

# Bylaws of the International Association for Engineering Geology and the Environment

*Bylaws adopted by IAEG Council in 1977, Athens. Revised in 2013, Beijing and in 2018, San Francisco. Revision ratified at the for virtual IAEG Council meeting in 2022. Subsequent minor changes were made to clarify inconsistencies.*

*Version dated: 12 September, 2023*

## A. Administration

### 1.0 National/Regional<sup>1</sup> groups

- 1.1 The organisation of the International Association for Engineering Geology and the Environment is generally conducted through National/Regional groups, although individual membership is also permitted. Associate membership is encouraged and wherever possible Associate members will join a National/Regional Group. Groups of engineering geologists wishing to form a National/Regional Group should contact the Secretary General who will assist them in preparing their application for consideration by the Executive Committee and Council.
- 1.2 A National/Regional Group should nominate a Chairperson and Secretary. On 1st January each year, the names of those carrying out these offices for the coming year should be forwarded to the Secretary General in writing. National/Regional groups must conduct their affairs in a professional manner at all times; the IAEG accepts no responsibility for scientific or financial misconduct.
- 1.3 The National/Regional Group acts as a liaison between the membership in the individual countries and the International Association. The National/Regional Group officers should:
  - a) Maintain a list of the names and email addresses of all members and associate members in that country;
  - b) Inform the Secretary General/Treasurer of the number of members and send the appropriate subscriptions to the Treasurer not later than 31st March each year;
  - c) Distribute the Bulletin and IAEG Newsletters to members electronically.
  - d) Provide a written report on their activities to the Vice-President for their geographical area by the end of March each year; at the same time, the Vice-President should be notified of the name of the representative who will vote on

<sup>1</sup> Regional Group: Legal regional organizations in certain regions or united organizations, with approval of IAEG Council, join IAEG in the name of the Regional Group, having the same rights and duties as the National group.

behalf of the National/Regional Group at Council meetings during the following year;

- e) Ensure that their Group is represented at the Council meetings and that a member is nominated to vote on behalf of their National/Regional Group. Voting procedures are provided in Bylaw 2.4;
- f) Maintain appropriate communication with their members to ensure that the members are aware of IAEG activities, and the officers are aware of their members' views;
- g) As appropriate, make recommendations for nominations for the officers of the IAEG, nominees for the Hans Cloos, Richard Wolters' and Marcel Arnould awards, Science and Technology Awards, International Research Program, membership of commissions, and so on;
- h) Encourage the submission of papers to IAEG publications and meetings; when requested, they should ensure the appropriateness and quality of abstracts and papers and/or make the necessary selection if quotas are imposed.

## **2.0 Council**

- 2.1 The venue of the Council meeting must be open to representatives of each of the National/Regional groups, the Officers of the Association and all Past Presidents of IAEG.
  - 2.1.1 Delegates from other IUGS affiliated Societies or Associations or other sister societies may be invited to attend a Council meeting, as well as representatives from the host IAEG Congress or IAEG sponsored Symposia, but they will not be entitled to vote.
  - 2.1.2 The chairpersons of Commissions and Working Groups will also be invited to attend the Council meetings but will not be entitled to vote. The Secretary General should remind them of their responsibility to report to Council.
- 2.2 The Council meeting will be conducted in English. An agenda for the meeting will be circulated by email by the Secretary General two months before the date of the meeting and documents related to agenda items, one month before the meeting.
  - 2.2.1 National/Regional groups may propose agenda items by sending these to the Secretary General at least three months before the date of the meeting.
  - 2.2.2 Subject to the agreement of two-thirds of those present, Council may discuss other points which have arisen since the agenda was prepared.
- 2.3 If the President is not able to attend a Council meeting, he/she may authorise the Immediate Past President or one of the Vice-Presidents to act for the President at that particular meeting. If the Secretary General is unable to attend, the President may authorise another member of IAEG to act in this capacity at the meeting.

- 2.4 a) Voting will be on the basis of one vote per country.  
b) In addition, the members of the Executive Committee and the Past Presidents each have one vote.
- c) The name of each authorized voting member shall be communicated to the Secretary General, no later than two weeks prior to the date of the Council meeting, along with notification of whether the representative will attend the hybrid meeting. If they cannot attend the meeting, the representative may send advance votes, via email, to the Secretariat, to be received no later than one week prior to the date of the Council meeting.
- d) Authorized votes will be cast and recorded electronically, during the hybrid Council meeting, by both virtual and in person attendees.
- e) The Secretariat will combine the advance votes and the electronic votes, prior to announcing the results.
- 2.5 The Secretary General will take minutes of the Council meeting, which will be forwarded to all National/Regional groups and members of the Executive Committee within four months of the meeting.
- 2.6 In the event of an Extraordinary Meeting of Council being necessary, the Secretary General must advise representatives at least four weeks in advance of the date of this meeting.

### **3.0 Executive Committee**

- 3.1 The Executive Committee comprises the President, Vice-Presidents, Secretary General, Treasurer, Chair of the YEG, Immediate Past President of IAEG and any invited ex-officio members. Its purpose is to effect the administration of the affairs of the Association by:
- a) Managing the financial affairs of the Association;  
b) Interpreting and implementing Council resolutions;  
c) Making proposals to Council, particularly concerning policy;  
d) Monitoring the progress of Working Groups and Commissions.
- 3.2 In the absence of the President, Executive Committee meetings will be chaired by one of the Vice- Presidents or the Immediate Past President, who will be elected by those present on the basis of a simple majority vote.
- 3.3 Voting will be on the basis of one vote per member present (ex-officio members cannot vote). If a member is unable to attend, another Executive Committee member may be authorised to vote on their behalf, provided the Secretary General is informed in writing, prior to the meeting.
- 3.4 The invitation of ex-officio members to the Executive Committee will be made at the beginning of the 4 year term of the IAEG President, as decided by the Executive Committee. Generally, the ex-officio members include the: Editors in Chief of the BOEG,

and the IAEG Web Master. When an Advisory Board is appointed by the President, the Chairperson may also be included as an ex-officio member.

## **4.0 Officers**

### **4.1 General**

- 4.1.1 Nominations for the offices of President, Secretary General, Treasurer and YEG Chair may be made by the individual members of the Executive Committee or by members of any country, through the National/Regional Group representative. Nominations for the offices of regional Vice- President may be made by representatives of the National/Regional groups within the specific geographical area concerned and by members of the Executive Committee.
- 4.1.2 The Secretary General will call for nominations for officers of the Executive Committee one year in advance. Nomination lists will close four months before a Council meeting, provided at least one nomination per office has been received. Seconding is not required.
- 4.1.3 In the event of more than one nomination being received, election to the Executive Committee will be by secret ballot of the Council. National/Regional groups who are unable to attend may send their vote to the Secretary General by email no later than one week before the meeting.

### **4.2 President**

- 4.2.1 The President carries prime responsibility for the conduct of the affairs of the Association, both in presiding at internal meetings and in representing the Association externally. Consequently, she/he will not represent any National/Regional Group.
- 4.2.2 All actions taken by the President will be reported and minuted at Council meetings.
- 4.2.3 Should the President be unable to complete their term of office, the Executive Committee will elect an Acting President who will take over the duties of President until the election is ratified at the following Council meeting and becomes effective for the remainder of the ex- President's term of office.

### **4.3 Vice-Presidents**

- 4.3.1 The Vice-Presidents share in the responsibility of the conduct of the affairs of the Association, representing the President and the Executive Committee in their own regions and reporting on their activities at Council meetings.
- 4.3.2 In addition to helping draft IAEG policy, the Vice-Presidents have a particular responsibility to foster the aims and purposes of the Association in their region by:

- a. Promoting IAEG membership and encouraging new National/Regional groups;
  - b. Supporting the National/Regional groups in their -region and providing information and guidance in relation to matters pertaining to IAEG;
  - c. Encouraging and supporting symposia, conferences and meetings in their region;
  - d. Endeavouring to ensure each of the National/Regional groups, in good standing, is represented at Council meetings, or casts advance votes via email.
- 4.3.3 Each Vice-President will partake in the work of a Commission, Working Group or Committee in order to further its work and to act as a liaison officer between that group and the Executive Committee.
- 4.3.4 Should any of the Vice-Presidents be unable to complete their term of office, the Executive Committee shall appoint another Vice-President, having consulted the National/Regional groups within the specific geographical area concerned. Ratification will be sought at the next Council meeting.
- 4.3.5 It is the responsibility of the outgoing Vice-President to ensure a nomination for a successor is received at least six months prior to the International Congress.

#### 4.4 Secretary General

- 4.4.1 The Secretary General conducts the formal correspondence and administrative affairs of the Association, managing the Secretariat and keeping appropriate records. His/her offices will therefore be deemed to be the official headquarters of the Association.
- 4.4.2 The duties of the Secretary General include:
- a. Convening the administrative meetings of the Association, circulating the appropriate documents prior to the meetings and providing minutes after the meetings, etc.;
  - b. Ensuring the President and other members of the Executive Committee are at all times appropriately informed of the administrative affairs of the Association;
  - c. Making formal reports to the Executive Committee and Council meetings;
  - d. Implementing the decisions of the Executive Committee and Council and the directions of the President;
  - e. Publishing and circulating a Newsletter;
  - f. Maintaining a list of members of the Association;

g. Keeping a library of all IAEG publications.

4.4.1 Should the Secretary General be unable to complete a term of office, the Executive Committee shall elect an Acting Secretary General who will take over the duties of Secretary General until the election is ratified at the following Council meeting.

#### 4.5 Treasurer

4.5.1 The Treasurer is responsible for the financial affairs of the Association, ensuring that the accounts are kept in good order, preparing financial statements and reporting to the Executive Committee and Council on his/her activities.

4.5.2 The Treasurer compiles the accounts submitted by the National/Regional groups, and includes this information in the annual financial report. The Treasurer sends the annual invoice to each NG/RG, based on the numbers provided, and collects the subscriptions.

4.5.3 Together with the Secretary General who will also be a signatory on the accounts, the Treasurer is responsible for making all payments on behalf of the Association.

4.5.4 Should the Treasurer be unable to complete a term of office, the Executive Committee shall elect an Acting Treasurer who will take over the duties of Treasurer until the election is ratified at the following Council meeting.

#### 4.6 Editors in Chief of the Bulletin

4.6.1 Two Editors in Chief (EiC) are appointed by the Executive Committee and ratified by Council.

4.6.2 The members of the Executive Committee have a responsibility to encourage authors from around the globe to submit papers to BOEG. Any member of the Executive Committee willing to serve as an Editorial Board Member (EBM) of BOEG can join the Board and will be expected to carry out the responsibilities of a regular EBM.

4.6.3 The Editors in Chief will be invited to attend Executive Committee and Council meetings and present a report.

4.6.4 The Editors in Chief receive papers submitted to the Bulletin, assign reviewer selection responsibility to Editorial Board Members, make final decisions regarding acceptability for publication, and communicate with the authors and the Publisher.

- 4.6.5 If the Editors in Chief are unable to complete their term of office, these duties will be taken over by the Secretary General unless and until the Executive Committee appoints a new Editor in Chief.

## **B. Finances**

### **5.0 General**

#### **5.1 Auditors**

The Treasurer must ensure the financial statements of the Association are audited by a suitably qualified person/s or company recommended by the Treasurer, and elected by the Executive Committee.

#### **5.2 Bulletins**

The Treasurer should ensure that the account, sent to each of the National/Regional groups, reflects the number of members with and without subscriptions to the Bulletin.

#### **5.3 Subscriptions**

- 5.3.1 Subscriptions are payable on 1st January and must be received by the Secretary General/Treasurer before 31st March in order to ensure the efficient financial operation of IAEG.
- 5.3.2 If necessary, National/Regional groups should make payment on the basis of the previous year's membership and forward any further monies due to the Secretary General/Treasurer at a later stage.
- 5.3.3 The Secretary General/Treasurer shall bring to the attention of Council any National/Regional Group for which subscriptions have not been received for the previous three years in order that Council can consider appropriate action, as per Statute IV.C.
- 5.3.4 National/Regional groups shall be notified of any changes in subscription fees at least twelve months in advance of their coming into effect.

#### **5.4 Expenditures**

- 5.4.1 Only the President, Secretary General or Treasurer may authorise expenditure within the budget approved by the Council. In exceptional circumstances the President may authorise minor additional expenditure, which must be reported at the next Council meeting.
- 5.4.2 Expenses incurred by officers and members of IAEG will only be reimbursable if authorised in advance by the written consent of either the President or the

Secretary General. Such reimbursements must be within the provisions of the budget and are subject to the approval of the Executive Committee.

- 5.4.3 General expenses incurred by the Secretary General in the running of the Secretariat will be the responsibility of the IAEG

## **C. Meetings**

The organizing committees for all IAEG sponsored and affiliated meetings should consider gender equity in development of their organizing committees, and for invitations to keynote speakers, panelists and workshop leaders. At least 30% of these roles should be filled by women, whenever possible.

### **6.0 Four-yearly International Congress**

#### **6.1 Venue**

- 6.1.1 Each International Congress shall be held in a different region than the preceding two Congresses.
- 6.1.2 Invitations to host the next International Congress must be sent by the National/Regional Group to the President, in writing, at least five years before the proposed date.
- 6.1.3 The invitation should give details of the proposed themes for the Congress, which must be relevant to engineering geology and its environmental implications. The written proposals should be supported by an oral presentation to Council, which may include visual aids.
- 6.1.4 Selection of the venue will be decided at a Council meeting at least four years before the date of the Congress. In the event of more than one invitation being received, the host country will be selected by secret ballot.
- 6.1.5 In the event of no invitation being received four years before an International Congress, a decision on the venue will be made by the President in consultation with the Executive Committee.
- 6.1.6 If at any stage Council discovers that the host country is in default with preparations for the organisation of the International Congress or that the arrangements for the Congress cannot be guaranteed for other reasons, the Executive Committee must make every effort to arrange an alternative venue with the minimum of delay.

#### **6.2 Organisation**

- 6.2.1 The organisation of the Congress will be carried out by the National/Regional Group of the host country, under the auspices of a Steering Committee set up by the President of the IAEG.



- 6.2.2 The Steering Committee will comprise the President, regional Vice-President, Secretary General, and Chairperson (or nominated member) of the Organising Committee set up by the host country. The duties of the Steering Committee will be to advise the Organising Committee and to report to meetings of the Executive Committee and Council; the responsibility for the organisation of the Congress will remain with the Organising Committee.
- 6.2.3 The National/Regional Group of the host country must nominate an Organising Committee to be responsible for the preparation and management of the meeting, the preparation of a balance sheet and the distribution of the Congress Proceedings. The Vice-President for that region will be an ex-officio member of the Organising Committee and act as the liaison with the Executive Committee.
- 6.2.4 The Organising Committee shall submit its proposals on major issues to the Steering Committee for review and advice.
- 6.2.5 The opening and closing ceremonies will be co-directed by the President of IAEG or a representative and the Congress President.
- 6.2.6 Every effort should be made to provide simultaneous translation in the official languages of the Association. All formal documentation must be available in at least one of the official languages.
- 6.2.7 Provision shall be made in the program for the Richard Wolters' Prize contest, and for the award of the Hans Cloos Medal, the Marcel Arnould Medal, and the Richard Wolters' Prize. Provision shall also be made in the programme for the recipient of the Hans Cloos Medal to give the Hans Cloos Lecture.
- 6.2.8 After completing its work, including publication, the Organising Committee must inform the Executive Committee of its dissolution and present a final report to the next Council meeting and General Assembly.
- 6.2.9 The Organising Committee should also provide a written report with recommendations for the organisers of the next International Congress. It is hoped that in due course a set of procedures can be formulated to assist in the efficient organisation of such meetings.

### 6.3 Proceedings

- 6.3.1 An Editorial Committee will be nominated by the Organising Committee. Each National/Regional Group will be responsible for the standard of papers submitted by members of that Group, but the acceptance of papers will be the decision of the Editorial Committee.
- 6.3.2 Each National/Regional Group shall be entitled to a quota number of pages or papers. This quota will take into consideration the number of members of the

National/Regional Group and the number of papers published in the Proceedings of the two previous Congresses of IAEG.

- 6.3.3 All papers must be in one of the official languages .
- 6.3.4 If possible, the Proceedings should be published by an internationally known publisher or research institute. They must be clearly indicated to be the publication of the IAEG Congress and this should be stated on the cover of the Proceedings and in the preface.
- 6.3.5 At least three sets of Proceedings shall be provided to the Secretariat.

#### 6.4 Finances

In making arrangements for the Congress, provision should be made for the following:

- 6.4.1 The venue shall be open to all members of the IAEG, upon payment of Congress registration fees.
- 6.4.2 The budget must allow for the free registration of the Secretary General, President and Treasurer of the IAEG. It would be hoped that a free or reduced registration fee could be offered to the Vice-Presidents.
- 6.4.3 Facilities must be made available for meetings of the Executive Committee, Council, the General Assembly and the IAEG Working Groups/Commissions; the cost of such facilities being included in the Congress budget. These facilities must support hybrid meetings, to permit both in person and virtual attendance.
- 6.4.4 A reduction in the registration fee should be made for members of IAEG and for students. The registration fees for all delegates must include a set of Proceedings, which should be available for distribution at the Congress.
- 6.4.5 Whenever possible, virtual attendance at the Congress should be made available, to increase accessibility for IAEG members. The associated costs are to be included in the Congress budget.
- 6.4.6 The budget should include an appropriate levy to allow a contribution to be made to IAEG central funds. For the four-yearly Congress, this would normally be circa 5 % of the full registration fee.
- 6.4.7 The Organising Committee shall present the balance sheet to the Executive Committee not later than one year after the Congress and transfer to central funds the levy of 5 % of the registration fees paid by delegates (paragraph 6.4.3e). It would be anticipated that half of any remaining surplus could also be contributed to support IAEG central funds. In specific situations, other arrangements may be authorised, but these must be agreed in advance with the Executive Committee.

## 7.0 Other Meetings

### 7.1 Symposia in the frame of the IGC

In accordance with Article IX of the Statutes, the IAEG National/Regional Group of the country hosting the International Geological Congress shall organise an IAEG symposium and/or sessions in conjunction with the IGC.

### 7.2 IAEG International Symposia

- 7.2.1 Requests for sponsorship or that a symposium should be held in association with, in conjunction with, or under the auspices of the IAEG, should be made to the Secretary General for consideration by the Executive Committee and Council. The Vice-President in whose region the meeting will be held should also be informed. Such requests should be made at least one year (preferably two to three years) before the Council meeting preceding the proposed symposium.
- 7.2.2 Any meetings with which IAEG is officially associated must be open for paid registration by all members of IAEG.
- 7.2.3 The responsibility for organising such a symposium will rest with the National/Regional Group making the request. The IAEG will not accept any financial or legal liability, nor reimburse any expenses.
- 7.2.4 Unless the prior agreement of the Executive Committee has been obtained, in the case of symposia at which Council meetings take place.
  - a. The budget must include the registration costs of the IAEG Secretary General, President and Treasurer (unless reimbursed by others). Where possible a free or reduced registration fee should be offered to the Executive Committee;
  - b. Facilities must be made available for Executive Committee, Council and Working Group/Commission meetings, at no cost to IAEG. These facilities must support hybrid meetings, to permit in-person and virtual attendance.

### 7.3 Regional Conferences

- 7.3.1 Besides the international symposia, regional conferences can be organised in the years between the International Congresses of the Association.
- 7.3.2 Regional conferences must be open to paid registration by IAEG members.
- 7.3.3 The regional conferences may host the Council meeting. The decision will always be taken during the Council meeting of the year before, as directed by the Statutes.

- 7.3.4 An invitation from a National/Regional Group to act as a host for a regional conference shall be submitted to the Vice-President(s) of the region and the Secretary General at the latest prior to the date of the previous regional conference. The invitation shall, after consultation with the Secretary General, specify the time, place and subject of the regional conference.

If by the time of the previous regional conference, no invitation has been received, the Vice- President, after consultation within his/her region and with the Secretary General, is authorized to make arrangements for one to be held.

If two or more invitations are received, the Council will decide after a vote.

- 7.3.5 The responsibility for organising such a conference will rest with the National/Regional Group making the request. The IAEG will not accept any financial or legal liability, nor reimburse any expenses.

- 7.3.6 At regional conferences, delegates from National/Regional groups of the region shall hold a meeting chaired by the Vice-President to discuss matters of regional interest and for the development of the Association in that region. In the case of Europe and Asia, the chair will be held by the Vice-President who is responsible for the National/Regional Group that organises the conference.

- 7.3.7 Unless the prior agreement of the Executive Committee has been obtained, in the case of conferences at which Council meetings take place:

- a. The budget must include the registration costs of the IAEG Secretary General, President and Treasurer (unless reimbursed by others). Where possible a free or reduced registration fee should be offered to the Executive Committee;
- b. Facilities must be made available for Executive Committee, Council and Working Group/Commission meetings, at no cost to IAEG. The facilities must support hybrid meetings, to permit in-person and virtual attendance.

- 7.4 The Vice-President of the area in which a meeting is to be held should endeavour to ensure:

- a. The reliability of the organisation / administration;
- b. The technical content - in particular that it includes a proper consideration of topics which are clearly defined as relating to engineering geology and the environment;
- c. Its appropriateness with respect to other meetings of IAEG and/or sister organisations, in terms of timing, content etc.

- 7.5 The National/Regional Group organising the meeting must carefully consider the viability of including a levy towards IAEG central funds in the budget of any meetings for which IAEG sponsorship has been requested and granted. For major IAEG meetings, this must be

discussed and agreed with the President, Secretary General and Treasurer at the planning stage.

- 7.6 Whenever possible, reduced fees should be offered to members of IAEG and to students.
- 7.7 Appropriate arrangements must be made regarding the review of papers from an editorial and technical point of view. If possible, publication should be arranged, preferably by an internationally known publisher or research institute.
  - 7.7.1 All papers should be preceded by an Abstract.
  - 7.7.2 Printed proceedings, or electronic proceedings, should be made available during or after the meeting and the cost included within the registration fee. Three sets must be provided to the IAEG Secretariat.
- 7.8 IAEG sponsorship must be recognised in all circulars, in the opening and closing ceremonies and on the cover/preface of the Proceedings.
- 7.9 The National/Regional Group will report to the Council meeting held before the symposium on the progress of its organisation and to the following Council meeting on its outcome.

## **D. Commissions, Working Groups and Committees**

### 8.0 General

Commissions, Working Groups and Committees of the IAEG are set up for a limited period to undertake a specific task, as the need arises. They are created by and report to the Executive Committee and the Council of the IAEG.

### 9.0 Commissions

- 9.1 The objectives of a Commission are to generate and promote advances in relevant subjects through activities such as meetings, field investigations, communication of information, publications, etc.
- 9.2 Set-up
  - 9.2.1 A Commission may be proposed by the Executive Committee, a National/Regional Group, or a group of members of IAEG, in writing to the Chair of the Technical Oversight Committee (TOC) of the IAEG. It may be appropriate to publish brief details of the topic to be considered in advance in the IAEG Newsletter. The Secretary General will invite nominations for membership of the Commission from National/Regional groups.

9.2.2 Following appropriate consultation, the President will nominate a Chairperson of the Commission. Those proposing the setting up of the Commission may also suggest a Chairperson for approval by the President.

9.2.3 On its inauguration, the Commission will be given by or will submit to the Executive Committee a defined objective and time limit within which this objective should be accomplished.

### 9.3 Composition

9.3.1 Following appropriate consultation, the Chairperson should propose other members of the Commission who will be invited to join, preferably by the Secretary General. Every effort should be made to ensure the membership provides a balanced geographical and equitable gender representation. The composition of the Commission will be published in the Newsletter.

9.3.2 In order to assist those from low income countries to become involved in the work of Commissions, IAEG should provide funding to assist their representation on Commissions. However, it is likely that much of the work can be done by email correspondence and virtual meetings.

9.3.3 The Commission should elect its own Secretary and invite at least one member of the Executive Committee to act as an ex-officio member.

9.3.4 If a member is absent for three consecutive meetings without having expressed opinions in writing, the Chairperson of the Commission/Secretary General will enquire whether they wish to remain a member. If the member neither responds nor attends the next meeting, it will be assumed that they have resigned.

9.3.5 Where the membership of a Commission is to change, the Chairperson will inform the President, through the Secretary General, the names of those who are to stand down and those who are to be appointed in their place.

### 9.4 Procedures

9.4.1 Each Commission shall hold a meeting not less than bi-annually, normally at the IAEG Congress and the meeting held in association with the IGC meeting. Other meetings may be arranged as agreed by the group members present at any gathering, and may be held virtually. Observers should be welcome to attend meetings of the Commission.

9.4.2 It is the responsibility of the Chairperson to make all necessary arrangements for meetings of the Commission, including meetings held during an IAEG Congress or Symposium.

9.4.3 The Chairperson/Secretary General should send an agenda with an invitation to each meeting. When a member is unable to attend, an opinion on the matters

to be discussed should be submitted to the Chairperson in writing prior to the meeting.

- 9.4.4 The Chairperson is responsible for determining the working procedure of the Commission and ensuring its efficient running. Minutes of each meeting should be sent to all members of the Commission and to the Secretary General.
- 9.4.5 A quorum will be deemed to be 25 % of the members of the Commission, who may either be present or have expressed an opinion in writing.
- 9.4.6 In the scientific work of the Commission, it would be hoped that unanimity of opinion would be arrived at by discussion. If there is strong opposition to any proposal or recommendation of the Commission, the Executive Committee should be informed so that appropriate action can be taken.

## 9.5 Reports

- 9.5.1 A written progress report of 500 to 1000 words, including details of next year's planning, shall be presented at each four-yearly Congress by the Chairperson or Secretary of the Commission. When appropriate, Council may request a further report at the intervening IGC meeting.
- 9.5.2 Written progress reports shall also be submitted to the Secretary General one month before each Council meeting. These will be presented to Council and published in the following Newsletter. Whenever possible, the Chairperson of the Commission or their representative should attend the Council meeting either in person or virtually to provide their report.
- 9.5.3 The member of the Executive Committee sitting on the Commission shall be deemed able to speak on behalf of that Commission to the Executive Committee. Where the Chairperson or Secretary of the Commission is unable to be present in person or virtually at the bi-annual meetings, it would be assumed the Executive Committee member would be able to speak on behalf of the Commission at that meeting.

## 9.6 Dissemination

- 9.6.1 All members of the Commission must have the opportunity to see and comment on the final report, which will then be submitted to the Executive Committee.
- 9.6.2 Following acceptance by the Executive Committee, the final report of the Commission should be published, preferably in the IAEG Bulletin. Copyright should remain with the IAEG, but the scientific responsibility will rest with the members of the Commission.
- 9.6.3 It would be hoped that the technical report of the Commission would be presented, in whole or in part, at an IAEG Congress or Symposium.

## 9.7 Dissolution

- 9.7.1 A Commission finishes its activities as soon as the issues outlined in the terms of reference have been addressed and recommendations proposed in a final report.
- 9.7.2 If necessary and with the consent of the Executive Committee/Council, the activities of a group may be interrupted for an interim period.
- 9.7.3 A Commission may be dissolved by the President after discussion with the Executive Committee, on account of its inactivity or for activity not in accordance with the purposes of the Association.

## E. Awards and Prizes

An individual may be nominated for only one of the IAEG awards at a given time. Self-nominations will not be accepted, as the statement of support must be provided by the nominator.

Nominations for voting members of the Executive Committee, at the time of the award selection, will not be accepted.

### 10.0 Hans Cloos Medal

- 10.1 The Hans Cloos Medal is the senior award presented by IAEG, given to an engineering geologist of outstanding merit in commemoration of the "founder of Geomechanics". The recipient should therefore be a person of international repute who has made a major contribution to engineering geology in his/her written papers or to the development of engineering geology.
- 10.2 The Hans Cloos Medal consists of an engraved medal, including the name of the recipient, together, with a certificate honouring the contribution of the recipient to engineering geology.
- 10.3 The Medal will be awarded bi-annually (every two years). A call for nominations will be made by the Secretary General well in advance of the closing date and published in the IAEG Newsletter.
  - 10.3.1 Candidates should be members of IAEG. Nomination will normally be made by a National/Regional Group, but members of the Executive Committee and Council may also propose individuals.
  - 10.3.2 Nominations must be sent to the Secretary General of IAEG not later than 60 days prior to the Council meeting to be held in the year preceding that scheduled for the Award.
  - 10.3.3 The nominator should provide:
    - a. A copy of the nominee's curriculum vitae;



- b. A list of publications;
- c. A statement of support for the nominee which should not be longer than two single spaced typed A4 pages.

10.4 The Secretary General will distribute a copy of each nomination (curriculum vitae and statement of support) to members of the Executive Committee for consideration and ranking, together with a notification of a timetable for the evaluation and vote, in order to ensure the timely notification of the successful candidate.

10.4.1 Whenever possible, the selection of the candidate will be made at the annual meeting of the Executive Committee. In making their decision, members of the Executive Committee should take account of the scientific merit of the nominated published work or works and their contribution to the development of the field of engineering geology.

10.4.2 In order to be awarded the Medal, a candidate must secure the votes of two-thirds of the Executive Committee. If no winner emerges, a second ballot will be held. If a third ballot is necessary, the votes of three-fifths of the Committee will be deemed sufficient. If they consider no suitable candidate has been nominated, the Executive Committee may decline to award the Hans Cloos Medal in that year.

10.5 The decision of the Executive Committee will be confidential until the President has written to the recipient informing them and their National/Regional Group of the award. On receiving the awardee's acceptance, the President will write to all other National/Regional groups who have nominated a candidate informing them of the decision. Subsequently, the Secretary General will write to the remaining National/Regional groups informing them of the name of the recipient, which will also be published in the following Newsletter.

10.6 An unsuccessful candidate may be re-nominated for a later award, provided all the conditions are met on that subsequent occasion.

10.7 The formal presentation will normally take place during the IAEG International Congress or the General Assembly of IAEG at the time of the International Geological Congress.

10.7.1 The National/Regional Group responsible for the organisation of the IAEG event at which the presentation is to be made must invite the recipient of the Medal to attend as a guest and pay for any registration fee and accommodation costs involved in their attendance.

10.7.2 If not otherwise covered by the recipient's employer or National/Regional Group, the reasonable travel costs incurred in receiving the award will be reimbursed by the IAEG through the Treasurer.

- 10.8 The recipient of the Hans Cloos Medal should be invited to present a Hans Cloos Lecture addressing the nominated work, at the IAEG event at which he/she receives the Medal. The recipient may also be invited to give the lecture at other venues with arrangements to be agreed between the recipient and the prospective host.

### **11.0 Richard Wolters' Prize**

- 11.1 The Richard Wolters' Prize was formally established at the 1986 IAEG Council Meeting in Buenos Aires to commemorate the life and work of Dr Richard Wolters. At the time of his sudden death on 7 March 1981, Dr Wolters was Head of the Department of Engineering Geology at the Regional Geological Bureau of North Rhine-Westphalia in the Federal Republic of Germany. He had been Secretary-General of IAEG since 1972 and was widely respected by his professional colleagues for his personal integrity, his scientific achievements and his dedication to the advancement of engineering geology. Amongst his many achievements were the upgrading of the IAEG Bulletin into a prestigious international journal and the initiation of the Hans Cloos Medal to recognise work done by outstanding scientists in the promotion of engineering geology. Dr Wolters was posthumously awarded the Hans Cloos Medal for his significant achievements in the advancement of engineering geology.
- 11.2 The Richard Wolters' Prize specifically recognises meritorious scientific achievement by a younger member of the engineering geology profession and is awarded to honour Dr Wolters' many contributions to international understanding and co-operation.
- 11.3 The Richard Wolters' Prize consists of an engraved medal and a certificate honouring the contributions of the recipient to engineering geology.
- 11.4 The Prize shall be awarded bi-annually (every two years) or at the discretion of the Executive Committee. A call for nominations will be made by the Secretary General well in advance of the closing date and published in the IAEG Newsletter.
- 11.5 Nominations must be sent to the President of IAEG not later than 60 days prior to the Council meeting to be held in the year preceding that scheduled for the award.
- 11.5.1 Nominations will normally be made by a National/Regional Group but members of the Executive Committee and Council may also propose individuals.
  - 11.5.2 Candidates should be members of IAEG and less than 35 years of age on the first day of the year in which the award is to be made.
  - 11.5.3 During the years preceding the award they should have published one or more contributions in the field of engineering geology which are judged by the Jury to be of outstanding scientific merit, and contain significant geological content. The Jury shall consist of five members of the IAEG, each from a different National/Regional Group, proposed by the organisers of the regional conference or Congress at which the Richard Wolters' Prize is to be contested, and be

unanimously endorsed by the Executive Committee of the IAEG. The Jury will be chaired by a member of the IAEG selected by the Executive. None of the Jury members shall be from the same NG as the nominees, and at least one Jury member should be female.

11.5.4 The nominator shall provide:

- a. A copy of the nominee's curriculum vitae, including their date of birth;
- b. A list of publications, identifying the three most important papers and the one paper to be considered by the Jury in their deliberations (a copy of that paper must be submitted). The geological content of the papers and nominee's contributions must be emphasized in the nomination packages and shall form an important part of the award selection criteria.
- c. A statement of support for the nominee which should not be longer than two single spaced typed A4 pages, including confirmation that the candidate will attend the conference or Congress at which the Prize is to be contested.<sup>2</sup>

11.6 The Secretary General will distribute a copy of each nomination (curriculum vitae, publication list, selected publication and statement of support) to the Jury. The Chairperson of the Jury will provide timely notification to the Executive Committee, the Jury and the candidates of the evaluation criteria, presentation venue and timetable.

11.6.1 The Jury for the Richard Wolters' Prize will comprise five people. Wherever possible the jurors should include one member of the Executive Committee, one member of the conference local organizing committee and one past winner of the Richard Wolters' Prize. Regional representation and gender balance should be considered in the selection of the Jury.

11.6.2 If the number of nominations received by the Secretary General exceeds 10, then the Jury will make its selection of the 10 best candidates on the basis of the material provided under 10.5.4 of these Bylaws. The National/Regional groups will be informed, four months before the Conference or Congress at which the Prize is to be contested, if their nominee is invited to contest the award.

11.6.3 In making their selection, members of the Jury should take account of the scientific merit of the nominated published work, including the demonstrated geological content, the professional standing of the candidate within his or her own National/Regional Group and internationally, and the ability of the candidate to communicate his/her work in an oral presentation and respond to questions on it. The English ability of the candidate shall not be a factor in evaluation of the oral presentation.

<sup>2</sup> It is expected that the IAEG National/Regional groups will support the travel costs, accommodation and (student rate) fee for Conference participation of their candidate. National/Regional groups from low-income countries and National/Regional groups with very small numbers of members can apply for (partial) financial support from the IAEG Solidarity fund in a letter to the IAEG President.

11.6.4 Selection of the winner of the Richard Wolters' Prize and runner-up will be made by the Jury at the conclusion of all oral presentations, which must be given in person at the Conference or Congress venue. Judging will be on the basis of submitted publication 30 %; CV 10 %; Oral presentation 60 %.

11.6.5 If the Jury considers that no suitable candidate has been nominated, it may decline to award the Richard Wolters' Prize in that year.

11.7 The President will write to National/Regional groups who have nominated a candidate informing them of the decision. Subsequently, the Secretary General will write to the remaining National/Regional groups informing them of the name of the recipient, which will also be published in the following Newsletter.

11.8 An unsuccessful candidate may be re-nominated for a later award provided all the conditions are met on that subsequent occasion.

11.9 The formal presentation will normally take place at a function during the conference or congress at which the award is made.

11.9.1 The National/Regional Group responsible for the organisation of the IAEG event at which the presentation is to be made must invite the recipient of the Prize to attend as a guest and shall pay for any registration fee and accommodation costs involved in their attendance.

11.9.2 If not otherwise covered by the recipient's employer or National/Regional Group, the reasonable travel costs incurred in receiving the award will be reimbursed by the IAEG through the Treasurer.

## **12.0 Marcel Arnould Medal**

12.1 The Marcel Arnould Medal is named after one of the founders of IAEG, a former President and Honorary President, and as such is awarded to an IAEG member who has made a significant contribution to the engineering geology profession in their region and given outstanding service to the Association.

12.2 The Marcel Arnould Medal consists of an engraved medal, including the name of the recipient, together with a certificate honouring the contribution of the recipient to engineering geology.

12.3 The Medal may be awarded every two years. A call for nominations will be made by the Secretary General well in advance of the closing date and published in the IAEG Newsletter.

12.3.1 Candidates should be members of IAEG. Nomination will normally be made by a National/Regional Group, but members of the Executive Committee and Council may also propose individuals.

12.3.2 Nominations must be sent to the Secretary General of IAEG not later than 60 days prior to the Council meeting to be held in the year preceding that scheduled for the Award.

12.3.3 The nominator should provide:

- a. A copy of the nominee's curriculum vitae;
- b. A statement of support for the nominee which demonstrates the candidate's outstanding service to the IAEG and/or to the engineering geological profession in his/her region. The statement should not be longer than two single spaced typed A4 pages.

12.4 The Secretary General will distribute a copy of each nomination (curriculum vitae and statement of support) to members of the Executive Committee for consideration and ranking, together with a notification of a timetable for evaluation and processing in order to ensure the timely nomination of the successful candidate.

12.4.1 Whenever possible, the selection of the candidate will be made at the annual meeting of the Executive Committee. In making their decision, members of the Executive Committee should take into account the professional standing of the candidate within his or her own National/Regional Group and the IAEG.

12.4.2 In order to be awarded the Medal, a candidate must secure the votes of two-thirds of the Executive Committee. If no winner emerges, a second ballot will be held. If a third ballot is necessary, a simple majority of the Committee will be deemed sufficient. If they consider no suitable candidate has been nominated, the Executive Committee may decline to award the Marcel Arnould Medal in that year.

12.5 The decision of the Executive Committee will be confidential until the President has written to the recipient informing them and their National/Regional Group of the award. On receiving the awardee's acceptance, the President will write to all other National/Regional groups who have nominated a candidate informing them of the decision. Subsequently, the Secretary General will write to the remaining National/Regional groups informing them of the name of the recipient, which will also be published in the following Newsletter.

12.6 An unsuccessful candidate may be re-nominated for a later award provided all the conditions are met on that subsequent occasion.

12.7 The formal presentation will normally take place during the IAEG International Congress or the General Assembly of IAEG at the time of the International Geological Congress.

12.7.1 The National/Regional Group responsible for the organisation of the IAEG event at which the presentation is to be made must invite the recipient of the Medal to attend as a guest and pay for any registration fee and accommodation costs involved in their attendance.

12.7.2 If not otherwise covered by the recipient's employer or National/Regional Group, the reasonable travel costs incurred in receiving the award will be reimbursed by the IAEG through the Treasurer.

### **13.0 Honorary Membership**

Honorary membership is proposed by the Executive Committee on the grounds of exceptional services to the Association. Approval by the Council is needed by a two-third majority vote. Proposals may only be made for members not currently active within the Executive Committee of the Association. Proposals should provide a well-documented report from one of the National/Regional groups or one of the members of the Executive Committee. Honorary members are listed separately in the directory of the Association and are not required to pay membership fees.

### **14.0 Honorary President**

Honorary President membership is proposed by the Executive Committee to honor a Past President of distinction, in recognition of extraordinary and long-term contributions and service to the Association, and shall be restricted to rare and outstanding cases. Approval by the Council is needed by a two-third majority vote. Proposals shall include a well-documented nomination package from one or more National/Regional groups and/or from members of the Executive Committee. Honorary Presidents are listed separately in the Directory of the Association and are not required to pay membership fees.