

## IOP STATUTES AND BY-LAWS

This December 1987 version supersedes all previous versions.

### Article 1. NAME

The name of the organisation is INTERNATIONAL ORGANISATION OF PALAEOBOTANY (IOP).

### Article 2. AFFILIATION

The IOP shall be affiliated to the International Union of the Biological Sciences.

### Article 3. AIM

The aim of IOP is to promote international co-operation in the study of palaeobotany including palaeo-palynology. This includes:

- 3.1 Publication of an informative newsletter that will announce all palaeobotanical meetings, report on their proceedings, describe regional bibliographies and how to obtain them, as well as other pertinent information of wide interest. Some articles of topical interest will also be included from time to time. These will not be refereed and will not have any formal status, either nomenclaturally or as a formal publication.
- 3.2 Collaboration with officers responsible for programmes of International Botanical Congresses to ensure the inclusion therein of items of palaeobotanical interest. To organise and sponsor other conferences from time to time at the discretion of the Executive Committee.
- 3.3 The encouragement of the work of regional groups of palaeobotanists and of groups of specialists within the broader field of palaeobotany.
- 3.4 Co-operation with other international organisations have interest allied to palaeobotany, such as the International Palaeontological Association, the International Association for Plant Taxonomy, the Commission Internationale de Microflora du Paleozoique and the International Federation of Palynological Societies.
- 3.5 Any other activities considered appropriate by the Executive Committee for warranted by interest shown by the membership. When financial support is available, publications such as a world bibliography of palaeobotany and palaeopalynology should be encouraged.

### Article 4. OFFICERS

The officers of IOP form the Executive Committee

- 4.1 The officer of IOP shall be: President; three Vice-Presidents; Secretary; three Members at Large; Conference/Congress Member.
  - 4.2.1 The President shall chair meetings of the Executive Committee and the General Assembly.
  - 4.2.2 If the Office of President becomes vacant, one of the Vice-Presidents shall be elected by the Executive Committee to succeed to the office for the remainder of the term.

- 4.3.1 The Secretary is the driving force behind the Organisation. He/she shall transmit suggestions from the membership to the President and Executive Committee, maintain contact with regional and local groups of palaeobotanists, maintain contact with IUBS by the assistance of one of the Vice Presidents, control the income and expenditure of IOP, transmit decisions of the Executive Committee and President to the membership. The newsletter shall be the secretary's chief medium of communication.
- 4.3.2 The Secretary may be re-elected.
- 4.4 The Conference/Congress Member is chosen by the Executive Committee. He/she shall be responsible for the co-ordinating with the appropriate authorities concerning the palaeobotanical program at the next IOP conference or International Botanical Congress. He/she normally be a resident of the country in which that conference or congress is to be held.
- 4.5 One of the three Vice Presidents is selected by the Executive Committee to take special responsibility for the Committee with IUBS affairs. He/she will instigate creative projects, in consultation with the Executive Committee, which will be part of the activities of IUBS relevant to the aims of the IOP.
- 4.6 The three Members at Large must be from different countries: they may not serve more than two consecutive terms of office.
- 4.7 One term of office is from the end of one International Botanical Congress (or its equivalent as defined by the Executive Committee) to the end of the next.
- 4.8 If any office other than that of President becomes vacant, the Executive Committee is empowered to select a replacement.

#### Article 5. REGIONS, INDEPENDENT REGIONS AND REGIONAL REPRESENTATIVES

- 5.1 To help produce the newsletter, the Secretary is empowered to select, invite, and appoint as many and as diverse Regional Representatives and Correspondents as are required to ensure effective coverage of world palaeobotany. The Correspondents may include the persons who are responsible for each regional or topical newsletters or bibliographies as currently exist or that are initiated in the future. Regional representatives and Correspondents will serve at the pleasure of the Secretary, and their appointment is open to review on a regular basis.
- 5.2 The role of each Regional Representative is to:
  - 5.2.1 Maintain a full list of names and addresses of members in that region, and to transmit these to the Secretary each year.
  - 5.2.2 Collect membership dues from each member, and after deduction of postal and duplication expenses, to transfer the surplus to the Secretary (except for Representatives of Independent Regions - see Article 5.3 below).
  - 5.2.3 Stimulate contributions to the newsletter from members in the region. Contributions should include announcements and reports of national meetings, news of individuals and their projects, obituaries, and articles of general interest. Books for review should be solicited from publishers in the region and their reviews appointed in consultation with the Secretary.
  - 5.2.4 Receive one master copy (or several copies, if the regional membership is small or if difficult) of each IOP newsletter from the Secretary, and arrange for duplication and distribution to members in the region.

- 5.3 Some regions have difficulties in exchanging currency internationally. For the purposes of this constitution, such regions are called Independent Regions. These are determined by the Executive Committee and named in the By-Laws. Their Regional Representatives are not required to send surplus funds to the Secretary.

#### Article 6. MEMBERSHIP

- 6.1.1 Any palaeobotanist who subscribes to the aims of IOP is eligible for membership.
- 6.2 The Secretary shall maintain a roll of members= names and institutional addresses. This will comprise information received from all Regional Representatives, including those of Independent Regions. It will be revised at least once a year. It will serve as an electoral roll for the election of officers to the Executive Committee, as well as a useful world list of palaeobotanists.
- 6.3 Membership takes effect immediately upon receipt of membership dues by the appropriate Regional Representative, except for Independent Regions where membership takes effect upon registration of the names and addresses by the Regional Representative with the Secretary.
- 6.4 Membership gives voting rights, the privilege of holding office and one copy of each newsletter.
- 6.5 Institutions such as libraries and publishers may receive the newsletter by paying the annual dues set out in the By-Laws. They may not vote at elections or nominate candidates for election to office, and shall not be regarded as members.
- 6.6 The amount to be paid for annual dues shall be laid down from time to time by the Executive Committee and incorporated by the By-Laws. The amount of dues so specified shall not apply to members in Independent Regions whose Representative may determine the level of annual dues, if any, to be collected.
- 6.7 Membership may be terminated for non-payment of dues extending over two years. In Independent Regions continuity of membership is maintained by annual registration of the members names with the Secretary by the Regional Representative.

#### Article 7. ELECTIONS

The election of officers should take place at each General Assembly during the International Botanical Congress (or its equivalent as determined by the Executive Committee).

- 7.1 The Executive Committee shall seek nominations for eight of the places (see Article 4) by advertising in the newsletter.
- 7.2 Nominations may be made in writing, by any member of IOP. These must be received by the Secretary no later than six months before the Congress at which the election shall take place.
- 7.3 All candidates must be current members of IOP, defined by their inclusion of the membership election roll (see Article 6.2 above).
- 7.4 The Executive Committee shall determine the status of the nominees, ascertain that they are prepared to stand for election, and shall publish a list, in the form of a ballot in the newsletter at least one month before the start of the Congress.
- 7.5 Each member whose name appears on the electoral roll (Article 6.2 and 6.3) may vote. Member voting must have paid their membership dues to their Regional Representative for the year of the election. Voters from Independent Regions must have been validated

as active IOP Members for the year of the election by the appropriate Regional Representative. Thus, all voting members must be individually registered on the Electoral Roll with the Secretary.

- 7.6 Any member who wishes to vote by mail may send their ballot to the Secretary, to be received before the time of the meeting of the General Assembly at the Congress. Each ballot paper should be enclosed in a sealed envelope with the voter's name clearly written on the reverse side of the envelope. Members who plan to attend the Congress may prefer to vote in person at the General Assembly.
- 7.7 Election of the President and of the Secretary shall be declared for the respective candidate who receives a simple majority of the votes cast.
- 7.8 Election of the three Vice-Presidents and of the three Members at Large of the Executive Committee shall be awarded to the candidates in each category who receive the largest number of votes.

#### Article 8. ADMINISTRATION

- 8.1.1 The General Assembly consists of all individual members, meetings of the General Assembly shall be held at each meeting of the International Botanical Congress and at such other International conferences as may be designated, with a adequate prior notice, by the Executive Committee.
- 8.1.2 Meetings will be conducted in accordance with the customary Rules of Order (Encyclopedia Britannia 19:721, 1970).
- 8.1.3 The agenda of a General Assembly shall be determined by the Secretary and the Executive Committee and published in a newsletter in advance of the meeting.
- 8.2.1 The Executive Committee undertakes such business as may be delegated to it by the Constitution and By-Laws or by decisions of the General Assembly, or by requests of the President or Secretary.
- 8.2.2 The Executive Committee should meet at least once at each International Botanical Congress, prior to the meeting of the General Assembly. Otherwise, much of its business will be conducted by mail.

#### Article 9. FINANCES

Membership dues shall be determined by the Executive's Committee and laid down in the By-Laws. Dues are payable to the appropriate Regional Representative on January 1<sup>st</sup> each year. Any surplus money, after payment of postal and duplication costs should be forwarded to the Secretary by the Regional Representatives. (See 5.2.2 and 6.6 for special provisions for members in Independent Regions.)

#### Article 10. AMENDMENTS

- 10.1 These statues of the IOP may be amended only at a meeting of the General Assembly.
- 10.2 Amendments may be proposed by the Executive Committee or may be submitted to that committee by any member.
- 10.3 The Secretary will cause the proposed amendments to be published in the newsletter at least six months before the next General Assembly together with any comments the Executive Committee offers.

10.4 Amendments shall be effective if ratified by a two-thirds majority of members present at a General Assembly.

Article 11. LANGUAGE

The Official Languages of IOP will be those of IUBS. The use of English is advocated.

BY-LAWS

1. Membership dues - Dues for Individual and Corporate members are US \$10.00 or UK ,5.00 per year.
2. Dues are payable to the appropriate Regional Representative and thence to the Secretary, who will use them in the production of the newsletter and for the business of the organisation.
3. A computer print-out of member's names and addresses is available to members from the Secretary, upon payment of a fee to cover costs determined by the Secretary.
4. A series of informal leaflets, named IOP Circulars, may be produced from time to time, with the authority of the Executive Committee. Production costs shall be paid by the author from whom members may obtain free copies, though postal charges are discretionary.
5. The Executive Committee has agreed that from 1988 the following regions have the status of "Independent Regions" for the purposes of Article 5.3: India, Russia, China.
6. These By-Laws may be amended by a two-thirds majority of the Executive Committee provided that the proposed amendments have been circulated to the Committee at least three months before a vote is taken.