders of Component Bodies

- 3.1 The names of candidates to fill the positions of leaders of each Division and Interdivisional Bodies shall be proposed by the President, representing the wishes of the Executive Committee, at the Conference of Delegates during a General Assembly. Alternates may be proposed by a Chief Delegate (or his/her representative appointed in accordance with *By-Law 9*) of a fully accredited Member Country, and, if seconded by another Chief Delegate (or his/her representative), then voting occurs of all Chief Delegates (or their representatives) at the Conference of Delegates.
- 3.2 In order that their appointments shall become effective, Division and Interdivisional Body leaders must express in writing or electronically to the President their willingness to serve. For leaders proposed by the President, this must be prior to the Conference of Delegates; for alternates approved at the Conference of Delegates, this must be no later than four weeks after the Conference of Delegates.
- 3.3 If no structure exists within subdivisions for appointment of leaders of such subdivisions, then the leaders of the relevant Divisions and Interdivisional Bodies may appoint, for each Period, Reporters, Working Group leaders, and the leaders of other possible subdivisions.
- 3.4 While it is recognized that the prime criteria for the appointment of leaders should be the scientific and administrative competence of the candidates, the Executive Committee and Division and Interdivisional Body leaders shall ensure that, wherever possible, these appointments achieve a diversified geographical and gender representation.

By-Law 4. Honorary Membership of IAGA

- 4.1 A person who has given outstanding service to IAGA may be elected by a Conference of Delegates as an “Honorary Member of IAGA”. Proposals for Honorary Members must reach the Secretary General no later than 31st December of the year before an Assembly. The Executive Committee shall select persons for this category and shall present their names to a Conference of Delegates for approval.
- 4.2 The names of Honorary Members of IAGA shall be listed in publications where the structure of IAGA is shown.

II. ADMINISTRATION

By-Law 5. Extraordinary Assemblies

- 5.1 The President may at any time, with the approval of the Executive Committee, call an Extraordinary Assembly.
- 5.2 The President must call an Extraordinary Assembly at the request of not less than one-third of the number of IAGA Member Countries.

- 5.3 Such an Extraordinary Assembly must be held no later than nine months after the request.
- 5.4 An Extraordinary Assembly shall have the same powers and be subject to the same rules as a General Assembly.

By-Law 6. Notice of an Assembly

Notice of the date and place of a General Assembly or a Scientific Assembly shall be announced on the IAGA web site and through electronic distribution to the IAGA emailing list maintained by the Secretary General.

By-Law 7. The Agenda for a Conference of Delegates

- 7.1 A provisional agenda for a Conference of Delegates shall be prepared by the Secretary General and sent electronically to IAGA National Bodies at least four weeks prior to the opening of an Assembly.
- 7.2 The provisional agenda shall include all items submitted by IAGA National Bodies for discussion at the Conference of Delegates, together with questions placed on the provisional agenda by the Executive Committee. Additional agenda items, for which notice has not thus been given, may only be discussed with the consent of the Conference of Delegates by simple majority of all Delegates present.

By-Law 8. Attendance at a Conference of Delegates

- 8.1 A Conferences of Delegates shall be open to the public. Any non-delegate shall be heard in a discussion provided that person has the consent of the President to speak on the matter.
- 8.2 The President may, on his or her own initiative or at the request of a National Body, invite representatives of scientific bodies or individuals to attend a Conference of Delegates in an advisory capacity.

By-Law 9. Representation on behalf of a Chief Delegate

A Chief Delegate of a Member Country may designate another Delegate from that country to be his or her representative at all or part of a Conference of Delegates. If the Chief Delegate is unable to do this, the accredited Delegates from that Member Country may designate one of their members to represent the Chief Delegate. In either case, the Secretary General shall be informed of the designation electronically prior to the Conference of Delegates at which the representative of the Chief Delegate is to act.

By-Law 10. Nominations and Election of the Executive Committee

- 10.1 At least six months prior to the opening of a General Assembly, the President, in consultation with the Executive Committee, shall appoint a Nominating Committee consisting of a Chair and four members. Members of the Executive Committee may not be appointed to the Nominating Committee.
- 10.2 The Nominating Committee shall nominate at least one candidate for each position on the Executive Committee and notify the Secretary General so that these nominations are circulated to all IAGA National Bodies at least six weeks prior to the election. Those nominated must have advised the Nominating Committee in writing or electronically beforehand of their willingness to serve.
- 10.3 The IAGA National Body of any Member Country may make other nominations in writing to the Chair of the Nominating Committee at least four weeks prior to the election. To qualify for candidacy, each individual nomination must be supported by at least three Member Countries and must be accompanied by the written or electronic agreement of the nominee to stand. The combined list of candidates must be made publicly viewable and distributed electronically at least one day prior to the election.
- 10.4 The composition of the Executive Committee should reflect diversified geographical and scientific disciplinary representation, and favour short rather than long intervals of service in order to increase opportunities for new members to serve. At least two members of the Executive Committee should come from developing countries.
- 10.5 Members of the Executive Committee shall be elected by secret ballot. The President shall select two scrutineers for the election from among the Delegates present. The scrutineers shall not be members of the Executive Committee nor of the Nominating Committee nor candidates for the election.
- 10.6 Only scientists from Member Countries of IUGG (as defined in *IUGG Statute 4*) are eligible to hold elected positions in IAGA.

By-Law 11. Meetings of the Executive Committee

- 11.1 Executive Committee meetings shall be convened by the President, or by one of the Vice-Presidents when the President is not available. At a meeting of the Executive Committee, whether a physical or virtual meeting, no member can be represented by another person. Decisions of the Executive Committee shall be valid only if at least half plus one of its members are present. All decisions of the Executive Committee shall be taken by simple majority of the total number of voting members present. In the case of a tie, the decision shall rest with the President.
- 11.2 When the importance and urgency of a decision warrant it, a vote by electronic correspondence may be organized by the Secretary General at the request of the President. Voting rules stipulated in these Statutes and By-Laws shall apply.

- 11.3 The President may, on his or her own initiative or at the request of another member of the Executive Committee or of an IAGA National Body, invite representatives of scientific bodies or individuals to attend an Executive Committee meeting in an advisory capacity.
- 11.4 Proposals concerning the agenda for meetings of the Executive Committee may be submitted by members of that Committee, by Division or Interdivisional Body leaders, or by IAGA National Bodies; they must be notified to the Secretary General at least two weeks prior to the meeting. The final agenda, after its approval by the President, shall be distributed to the members of the Executive Committee at least one week prior to the meeting.

By-Law 12. Duties of the Executive Committee

In addition to the duties specified in *Statutes 7 and 8* and *By-Laws 2, 3, 4, 5, 7, 10, and 11*, and subject to directives of a Conference of Delegates, the Executive Committee shall have the power to:

- (a) act as the organizing committee for all IAGA Assemblies, Symposia, and Meetings, or delegate such responsibility to other persons by making the necessary appointments;
- (b) entrust to special commissions or to particular individuals the preparation of reports on subjects within the province of the Association;
- (c) invite or appoint persons or institutions belonging to countries that are not members of the Association to be local correspondents to the Association.

By-Law 13. Duties of the President

The duties of the President of IAGA are:

- (a) to promote geomagnetism and aeronomy within scientific communities and also to the public;
- (b) to represent IAGA in the IUGG Executive Committee;
- (b) to represent IAGA in its dealings with IAGA National Bodies, other IUGG Associations, other ICSU Bodies, and other international scientific bodies;
- (c) to represent or to appoint a person to represent IAGA at meetings, conferences, or functions where formal representation is requested or desirable;
- (d) to convene Conferences of Delegates and meetings of the Executive Committee and to preside over these meetings;
- (e) to submit a report on the scientific work of the Association to a Conference of Delegates at each Assembly.

By-Law 14. Representation on behalf of the President

If the President is not available, one of the Vice-Presidents, delegated by the President, shall preside at a Conferences of Delegates or an Executive Committee meeting, and the

Vice-President or the Secretary General shall represent the President at an IUGG Executive Committee Meeting in accordance with IUGG By-Laws. The President may designate one of the Vice-Presidents, the Secretary General or any other EC member to act on his or her behalf in any other function, meeting, or conference in which formal representation of IAGA is requested or desirable.

By-Law 15. Duties of the Secretary General

The duties of the Secretary General are:

- (a) to serve as secretary of IAGA, to organize Assemblies according to the instructions of the Executive Committee, to arrange meetings of the Executive Committee, and to prepare and distribute promptly the agenda and minutes of Conferences of Delegates and meetings of the Executive Committee;
- (b) to manage the administrative and scientific affairs of the Association, to attend to correspondence, and to maintain and preserve the records of the Association;
- (c) to inform members of the Executive Committee during the interval between its meetings about any important matter concerning the Association;
- (d) to advise the President during the meetings of the IUGG Executive Committee;
- (e) to prepare and arrange publication of the Programme of each Assembly, and a report on the outcomes;
- (f) to publish an internal Association bulletin (such as IAGA News) containing information of general interest to the Association;
- (g) to prepare for each Assembly the list of Chief Delegates;
- (h) to ensure that the website of the Association is maintained;
- (i) to perform such other duties as may be assigned by the President or by the Executive Committee.

By-Law 16. Duties of the Treasurer

The duties of the Treasurer are:

- (a) to receive and take charge of such funds as may be allocated by IUGG to the Association, or as may be received from any other source;
- (b) to disburse such funds in accordance with the decisions of Conferences of Delegates or with the instructions of the Executive Committee;
- (c) to keep account of all receipts and disbursements and to submit such account, audited by a qualified accountant (before each General Assembly), for examination by the Finance Committee appointed according to *Statute 11*;

III. FINANCE

By-Law 17. Allocation of Funds

In the estimation of expenditures by the Treasurer and approval thereof by the Executive Committee, as mentioned in *Statute 10*, provision may be made to allocate the expected funds to:

- operation of the Secretariat of the Association;
- administrative arrangements in preparation for Assemblies and Executive Committee meetings;
- publication and distribution electronically of IAGA News or special publications;
- assistance for the President to attend IUGG Committee meetings and for IAGA officers to attend functions as the representative of IAGA when such officers have expressed in writing or electronically that they are unable to obtain the necessary support from other sources;
- assistance for officers of IAGA, to attend official administrative meetings or IAGA-sponsored scientific meetings when participation by such persons is judged by the Executive Committee to be essential for the success of the meeting and those persons have expressed in writing or electronically that they are unable to obtain the necessary support from other sources;
- minor administrative expenses requested by leaders of Divisions, Joint Bodies, and Interdivisional Bodies who have expressed in writing or electronically that they are unable to obtain the necessary support from other sources,
- any item not mentioned above for which support will contribute to achieving the objectives of the Association.