



INTERNATIONAL ASSOCIATION FOR ENGINEERING GEOLOGY AND THE ENVIRONMENT

BYLAWS **English version**

Bylaws adopted by IAEG Council in 1977, Athens. Revised in 2013, Beijing, in 2018, San Francisco, at the virtual IAEG Council meeting in 2022. Revised in 2023, Chengdu. Revised in 2026 at the online extraordinary council meeting.

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A. Administration

1.0 National/Regional Groups

- 1.1. The organization 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 Membership fees to the Treasurer not later than 31st March each year;
- c) Distribute the BOEG 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 behalf of the National/Regional Group at Council meetings during the following year;
- e) Ensure that their National/Regional 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, Marcel Arnould and Paul Marinos Distinguished International Lecturer 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.

1.4. The representatives of National/Regional Groups and the term for which they serve will be determined by the respective National/Regional Groups in accordance with the Statutes, regulations and decisions of the particular National/Regional Group.

National/Regional Group representatives attending Council shall be members in good standing of the IAEG (registered and active members up to date in Membership fees payment). National/Regional Groups will advise the Secretary General of the name and address of their representative as soon as possible after a new appointment.

2.0. Council

2.1. The venue of the Council meeting must be open to all members of the Council.

- 2.1.1. Delegates from other IUGS affiliated Societies or Associations or other sister societies may be invited by the President 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 National/Regional Group.
- b) In addition, the President has a casting vote in the event of a tie.
- c) The name of each representative of National/Regional Group 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 Secretary General, 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 Secretary General will combine the advance votes and the electronic votes, prior to announcing the results.
- 2.5. In the event of an extraordinary Meeting of Council being necessary, the Secretary General must advise Council members at least four weeks in advance of the date of this meeting.

3.0. Executive Committee

The ExCom comprises the Officers and any invited officio members.



- 3.1. The Executive Committee meetings will be chaired by the President. 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.
- 3.2. Voting will be on the basis of one vote per member present except the Ex-Officio members who cannot vote, the vote can be cast in person or electronically.
- 3.3. 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.

4.0. Officers

4.1. General

4.1.1. Officers of the Association are:

- the President;
- the Secretary General;
- the Treasurer; and
- the Vice-Presidents.

4.1.2. The election of Officers will take place on the occasion of the meeting of Council at an IAEG International Congress. Vacancies which may occur between International Congresses may be filled by an appointment by Council and be effective until the following International Congress.

4.1.3. Nominations for the offices of President, Secretary General and Treasurer 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. Nominations for the office of Vice-President for YEG can be made by any National/Regional Group.

Candidates for the position of Vice-President for YEG must be active Members of IAEG and under the age of 40 years old as of January 1st of the year of their nomination. The Vice-President for YEG shall be elected as a Vice-President by the IAEG Council, with term limits and voting rights equal to the roles of the Regional Vice-President.

4.1.4. The Secretary General will call for nominations for Officers six (6) months in advance. Nomination lists will close two (2) months before a Council meeting, provided at least one nomination per office has been received. Seconding is not required.



4.1.5. In the event of more than one nomination being received, election will be by secret and / or online 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.

4.1.6. The Council appoints the Officers.

4.1.7. The term of office will be four years, effective on January 1st following the date of election. Members of the Executive Committee, except the Secretary General and the Treasurer, are not immediately eligible for re-election to the same office.

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, they 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

4.3.2. In addition to helping develop 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. The role of the Vice-President of the YEG is to represent and promote the interest of the members of the IAEG who are under forty (40) years old, encourage the engagement of these members in the activities of IAEG and increase future membership of "Young Engineering Geologists" in IAEG. The Vice-President of the YEG will provide leadership for this group and represent them on the IAEG Executive Committee.
- 4.3.4. 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.
- 4.3.5. 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.
- 4.3.6. 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. All correspondence has to be addressed to the address provided by the Secretary General.
- 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;
 - b. Setting the Agenda of the Council meetings,
 - c. Providing minutes of the meetings of the Council, the Executive Committee and the General Assembly of Members, to be circulated within one month of the meeting to the participants of the concerned meeting. Minutes of General Assembly of Members are circulated to all Members by publication on the website;
 - d. Ensuring the President and other members of the Executive Committee are at all times appropriately informed of the administrative affairs of the Association;

Making formal reports to the Executive Committee and Council meetings;
 - e. Implementing the decisions of the Executive Committee and Council and the directions of the President;



- f. Remind the Chairpersons of Commissions, Working Groups and Committees of their responsibility to report to Council;
- g. Publishing and circulating a Newsletter;
- h. Maintaining a list of the Members of the Association (hereinafter the “**Directory of the Association**”);
- i. Keeping a library of all IAEG publications.

4.4.3. 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.
- 4.5.2. Treasurer has authority to pay budgeted items of expenditure which are approved by Council and will notify President and Secretary General that a payment was made.

Treasurer must obtain written approval from either President or Secretary General to make payments which were not budgeted / approved by Council.

- 4.5.3. The Treasurer prepares the budget and the Statutory Financial Statements.

These documents are reviewed and endorsed by the Executive Committee.

Once reviewed by the Executive Committee, the Statutory Financial Statements are then audited by an independent accounting firm.

The audited Statutory Financial Statements and the Annual Budget are then submitted to the Council for approval.

- 4.5.4. The Treasurer compiles the number of members submitted by the National/Regional Groups and includes this information in the annual financial report. The Treasurer sends the annual Membership fees invoice to each National/Regional Group, based on the numbers provided, and collects the Membership fees.



- 4.5.5. 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.

5.0. Ex-Officio Members

5.1. Editors in Chief of the BOEG

- 5.1.1. Two Editors in Chief (EiC) are appointed by the Executive Committee and ratified by Council.
- 5.1.2. 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 (hereinafter **EBM**) of BOEG can join the Board and will be expected to carry out the responsibilities of a regular EBM.
- 5.1.3. The Editors in Chief will be invited to attend Executive Committee and Council meetings and present a report.
- 5.1.4. The Editors in Chief receive papers submitted to the BOEG, assign reviewer selection responsibility to EBM, make final decisions regarding acceptability for publication, and communicate with the authors and the Publisher.
- 5.1.5. 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.

5.2. IAEG Web Editor

- 5.2.1. The IAEG Web Editor is responsible for the management of the website and IAEG communication through social networks.
- 5.2.2. The IAEG Web Editor is appointed by the Executive Committee and can be assisted by any external company.

5.3. WEG Chairperson

- 5.3.1. The Women in Engineering Geology Chairperson represents the WEG Committee at the Executive Committee and Council. The Chairperson is appointed by the Executive Committee.



B. Finances

6.0. General

6.1. Auditors

The Treasurer must ensure the Statutory Financial Statements of the Association are audited by an external accounting firm recommended by the Treasurer and approved by the Executive Committee.

6.2. Membership fees

- 6.2.1. Membership fees are payable on 1st January and must be received by the Treasurer before 31st March in order to ensure the efficient financial operation of IAEG.
- 6.2.2. 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 Treasurer at a later stage.
- 6.2.3. The Treasurer shall bring to the attention of Council any National/Regional Group for which Membership fees have not been received for the previous three years in order that Council can consider appropriate action, as per Statute IV.C.
- 6.2.4. National/Regional Groups shall be notified of any changes in Membership fees at least twelve months in advance of their coming into effect.

6.3. Expenditures

- 6.3.1. 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.
- 6.3.2. The Treasurer is authorised to make payments relating to the above mentioned expenditures. The Treasurer shall promptly notify the President and the Secretary General of any such payment made.

Any payment not provided for in the annual budget which has not been previously approved by the President (for minor additional expenditure as mentioned above) or by the Council may only be made by the Treasurer with the prior written approval of the President or the Secretary General.

- 6.3.3. 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.

- 6.3.4. General expenses incurred by the Secretary General in the running of the Secretariat will be the responsibility of the IAEG, up to the amount allocated in the approved annual budget.
- 6.3.5. Travel and accommodation of the Treasurer to attend the Executive and Council meeting as well as the registration to the associated congress will be the responsibility of the IAEG, up to the amount allocated in the approved annual budget.

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, panellists and workshop leaders. At least 30% of these roles should be filled by women, whenever possible.

7.0. Four-yearly International Congress

7.1. Venue

- 7.1.1. Each International Congress shall be held in a different region than the preceding Congress.
- 7.1.2. 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.
- 7.1.3. 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.
- 7.1.4. 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.
- 7.1.5. 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.
- 7.1.6. 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.

7.2. Organisation

- 7.2.1. 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.
- 7.2.2. 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.
- 7.2.3. 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.
- 7.2.4. The Organising Committee shall submit its proposals on major issues to the Steering Committee for review and advice.
- 7.2.5. The opening and closing ceremonies will be co-directed by the President of IAEG or a representative and the Congress President.
- 7.2.6. 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.
- 7.2.7. 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.
- 7.2.8. 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.
- 7.2.9. 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.



7.3. Proceedings

- 7.3.1. 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.
- 7.3.2. 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.
- 7.3.3. All papers must be in one of the official languages.
- 7.3.4. 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.
- 7.3.5. At least three sets of Proceedings shall be provided to the Secretariat.

7.4. Finances

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

- 7.4.1. The venue shall be open to all members of the IAEG, upon payment of Congress registration fees.
- 7.4.2. 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.
- 7.4.3. Facilities must be made available for meetings of the Executive Committee, Council, the General Assembly and the IAEG Working Groups, Commissions and Committees; 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.
- 7.4.4. A reduction in the registration fee should be made for members of IAEG and for students. The registration fees for all attendees must include a set of Proceedings, which should be available for distribution at the Congress.
- 7.4.5. 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.



- 7.4.6. 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.
- 7.4.7. 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 attendees (paragraph 7.4.6). 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.

8.0. Other Meetings

8.1. IAEG 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.

8.2. IAEG International Symposia

- 8.2.1. 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.
- 8.2.2. Any meetings with which IAEG is officially associated must be open for paid registration by all members of IAEG.
- 8.2.3. 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.
- 8.2.4. 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.



8.3. Regional Conferences

- 8.3.1. Besides the international symposia, regional conferences can be organised in the years between the International Congresses of the Association.
- 8.3.2. Regional conferences must be open to paid registration by IAEG members.
- 8.3.3. 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.
- 8.3.4. 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.

- 8.3.5. 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.
- 8.3.6. 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.
- 8.3.7. 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 and Committees meetings, at no cost to IAEG. The facilities must support hybrid meetings, to permit in-person and virtual attendance.

8.4. 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.
- 8.5. 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.
- 8.6. Whenever possible, reduced fees should be offered to members of IAEG and to students
- 8.7. 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.
- 8.7.1. All papers should be preceded by an Abstract.
 - 8.7.2. 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.
- 8.8. IAEG sponsorship must be recognised in all circulars, in the opening and closing ceremonies and on the cover/preface of the Proceedings.
- 8.9. 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

9.0. General

Commissions, Working Groups and Committees (hereinafter the “**Commissions**”) 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.

10.0. Commissions

International Association for Engineering Geology and the Environment (IAEG)



10.1. Objectives

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.

10.2. Set-up

10.2.1. The Executive Committee or a National/Regional Group can make recommendation to form new Commissions, in writing to the Secretary General. Any new Commissions must be appointed by the Council. 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.

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

10.2.3. 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.

10.3. Composition

10.3.1. 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.

10.3.2. 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.

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

10.3.4. 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.

10.3.5. Where the membership of a Commission is to change, the Chairperson of the Commission 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.

10.4. Procedures

Each Commission shall hold a meeting not less than bi-annually, normally at the IAEG International Congress and the meeting held in association with the IGC meeting.

10.4.1. 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.

10.4.2. 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.

10.4.3. 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.

10.4.4. 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.

10.4.5. 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.

10.4.6. 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.

10.5. Reports

10.5.1. 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.

10.5.2. 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.

10.5.3. 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.

10.6. Dissemination

10.6.1. 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.

10.6.2. Following acceptance by the Executive Committee, the final report of the Commission should be published, preferably in the BOEG. Copyright should remain with the IAEG, but the scientific responsibility will rest with the members of the Commission.

10.6.3. 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.

10.7. Dissolution

10.7.1. 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.

10.7.2. If necessary and with the consent of the Executive Committee/Council, the activities of a Commission may be interrupted for an interim period.

10.7.3. 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.

11.0. Advisory Committee



11.1. The objectives of an Advisory Committee is to assist the Executive Committee with addressing specific issues identified by the Executive Committee.

11.2. The Advisory Committee is appointed and dissolved by Executive Committee.

11.3. The Executive Committee develop terms of reference for each Advisory Committee task.

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.

12.0. Hans Cloos Medal

12.1. 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.

12.2. 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.

12.3. 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.

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 list of publications;



- c. A statement of support for the nominee which 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 the evaluation and vote, in order to ensure the timely notification 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 account of the scientific merit of the nominated published work or works and their contribution to the development of the field of engineering geology.
 - 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, 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.
- 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.

12.8. 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.

13.0. Richard Wolters' Prize

13.1. 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.

13.2. 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.

13.3. The Richard Wolters' Prize consists of an engraved medal and a certificate honouring the contributions of the recipient to engineering geology.

13.4. 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.

13.5. 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.



13.5.1. Nominations will normally be made by a National/Regional Group but members of the Executive Committee and Council may also propose individuals.

13.5.2. 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.

13.5.3. 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.

13.5.4. 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.¹

13.6. 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.

13.6.1. The Jury for the Richard Wolters' Prize will comprise five people. Wherever possible the jurors should include one member of the

¹ It is expected that the 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.



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.

13.6.2. 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 13.5.4 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.

13.6.3. 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.

13.6.4. 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 or online at the Conference or Congress venue. Judging will be on the basis of submitted publication 30 %; CV 10 %; Oral presentation 60 %.

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

13.7. 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.

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

13.9. The formal presentation will normally take place at a function during the conference or congress at which the award is made, presentations could be given in person as well as online.

13.9.1. 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. The winner will be invited to present a lecture during a plenary session of the Conference or Congress and would be expected to deliver this lecture in person.

13.9.2. 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.

14.0. Marcel Arnould Medal

14.1. 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.

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

14.3. 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.

14.3.1. 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.

14.3.2. 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.

14.3.3. 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.

14.4. 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.



- 14.4.1. 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.
- 14.4.2. 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.
- 14.5. 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.
- 14.6. An unsuccessful candidate may be re-nominated for a later award provided all the conditions are met on that subsequent occasion.
- 14.7. The formal presentation will normally take place during the IAEG International Congress or the General Meeting of IAEG at the time of the International Geological Congress.
 - 14.7.1. 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.
 - 14.7.2. 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.

15.0. Paul Marinos Distinguished International Lecturer

- 15.1. The Paul Marinos Distinguished International Lecturer is named to commemorate the contributions of Dr Paul Marinos a past President and



Honorary President of the Association and is awarded to an engineering geologist of outstanding merit who, through research or practice, has made a significant contribution to the advancement of engineering geology.

15.2. The Paul Marinos Distinguished International Lecturer Tour consists of lectures across the IAEG regions at the invitation of the regional vice president over a two-year period.

15.3. The Lecturer 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.

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

15.3.2. 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.

15.3.3. The nominator should provide:

- a. A copy of the nominee's curriculum vitae;
- b. A statement of support for the nominee which provides a brief summary of accomplishments, honors, awards that establish the candidate's suitability for the award.
- c. A 5-minute video of the candidate presenting his/her nomination.
- d. Topic areas on which the nominee may be invited to lecture.
- e. Confirmation from the candidate that they agree to lectures being recorded and published by IAEG.

15.4. The Secretary General will distribute a copy of each nomination 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.

15.4.1. 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 Group and the IAEG.



15.4.2. In order to be awarded the Lecturer, 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 Lecture in that year.

15.5. 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.

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

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

15.7.1. 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 Lecturer to attend as a guest and pay for any registration fee and accommodation costs involved in their attendance.

15.7.2. 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.

F. Honorary Membership

16.0. 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.



17.0.Honorary President

Honorary President membership is proposed by the Executive Committee to honour 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.