

# **The International Union for Quaternary Research (INQUA)**

## **Statutes and Bye-Laws**

**updated February 2019**



## DEFINITION OF TERMS

TERM	DEFINITION
Accompanying Person	An individual who accompanies a Participant and who pays a reduced Congress fee, which entitles him/her to attend specific events such as social gatherings, welcoming events or banquets but not to attend, or vote in, the General Assembly.
<i>Ad hoc</i> Committee	A special body established by either the International Council or the Executive Committee to study urgent or extraordinary problems (see Article XI of the Statutes).
Advisory Board	The Corresponding Members of each Commission (see Article 8 of Bye-Laws) who have been named or elected to advise and vote on Commission matters.
Associate Member	A Member comprising an affiliation of not less than three individuals from countries or regions with a small number of scientists, which pays no membership fees and has limited rights (see Article V of the Statutes).
Commission	A group established to examine specific scientific problems in a broad area of the Quaternary.
Corresponding Member	An individual who has joined one or more of the Commissions.
Delegate	The person appointed by each National or Regional Member to represent its interests at International Council meetings.
Early Career Researcher	A scientist who has been awarded a PhD within the previous eight years. Undergraduate and Masters students may also be included.
Early Career Researchers Committee	A committee whose aim is to foster the involvement of young scientists in INQUA activities, networking amongst young scientists and information exchange.
Early Career Research Representative	A Corresponding Member of a Commission who is an Early Career Researcher and is appointed to represent his/her Commission on the Early Career Researchers Committee.
Executive Committee	The Union's presiding body (Article X of Statutes), consisting of a President, an immediate Past President, four Vice Presidents, a Secretary General, and a Treasurer.
Honorary Life Fellow	An honorary title bestowed on an individual for meritorious service to Quaternary science (see Article VI of Statutes).
Inter-Congress Period	The period (normally four years) from the end of one Congress to the end of the following Congress.
International Council	The body of Delegates responsible for the Union's governance.

TERM	DEFINITION
International Focus Group	A subdivision of a Commission created to address key broad-scale scientific foci during an inter-Congress period that the Executive Committee supports financially or by recognition.
Lapsed Member	A National or Regional Member who has failed to maintain contact and/or pay its fees for two years or more.
Leader	An individual who directs the activities of an International Focus Group, Project or Working Group.
National Member	A country that pays membership fees to INQUA (Article 9 of Bye-Laws) and is entitled to send one voting Delegate and one Observer to International Council meetings.
National/Regional Committee	The governing body of each Member.
Observer	A person appointed by a Member or Associate Member to attend International Council meetings but who has no speaking or voting rights.
Participant	An individual who has paid a full registration fee to attend a Congress to vote in the General Assembly (Article 1(a) of Bye-Laws).
Project	A specific scientific activity with well-defined goals and planned outcomes that addresses a specific aspect of the interests of an International Focus group and that the Executive Committee supports financially or by recognition. A Project may be developed in co-operation with one or more International Focus Groups or Working Groups, or independently, and is sponsored and directed by one or more Commissions.
Regional Member	A group of countries that pays membership fees to INQUA (Article 9 of Bye-Laws) and is entitled to send one Delegate and one Observer to International Council meetings.
Working Group	A non-funded subdivision of each Commission created to represent and provide non-financial support for researchers addressing specific broad-scale scientific issues during an inter-Congress period.

(continued: Statutes)

## STATUTES

### ARTICLE I DENOMINATION AND DOMICILE

- I.A The International Union for Quaternary Research, commonly known as INQUA, is an international, non-governmental, non-profit scientific organisation.
- I.B The International Council of the Union, at an ordinary session, shall decide the location of the legal domicile of the Union until the next decision as to such location is made.

### ARTICLE II OBJECTIVES

- II.A The Union aims to:
- II.A.i encourage the interdisciplinary study of all scientific problems dealing with the Quaternary Period; and
- II.A.ii facilitate and coordinate international cooperation for this study through the organisation of international congresses and through commissions and other bodies created for the study of specific problems, and the representation of research communities.

### ARTICLE III INTERNATIONAL CONGRESSES

- III.A The Union shall hold an International Congress approximately once every four years. Congresses shall be hosted by countries that are National or Regional Members of INQUA and that accord the right of entry to scientists irrespective of their place of residence or nationality.
- III.B The Congress Organising Committee of the host Member shall assume responsibility for the organising and financing of the Congress.

### ARTICLE IV MEMBERSHIP

- IV.A Membership of any country or geographic region may be acquired by a National Academy, a National Research Council, a similar institution, or an association of scientific institutions or societies.
- IV.B Application for INQUA Membership as a country or geographic region consisting of more than one country shall be made to the International Council through the Executive Committee.
- IV.C The Executive Committee may grant provisional admission during an inter-Congress period.
- IV.D After admission each Member shall form a Committee to represent it in the affairs of the Union.
- IV.E National and Regional Members adhering to the Union shall agree to be assigned to one of several financial categories, and pay annually a subscription according to their category.
- IV.F Each Member shall appoint one Delegate to the International Council of the Union, where the Delegate (or a deputy appointed by him/her in writing) has the right to vote, provided the current subscription of the Member has been received by the Treasurer.

### ARTICLE V ASSOCIATE MEMBERSHIP

- V.A In any country or geographic region where financial support for Quaternary scientists is low, an affiliation of not less than three such scientists may apply for Associate Membership.
- V.B Associate Members shall pay no annual subscription.
- V.C Associate Members may not vote in the International Council or propose candidates for election to office in the Executive Committee.

**ARTICLE VI HONORARY LIFE FELLOWSHIP**

- VI.A Prominent internationally recognized Quaternary scientists who have been active in INQUA may be elected to be Honorary Life Fellows of the Union.
- VI.B Candidates shall be nominated by at least two National or Regional Members not less than six months before the Congress.
- VI.C Normally a National or Regional Member may nominate no more than one candidate in any inter-Congress period.
- VI.D The suitability of the candidate shall be evaluated by the Executive Committee for approval by the International Council prior to presentation to the General Assembly for ratification.
- VI.E INQUA undertakes to pay the INQUA Congress registration fees for Honorary Life Fellows for life.
- VI.F The outgoing Past President of INQUA will be awarded Honorary Life Fellowship.

**ARTICLE VII ADMINISTRATION**

- VII.A The work of the Union shall be directed by:
- VII.A.i The General Assembly
  - VII.A.ii The International Council
  - VII.A.iii The Executive Committee

**ARTICLE VIII THE GENERAL ASSEMBLY**

- VIII.A The General Assembly is the highest authority of the Union and shall control the general direction of the Union.
- VIII.B The General Assembly is composed of Participants and Honorary Life Fellows, some of whom may also be Delegates. The General Assembly is presided over by the President of the Union.
- VIII.C The President may not vote unless there is an equality of votes, in which case he/she has the deciding vote.
- VIII.D The General Assembly shall meet at least twice during International Congresses of the Union.
- VIII.E During its first meeting the General Assembly shall appoint an Auditing Committee.
- VIII.F For practical purposes the General Assembly shall delegate the powers of managing the Union to the International Council

**ARTICLE IX THE INTERNATIONAL COUNCIL**

- IX.A The International Council of the Union is composed of the Delegates, the Executive Committee, and the President and Secretary General of the current Congress.
- IX.B The International Council shall meet during Congresses.
- IX.C The business of the International Council shall be prepared by the Executive Committee after the Executive Committee has invited Members to submit proposals at least six months before the Congress.
- IX.D The agenda for the meetings of International Council during the Congress shall be circulated to the Members at least three months in advance of the Congress.
- IX.E All resolutions moved in the International Council shall be voted upon on the basis of one vote for the Delegate of each currently paid-up Member. The officeholders in the current Executive Committee and the President and Secretary General of the current Congress may not vote.

- IX.F The President of the Union shall preside over meetings of the International Council, but may not vote unless there is an equality of votes, in which case he/she has the deciding vote.
- IX.G All decisions of the International Council shall be submitted to the General Assembly for ratification. If any decision is not ratified, it shall be remitted to the International Council for further consideration.
- IX.H Subject to approval by the General Assembly, the International Council shall:
- IX.H.i manage the affairs of the Union;
  - IX.H.ii elect the Executive Committee; and
  - IX.H.iii determine the annual unit contribution on which Members base their subscriptions
- IX.I Bye-Laws in harmony with the provisions of these Statutes shall be established by simple majority vote in the International Council, and may be altered or cancelled by similar vote.
- IX.J In every case advance notice of intent to change a Bye-Law shall be given to each Delegate.
- IX.K Bye-Laws shall come into effect as soon as they have been adopted by the International Council and ratified by the General Assembly.
- ARTICLE X THE EXECUTIVE COMMITTEE**
- X.A The Executive Committee of the Union shall consist of:
- X.A.i The President (Chair);
  - X.A.ii Four Vice Presidents;
    - X.A.ii a) Vice President – Members Liaison and Honours
    - X.A.ii b) Vice President – Commissions
    - X.A.ii c) Vice President – Publications
    - X.A.ii d) Vice President – Communication
  - X.A.iii The immediate Past President;
  - X.A.iv The Secretary General; and
  - X.A.v The Treasurer
- X.B With the exception of the Treasurer, not more than one officeholder on the Executive Committee shall come from any one Member.
- X.C The Executive Committee shall steer the Union during the inter-Congress period. Significant decisions must be reported to and approved by the International Council during the following Congress.
- X.D The Executive Committee shall prepare the agenda for meetings of the International Council and of the General Assembly, and carry out the decisions of these bodies.
- X.E The Treasurer shall administer the funds of the Union on behalf of the Executive Committee in accordance with the aforementioned decisions and shall account for their administration to the International Council and General Assembly.
- X.F Officers of the Executive Committee shall enter office immediately after the close of the final session of the General Assembly at which their election was approved, and remain in office until the close of the final session of the next General Assembly.

X.G During inter-Congress periods, the Executive Committee shall have the power to take decisions on matters of urgency that may arise, subject to the understanding that it shall render account of such decisions to the International Council.

X.H The Executive Committee shall meet annually in each inter-Congress period in the geographic territory of a National or Regional Member.

# **ARTICLE XI COMMISSIONS, EARLY CAREER RESEARCHERS COMMITTEE AND AD HOC COMMITTEES**

## **XI.A Commissions**

XI.A.i Proposals to establish Commissions shall be submitted to the Executive Committee for evaluation and presentation to the International Council. If such proposals are approved by the Council, they shall be presented to the General Assembly for ratification.

XI.A.ii The Executive Committee shall assess the Commission Presidents' reports and make recommendations to the International Council regarding the continued existence of each Commission. Decisions to terminate Commissions shall be subject to ratification by the General Assembly.

XI.A.iii Each Commission shall be accountable to the Union President and the Vice President charged with Commission oversight.

XI.A.iv At International Congresses of the Union, Commissions shall report to the International Council through their elected President any recommendation stemming from their work. Such recommendations shall be put forward to the General Assembly for ratification, if approved by the International Council.

XI.A.v Commissions shall 1) foster the development of a community including researchers interested and/or engaged in study of those disciplines represented by the Commissions, and 2) encourage the creation of International Focus Groups, Projects and Working Groups to address specific scientific issues and provide representation and support for networks of researchers during inter-Congress periods.

XI.A.vi The Commission leadership shall comprise a President, Vice-President, Secretary and an Advisory Board.

## **XI.B Early Career Researchers (ECR) Committee**

XI.B.i The Early Career Researchers (ECR) Committee shall foster the involvement of young scientists in INQUA activities, networking amongst young scientists and information exchange.

XI.B.ii The ECR Committee shall consist of two Representatives from each Commission, and such additional individuals as may be considered necessary to perform specific duties.

XI.B.iii The ECR Committee shall report to the Executive annually and to the International Council during its meetings at Congress.

XI.B.iv The INQUA Executive shall appoint one of its officers to act as liaison with the ECR Committee.

XI.B.v The Committee shall undertake to promote and maintain the reputation of INQUA, as the professional body representing Quaternary science. Specifically it shall ensure that the activities of the Committee do not promote scientific opinions or statements inconsistent with INQUA's own position.

XI.B.vi Continuation of the Committee shall be subject to an assessment of its utility by the INQUA Executive at its meeting prior to each Congress, and confirmation of this decision by the International Council at each Congress.

## **XI.C Ad Hoc Committees**

- XI.C.i The International Council and the Executive Committee may each set up Ad Hoc Committees to study urgent or extraordinary problems; the life of such a committee shall not exceed one inter-Congress period.
- XI.C.ii Ad Hoc Committees shall report to the Executive Committee, which shall submit an account of their activities to the International Council.

**ARTICLE XII GENERAL PROVISIONS**

- XII.A The duration of the Union is not limited.
- XII.B Approval by two-thirds of the Delegates to the International Council and by the General Assembly shall be necessary before:
  - XII.B.i changes may be accepted to these Statutes and Bye-Laws;
  - XII.B.ii the Union may be dissolved; and
  - XII.B.iii any dispensable funds resulting from such dissolution may be transferred to another international non-government non-profit scientific organisation
- XII.C Any proposed change to these Statutes and Bye-Laws shall be submitted in writing to the Members at least three months in advance of the Congress at which the changes are to be considered.
- XII.D In the interpretation of the Statutes and Bye-Laws of the Union, the English text shall be the official version.

(continued: Bye-Laws)



## BYE-LAWS

### ARTICLE 1 INTERNATIONAL CONGRESSES

- 1.A Persons attending the Congress may register as either a Participant or an Accompanying Person.
- 1.B Fees
  - 1.B.i Fees to be paid by Participants and Accompanying Persons will be fixed and collected by the Organising Committee of that Congress.
  - 1.B.ii Fees must be utilised solely for the general expenditures of the Congress for which they are collected.
- 1.C An Organising Committee for the next Congress, including a President and a Secretary General, shall be designated within the host country. A member of the INQUA Executive Committee will be included as a member of the Organising Committee to ensure ongoing communication between the Organising Committee and INQUA.
- 1.D The Organising Committee for the Congress shall act in conformity with the Statutes and Bye-Laws of the Union, and with the advice and guidance of the Executive Committee.
- 1.E The budget, financing, and expenditures of a Congress, including the cost of all Congress publications, shall be the responsibility of the Organising Committee of the host country.
- 1.F During the inter-Congress period, the Organising Committee of the Congress shall keep the Executive Committee informed about arrangements for the Congress.
- 1.G Within a year of the end of the Congress, the Organising Committee shall submit an informal report to the Executive Committee summarizing Congress successes and problems for use by the succeeding Organising Committee.
- 1.H When the Organising Committee of the Congress has accomplished all the tasks associated with the organisation of the Congress, including publications, it shall notify the Executive Committee of the cessation of its functions, and within two years submit a final report on its activities to be published as the official *Compte Rendu* of the Congress. In addition, an address list of all Delegates and Participants shall be provided for use by the next Organising Committee.
- 1.I The Congress shall be held in July or August of the last year of the inter-congress period, to facilitate attendance by the majority of nationals from Member countries and to accommodate the INQUA calendar of business and activities.
- 1.J Selection of a Congress host.
  - 1.J.i Details of the Bidding Process are to be posted on the INQUA website no later than two years into an Inter-Congress period.
  - 1.J.ii Intention to submit a bid must be registered with the INQUA Secretary General no later than one year before the next Congress.
  - 1.J.iii Final bid documents must be submitted to the Secretary General no less than three months before the Congress.
  - 1.J.iv During a Congress a host country for the next Congress will be selected by the International Council from among bids received, and endorsed by the General Assembly.

- 1.J.v In the event that a host country is subsequently unable to organize a Congress, the Executive Committee shall make every effort to ensure that a Congress is held, with the least possible delay, in the country of another Member.

**ARTICLE 2 MEMBERSHIP**

- 2.A Any country or geographic region consisting of more than one country that wishes to join the Union as a National, Regional or Associate Member shall make initial application to the Executive Committee, stating at the same time the category of financial contribution proposed. If accepted by the Executive Committee, the application shall be submitted to the International Council at the next Congress for endorsement.
- 2.B Any Member that withdraws from the Union shall abandon by that act all rights of accredited association.
- 2.C Lapsed Members:
- 2.C.i may apply for readmission at any time by contacting the Secretary-General to make arrangements
- 2.C.ii who fail to regularize their position for one complete inter-Congress period shall be considered to have resigned their Membership and shall be considered a Lapsed Member
- 2.C.iii may attend International Council meetings under the same conditions as Associate Members.

**ARTICLE 3 INTERNATIONAL COUNCIL DELEGATES**

- 3.A Each Member, through its National or Regional INQUA Committee and/or the organisation assuming Membership, shall send the Secretary General details of the Delegate who will represent its interests in the International Council, and those of one Observer if required at least one month before the Congress.
- 3.B No member of the Executive Committee of the Union may be a Delegate

**ARTICLE 4 THE GENERAL ASSEMBLY**

- 4.A The agenda of the initial session of the General Assembly shall be fixed by the Executive Committee. The agenda for subsequent meetings of the General Assembly shall be prepared by the Executive Committee in consultation with the International Council. No question that is not on the agenda of the final meeting of the General Assembly can be given a decision, but may be discussed with the assent of the President.
- 4.B At the initial meeting of the General Assembly, Participants have the right to propose agenda items for consideration by the International Council.
- 4.C Participants are entitled to vote by show of hands.

**ARTICLE 5 THE INTERNATIONAL COUNCIL**

- 5.A The agenda of the first meeting of the Council shall be prepared by the Executive Committee and circulated three months before the Congress.
- 5.B The first meeting of the Council shall be held early in the Congress and include discussion of bids for the location of the next Congress.
- 5.C A Member who is not represented at the International Council may, before the meeting, send to the President in writing the views of its INQUA Committee on any topic under consideration, so that its views may be placed before the meeting.

- 5.D The Executive shall provide Delegates with an evaluation of the work of Commissions, together with any recommendations arising from this, at least one month before the Congress.
- 5.E The agenda of the International Council shall include the accounts from the Treasurer for each complete year of the inter-Congress period, as well as any recommendations from the Executive Committee for changes in the annual unit of contribution or any other changes in income to be acquired from Members.
- 5.F Business submitted by Delegates shall be placed on the agenda for the next meeting of the International Council.
- 5.G Proposals made at the General Assembly shall be considered by the International Council at its next meeting.
- 5.H All resolutions moved in the International Council shall be voted upon on the basis of one vote for each Delegate. If there is an equality of votes, the President shall have a deciding vote.
- 5.I Only Delegates representing National or Regional Members in good standing may vote in the International Council. For this purpose the Treasurer shall confirm receipt of annual subscriptions for the period to December 31 of the preceding year (or, if the Member has joined the Union since the preceding December 31, for the current year).
- 5.J The resolutions of the International Council shall be set before the General Assembly for approval.

**ARTICLE 6 THE EXECUTIVE COMMITTEE** (refer to Appendix A for a description of roles)

- 6.A The Executive Committee shall act as liaison between the Union and other international organisations. It shall cooperate in the organisation of the International Congresses and of meetings and other activities of Commissions, and promote the activities of the Union in every way.
- 6.B In extraordinary cases, the Executive Committee may seek approval from the INQUA Membership prior to the next Congress on any critical issues that cannot be reasonably delayed until the next Congress. A ballot shall be sent to the Members, who shall reply within one month of notification in order to allow a decision within a reasonable time. A lack of response shall be considered a vote in favour of the ballot issue. A two-thirds favourable vote shall be required for passage of the ballot issue. All approved ballot issues shall be submitted to the International Council and General Assembly for ratification during the following Congress.
- 6.C The officers of the Executive Committee shall be elected as follows:
  - 6.C.i Not less than six months before the Congress, the Secretary General shall invite Members in good standing to submit, if so wished, one nomination for President, Vice President, Secretary General, and Treasurer, subject to the limitations imposed by Article X (b) of the Statutes.
  - 6.C.ii Every such nomination shall be in writing and in the hands of the Secretary General not less than four months before the Congress.
  - 6.C.iii The candidate for President is normally selected from the current Executive Committee.
  - 6.C.iv The Secretary General shall distribute to Members, not less than two months before the Congress, a list of candidates nominated for membership of the Executive Committee for the ensuing inter-Congress period.

- 6.C.v Executive Officers shall be drawn from Members in good standing.
- 6.D The International Council shall elect the Executive Committee from the nominated candidates.
  - 6.D.i The President, each of the four Vice presidents, Secretary General, and Treasurer shall each be elected by a separate ballot.
- 6.E Immediately after he/she takes office, the President shall nominate one of the Vice Presidents as his/her alternate, and in the event of the President dying, resigning, being disabled, or ceasing to hold office for any other reason, the nominated Vice President shall fulfil the duties of the President, and shall become President for the remaining portion of the President's term of office.
- 6.F Periods of Office
  - 6.F.i The President may not be elected for more than one inter-Congress period but, as the Immediate Past President, he/she remains a voting member of the Executive Committee until the close of the final session of the next General Assembly
  - 6.F.ii The Vice Presidents may be re-elected for a second period.
  - 6.F.iii The Secretary General and Treasurer may be elected for up to two further inter-Congress periods.
- 6.G The Executive Committee may fill by co-option any vacancies that occur in the Committee during its term of office. All persons so co-opted shall remain in office until the close of the final session of the next General Assembly.

## **ARTICLE 7 EARLY CAREER RESEARCHERS COMMITTEE**

- 7.A Activities
  - 7.A.i The ECR Committee shall determine specific activities at the beginning of its term of office.
  - 7.A.ii Ongoing activities shall include the maintenance of a webpage on the INQUA website and appropriate social media connections to advertise its activities.
  - 7.A.iii The Committee shall produce Quaternary Perspectives for INQUA under the guidance of one of the INQUA Vice Presidents.
  - 7.A.iv The Committee shall convene a meeting or session at each Congress, in consultation with the INQUA Executive and the Local Organizing Committee.
- 7.B Appointment
  - 7.B.i Following a call by the ECR Committee for nominations, Representatives shall be elected by their respective Commissions at the same time as the election of Commission officers.
  - 7.B.ii The names of successful candidates shall be submitted to the INQUA Executive for approval and presentation to the International Council for ratification.
  - 7.B.iii The ECR Committee shall decide which of the Representatives shall be Chair of the Committee, and whether the chairmanship should rotate.
  - 7.B.iv The Committee will be appointed for one Inter-Congress period but individual Representatives may be re-appointed for a second term.
  - 7.B.v If at any time a Representative can no longer serve on the Committee, replacement Representatives may be co-opted (in consultation with the President of the relevant Commission) for the remaining term of the Committee.
- 7.C The ECR Committee shall not receive funds for organizational activities but may apply for Project grants in the Skills category.

**ARTICLE 8 COMMISSIONS** (refer to Appendix A for a description of roles)

- 8.A A limited number of Commissions shall be created to develop community and networks and to stimulate research towards the solution of specific Quaternary problems in which international collaboration is required. Collectively, they should encompass the wide diversity of the Quaternary disciplines. Overlapping interests of Commissions should be accommodated by promoting inter-commission research and other activities (refer to Appendix A).
- 8.B The duty of a Commission shall be to 1) foster the development of a community of researchers interested in and/or engaged in the study of those disciplines represented by the Commission and 2) encourage and facilitate participation in cooperative projects, scientific meetings, and field excursions during Congresses and inter-Congress periods.
- 8.B.i Each Commission shall be encouraged to organise a conference during the inter-congress period to showcase its ongoing activities.
- 8.C Meetings shall be held in countries that accord the right of entry to scientists irrespective of their nationality or residence.
- 8.D Establishment and Termination of Commissions
- 8.D.i A proposal for a new Commission shall define its overall task and objectives, and state the disciplines to be included. The names of individuals proposed to serve as initial Correspondents, including the initial officers, together with statements of scientific credentials, specialties, interests, and willingness to serve, shall be presented together with a statement that those named are prepared to serve.
- 8.D.ii If approved by the Executive Committee and endorsed by International Council, the proposal for a Commission shall be submitted to the General Assembly for final acceptance.
- 8.D.iii The International Council shall ensure that the regions covered by, and the scientific activities of, the proposed Commission are appropriately represented by its Officers and Advisory Board.
- 8.D.iv A Commission may be terminated with the agreement of the International Council, following a request from the Commission or a proposal by the Executive Committee, and subsequent ratification of that agreement by the General Assembly.
- 8.D.v A Commission may be reconstituted by following the same process as that for new Commissions.
- 8.E Composition (refer to Appendix A)
- 8.E.i Any interested scientist shall be encouraged to become a Corresponding Member.
- 8.E.ii A Commission may fill vacancies that occur among its officers and Advisory Board during inter-Congress periods, subject to approval by the Executive Committee.
- 8.E.iii Not less than ten months before a Congress each Commission shall send to its Corresponding Members forms for the nomination of Commission Officers for the subsequent inter- Congress period.
- 8.E.iv Commission Officers shall be drawn from National and Regional Members in good standing.
- 8.E.v Nominations shall be in writing and in the hands of the Commission Secretary and the INQUA Vice President in charge of Commissions not less than seven months before the Congress.

- 8.E.vi Not less than six months before the Congress all Corresponding Members of the Commission will be invited to participate in the online election of new Commission Officers.
- 8.E.vii The results of the election shall be in the hands of the Vice President in charge of Commissions and the Secretary General not less than four months before the Congress to be submitted to the International Council for approval.
- 8.E.viii Not less than two months before the Congress the new officers of each Commission will present to the Executive Committee for approval a list of Advisory Board Members that represent the range of disciplines covered by the Commission.
- 8.F Not less than three months before the next Congress, each Commission shall send a written report on its status and the work accomplished by itself and by its subordinate bodies during the current inter-Congress period to the Secretary General of the Union for presentation to the International Council. The International Council shall recommend acceptance or rejection of the report to the General Assembly. Acceptance of a report by the General Assembly does not necessarily imply approval of its contents.
- 8.G Commissions do not hold or disburse funds.
- 8.H Commissions will solicit, aid in developing, and recommend specific scientific projects for INQUA financial support to the Executive Committee for approval.
- 8.I Office Bearers (refer to Appendix A)
  - 8.I.i The President of a Commission shall be elected for a single inter-Congress period.
  - 8.I.ii Commission Vice-Presidents and Secretaries may be re-elected for one additional inter-Congress period.
  - 8.I.iii Should no replacements then be available, the Executive Committee may recommend termination of the Commission.
  - 8.I.iv On retirement from office, the officers of a Commission and its subordinate bodies are eligible for selection to the Advisory Board.
  - 8.I.v In the event of the resignation or death of the President of a Commission or one of its subordinate bodies, his/her place shall be taken by a Vice President for the remainder of the term of office, or, if this fails, a President pro tempore shall be appointed by the President of the Union.
  - 8.I.vi In the event that a Commission officer proves unable to carry out the responsibilities of his/her position, the Executive Committee may seek a replacement to ensure proper functioning of INQUA structures and activities.
- 8.J Advisory Board
  - 8.J.i Candidates for the Advisory Board may be nominated by National or Regional Members, Corresponding Members, the outgoing Advisory Board and/or officers of the relevant Commission from among the Corresponding Members.
  - 8.J.ii Nominations shall be sent in writing to the President of the Commission concerned.
  - 8.J.iii Once Commission officers have confirmed the composition of the Board, the names should be forwarded to the Vice President in charge of Commissions and the Secretary General.
  - 8.J.iv No more than two-thirds of the Advisory Board incumbents shall be eligible for selection for one additional term; the remainder shall not be eligible for selection until one inter-Congress period has expired.

**ARTICLE 9      INTERNATIONAL FOCUS GROUPS**

- 9.A      International Focus Groups may be established within each Commission.
- 9.A.i      Calls for the establishment of International Focus Groups may be issued on an annual basis, but will mainly be considered after the election of Commission Officers and at the beginning of an Inter-Congress period.
- 9.A.ii      An International Focus Group may not extend the agreed range of its activities. If such an extension is deemed necessary a new International Focus Group must be proposed.
- 9.B      The life of an International Focus Group shall normally be one inter-Congress period. If the International Focus Group needs to continue as a funded activity for another Inter-Congress period or otherwise exceptionally beyond this time frame, the Leader shall formally apply to the Executive for its continuance.
- 9.C      The purpose of an International Focus Group shall be to address a/the key scientific question(s) or field(s) of inquiry related to the disciplines represented by the Commission for the inter-Congress period. This may include the development and support of cooperative Projects.
- 9.D      An International Focus Group may seek funds in support of its work.
- 9.E      Close co-operation is expected between the leaders of the International Focus Group and the Commission.

**ARTICLE 10      PROJECTS**

- 10.A      Calls for project proposals will be issued on an annual basis for consideration by the Executive.
- 10.B      Three categories of project are currently recognised: regular, skills development and INQUA-recognised (non-funded).
- 10.C      Projects will normally terminate at the end of an Inter-Congress period. If exceptionally the Project needs to continue as a funded activity beyond this time frame, the Leader shall formally apply to the Executive for its continuance.
- 10.D      Projects will normally fall within the framework of an International Focus Group, but may also exist independently. Close co-operation is expected between the leaders of the proposed project and the relevant International Focus Group and/or Commission.

**ARTICLE 11.      WORKING GROUPS**

- 11.A      Working Groups may be established within each Commission.
- 11.A.i      Calls for the establishment of Working Groups will be issued on an annual basis, but will mainly be considered at the beginning of an Inter-Congress period. In many cases they may be the continuation of previous International Focus Groups or Projects.
- 11.A.ii      A Working Group may not extend the agreed range of its activities. If such an extension is deemed necessary a new Working Group must be proposed.
- 11.B      The life of a Working Group may extend for multiple inter-Congress periods. Continuance will be subject to approval by the Executive Committee in consultation with the relevant Commission.
- 11.C      The purpose of a Working Group shall be to encourage and support community development and research networks.
- 11.D      Working Groups may in some cases encourage the development of Projects, but may not apply for funds from INQUA themselves.

**ARTICLE 12 MEDALS AND AWARDS**

- 12.A Honorary Life Fellowship is granted to prominent Quaternary scientists nominated by Member national committees, approved by the Executive Committee, and ratified by the International Council (Statutes Article VI).
- 12.B Three Medals are awarded.
- 12.B.i The Sir Nicholas Shackleton Medal recognizes the scientific achievements of Sir Nicholas Shackleton, a former president of INQUA. This medal is reserved for young scientists to honour one or more outstanding contributions in any field of Quaternary research. Any Quaternary scientist may propose an appropriate candidate for the Sir Nicholas Shackleton Medal. Nomination procedures and deadline for submission are posted on the INQUA website
- 12.B.ii The Liu Tungsheng Distinguished Career Medal is named in honor of Professor Liu, a former president of INQUA. The medal is to be awarded for distinguished service to the international community in Quaternary science. Any Quaternary scientist may propose an appropriate candidate for the Liu Tungsheng Medal. The nomination procedure and deadline for submission are posted on the INQUA website.
- 12.B.iii The INQUA Distinguished Service Medal is awarded to individuals with a record of sustained and outstanding contributions to the maintenance and development of INQUA's functions. Any Quaternary scientist may propose an appropriate candidate for the Distinguished Service Medal. The nomination procedure and deadline for submission are posted on the INQUA website.
- 12.C Other INQUA awards and medals may be established by the Executive Committee, upon approval by the International Council and the general Assembly.

**ARTICLE 13 FINANCES**

- Budget
- 13.A The Executive Committee shall prepare a provisional budget for each year of the inter-Congress period. This budget shall be submitted to the International Council for review and to the General Assembly for approval.
- 13.B The Treasurer shall prepare a detailed budget of annual expenditure which shall be presented to the Executive Committee at the beginning of the inter-Congress period.
- Income
- 13.C Contributions
- 13.C.i Members of the Union shall belong to one of eight categories, Associate, IA, and I to Each Member shall pay annually an amount equal to the sum of a number of unit contributions determined as follows:



<u>Category</u>	<u>Number of unit contributions</u>
Associate	0
IA	0.5
I	1
II	3
III	5
IV	7
V	10
VI	20

- 13.C.ii The annual subscription shall become due on January 1 of each year and must be received by the Treasurer before December 31 of the same year. Any Member that is two years in arrears will normally be suspended from full Membership of the Union on December 31 of the second year in arrears.
- 13.C.iii A suspended Member may become an Associate Member until such time as arrear fees have been paid.
- 13.C.iv The membership categories shall be reviewed from time to time by the Executive Committee, which may recommend changes to the International Council.
- 13.C.v The range of categories and the amount of the annual unit contribution for the following inter-Congress period shall be proposed by the Executive Committee to the International Council for approval and then submitted to the General Assembly for ratification.
- 13.C.vi Payment shall be made to the Treasurer or to the account managed by the Treasurer on behalf of the Union.
- 13.D For the inter-Congress period, the Member responsible for hosting the next Congress has its Membership contribution forwarded or refunded to the Organising Committee of the next Congress.
- 13.E Donations in cash or kind may be received by the Union and utilised for scientific purposes in accordance with the aims of the Union.
- Expenditure
- 13.F The revenue of the Union derived from Member contributions and other sources shall be used to pay the expenses of the Union, other than the costs of Congresses under the budget approved by the International Council and ratified by the General Assembly.
- 13.G The financial year of the Union shall begin on January 1 and end on December 31.
- 13.H The following categories of expenditure are permissible, subject to authorization by the Executive Committee.
- 13.H.i The expenses of meetings of the Executive Committee.
- 13.H.ii Grants for scientific projects endorsed by the appropriate Commission(s) and approved the Executive.
- 13.H.iv The expenses of publication of the business proceedings of the Union.
- 13.H.v Grants towards the expenses of publications of the scientific proceedings of a Congress, including the remuneration of assistants, upon publication by the Organising Committee.

- 13.H.vi Other expenses pertaining to the objectives of the Union (as defined in Article II of the Statutes).
- 13.I No Officer or Member of the Union shall receive a salary for his/her services, although expenditures incurred on behalf of the Union, as approved by the Executive Committee, shall be reimbursed.
- 13.J No part of the income of the Union shall accrue to the benefit of any individual Member.
- 13.K The Treasurer shall, at the end of each financial year, prepare a Balance Sheet and Statement of Accounts for that year.
- 13.L The accounts shall be audited at the end of each financial year by an Auditor, who shall hold appropriate professional qualifications in accounting.
- 13.M An Auditing Committee, consisting of three individuals, none of whom is an Executive officer or a Delegate, shall:
  - 13.M.i be elected by the General Assembly of a Congress, upon nomination by the Executive Committee;
  - 13.M.ii examine the execution of the budget by the Executive Committee;
  - 13.M.iii verify the accounts of the Treasurer; and
  - 13.M.iv prepare a report on the matters in (ii) above, and submit copies to the International Council and to the General Assembly of the Congress.

## **Bye-Laws: Appendix A**

### **Roles of Executive Committee and Commission Officers of the International Union for Quaternary Science**

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(As revised January 2015, Sandy P. Harrison; February 2019, Brian M. Chase)

#### **The INQUA Executive Committee**

The INQUA Executive Committee consists of the President, Secretary, Treasurer, four Vice-Presidents and the Immediate Past President, and is the decision-making body for the day-to-day running of INQUA. The President has ultimate responsibility for the running of INQUA but designates specific roles to the Secretary General and Treasurer and can ask the Vice-Presidents and Past President to take on specific responsibilities within the Executive. The Executive Committee operates as a collective, with decisions taken through discussion and majority opinion, indicated if necessary by vote. The President does not hold the power of veto, but if there is an equality of votes, the President shall have a deciding vote.

All of the members of the INQUA Executive Committee (with the exception of the Past President) are elected by the International Council at the INQUA Congress. Nominations for these posts are circulated to the INQUA National and Regional Members prior to the Congress. The members of the Executive Committee are elected by the International Council during its Business Meetings at the Congress.

The INQUA Executive Committee meets annually to discharge its duties during the inter-congress period. The Presidents of the Commissions (or a nominated delegate) and the Chair of the Early Career Researchers Committee are also invited to these meetings. Other people (e.g. Chief Editor of Quaternary International) may be invited to attend Executive Committee meetings at the discretion of the INQUA President, although they have no voting rights.

The INQUA Executive Committee contributes to the organization of the INQUA Congress through providing the Chair of the Scientific Steering Committee (normally the Past President) and each of the Commission Presidents is a de facto member of the SSC.

#### **INQUA President**

Responsibilities:

- 1) Chairs the INQUA Executive Committee meetings;
- 2) Chairs the INQUA International Council meeting at the Congress;
- 3) Represents INQUA at international science meetings, including meetings of science organisations such as the International Science Council (ISC);
- 4) Is responsible for development of the INQUA's mandate and policies, in consultation with the INQUA Executive Committee, INQUA Members and INQUA Commission Presidents;
- 5) Has responsibility for the legal framework for the Association, particularly in terms of ensuring that decisions and action are consistent with the statutes and bye-laws;
- 6) Is responsible for the financial health of INQUA and the use of INQUA funds, in consultation with the INQUA Executive;
- 7) Provides an annual report of INQUA activities, which is discussed with the Executive Committee prior to being disseminated to the INQUA Members (and more widely);
- 8) Chairs annual video conference meetings with the INQUA Members;
- 9) Liaises with and reports to the International Science Council (ISC) and the Geounions;

- 10) Liaises with (and promotes) national and regional bodies, science bodies and Quaternary Associations.

#### **INQUA Secretary General**

##### **Responsibilities:**

- 1) Is responsible for formal communication between the INQUA Executive Committee and all outside bodies; this includes answering queries or referring them to the appropriate person or organization within INQUA to deal with the queries;
- 2) Is responsible for the maintenance of the INQUA archives, both physical and electronic;
- 3) Receives and disseminates applications to the INQUA Executive, including for medals and awards, and proposals and reports from IFGs and projects;
- 4) Prepares the agenda and material for the INQUA Executive Committee meetings;
- 5) Provides the minutes for INQUA Executive Committee meetings;
- 6) Provides an annual report of activities for the INQUA Executive;
- 7) Is a counter-signatory on financial transactions, on behalf of the INQUA Executive.

#### **INQUA Treasurer**

##### **Responsibilities:**

- 1) Is a counter-signatory on financial transactions, on behalf of the INQUA Executive;
- 2) Provides advice to the INQUA Executive Committee on financial aspects of decisions and policies;
- 3) Has oversight of the INQUA finances, including providing annual summaries of the finances for the Executive Committee and organizing external audits and reports;
- 4) Is responsible for obtaining dues from INQUA Members, including contacting the Members when necessary;
- 5) Is responsible for disbursing INQUA monies for all activities;
- 6) Is responsible for disbursing INQUA monies to IFGs and projects, including liaising directly with these organisations about accounting issues and receipts.
- 7) Is responsible for the preparation of the books for scrutiny by the Finance Review Committee at the Congress, and answering their questions.

#### **Vice-Presidents**

##### **Overall Responsibilities:**

- 1) Provide advice to the INQUA President for the development of INQUA's mandates and policies;
- 2) Undertake other specified activities to assist the President in the day-to-day running of INQUA as required (e.g. oversight of statutes and byelaws, representation of INQUA at meetings);

##### **Specific Responsibilities:**

#### **Vice-President in charge of Members Liaison and Honours**

1. Manages issues and communication related to INQUA's National Members. Including but not restricted to:
  - i) Membership and fees;
  - ii) Enabling Members to warrant support from their national funding bodies;
  - iii) Providing a link between the Executive Committee and Members to foster and ensure open communication;
  - iv) Providing regular briefings about INQUA activities to INQUA Members.
2. Manages the process of nomination and competition for INQUA awards and honours.

#### **Vice-President in charge of Commission Oversight**

1. Communicates with and oversees INQUA's Commissions, including:

- i) Convening and chairing regular bi-annual virtual meetings with Commission Officers to receive reports on the progress of Commission activities and development and discuss issues and strategies;
- ii) Providing a link between the Commissions and the Executive Committee to foster and ensure open communication;
- iii) Overseeing the process of Commission elections, including ensuring that nominations for Commission posts are forthcoming and duly announced prior to the Congress.

#### **Vice-President in charge of Publications**

1. Oversees and develops INQUA's periodical publications, including:
  - i) Liaising with Elsevier regarding Quaternary International
  - ii) Acting as Executive Editor of Quaternary Perspectives, in concert with the ECR Committee;
  - iii) Developing strategy regarding any further publications.

#### **Vice-President in charge of Communication**

1. Develops and manages tools and vectors for the communication of information regarding INQUA and its activities, including but not limited to:
  - i) The INQUA website,
  - ii) Social media outlets (Facebook, Twitter, etc.), in concert with the ECR Representative and Committee
  - iii) The development of strategies and products that can be used by INQUA and its Officers and Members to promote INQUA and its activities.

#### **Past President**

##### **Responsibilities:**

- 1) Provides continuity for the INQUA Executive, in terms of providing a long-term memory of motivations for decisions and actions;
- 2) Has oversight of the legal framework for the Association, particularly in terms of ensuring that decisions and action are consistent with the statutes and bylaws;
- 3) Assists the President in liaising and communicating with ISC, national and regional bodies, science bodies and Quaternary Associations.
- 4) Charged with oversight of the ECR Committee.

#### **The Commissions.**

Commissions are established to serve two primary purposes: 1) the representation of communities of scientists across broad areas and disciplines of Quaternary science, and 2) to identify areas of science within those disciplines that would benefit from international collaboration and to promote the creation of collaborative structures to further this research. To this end, the Commission develops or promotes International Focus Groups (IFGs)<sup>1</sup>, Projects<sup>2</sup> and Working Groups<sup>3</sup> that support its stated mandate and

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<sup>1</sup> A subdivision of a Commission created to address specific broad-scale scientific issues during an inter-Congress period.

<sup>2</sup> A specific scientific activity with well-defined goals and planned outcomes, often, but not exclusively, relating to a specific aspect of the interests of an International Focus group.

<sup>3</sup> Working Groups receive non-financial support from INQUA, and are often either: 1) groups who are seeking to develop networks that will evolve into funded INQUA IFGs or Projects, 2) past INQUA IFGs and Projects that have finished their funding cycles but wish to ensure the active participation of INQUA in the support of their

sponsors the consideration of these by the INQUA Executive Committee. The Commissions also provide advice to the INQUA Executive Committee and support for Executive Committee decisions. However, the INQUA Executive Committee is the final decision-making body and the Commissions are only represented there in an advisory capacity. The Commissions also provide a route for disseminating information from the INQUA Executive Committee to individual scientists worldwide. The Commission Officers must work as a team to ensure that key tasks are carried out effectively, though individuals may be responsible for different roles (as indicated below).

### **Commission President**

#### **Responsibilities:**

- 1) Develops the Commission mandate and policies, in consultation with the Executive Committee, Commission Officers and the Commission Advisory Board;
- 2) Encourages the development of IFGs, Projects and Working Groups which serve the Commission's mandate, including soliciting individuals or groups to propose IFGs, Projects and Working Groups and working with these people to promote a well-thought out proposal and implementation;
- 3) Liaises with existing IFGs, Projects and Working Groups to ensure that they are fulfilling the Commission's mandate and policies, including encouraging IFGs and Projects to be inclusive, to communicate their results via INQUA (and Commission) organs of information, and to ensure that INQUA is fully acknowledged in their work;
- 4) Provides feedback on proposals for INQUA funding, either personally or through involvement of the Commission Executive Committee and the Full Members;
- 5) Liaises with other Commissions to promote interdisciplinary activities and minimize the chances that important areas of science are neglected;
- 6) Represents the Commission at the annual meetings of the Executive Committee, including providing summaries and reviews of Commission-sponsored applications for funding and/or recognition;
- 7) Provides an annual report to the Executive Committee on Commission activities;
- 8) Provides feedback to the Executive Committee, Advisory Board and Corresponding Members about decisions of the INQUA Executive, including changes in the working of INQUA;
- 9) Provides a report to the INQUA Members at the Congress on Commission Activities;
- 10) Liaises with external bodies to ensure full exploitation of synergies between the Commission and activities promoted by these external bodies
- 11) Chair the Business meeting of the Commission at the INQUA Congress.
- 12) Is de facto a member of the Scientific Steering Committee for the INQUA Congress.
- 13) Represents the Commission at the meeting of the INQUA Members at Congress;

### **Commission Vice-President**

#### **Responsibilities:**

- 1) Works with the Commission President on the development of the Commission mandate and policies;
- 2) Works with the Commission President on the development of IFGs and projects which serve the Commission's mandate;
- 3) Assists with reviews of IFGs and projects, to ensure these fit within the mandate of the Commission;

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communities and the dissemination of information about activities and their outcomes, 3) groups seeking recognition from INQUA to support external funding proposals.

- 4) Liaises with external bodies to ensure full exploitation of synergies between the Commission and activities promoted by these external bodies;
- 5) Represents the Commission at meetings of the Executive Committee if the Commission President is unable to attend.

**Commission Secretary.**

Responsibilities:

- 1) Maintains the Commission website, including solicitation of material;
- 2) Produces the Commission Newsletter, including solicitation of material;
- 3) Communicates with Corresponding Members;
- 4) Communicates with INQUA Members about Commission activities.

**Commission Advisory Board members**

Responsibilities:

- 1) Provides advice to Commission Executive, re. policies, mandate, projects and project applications;
- 2) Disseminates information about the Commission and its activities to Quaternary scientists in their particular field or region;
- 3) Provides information about activities in their particular field or region to the Commission (e.g. for inclusion in Newsletters).

January 2015, Sandy P. Harrison

February 2019, Brian M. Chase