

BYLAWS of the INTERNATIONAL ASSOCIATION OF GEOMORPHOLOGISTS

Chapter I - ABOUT THE ASSOCIATION IN GENERAL

Article 1. Generalities

The INTERNATIONAL ASSOCIATION OF GEOMORPHOLOGIST (hereinafter referred to as the IAG) is an international non-profit association, constituted in accordance with Spanish Law, which will be governed by the Constitution accepted by the Ministry of Interior of Spain on the 4th March 2019 and by these Bylaws.

Article 2. Principles of conduct

The conduct of the affairs of the IAG must be governed by three founding principles in order to reach or develop the aims detailed in its Constitution:

- The IAG shall be a non-governmental, non-political, non-profit scientific association at all times free of racial, gender or national prejudice
- The IAG, including the Executive Committee, its National Scientific Members, its Working Groups, conference organising committees should do its best to promote diversity and inclusion, when planning and delivering all activities and functions (e.g. responsibilities in the Executive Committee, selecting conveners for international conferences, webinars, nominations for awards). Particular attention should be given to equality of gender, race, cultural background, and underrepresented countries as invited speakers, chairs, or equivalent positions of importance and visibility during the various international events organized by the IAG. Events that receive auspices from the IAG shall be encouraged to follow these principles. Geomorphologists worldwide should have equal opportunities to participate in the progress of knowledge in geomorphology, and the IAG has a duty to promote these efforts.
- The IAG shall be maintained in as informal style as possible in keeping with the relaxed international and individual friendships established at the First International Conference on Geomorphology, in Manchester in September 1985.

Article 3. Affiliations

The IAG recognizes the International Science Council (ISC) as being the coordinating and representative body for the international organization of science and is affiliated to it through the International Geographical Union (IGU) and the International Union of Geological Sciences (IUGS).

Article 4. Language

The working language of the IAG shall be English. French may be used in specific meetings. Spanish shall be used for legal and administrative issues with Spanish Authorities. Other languages may be used at the discretion of the membership and without infringing on the international purpose of the Association.

Chapter II - MEMBERSHIP

(Described in the Constitution in Chapter IV)

Article 5. Membership

Membership of the IAG shall be by country or geographical region:

- Members of the IAG are represented by National Scientific Members of each country or geographical region whose request to join the IAG have been approved by the Executive Committee. National Scientific Members have full voting rights.
- A National Scientific Member shall be a scientific academy, association, organization or a group of such institutions. Institutions effectively representing the range of geomorphological activities in a definite territory may be accepted as National Scientific Member provided they can be listed under a name that will avoid any misunderstanding about the territory represented. Each National Scientific Member shall have only one vote at the Council meetings.
- A National Scientific Member must inform the Secretary General about any change related to its address, the names of its officers and its voting representative.
- The National Scientific Members will be represented in the Council by a representative (i.e. a physical contact person) per country or geographical region that will exercise the vote on behalf of the corresponding National Scientific Member.

Article 6. Admission procedure

Countries wishing to join the IAG must submit to the Secretary General the documentation showing the existence of a *bona fide* National Scientific Member, its complete contact information and the names of its officers.

The Secretary General will share all the information received by the applicant in the next meeting of the Executive Committee, where the request will be accepted or rejected, and the decision will be announced at the next Council meeting.

Once the new member has been admitted by the Executive Committee, the Secretary General will register it in the Association's member list.

Each National Scientific Member shall pay an annual subscription whose amount will be proposed by the Executive Committee to the Council for approval and will take into account the number of geomorphologists represented and the financial status of the territory. Continuous record of payment of membership fees is necessary to maintain full voting rights. Membership fee exemption may be foreseen for economically disadvantaged countries.

Chapter III - GOVERNING BOARD OF IAG

Article 7. The Council

The Council (“Asamblea General” in Spanish) and the Executive Committee (“Junta Directiva” in Spanish) are the Governing bodies of the IAG, with powers and duties described in the Constitution (Chapters 2 and 3 respectively). The Council consists of contact persons (i.e., National Delegates) representing National Scientific Members, and Executive Committee members. National Delegates have the full voting rights.

Article 8. Voting

Any voting member that cannot be present for a vote may submit its views and vote in advance in writing. That member will be regarded as being present for the purposes of the quorum for the vote. Voting shall be by secret ballot, for the election of the Executive Committee, for the place of the next International and Regional Conferences on Geomorphology or for other matters specified in due time by the President.

Article 9. Agenda

The items to be discussed in the Council will be determined by the Executive Committee.

A preliminary agenda of the Council meeting shall be sent to all members by the Secretary General two months before the meeting at latest.

National Scientific Members wishing to have additional items placed on the agenda should submit them to the Secretary General at least one month prior to the Council meeting.

The final agenda, with specific expression of the matters to be discussed, will be disseminated at least 15 days before the Council meeting.

The agenda for the Council meeting of the International Conference on Geomorphology shall include the following items:

- Minutes of the previous meeting: matters arising
- Business raised by the President, National Scientific Members and from other sources
- Financial statement of the preceding period and a draft budget for the ensuing period
- International and Regional Conference reports and proposals
- Election of the members of the Executive Committee, whenever applicable
- Review of activities and reports of committees, working groups etc.
- Items submitted after preparation of agenda, subject to agreement of President
- Any other business.

Article 10. Responsibilities

The responsibilities of the Council in addition to the powers stipulated in Article 10 of the Constitution are:

- to set up standing and ad hoc committees and working parties with whatever names, powers and terms of reference it may decide
- to review and update the fees.

Article 11. Executive Committee

Chapter 3 of the Constitution describes the composition, meetings, duties, and roles of the legally required members of the Executive Committee, as well as the procedures for loss/substitution. All the elected members of the Executive Committee shall preferably be from different countries. In addition to these stipulations, co-opted members shall be part of the Executive Committee as described in article 13.

Article 12. Meetings

The Executive Committee will meet as often as determined by its President and/or at the initiative or request of more than a quarter of its members. It will be constituted when a simple majority of its members are in attendance. The resolutions of the Executive Committee require a simple vote by all those in attendance at the meeting. In the event of a tie the President shall have the deciding vote. The discussions and resolutions of the Executive Committee shall be recorded in the minutes. The minutes shall be signed by the President and the Secretary General.

Article 13. Co-opted members

Co-opted members are persons invited to co-operate with the elected members of the Executive Committee to achieve the objectives of the IAG.

The Executive Committee may agree, at any time, the co-option of a maximum of six members, until the next International Conference of Geomorphology. Co-opted members may or may not be from a National Scientific Member, and they shall preferably be from different countries.

Co-opted members should attend the meetings of the Executive Committee, and will have the right to vote in the decisions of the Executive Committee.

Article 14. Duties of the Executive Committee

Apart from the duties detailed in the Constitution, the members of the Executive Committee will have the following duties:

President

- The President shall assume office during the final Council meeting of the International Conference on Geomorphology and will remain in office until the final Council meeting of the next International Conference (four years). In case of the President's resignation or interruption of the appointment, the Presidency shall be undertaken by one of the three Vice-Presidents.
- To propose to the Executive Committee the designation of Honorary Fellowships.

Vice-Presidents

- Vice-Presidents are specifically responsible for portfolios proposed by the President and by the Executive Committee. The portfolio could in particular include coordination of specific tasks (e.g., international co-operation, communication and outreach, working groups, training activities etc.).
- Upon the decision of the Executive Committee one of the Vice-Presidents may take over presidential duties if the President is unable to perform his/her duties.
- Each of the three Vice-Presidents will be eligible to become Acting President if the President is temporally unable to perform his/her duties. The order of eligibility will be determined by the President at the beginning of his/her term.
- In the circumstances of resignation or definite interruption of the appointment of the President, the Vice-President currently eligible to serve as acting President shall become President for the remainder of the term. That individual will remain eligible to be elected as President for a full term.

Secretary General

The Secretary General shall be responsible under the general direction of the President for the correspondence and current business of the IAG, for the preparation and distribution of the agenda of the Executive Committee and the Council meetings and for the preparation and maintenance of minutes.

Treasurer

The Treasurer shall send to each National Scientific Member an annual account of the dues owing, and shall ensure that all contributions and dues paid to the IAG are placed in the IAG account and that a record is kept. The Treasurer is responsible for keeping the accounts of the Association, for the preparation of the annual budget of receipts and expenditures, for payments on behalf the IAG up to the limit of the approved budget, and shall acknowledge all money received. The Treasurer shall

prepare a summary of the accounts for each meeting of the Executive Committee or Council and shall give any explanations required about the expenses incurred by the Association.

Officer

The Officer will usually oversee all editorial activities of the IAG including preparation and circulation of the IAG reports. However, different responsibilities might be attributed to the Officer by the Executive Committee under the guidance of the President.

Co-opted members

Co-opted members will be in charge of specific tasks approved by the elected members of the Executive Committee.

Special portfolio members

Special portfolio members can be appointed for specific tasks, such as liaison with and support to the organizing committees of International and Regional Conferences. They will not have voting rights, but can attend Executive Committee meetings.

Article 15. Renewal of the Executive Committee

At least one year before the expiry of the office of the Executive Committee, the Secretary General shall notify all the National Scientific Members that an election is to take place and invite them to submit nominations for the required positions no later than three months before the election. Evidence must be provided to demonstrate that each person nominated would be willing to serve if elected. The election will take place in a Council meeting duly called by the Executive Committee, preceded by the presentation of the candidates by their National Delegates (or persons acting on their behalf), and will be carried out according to the agreed voting procedures of the IAG.

The President shall serve a maximum of four years in his/her post.

In the event of an elected member not being able to fulfil his/her duties, or if a majority of the elected members of the Executive Committee feel that it is in the interest of the IAG that an individual should cease to hold a particular post, elected members of the Executive Committee will have the authority to reallocate responsibilities among the elected and co-opted members.

Chapter IV - THE ACTIVITIES OF IAG

Article 16. Working Groups

The Executive Committee with approval by the Council shall establish Working Groups (WGs) to facilitate research on focused geomorphological issues, regions or areas.

Working Groups can be proposed by any individual geomorphologist or group of geomorphologists. Proposals shall include the objective(s) of the Group and an outline of the plan to reach the objective(s).

The Council will determine the number of Working Groups to be supported and will vote on proposals at any Council meeting.

Each Working Group can normally be supported for no more than four years.

The IAG will provide financial support, at levels approved by the Council, to facilitate the operation and reporting of the Working Groups.

Each Working Group will provide the Executive Committee member in charge of the WGs with an annual progress report and at the conclusion of its four-year term is expected to convene a session at the International Conference on Geomorphology.

Any Working Group can apply for continuation after the completion of their first tenure. If the activities of the Working Group are found satisfactory, continuation may be approved by the IAG EC and the IAG Council without any financial help.

Article 17. Training Programme

The IAG Training Programme aims to support Young Geomorphologists (YGs) worldwide to: increase their knowledge and experience in geomorphological research, share their experiences with peers from different countries, and interact with experienced scientists and young researchers in an informal setting favouring scientific discussion.

Young Geomorphologists are defined as undergraduate, postgraduate, Master, PhD students or scientists who have received their highest degree, i.e. BSc, MSc, or PhD, within the past seven years. Provided parental leave fell into that period, up to one year of parental leave time may be added per child, where appropriate.

The IAG Training Programme includes as general objectives:

- A Grant Programme to favour the participation of YGs, especially from economically disadvantaged countries, in geomorphological international events such as: i) IAG conferences/workshops/symposia/courses; ii) events held under the auspices of the IAG; iii) joint initiatives with other associations/institutions.

- Fostering interaction between national groups of YGs, promoting networking among them and coordinating joint activities.

The specific objectives of the Training Programme are to be defined at every renewal of the Executive Committee.

Article 18. International and Regional Conferences on Geomorphology

An *International Conference on Geomorphology* shall be held every fourth year in a country to be decided upon by the Council, and one or more *Regional Conference on Geomorphology* shall be held in between. The organization and financial arrangements of these conferences are the responsibility of the National Scientific Member of the host country, under the guidance of the Executive Committee. Any IAG Conference shall be organized in such a way that a relaxed and informal style be adopted consistent with maximum rigour and productivity.

International Conferences

Proposals to act as host for an IAG International Conference on Geomorphology shall be received by the Secretary General at least three months in advance of the preceding International Conference.

If a proposal is received from more than one National Scientific Member the final selection shall be made by secret ballot of voting members at the Council.

At each International Conference on Geomorphology all votes are to take place at the Council meeting held at the end of the Conference.

At each International Conference on Geomorphology, a sum, as decided by the Executive Committee in consultation with the local Organizing Committee, is to be included in the registration fee and transferred to the Treasurer within six months of the conclusion of the Conference.

Regional Conferences

Proposals to act as a host for a Regional Conference shall be received and voted at the Council meeting. If the proposal arrives at a later date, a decision will be made by the Executive Committee. For the Regional Conference, in case there is any revenue generated, it shall be shared between the IAG and the organizing National Scientific Member.

Article 19. Other scientific events

National Scientific Members, or their affiliates, or Working Groups, are encouraged to organize conferences, symposia, workshops under the auspices of the IAG. These may be designated as co-sponsored by the IAG if approved by the Executive Committee.

Chapter V - FELLOWSHIPS AND AWARDS

Article 20. Fellowships

Honorary Fellowship: The IAG may confer an Honorary Fellowship upon individuals who have served the IAG or the discipline of Geomorphology with particular distinction. An Honorary Fellowship shall be regarded as the highest honor that the IAG can bestow. Honorary Fellowships shall be awarded by the Executive Committee and announced at the International Conference on Geomorphology.

Article 21. Awards

Brunsdon Medal: The purpose of this award, in honour of the first IAG President, is to recognize sustained and outstanding service to geomorphology by an individual or organisation, in accordance with the objectives of the IAG as specified in the Constitution. In respect of this award, service may be interpreted broadly as any activity considered by the IAG Executive Committee, as providing outstanding benefit to the IAG or wider geomorphological community. The Medal shall be awarded by the Executive Committee and announced at the International Conference on Geomorphology.

Tricart Award: This award is offered to Young Geomorphologists in recognition of the outstanding research carried out by the French geomorphologist Jean Tricart (1920-2003) in Latin America, Africa and Asia. On the occasion of the International Conference on Geomorphology, one of the IAG grant holders from these regions will be designated as the *Tricart Scholar* by the Executive Committee in agreement with the French National Delegate. The award is financially supported by the French Geomorphology Group (GFG) and subject to confirmation one year before the Conference.

Early Career Medal: Nominations for the IAG Early Career Medal should be received at least 3 months prior to the International Conference on Geomorphology. Nominations can arise from individuals, National Scientific Members, Working Groups or any relevant geomorphological body. Candidates should have been awarded their PhD (or highest degree) within 10 years of the Council Meeting. Extension to the 10-year limit will be permitted for parents (with one year granted for each child where parental leave was taken) and other cases can be considered under exceptional circumstances as long as all necessary evidence is supplied. Nominations should include the nominee's CV (max 2 pages), a list of publications and other achievements, and a letter of nomination (max 1 page). The criteria for selection include: (i) scientific excellence and/or potential

in a geomorphological domain, (ii) service in geomorphological associations with a particular emphasis on international cooperation, and (iii) any other quality that aligns with the aims of the Association. Nominees will be ranked by the Executive Committee and the results announced at the International Conference on Geomorphology.