

**The International Union for
Quaternary Research**
INQUA

Statutes and Bye-Laws

Approved at the Bern Congress 2011



Definition of Terms

(Note: ‘q.v.’ in a definition means “which see,” indicating another term that is also defined)

Advisory Board: The Correspondents (q.v.) of each Commission (see Article 8 of Bye-Laws) who advise and vote on Commission matters.

Committees:

Executive Committee: The Union’s presiding body (Article X of Statutes), consisting of a President, an immediate Past President, four Vice Presidents, a Secretary General, and a Treasurer.

National/Regional Committee: The governing body of each Member (q.v.).

Ad hoc Committee: A special body established by either the International Council (q.v.) or the Executive Committee (q.v.) to study urgent or extraordinary problems, or those requiring cooperation from more than one Commission (q.v.) (see Article XI of the Statutes).

Correspondents: Individuals actively participating in the work of one or more Commissions (q.v.) who may belong to one or more International Focus Groups (q.v.).

Coordinator: An individual who directs a Commission Project (q.v.) within the International Focus Group(s).

Delegate: A Participant (q.v) in each Congress officially designated to represent the National/Regional Committees of each Member (Article IV (f) of Statutes and Article 3 of Bye-Laws).

Fellow: An honorary designation for an individual (full title: Honorary Life Fellow; Article VI of Statutes).

International Congress: The international scientific and business meeting of INQUA, normally held once every four years and consisting of symposia and other sessions, workshops, field trips, Commission and International Focus Group meetings, International Council meetings, and one or more General Assemblies.

International Council: The body of Delegates representing all National/Regional Committees (q.v.) in attendance at each Congress.

International Focus Group: A subdivision of each Commission charged with addressing specific scientific problems during an inter-Congress period.

Leader: An individual charged with directing the activities of an International Focus Group (q.v.).

Member: A country or region that pays membership fees to INQUA (Article 9 of Bye-Laws) and that sends one or more Delegates (q.v.) to each Congress.

National Member: A Member (q.v.) comprising one country.

Regional Member: A Member (q.v.) comprising two or more adjacent countries.

Associate Member: A Member (q.v.) comprising an affiliation of not less than three individuals from countries or regions with a small number of scientists, which pays no membership fees and has limited rights (see Article V of the Statutes).

Participant: An individual who has paid a registration fee to attend a Congress and is entitled to vote in the General Assembly (Article 1(a) of Bye-Laws).

Project: A specific scientific activity with well defined goals and planned outcomes that the Executive Committee (q.v.) may support financially. A Project is developed by one or more International Focus Groups (q.v.) and is sponsored and directed by one or more Commissions (q.v.).

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STATUTES

ARTICLE I. DENOMINATION AND DOMICILE

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

ARTICLE II. OBJECTIVES

The Union aims to:

- (a) Encourage the interdisciplinary study of all scientific problems dealing with the Quaternary Period.
- (b) Facilitate and coordinate international cooperation for this study through the organisation of international congresses and through commissions and other bodies created for the study of specific problems.

ARTICLE III. INTERNATIONAL CONGRESSES

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

ARTICLE IV. MEMBERSHIP

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

ARTICLE V. ASSOCIATE MEMBERSHIP

- (a) In any country or geographic region in which the number of Quaternary scientists is small, an affiliation of not less than three such scientists may apply to the General Assembly through the Executive Committee for Associate Membership.

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- (b) Associate Members shall pay no annual subscription.
 - (c) Associate Membership does not grant the right to vote in the International Council or the right to hold office in the Executive Committee.

ARTICLE VI. HONORARY LIFE FELLOWSHIP

- (a) Prominent internationally known Quaternary scientists who have been active in INQUA may be elected by the General Assembly to be Honorary Life Fellows of the Union.
- (b) Candidates shall be nominated by at least two Members not less than six months before the Congress.
- (c) Normally a Member may nominate no more than one candidate in any inter-Congress period.
- (d) The suitability of the candidate shall be evaluated by the Executive Committee for approval by the International Council prior to presentation to the General Assembly for election.

ARTICLE VII. ADMINISTRATION

The work of the Union shall be directed by:

- (a) The General Assembly
- (b) The International Council
- (c) The Executive Committee

ARTICLE VIII. THE GENERAL ASSEMBLY

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

ARTICLE IX. THE INTERNATIONAL COUNCIL

- (a) The International Council of the Union is composed of the Delegates, the Executive Committee, and the President and Secretary General of the current Congress.
- (b) The International Council shall meet during Congresses.
- (c) The business of the International Council shall be prepared by the Executive Committee after the Executive Committee has invited Members to submit proposals at least six months before the Congress.

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- (d) The agenda for the meetings of International Council during the Congress shall be circulated to the Members at least three months in advance of the Congress.
 - (e) All resolutions moved in the International Council shall be voted upon on the basis of one vote for the Delegate of each currently paid-up Member. The officeholders in the current Executive Committee and the President and Secretary General of the current Congress may not vote.
 - (f) The President of the Union shall preside over meetings of the International Council, but may not vote unless there is an equality of votes, in which case he/she has the deciding vote.
 - (g) All decisions of the International Council shall be submitted to the General Assembly for ratification. If any decision is not ratified, it shall be remitted to the International Council for further consideration.
 - (h) Subject to approval by the General Assembly, the International Council shall:
 - (i) Manage the affairs of the Union
 - (ii) Elect the Executive Committee
 - (iii) Determine the annual unit contribution on which Members base their subscriptions
 - (i) Bye-Laws in harmony with the provisions of these Statutes shall be established by simple majority vote in the International Council, and may be altered or cancelled by similar vote.
 - (j) In every case advance notice of intent to change a Bye-Law shall be given to each Delegate present at the Congress.
 - (k) Bye-Laws shall come into effect as soon as they have been adopted by the International Council and ratified by the General Assembly.

ARTICLE X. THE EXECUTIVE COMMITTEE

- (a) The Executive Committee of the Union shall consist of:
 - (i) The President (Chair)
 - (ii) Four Vice Presidents
 - (iii) The immediate Past President
 - (iv) The Secretary General
 - (v) The Treasurer
- (b) Not more than one officeholder of the Executive Committee shall come from any one Member.
- (c) The Executive Committee shall steer the Union during the inter-Congress period. Significant decisions must be reported to and approved by the International Council during the following Congress.
- (d) The Executive Committee shall prepare the agenda for meetings of the International Council and of the General Assembly, and carry out the decisions of these bodies.
- (e) The Treasurer shall administer the funds of the Union on behalf of the Executive Committee in accordance with the aforementioned decisions and shall account for their administration to the International Council and General Assembly.

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- (f) Officers of the Executive Committee shall enter office immediately after the close of the final session of the General Assembly at which their election was approved, and remain in office until the close of the final session of the next General Assembly.
 - (g) During inter-Congress periods, the Executive Committee shall have the power to take decisions on matters of urgency that may arise, subject to the understanding that it shall render account of such decisions to the International Council.
 - (h) The Executive Committee shall meet at least once in each inter-Congress period in the geographic territory of a Member.

ARTICLE XI. COMMISSIONS, INTERNATIONAL FOCUS GROUPS AND AD HOC COMMITTEES

- (a) At the request of the International Council, the General Assembly may create Commissions to examine specific scientific problems of the Quaternary. Each Commission shall be accountable to one of the Vice Presidents, who shall be responsible for reporting its activities and status to the full Executive Committee.
- (b) Commissions established by the Council shall report to the International Council any recommendation stemming from their work being put forward to the General Assembly for ratification, if approved by the International Council.
- (c) Commissions may create temporary International Focus Groups with specific objectives within the Commission's sphere of operation.
- (d) Commissions shall comprise an Advisory Board and International Focus Groups with specified membership.
- (e) The International Council and the Executive Committee may each set up *Ad Hoc* Committees to study urgent or extraordinary problems, or those requiring cooperation from all the Commissions; the life of such a committee shall not exceed one inter-Congress period.
- (f) *Ad Hoc* Committees shall report to the Executive Committee which shall submit an account of their activities to the International Council.

ARTICLE XII. GENERAL PROVISIONS

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

BYE-LAWS

ARTICLE 1. INTERNATIONAL CONGRESSES

- (a) Participation
- (i) Congress Participants are individuals who have registered and paid Congress fees; each Participant is entitled to vote in the General Assembly.
 - (ii) Accompanying persons are individuals who do not register and pay fees for the Congress but who attend specific events such as social gatherings, welcoming events, or banquets; they do not vote in the General Assembly.
- (b) Fees
- (i) Fees to be paid by Participants in a Congress shall be fixed as to amount and collected by the Organising Committee of that Congress.
 - (ii) Fees shall be utilised solely for the general expenditures of the Congress for which they are collected.
- (c) During a Congress a host country for the next Congress shall be selected from among bids received by the International Council, and approved by the General Assembly. Intention to submit a bid must be registered with the INQUA Secretary-General no later than one year before the next Congress. In the event that a host country is subsequently unable to organize a Congress, the Executive Committee shall make every effort to ensure that a Congress is held, with the least possible delay, in the country of another Member. Details of the Bidding Process are to be posted on the INQUA website no later than two years into an Inter-Congress period.
- (d) An Organising Committee for the next Congress, including a President and a Secretary General, shall be designated within the host country.
- (e) The Organising Committee for the Congress shall act in conformity with the Statutes and Bye-Laws of the Union, and with the advice and guidance of the Executive Committee.
- (f) The budget, financing, and expenditures of a Congress, including the cost of all Congress publications, shall be the responsibility of the Organising Committee of the host country.
- (g) During the inter-Congress period, the Organising Committee of the Congress shall keep the Executive Committee informed about arrangements for the Congress.
- (h) Within a year of the end of the Congress, the Organising Committee shall submit an informal report to the Executive Committee summarizing Congress successes and problems for use by the succeeding Organising Committee.
- (i) When the Organising Committee of the Congress has accomplished all the tasks associated with the organisation of the Congress, including publications, it shall notify the Executive Committee of the cessation of its functions, and within two years submit a final report on its activities to be published as the official *Compte Rendu* of the Congress. In addition, an address list of all Delegates and Participants shall be provided for use by the next Organising Committee.

ARTICLE 2. MEMBERSHIP

- (a) Any country or geographic region consisting of more than one country that wishes to join the Union as a Member shall make initial application to the Executive Committee, stating

at the same time the category of financial contribution proposed. If endorsed by the Executive Committee, the application shall be submitted to the International Council at the next Congress for endorsement, and then to the General Assembly for ratification.

- (b) Any Member that withdraws from the Union shall abandon by that act all rights of accredited association.

ARTICLE 3. CONGRESS DELEGATES

- (a) Each Member, through its National or Regional INQUA Committee and/or the organisation assuming Membership, shall arrange the appointment of a Congress Delegation. One individual of the delegation shall be designated the Delegate, with power to vote in the International Council. Not more than two individuals of a delegation may attend a meeting of the International Council.
- (b) No member of the Executive Committee of the Union may be a Delegate
- (c) Each Associate Member may appoint one representative to attend meetings of the International Council as an observer without speaking privileges. Representatives of Associate Members may not vote in the International Council.

ARTICLE 4. THE GENERAL ASSEMBLY

- (a) The agenda of the initial session of the General Assembly shall be fixed by the Executive Committee. The agenda for subsequent meetings of the General Assembly shall be prepared by the Executive Committee for approval by the International Council. No question that is not on the agenda of the final meeting of the General Assembly can be given a decision, but may be discussed with the assent of the President.
- (b) In the initial meeting of the General Assembly, Participants have the right to propose agenda items for consideration by the International Council.
- (c) Participants are entitled to vote by show of hands.
- (d) Changes to Statutes and Bye-Laws must be approved by a two-thirds favourable vote.
- (e) All approved ballot issues shall be submitted to the International Council and General Assembly for approval during the Congress. On any resolution in which the votes for and against are equal, the President shall have the deciding vote.
- (f) A Member who is not represented at the General Assembly may, before the meeting, send to the President in writing the views of its National or Regional INQUA Committee on any topic under consideration, so that its views may be placed before the meeting.

ARTICLE 5. THE INTERNATIONAL COUNCIL

- (a) The agenda of the first meeting of the Council shall be prepared by the Executive Committee and circulated three months before the Congress.
- (b) The first meeting of the Council shall be held early in the Congress and include discussion of bids for the location of the next Congress.
- (c) The Executive shall evaluate the work of Commissions, International Focus Groups, and Projects, and on the basis of that evaluation shall prepare and circulate documents listing recommendations for the International Council at least five weeks before the Congress.

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- (d) The agenda of the International Council shall include the accounts from the Treasurer for each complete year of the inter-Congress period, as well as any recommendations from the Executive Committee for changes in the annual unit of contribution or any other changes in income to be acquired from Members.
 - (e) Business submitted by Delegates shall be placed on the agenda for the next meeting of the Council.
 - (f) Proposals made at the General Assembly shall be considered by the Council at its next meeting.
 - (g) All resolutions moved in the International Council shall be voted upon on the basis of one vote for each Delegate. If there is an equality of votes, the President shall have a deciding vote.
 - (h) Only Delegates representing Members in good standing may vote in the International Council during any Congress. For this purpose the Treasurer shall confirm receipt of annual subscriptions for the period to December 31 of the preceding year (or, if the Member has joined the Union since the preceding December 31, for the current year).
 - (i) The resolutions of the International Council shall be set before the General Assembly for approval.

ARTICLE 6. THE EXECUTIVE COMMITTEE

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

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- (d) The International Council shall elect the members of the Executive Committee, having due regard for fair geographic representation, from the nominated candidates.
- (i) The President, Secretary General, and Treasurer shall each be elected by a separate ballot.
 - (ii) For the election of the four Vice Presidents, there shall be one ballot. The ballot paper shall contain the names of all the candidates for Vice President nominated by Members, including any candidate(s) nominated for the offices of President and Vice President. Each Delegate may vote for up to four candidates as Vice President. Scrutineers shall report the names of the four candidates who receive the largest number of votes, in alphabetical order, and there shall be no order of precedence among the Vice Presidents; all shall be of equal rank.
- (e) Immediately after he/she takes office, the President shall nominate one of the Vice Presidents as his/her alternate, and in the event of the President dying, resigning, being disabled, or ceasing to hold office for any other reason, the nominated Vice President shall fulfil the duties of the President, and, if the President ceases to hold office, shall become President for the remaining portion of the President's term of office.
- (f) The names of those elected to office by the International Council shall be reported to the General Assembly for approval.
- (g) The President, Vice Presidents, Secretary General and Treasurer shall begin their period of office at the termination of the meeting of the General Assembly of the Congress at which their election is approved and shall continue to hold office, unless they die, resign, or become disqualified beforehand, until the termination of the corresponding meeting of the General Assembly of the next succeeding Congress.
- (h) Periods of Office
- (i) The President may not be elected for more than one inter-Congress period but, as the Immediate Past President, he/she remains a voting member of the Executive Committee until the close of the final session of the next General Assembly
 - (ii) The Vice Presidents may be re-elected for a second period.
 - (iii) The Secretary General and Treasurer may be elected for up to two further inter-Congress periods.
- (i) The Executive Committee may fill by co-option any vacancies that occur in its membership during its term of office. All persons so co-opted shall remain in office until the close of the final session of the next General Assembly.

ARTICLE 7. COMMISSIONS, INTERNATIONAL FOCUS GROUPS, AND PROJECTS

Commissions

- (a) A limited number of Commissions shall be created to stimulate research towards the solution of specific Quaternary problems in which international collaboration is required. Collectively, they should encompass the wide diversity of the Quaternary disciplines. Overlapping interests of Commissions should be accommodated by promoting inter-commission research and other activities.
- (b) The duty of a Commission shall be to encourage and facilitate participation in cooperative projects, scientific meetings, and field excursions during Congresses and inter-Congress periods.

(c) Meetings shall be held in countries that accord the right of entry to scientists irrespective of their nationality or residence.

(d) Establishment of Commissions

- (i) A proposal for a new Commission shall define its overall task and objectives, and state the disciplines to be included. The names of individuals proposed to serve as initial Correspondents, including the initial officers, together with statements of scientific credentials, specialties, interests, and willingness to serve, shall be presented together with a statement that those named are prepared to serve.
- (ii) If approved by the Executive Committee and endorsed by International Council, the proposal for a Commission shall be submitted to the General Assembly for final acceptance.
- (iii) The International Council shall ensure that the regions covered by, and the scientific activities of, the proposed Commission are appropriately represented by its Correspondents.
- (iv) A Commission may be terminated by the General Assembly at any time, upon the request of either the Commission or of the International Council, with the agreement of the Executive Committee.
- (v) A Commission may be reconstituted by following the same process as that for new Commissions.

(e) Composition

- (i) A Commission shall be composed of a President, up to two Vice Presidents, and a Secretary, together with an Advisory Board and an informal list of Correspondents sharing interests in the Commission's remit. Any scientist with interest shall be encouraged to join the list of Correspondents.
 - (ii) A Commission may fill vacancies that occur among its officers and Advisory Board during inter-Congress periods, subject to approval by the Executive Committee.
 - (iii) Not less than six months before a Congress each Commission shall submit to the Executive Committee the names of proposed officers and Advisory Board for the subsequent inter-Congress period. A recommended list shall then be submitted to the International Council for approval.
 - (iv) Commission Officers shall be drawn from Members in good standing.
- (f) Not less than six months before the next General Assembly, each Commission shall send a written report on work accomplished by itself and by its subordinate bodies during the current inter-Congress period to the Secretary General of the Union for presentation to the International Council. The International Council shall recommend acceptance or rejection of the report to the General Assembly. Acceptance of a report by the General Assembly does not necessarily imply approval of its contents.

(g) Commissions do not hold or disburse funds.

(h) Commissions may solicit, aid in developing, and recommend specific scientific projects for INQUA financial support to the Executive Committee for approval.

(i) Office Bearers

- (i) The officers of a Commission and its subordinate bodies shall be elected for one inter-Congress period and may be re-elected for one additional inter-Congress

period. Under exceptional circumstances a Commission or other body may request the permission of the International Council to re-elect an Officer for one further inter-Congress period.

- (ii) The President and Secretary of a Commission may remain in office for not more than two consecutive inter-Congress periods. Should no replacements then be available, the Executive Committee may recommend termination of the Commission.
- (iii) Not more than two-thirds of the Advisory Board incumbents shall be eligible for re-election for one additional term; the remainder shall not be eligible for re-election until one inter-Congress period has expired.
- (iv) Candidates for the Advisory Board may be nominated by Commissions, National or Regional Members, and individuals. Nominations shall be sent in writing to the President of the Commission concerned, and a copy forwarded to the Secretary General.
- (v) On retirement from office, the officers of a Commission and its subordinate bodies are eligible for selection to the Advisory Board.
- (vi) In the event of the resignation or death of the President of a Commission or one of its subordinate bodies, his/her place shall be taken by a Vice President for the remainder of the term of office, or, if this fails, a President *pro tempore* shall be appointed by the President of the Union.

International Focus Groups and Projects

- (a) International Focus Groups may be established within each Commission.
 - (i) Not less than six months before a Congress, a Commission may present to the Secretary General a Proposal in writing for the establishment of one or more new International Focus Group(s) dedicated to research into specific problems that are the concern of the Commission. Individuals or groups of scientists may petition a Commission's officers and Advisory Board to create new International Focus Groups. Proposals for establishing each new International Focus Group shall fully define tasks and objectives, and shall recommend names of an initial Advisory Board, including the Leader, together with a statement that those named are prepared to serve.
 - (ii) A Proposal for an International Focus Group shall be evaluated for acceptance or rejection by the Executive Committee.
 - (iii) The Executive Committee and Commission President may nominate further associates for an International Focus Group.
 - (iv) The Executive Committee shall recommend acceptance or rejection of the proposal to the International Council for its ratification.
 - (v) If approved by the International Council, the formation of the new International Focus Group shall be announced to Participants in the General Assembly.
 - (vi) An International Focus Group may not extend the agreed range of its activities. If such an extension is deemed necessary a new International Focus Group must be proposed.
- (b) The life of an International Focus Group shall normally be one inter-Congress period. If the International Focus Group needs to continue for another Inter-Congress period, the

Leader shall formally apply for continuance, to be approved by Commission officers and Advisory Board.

- (c) An International Focus Group may be disbanded by the International Council at any time, either upon the recommendation of the Commission or the Executive Committee.
- (c) If the life of an International Focus Group is extended, its Leader and associates shall be eligible for re-election.
- (d) International Focus Group associates shall be chosen so as to ensure that the regions and activities of the International Focus Group are represented.
 - (i) An International Focus Group shall be composed of a Leader and a Secretary, together with a limited number of associates as defined in the authorisation. Only the officers and associates may vote on International Focus Group business and elections. Such additional associates as may be required from time to time may be co-opted to, and discharged from, the International Focus Group by its officers.
 - (ii) An International Focus Group may fill vacancies that occur among its associates during inter-Congress periods, subject to approval of the parent Commission.
- (e) The duty of an International Focus Group shall be to encourage individual workers and organise cooperative Projects.
 - (i) Each Project shall have a Coordinator drawn from the International Focus Group's associates who shall ensure that the Project's aims and outcomes are communicated to the parent Commission's President and that the Project's work is sustained and directed.
 - (ii) Each Project may include workshops, meetings, and field excursions during inter-Congress periods or Congresses. Meetings shall be held in countries that accord the right of entry to scientists irrespective of their nationality or residence.
- (f) Not less than nine months before the next General Assembly each International Focus Group shall send to the Secretary and Advisory Board of the parent Commission a written report on work accomplished during the current inter-Congress period.
- (g) An International Focus Group may:
 - (i) Seek funds for the support of its Projects from individual, institutional, and national sources.
 - (ii) Not seek funds for any purpose from any international source, but may request its parent Commission to do so.

ARTICLE 8. MEDALS AND AWARDS

- (a) The Union has four categories of special honours and recognition:
 - (i) Honorary Life Fellowship is granted to prominent Quaternary scientists nominated by Member national committees, approved by the Executive Committee, and ratified by the International Council (Statutes Article VI).
 - (ii) An INQUA young scientist award, the Sir Nicholas Shackleton Medal, recognizes the scientific achievements of Sir Nicholas Shackleton, a former president of INQUA who was elected to The Royal Society in 1985 and knighted by the Queen in 1998. This medal is reserved for young scientists to honour one or more outstanding contributions in any field of Quaternary research. Any Quaternary scientist may propose an appropriate candidate for the Sir Nicholas Shackleton

Medal. Nomination procedures and deadline for submission shall be posted on the INQUA website

- (iii) The Liu Tungsheng Distinguished Career Medal is named in honor of Professor Liu, a member of the Chinese Academy of Sciences, a research professor at the Institute of Geology and Geophysics in Beijing, China, a founding member of the International Geosphere and Biosphere Programme (IGBP) of Past Global Changes (PAGES), and a former president of INQUA. The medal is to be awarded for distinguished service to the international community in Quaternary science. Any Quaternary scientist may propose an appropriate candidate for the Liu Tungsheng Medal. The nomination procedure and deadline for submission shall be posted on the INQUA website.

- (b) Other INQUA awards and medals bearing corporate or individual names may be established by the Executive Committee when adequate funding has been secured, upon approval by the Executive Committee and the International Council

ARTICLE 9. FINANCES

Budget

- (a) The Executive Committee shall prepare a provisional budget for each year of the inter-Congress period. This budget shall be submitted to the International Council for review and to the General Assembly for approval.
- (b) The Treasurer shall prepare a detailed budget of annual expenditure which shall be presented to the Executive Committee at the beginning of the inter-Congress period.

Income

(a) Contributions

- (i) Members of the Union shall belong to one of six categories, numbered one to six. Each Member shall pay annually an amount equal to the sum of a number of unit contributions determined as follows:

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

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- (ii) The annual subscription shall become due on January 1 of each year and must be received by the Treasurer before December 31 of the same year. Any Member that is two years in arrears shall *ipso facto* cease to be a Member of the Union on December 31 of the second year in arrears.
 - (iii) The membership categories shall be reviewed from time to time by the Executive Committee, which may recommend changes to the International Council.
 - (iv) The range of categories and the amount of the annual unit contribution for the following inter-Congress period shall be proposed by the Executive Committee to the International Council and upon approval submitted to the General Assembly for ratification.
 - (v) Payment shall be made to the Treasurer or to the account managed by the Treasurer on behalf of the Union.
- (b) For the inter-Congress period, the Member responsible for hosting the next Congress has its Membership contribution forwarded or refunded to the Organising Committee of the next Congress
- (c) Associate Members pay no fees.
- (d) Donations in cash or kind may be received by the Union and utilised for scientific purposes in accordance with the aims of the Union.

Expenditure

- (a) The revenue of the Union derived from Member contributions and other sources shall be used to pay the expenses of the Union, other than the costs of Congresses under the budget approved by the International Council and ratified by the General Assembly.
- (b) The financial year of the Union shall begin on January 1 and end on December 31.
- (c) The following categories of expenditure are permissible, subject to authorization by the Executive Committee.
- (i) The expenses of meetings of the Executive Committee.
 - (ii) Grants for scientific projects approved by specific Commissions and other bodies upon application by the appropriate Commission President or the President of the Union.
 - (iii) Grants to assist younger scientists to attend Congresses, upon application by the scientist, accompanied by recommendation of the INQUA Committee of his Member.
 - (iv) The expenses of publication of the business proceedings of the Union.
 - (v) Grants towards the expenses of publications of the scientific proceedings of a Congress, including the remuneration of assistants, upon publication by the Organising Committee.
 - (vi) The expenses of the publications of Commissions and their subordinate bodies including the remuneration of assistants, upon application by the appropriate Commission President.
 - (vii) Other expenses pertaining to the objectives of the Union (as defined in Article II of the Statutes).

- (d) No Officer or Member of the Union shall receive a salary for his/her services, although expenditures incurred on behalf of the Union, as approved by the Executive Committee, shall be reimbursed.
- (e) No part of the income of the Union shall accrue to the benefit of any individual Member.
- (f) The Treasurer shall, at the end of each financial year, prepare a Balance Sheet and Statement of Accounts for that year.
- (g) The accounts shall be audited at the end of each financial year by an Auditor, who shall hold appropriate professional qualifications in accounting.
- (h) An Auditing Committee, consisting of three individuals, none of whom is a member of the Executive Committee or of the International Council, shall:
 - (i) be elected by the General Assembly of a Congress, upon nomination by the Executive Committee.
 - (ii) review the execution of the budget by the Executive Committee and verify the accounts of the Treasurer.
 - (iii) prepare a report on the matters in ii above, and submit copies to the International Council and to the General Assembly of the Congress.

The above text of the Statutes and Bye-laws was approved by the General Assembly of INQUA at the XVIII Congress in Bern in 2011.