



*International Union  
of Forest Research Organizations*

# **IUFRO Statutes and Internal Regulations**

*IUFRO Statutes 2001 –  
revised in 2003, 2005, 2010 **and 2016**  
Vienna, Austria, **2017***

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## FOREWORD

In December 2015 the Austrian Parliament passed a new “Federal Law on the Granting of Privileges to Non-Governmental Organizations”. This law enables the Government of Austria to grant the legal status of a “Quasi-International Organization” to international non-governmental organizations found to be in the foreign-policy interest of the Republic of Austria, and with that certain privileges. In June 2016 the Federal Government of Austria issued an ordinance conferring the legal status of a Quasi-International Organization (QIO) upon five organizations, including the International Union of Forest Research Organizations (IUFRO).

In addition, at the end of 2016 IUFRO’s International Council accepted a number of revisions and amendments to the Statutes and Internal Regulations relating mainly to editorial improvements and precisions relating to the composition of the International Council (Members of the IUFRO voting Board cannot be representatives to the IUFRO IC), composition of the MC (including Chair of COC and CSC as observers), the focus of IUFRO Task Forces, as well as relating to provisions regarding Regional Congresses, Special Committees, Honors and Awards, Arbitration Committee and Languages.

*Professor Mike Wingfield  
President, December 2016*

## FOREWORD

In April 2009, IUFRO’s International Council accepted a number of revisions and amendments to the Statutes. The revisions include a number of important points relating to:

- 1) Roles and responsibilities of IUFRO Board members, e.g. one Vice-President oversees Divisions, other Vice-President oversees Task Forces, Special Programmes, Projects and IUFRO-led Initiatives; the Executive Director as a non-voting Board member; and the Enlarged Board only to meet at the beginning and the end of the Board period.
- 2) Replacement of General Board Members by five President’s Nominees (PN) having specific tasks.
- 3) Appointment of Deputy Division Coordinators; and term of office of IUFRO officeholders.
- 4) Management Committee (MC) taking the responsibilities of the former Finance Committee or Finance Officer.
- 5) Abolishment of the Advisory Council.
- 6) Amendment of membership categories.
- 7) Quorum required for decisions of the International Council.
- 8) Split of Division 6 into two separate Divisions 6 and 9.

*Professor Don Koo Lee  
President, April 2009*

## FOREWORD OF THE PREVIOUS REVISION OF THE STATUTES

In August 2005 IUFRO’s International Council decided on several changes to the Statutes. The changes entered into force on 1 January 2006. Here are the main points included in this revision of both Statutes and Internal Regulations:

- 1) Changes in Statutes were required by the Austrian legislation after the amendment of the new Austrian legislation concerning associations (“Vereinsrecht”).
- 2) The maximum number of terms of office of Research Group and Working Party Coordinators has been changed from two to three (Art. XIV). Working Party Coordinators and Deputy Coordinators will now also be mentioned in the Statutes accordingly (Art. XIV).
- 3) The terms “Executive Secretary” and “Deputy Executive Secretary” have been changed to “Executive Director” and “Deputy Executive Director” throughout the Statutes and Internal Regulations.

*Professor Risto Seppälä  
President, August 2005*

## **FOREWORD OF THE PREVIOUS REVISION OF THE STATUTES**

In May 2003 IUFRO's International Council accepted a number of revisions and amendments to the Statutes. These changes reflect IUFRO's new strategy accepted in 2001. The main points included in the revision are as follows.

- 1) Establishment of an Advisory Council as a new organ to function as a high level interface between IUFRO and its stakeholders, and to improve the Union's financial stability.
- 2) Adding the IUFRO Headquarters representative to the IUFRO Board as a voting member.
- 3) Revision of the functions of the Executive Secretary by including the administration of the Union's financial affairs in his/her tasks.
- 4) Changing the name of Treasurer to Finance Officer whose main responsibilities include chairing the Finance Committee and maintaining the Union's financial sustainability.
- 5) Revising the Honours and Awards Article to reflect the inclusion of new Awards.

*Professor Risto Seppälä  
President, May 2003*

## **FOREWORD OF THE PREVIOUS VERSION OF THE STATUTES**

This document presents the Statutes and Internal Regulations for the International Union of Forest Research Organizations ("the Union") that were approved by the International Council at the 21st IUFRO World Congress in Kuala Lumpur, Malaysia, in August 2000. In preparing the revision of the 1990 Statutes and Internal Regulations, the Union's Executive Board bore the following principles in mind: to seek simplicity, transparency and flexibility; to minimize changes to the existing version; to maintain the numbering of that version as closely as possible; to recognize the changing perception of forestry and forest-related science; and to incorporate some suggestions of a recent external review of IUFRO's Secretariat and Special Programme for Developing Countries.

The revisions include a number of important points including:

- 1) Change in the Union's title (English version) from *Forestry* to *Forest* to reflect the widespread activity in forest related science, and to encourage membership from outside the traditional forestry sector.
- 2) Introduction of the post of Executive Secretary.
- 3) Clarification of the roles of President and Executive Secretary to maximize transparency and minimize overlap while enhancing management of the Union's business.
- 4) Reorganization of Divisions 1 and 2 and the creation of Divisions 7 and 8 to reflect the increase in activities in their topics and the complexity of the workload of their Division Coordinators (approved by the International Council in 1995).
- 5) Replacement of the titles Subject Group and Project Group with Research Group to reflect the earlier decision of the International Council and to encourage cross-disciplinary research throughout the Union.
- 6) Replacement of officer titles of Research Group Leader and Working Party Chair with Coordinator to provide consistency with Division Coordinator.
- 7) Cessation of Board membership for Members from Regions and introduction of General Members of the Board in order to achieve a more equitable representation of geography, gender, nationality and scientific discipline.
- 8) Introduction of voting by proxy in International Council business to maintain international equity, recognizing that some members are unable to attend all meetings, and to obtain a quorum of votes for major issues.
- 9) Removal of gender-specific text.
- 10) Creation of new categories of awards to enhance the recognition of high-quality scientific research.
- 11) Establishment of a Finance Committee to advise the President on a variety of fiscal management options.
- 12) Change from Swiss Francs to Euros while maintaining US Dollars as acceptable currency for payment of IUFRO membership fees.
- 13) Provision of bidding rules for aspiring hosts of IUFRO World Congresses to facilitate early preparation and equitable, transparent evaluation of their applications.
- 14) Change of focus for International Council to provide advice to the President and Board and to facilitate its work in guiding IUFRO's policy.
- 15) Addition of the category Sustaining Member for organizations or individuals providing substantial financial support to the Union toward its aims as defined in Article II.

*Professor Jeffery Burley  
President, August 2000*

# STATUTES

## ARTICLE I: *Title, Location and Scope of Action*

- 1 The title of the organization is “International Union of Forest Research Organizations”, “Union Internationale des Instituts de Recherches Forestières”, “Internationaler Verband Forstlicher Forschungsanstalten”, “Unión Internacional de Institutos de Investigación Forestal”. Its short title is IUFRO. In these Statutes, the organization is also called “the Union”.
- 2 The Union\* is a **non-profit, non-governmental scientific organization in the foreign-policy interest of the Republic of Austria within the meaning of Federal Law on the Granting of Privileges to Non-Governmental Organizations (BGBl. No. 174/1992 as amended by BGBl. I No. 160/2015. Ordinance 168. QuOV 2016)**. It is open to organizations and individuals involved in forest research and forest-related sciences. Its headquarters is located in Vienna, Austria.

## ARTICLE II: *Aims*

- 1 The aim of the Union is to promote international cooperation in scientific studies embracing the whole field of research related to forests and trees.
- 2 Its functions are exercised:
  - 2.1 By facilitating, throughout the world, exchanges of ideas among individual researchers.
  - 2.2 By creating and maintaining contacts between Member Organizations and by encouraging the establishment of common programmes of research and cooperation in their execution.
  - 2.3 By promoting the dissemination and application of research results to **potential users**, including **policy makers**.
  - 2.4 By cooperating with national and international organizations.
  - 2.5 By working towards uniformity of nomenclature and standardization in matters such as information storage and retrieval.
  - 2.6 By organizing periodic meetings which may be combined with scientific study tours.
  - 2.7 By recognizing outstanding contributions of scientists.
  - 2.8 By **expanding and fostering forest research capacity in developing and economically disadvantaged countries**.

## ARTICLE III: *Membership*

### 1 **Categories of membership**

The Union comprises two membership categories:

#### 1.1 **Member Organizations**

Forest research organizations or organizations involved in research into subjects related to forests and forest-related science which apply for membership and are accepted by the Board.

#### 1.2 **Individual Members**

There are three sub-categories of Individual Members:

##### 1.2.1 **Full Members**

These are individuals belonging to a Member Organization who are engaged, or have been engaged, in research on forests or related subjects and who wish to participate in the activities of the Union.

##### 1.2.2 **Associate Members**

These are individuals who are engaged, or have been engaged, in research on forests or related subjects and who apply for Associate Membership and are accepted by the Board.

##### 1.2.3 **Honorary Members**

Persons who have rendered particularly important service to the Union may receive Honorary Membership. The International Council approves their appointments on the recommendation of the Board.

\*For these purposes, the principles embodied in the Statutes and Rules of Procedure of the International Council for Science, ICSU, (2011) shall apply.

**2 Admission to membership**

- 2.1 Admission to membership shall be decided by the Board except for Honorary Membership which is approved by the International Council.

**3 Termination of membership**

- 3.1 A member may resign from the Union by **formally notifying the Executive Director**.
- 3.2 If a member fails to pay the subscription or membership fee for three consecutive years or fails to meet the duties of membership, the Board shall decide whether or not to terminate the membership.

~~3.3 For memberships with defined term limits, a termination is automatic.~~

- 3.3 Membership can also be terminated by decision of the Arbitration Committee.

**4 Rights of members**

- 4.1 Members shall have the right:

- 4.1.1 To participate in the Congress.
- 4.1.2 To submit proposals to the Congress through the International Council. (See also Statutes Article VI.9)
- 4.1.3 To be assisted in organizing meetings and other events under the auspices of the Union.
- 4.1.4 To receive news and publications of the Union published periodically, **including the full use of the IUFRO website, including the pages for members only**.
- ~~4.1.5 To be eligible for a discounted price of certain series published by or for IUFRO.~~
- 4.1.5 To participate in all scientific meetings organized by, or under the auspices of, the Union.
- 4.1.6 To be eligible, upon approval by the Board and the individual's employer, to serve as a IUFRO officeholder.

- 4.2 All Member Organizations of a country collectively shall have the right to send a representative to participate and vote in the International Council.

- 4.3 Delinquencies in membership payments may cause restrictions in membership rights and entitlements. (See Internal Regulations Section III.5)

- 4.4 Chapters may be formed by groups of members, with approval by the Board. (See Statutes Articles IV.2.3 and XIII.1.4/5 and Internal Regulations Section III.9)

**5 Duties of members**

- 5.1 It shall be the duty of all members to promote the activities of the Union to the best of their abilities, to observe the Statutes and decisions of each Organ (see Statutes Article IV.1) and – except for Honorary Members – to pay subscriptions or membership fees punctually.

**ARTICLE IV: Organs and Structure**

- 1 The Organs of the Union are:

- 1.1 The Congress
- 1.2 The International Council
- 1.3 The Board and Committees
- 1.4 The Management Committee
- 1.5 The President and the Vice-Presidents
- 1.6 The Executive Director

- 2 The structure of the Union comprises the following IUFRO Units:

- 2.1 Divisions
- 2.2 Research Groups and Working Parties
- 2.3 Task Forces, Special Programmes, Projects, IUFRO-led International Initiatives and Chapters, as required.

## ARTICLE V: Congress

### Function

- 1 The Congress in plenary session is the general assembly of the members of the Union. It is concerned with scientific, technical, policy and business matters, such as the election of officeholders. At any plenary session of a Congress, the President may inform the Congress of decisions of the International Council regarding the functioning of the Union, resolutions, motions, and of any other matter that he/she believes should be brought to the attention of the members. Decisions require a simple majority of votes.

### Composition

- 2 The Congress is composed of all the members as listed in Article III. In addition, the President may invite any person whom he/she believes appropriate.

### Procedure

- 3 The Congress usually meets every five years. The tasks of the Congress may also be fulfilled by the International Council.
- 4 The President of the Union or his/her designated Board member normally presides in person over plenary sessions of the Congress.

## ARTICLE VI: International Council

### Function

- 1 The International Council (IC) is responsible for:
  - 1.1 Advising the President and the Board on major issues concerning IUFRO's policy and strategy, on the basis of timely information received from the Board.
  - 1.2 Determining membership subscriptions with the advice of the Board (See also Statutes Articles VII. 2 and XV. 2.).
  - 1.3 Electing its Chair who also becomes both President of the Union and also Chair of the IUFRO Board.
  - 1.4 Electing the Vice-Chairs who also become both Vice-Presidents of the Union and Vice-Chairs of the IUFRO Board.
  - 1.5 Electing all voting members of the IUFRO Board but not the Executive Director and the IUFRO Headquarters host country representative, who are approved by the Board. The Immediate Past President is an *ex officio* voting member of the Board.
  - 1.6 Deciding the place and approximate date of the next Congress.
  - 1.7 Making recommendations to governments and national or international organizations on any business relevant to the aims of the Union.
  - 1.8 Ratifying decisions made by the IUFRO Board as required by these Statutes.
  - 1.9 Deciding on changes in the Statutes.
  - 1.10 Performing such other functions as may be conferred upon it by the Statutes.
  - 1.11 Terminating the Union.
- 2 The International Council may delegate part of its powers to the IUFRO Board for a specified period of time.

### Composition

- 3 Each country in which there is at least one Member Organization is entitled to nominate one representative and an alternate representative to the International Council, who are chosen by the Member Organizations of the Union in that country.
- 4 For designating the countries, the names of the States used by the International Council for Science, ICSU, are applied.
- 5 The creation and membership of the International Council are governed by the following rules:
  - 5.1 A new International Council is appointed after each Congress.
  - 5.2 Following each Congress, the President immediately writes to the Member Organizations of each country asking them to nominate a representative and alternate representative to the International Council, pointing out that, if no definite nomination is received, the **Member Organizations of a country** will not have representation on the International Council. **Members of the IUFRO Voting Board cannot be representatives to the IUFRO International Council.**
  - 5.3 **The Member Organizations of a country** may change or terminate **their** representation on the International Council at any time and such change becomes effective upon notification and acceptance by the President.

- 5.4 If there is doubt about a nomination, replacement or termination of representation, the President's decision is final.
- 5.5 For the purpose of establishing a majority for International Council decisions, non-represented countries will not be counted, unless they have previously granted a proxy to the President or his/her designated representative (See Statutes Article VI.11.3).
- 5.6 If the **Member Organizations of a country** do not name a representative to the International Council, the President, for the purpose of passing information and seeking advice, may presume the representative of that country to be the head of the Member Organization **having the largest number of research scientists**.

### **Procedure**

- 6 The International Council meets when a Congress is in session or at other times if the need arises.
- 7 Meetings of the International Council outside the Congress may be called by the President in his/her capacity as the Chair of the International Council. The President may call such meetings for decision-making purposes physically or by ballot using the procedures defined in the Internal Regulations. This may be upon request of the Board, at least one-third of the International Council members, or by at least one-third of the Member Organizations.
- 8 The President may also consult the International Council in writing at any time.
- 9 Every Member Organization of the Union has the right to submit any individual proposal or to appeal against an action of the organs of the Union to the International Council and have its case explained before the International Council by its national representative. Proposals and appeals of this kind should be transmitted in advance to the President of the Union who will provide for their inclusion in the agenda of the next International Council meeting.
- 10 Dates and agenda of International Council meetings will be fixed by the President who must allow at least six weeks for the notification of all members and the distribution of all materials and documentation prior to any meeting or vote.
- 11 The voting procedure of the International Council is as follows:
  - 11.1 Any modification of the Statutes that is proposed to the International Council or the termination of the Union must be adopted by a majority of two-thirds of the votes cast, provided that more than a quarter of the members of the International Council cast a vote.
  - 11.2 Decisions not affecting a change in Statutes must be supported by a simple majority of International Council members who cast votes, provided that more than a quarter of the members of the International Council cast a vote.
  - 11.3 The President may authorize an International Council Member to nominate a substitute to attend the Council session and vote for him/her provided that the name of the substitute is given in writing to the President before the session. The substitute member will count towards the quorum.
  - 11.4 Each country represented in the International Council has one vote.
  - 11.5 The Union may be terminated only at a special meeting of the International Council called exclusively for this purpose.

## **ARTICLE VII: Board**

### **Function**

- 1 The IUFRO Board is the executive organ of the Union. It takes note of the advice and recommendations of the International Council and takes any necessary action to ensure the functioning of the Union.
- 2 The Board approves the budget, the income and the expenditure of the Union and advises the International Council on appropriate rates of membership subscriptions and fees.
- 3 The Board establishes agreements that may be made with other organizations.
- 4 The Board approves the appointment of all IUFRO officeholders not elected by the International Council or Division Coordinators. (see also Art. XII.6)
- 5 The Board shall appoint one authorized independent auditor to examine and report on financial transactions of the Union.
- 6 The Board prepares for the International Council meetings and reports to the International Council.

### **Composition**

- 7 The voting Board is composed of the President, who only votes to break a tie, two Vice-Presidents, the Immediate Past President (*ex officio, i.e. by virtue of office or position*), the Division Coordinators, the IUFRO Headquarters Host Country Representative, and up to five President's Nominees (PN). President's Nominees will be selected to strive for a regional, gender and scientific balance and their tasks will be approved by the Board. Finally the Executive Director, the Chair of the Congress Organizing Committee (COC), who is nominated by the Member



Organizations of the host country of the Congress and appointed by the IUFRO Board, and the Chair of the Congress Scientific Committee (CSC) are non-voting *ex officio* Board members. Task Force Coordinators as well as Coordinators of Special Programmes, Projects and IUFRO-led International Initiatives are non-voting members of the Board. **Members of the IUFRO voting Board cannot be representatives to the IUFRO International Council.**

- 8 Members of the Board are elected to serve **in their personal capacity. With the President's agreement, they may be represented by a substitute in the Board meeting.**
- 9 The President may invite observers to participate in the meetings. In accordance with a contractual agreement, the Food and Agricultural Organization of the United Nations (FAO) has observer status on the Board.
- 10 The President, the Vice-Presidents, President's Nominees and Division Coordinators are elected by the International Council (see also Article VI. 1.5).
- 11 The period of office of all members begins on the first day after the IUFRO World Congress and ends with the last day of the next World Congress. With the exception of the President and the Vice-Presidents all members may be re-elected to a second term of office if this is necessary to ensure continuity, but no elected member may be re-elected for a third term in the same post.
- 12 If during the period between Congresses the President or a Vice-President leaves his/her office, the Board will recommend their replacement to be ratified by the International Council.
- 13 Any other Board Member who ceases, for any reason, to hold office, may be replaced by the Board. An appointed substitute will hold his/her office until the last day of the next IUFRO World Congress.

### **Procedure**

- 14 The Board normally meets whenever a Congress is in session and between Congresses, on the President's decision or on requests submitted by at least one-third of the Board's voting members, but in any case at least once a year.
- 15 Decisions require a simple majority of votes, provided that more than half of the voting members of the Board are present.
- 16 Committees can be established by the President with agreement of the Board to support the Board in its tasks and functions. Committees consist of a chair and at least two other members and may differ with regard to duration and scope:
  - 16.1 The Management Committee (MC), a permanent committee comprising the President (*chair*), Vice-Presidents, Immediate Past President, Executive Director, one of the Division Coordinators, one of the President's Nominees **and, as observers, the Chair of the Congress Organizing Committee and the Chair of the Congress Scientific Committee.** The MC acts between Board meetings and has the responsibility, *inter alia*, of identifying overall policy, assisting the Board and preparing materials for coming meetings and **Congresses, including the IUFRO World Congress, regional congresses and other major IUFRO events.** The MC oversees the finances of the Union and, excluding the President and the Executive Director, verifies the use of funds according to the aims of the Union.
  - 16.2 Other permanent committees, acting over the full Board period;
  - 16.3 Committees which need not exist for a full Board period. (See Internal Regulations Section V.7.2-3)

### **Enlarged Board**

- 17 The Enlarged Board comprises all Board Members, Deputy Division Coordinators and the Deputy Executive Director.
- 18 The Enlarged Board **normally** meets only in the beginning and at the end of the Board period.
- 19 The role of the Enlarged Board is to provide a broad base for consultation among IUFRO officeholders as defined above.
- 20 Members of the Enlarged Board who do not belong to the Board have no vote.

## **ARTICLE VIII: President**

### **Function**

- 1 The President presides over the Congress, meetings of the International Council, and the Board. When voting is tied on any issue, the President casts the deciding vote.
- 2 The President is responsible for the funds of the Union, subject to provisions of Articles VII.2 and X.7. He/she can designate the Executive Director to sign legally binding contracts subject to legal power of attorney.
- 3 Between meetings of the Congress, he/she makes any necessary decisions, as far as possible with the agreement of the Board and subject to confirmation by the International Council at the next Congress, if the Statutes so require.

- 4 The President is endowed with all other powers necessary to ensure the operation and representation of the Union.
- 5 The President is elected by the International Council and keeps it informed of important matters.
- 6 The President represents the Union vis-à-vis official bodies or third parties. General representation, without authorization to sign legally binding contracts, can be designated by the President.
- 7 The President designates one of the Vice-Presidents or another Board member to act in his/her place when necessary.
- 8 The President appoints the Executive Director. If there is a Deputy Executive Director, he/she is appointed by the President with the agreement of the Executive Director and the approval of the Board.

**Term of office**

- 9 The President's term of office begins on the first day after the IUFRO World Congress and ends with the last day of the next World Congress.
- 10 He/she is not eligible for re-election after serving a full term as President and serves the next full term as an Immediate Past President.
- 11 If for any reason the President is unable to carry out his/her duties, the Board appoints one of the two Vice-Presidents as President; if neither Vice-President is able to act, the Board appoints a President from among its Members. The International Council must ratify this appointment.

## **ARTICLE IX: Vice-Presidents**

**Function**

- 1 Vice-Presidents are responsible for the coordination and communication with the Divisions and with Task Forces, Special Programmes, Projects and IUFRO-led Initiatives respectively. One of the Vice-Presidents acts for the President if the latter is unable to serve.

**Term of office**

- 2 Vice-Presidents are elected by the International Council.
- 3 Their term of office begins on the first day after the IUFRO World Congress and ends with the last day of the next World Congress.
- 4 They are not eligible for re-election as a Vice-President if they have served a full term in their position.
- 5 If for any reason a Vice-President is unable to carry out his/her duties or if he/she has to assume the Presidency, under Article VIII.11 of the Statutes, the Board appoints an alternate Vice-President from among its Members to serve until the end of the term. The International Council must ratify this appointment.

## **ARTICLE X: Executive Director – Secretariat**

- 1 The Executive Director is appointed or removed from office by the President upon approval of the Board.
- 2 The Executive Director is responsible for the operation of the Secretariat, for carrying out the business affairs of the Union and reporting to the President. He/she may be designated by the President to represent the Union vis-à-vis official bodies and third parties.
- 3 A Deputy Executive Director may be appointed. (See also Article VIII.8)
- 4 The Deputy Executive Director can act as Executive Director if no Executive Director has been appointed or the Executive Director is not able to act.
- 5 The Executive Director or Deputy Executive Director, the latter only in the case that the Executive Director position is vacant, is authorized to sign legally binding contracts.
- 6 The Executive Director is appointed, not elected, and serves a five-year term, renewable subject to appraisal of performance by the Board.
- 7 The Union's financial affairs are administered by the Executive Director, under the responsibility of the President. The Executive Director also prepares the annual budget for the approval of the Board.
- 8 The Executive Director deposits all funds and investment securities on advice of the Management Committee, in the name and to the credit of the Union (see also Internal Regulations Section V.7.1.1.4 and V.7.1.1.6).
- 9 The accounts of the Union are prepared at the end of each calendar year. The Executive Director submits them to the Board after the accounts have been audited by one authorized independent auditor appointed by the Board.
- 10 An audited statement of the accounts is published each year in the Annual Report of the Union.

## ARTICLE XI: Divisions

### Function

- 1 The Union's field of scientific activity is spread over a number of Divisions.
- 2 The main function of Divisions is to support researchers in collaborative work and provide an organizational link among Research Groups and their associated Working Parties and also between these Groups and the Board (See Statutes Article XII).

### Composition

- 3 Each Division may have a number of Research Groups and Working Parties.

### Procedure

- 4 Each Division is led by a Division Coordinator who is a Member of the Board, and up to three Deputy Coordinators of whom **preferably two should** come from amongst the Coordinators of the Research Groups of the Division.
- 5 The number of Divisions and the broad research field of each is determined by the Board and approved by the International Council.
- 6 Each Division Coordinator represents the Research Groups in his/her Division on the Board.
- 7 Candidates for Division Coordinator will normally be proposed by the Divisions concerned and will be elected by the International Council on the recommendation of the Board.
- 8 Deputy Division Coordinators will be proposed by the Division Coordinator in consultation with **other officeholders in their Divisions** and appointed by the Board.
- 9 Division Coordinators and their Deputies **normally** hold office from the first day after the IUFRO World Congress until the last day of the next World Congress. If they have served one full term, they are eligible for only one more term in the same post; if they were appointed between Congresses to fill a vacancy they are eligible for two full terms.

## ARTICLE XII: Research Groups and Working Parties

### Functions

- 1 The scientific activity of the Union is spread over a number of Research Groups.
- 2 Any Research Group typically includes Working Parties as required to carry out specific tasks within the Research Group's programme of work.

### Composition

- 3 Each Research Group will **normally** have a Coordinator and one or more Deputy Coordinators.
- 4 Each Working Party will **normally** have a Coordinator and one or more Deputy Coordinators.
- 5 Coordinators of Research Groups or Working Parties must be from Member Organizations or be Individual Members.

### Procedure

- 6 Research Groups and Working Parties are established and terminated by the Board on the recommendation of the Divisions. The need for each Research Group and Working Party is continuously reviewed by the Division and proposals for formation, continuation, amendment or termination should be submitted to the Board by the Division Coordinator.
- 7 Research Group Coordinators are appointed by the Board after consultation with the respective Research Groups and on the recommendation of the Division Coordinator. They normally hold office until the end of the next World Congress and are normally eligible for a maximum of two full terms. **Deputy Research Group Coordinators are appointed by the Division Coordinator.**
- 8 If a Research Group Coordinator is unable to carry out his/her duties, the corresponding Division Coordinator will replace him/her by a Deputy Coordinator or another individual, after consultation with the respective Research Group and approval by the Board.
- 9 Coordinators and Deputy Coordinators of already existing Working Parties are normally elected by the Working Party members and approved by the Division Coordinators. The Coordinator and Deputy Coordinator of a newly established Working Party are appointed by the Division Coordinators. They normally hold office until the end of the next World Congress and are normally eligible for a maximum of two full terms.

### **ARTICLE XIII: Task Forces, Special Programmes, Projects, Chapters and IUFRO-led International Initiatives**

- 1 Task Forces, Special Programmes, Projects and Chapters may be established and terminated by the President, subject to Board approval.
- 1.1 The aim of IUFRO Task Forces is to **initiate or strengthen interdisciplinary** activities in specific areas. They usually also contribute to international processes and activities.
- 1.2 Special Programmes are long-term activities with the aim to improve networking, research capacities and information exchange.
- 1.3 Projects are limited-term activities with specific objectives.
- 1.4 Chapters comprise groupings of Member Organizations or Individual Members within a geographic region that seek closer collaboration within the IUFRO framework and are approved by the Board.
- 1.5 Chapters can make recommendations to the Board through any Member of the Board.
- 1.6 IUFRO-led International Initiatives are international cooperation activities of IUFRO with other interested forest organizations and/or in the framework of the Collaborative Partnership on Forests (CPF).
- 2 Coordinators of Task Forces, Special Programmes, Projects and IUFRO-led International Initiatives are non-voting members of the Board.

### **ARTICLE XIV: Awards and Recognition**

- 1 The Union will recognize selected Individual Members and Member Organizations that contribute significantly to achieving its aims or to advancing forest research.
- 2 The Board establishes awards and recognitions.
- 3 The Board decides on the presentation of awards with exception of, the Honorary Membership, which is determined by the International Council. It cooperates with the Congress Organizing Committee of the Congress host country in the case of the IUFRO World Congress Host Scientific Award.
- 4 An Honours and Awards Committee (see Internal Regulations, Section V, 7.2) prepares the decisions on awards and awardees for the Board.
- 5 The Board will also recognize non IUFRO members for awards as it finds appropriate.

### **ARTICLE XV: Subscriptions and Membership Fees**

- 1 Membership subscriptions are payable annually and are due by the end of January of each year.
- 2 The International Council decides the schedule for subscription rates after it receives the recommendations of the Board. (See Statutes Articles VI.1.2 and VII.2)
- 3 The Union may also seek and accept funds from other sources approved by the Board.

### **ARTICLE XVI: Internal Regulations**

- 1 The Internal Regulations establish the details of the application of these Statutes. In particular, they outline the arrangements that need to be adopted in order to ensure continuity of work in the various organs of the Union.
- 2 The Board is responsible for drawing up the Internal Regulations and amending them as circumstances may require, but the Internal Regulations and the amendments must always conform to the Statutes.
- 3 The Internal Regulations and any subsequent amendments are submitted to the International Council for its information.
- 4 Any question not dealt with by these Statutes or by the Internal Regulations is the responsibility of the Board with the understanding that any Member Organization of the Union may question the Board's actions to the International Council at the next scheduled session.

### **ARTICLE XVII: Arbitration Committee**

- 1 ~~The final decision in~~ All disputes arising within the Union shall ~~rest with~~ be arbitrated by an Arbitration Committee.
- 2 An Arbitration Committee shall consist of five voting members of the Board; each party in a dispute shall elect two members. All four shall agree to elect a fifth member as the Chair, who will only vote to break a tie.

- 3 In the event that members of the Board are involved in the dispute, the Arbitration Committee shall consist of five voting members of the International Council.
- 4 If no agreement can be reached on the election of the Chair, he/she shall be elected by the Board or, if the Committee consists of members of the International Council, by the International Council.
- 5 The Arbitrators shall have discretionary powers and shall make their decisions to the best of their knowledge and ability consistent with the Statutes and Internal Regulations. The Arbitration Committee shall decide by a simple majority.

### **ARTICLE XVIII: *Termination of the Union***

- 1 The voluntary termination of the Union shall be decided upon by an extraordinary International Council meeting specifically convened for this purpose. (See Statutes Article VI.11.5)
- 2 The assets of the Union shall be made available for a charitable cause (§ 34 **FTC (Federal Tax Code)** Austria), as for scientific purposes in the field of forestry, named by the International Council and the auditor shall be entrusted with the execution.
- 3 In case international cooperation in scientific studies is no longer the aim of the Union, as described in Article II, the assets shall be made available for a charitable cause according to Article XVIII.2.

### **ARTICLE XIX: *Languages and Difficulty in Interpretation***

- 1 The Statutes and Internal Regulations are published in English, French, German and Spanish, and the Board, at its discretion, may publish them in other languages. In case of difficulty of interpretation, the German version and the certified English translation of the German version are considered to be authoritative.

## INTERNAL REGULATIONS

### SECTION I: *Principles*

- 1 These Internal Regulations of the International Union of Forest Research Organizations, IUFRO, establish the details of the application of the Statutes. In accordance with Article XVI of the Statutes of the Union, the Internal Regulations are drawn up and modified by the Board as circumstances may require. They are composed of a number of Sections and Appendices as referred to in specific Sections.
- 2 The scope of action of IUFRO is laid down in the Statutes in Art. I. It is understood that the Union works on a voluntary basis.
- 3 IUFRO is a full member of ICSU, the International Council for Science, and therefore the principles embodied in the Statutes and Rules of Procedure of ICSU (2011) shall apply.

### SECTION II: *Headquarters and Address*

(Statutes Article I)

- 1 The Headquarters and postal address of the Union are those of the Secretariat.  
**International Union of Forest Research Organizations**  
**IUFRO Secretariat**  
**Marxergasse 2**  
**1030 Vienna, Austria**

### SECTION III: *Membership*

(Statutes Article III)

- 1 **Every request for admission to membership** should be addressed to the President c/o the Secretariat, who will submit it for approval to the Board, which has wide discretionary powers. The Board may also admit organizations where research into subjects related to forests and forest products is only part of their activities. Former members applying for reinstatement may be accepted by the President and approved by the Board.
  - 1.1 **Membership Application Form**  
The applicant shall fill in and sign a Membership Application Form which shall include the name of a person to be contacted on financial matters.
  - 1.2 **Membership Information Package**  
This package contains information material important for applicants, such as the Statutes, the Internal Regulations, samples of IUFRO News, the latest Annual Report and an IUFRO Brochure.
  - 1.3 **The applicant will benefit** from IUFRO's services upon payment of membership subscriptions.
- 2 **Institutes or other subdivisions of an organization may apply** for membership separately. Such members are called "Submembers". Submembers may have additional addresses for research sites; these are called "Sub-submembers". (See Section IX.2 for subscription)
- 3 All Member Organizations and Individual Members are entitled to **submit requests regarding the Union's procedure** to the President who, according to circumstances, will make a decision or present the request to the Board.
- 4 All Member Organizations and Individual Members are entitled to **submit proposals to the Congress and International Council**. (See Statutes Article III. 4.1.2 and VI.9) The procedure for handling incoming proposals is defined in Section IV, Congress, item 5.
- 5 **Non-payment of membership fees** influences the rights of members:
  - 5.1 **Non-payment over three consecutive years** may cause termination of membership. (See Statutes Art. III.3.2)



- 5.2 **Scientists from non-paying Member Organizations** cannot serve as IUFRO officeholders unless they first acquire **at least** Associate Member status. (See Statutes Article III.4.1.7, eligibility to serve as IUFRO officeholder)
- 5.3 **After one year of not paying membership subscriptions**, the member's right to vote through the International Council is suspended. (For restriction in membership rights, see Statutes Article III.4.2 and 4.3)
- 6 Member Organizations or Individual Members may **nominate persons to receive the title of Honorary Member**. Only those persons who have contributed significantly to IUFRO through long service and outstanding achievements should be nominated for this title. The nominations are considered by the Board's Honours and Awards Committee and the Board recommends candidates to the International Council for approval. Honorary membership may be terminated upon personal request. For further details, visit the IUFRO website at: <http://www.iufro.org/discover/awards/>.
- 7 **Associate Members** are Individual Members and as such they do not belong to a Member Organization. They do not vote for or nominate country representatives to the International Council.
- 8 **Continuation of benefits**  
On request and at the discretion of the Board, IUFRO News will continue to be sent to long-serving officeholders after their term of office ends.
- 9 **IUFRO Chapters:** All categories of members are entitled to form Chapters in defined geographical regions or groups of countries. A Chapter consists of Member Organizations and/or Individual Members.
- 9.1 Chapters implement the mission and aims of the Union in defined geopolitical areas (Statutes Article II). Subject to agreement of the Board, a Chapter also may focus on specified subjects or fields of regional importance. The Chair of a Chapter is nominated by its members and approved by the Board.
- 9.2 Chapters can play a role in the regionalization of the Union and should develop scientific programmes, regional meetings and collaborative agreements between members within the region.
- 9.3 The Chapter Chair reports in writing to the Board and presents a working programme for the Board's information and consideration.
- 9.4 Chapters can make recommendations to the Board through any member of the Board.
- 10 **National IUFRO Committees** can be formed by IUFRO members in a country.
- 11 **Membership fees/subscription rates** are described in detail in Section IX.

## SECTION IV: Congress

(Statutes Article V)

- 1 Member Organizations that wish to invite the Union to hold a Congress in their country are advised to make their intentions known to the Secretariat according to the **Bidding Rules** (See Appendix 3). The International Council **decides on the location for the next Congress based on a recommendation by the Board**, and makes its decision known at the Closing Session of the preceding Congress. If, at the end of a Congress, the International Council has not been able to decide on the arrangements for the next Congress, the decisions are taken by the Board.
- 2 **The Union's Congresses are directed by the President** in liaison with the **Chairs** of the Congress Organizing Committee and the **Congress Scientific Committee**, who **are** a non-voting *ex officio* member of the Board. Wide discretion is left to the President with regard to preparation, organization of sessions, scientific study tours, expenses and all other matters.
- 3 The President can request the Board to establish **special committees** in order to ensure the necessary support for the organization and the scientific programme of the Congress, **regional Congresses and other major IUFRO events**. (See Sections V.7.1.2; this refers to Statutes Article VII.16)
- 4 **The functions of the Congress** are laid down in Statutes Art. V.1. The Plenary Sessions of the Congress include the Opening Session, the Closing Session and other sessions of the Congress designated as plenary.
- 5 IUFRO Member Organizations and Individual Members are entitled to **present motions, resolutions or recommendations** for consideration by the International Council. These are to be submitted to the Secretariat six weeks before the Congress.
- 6 **Regional Congresses, with special emphasis on scientific, technical and policy questions related to forests and forestry in a particular region can be held subject to approval by the Board. They shall be organized in accordance with the Best Practice Guidelines available on the IUFRO Website.**

## SECTION V: Board

(Statutes Article VII)

- 1 **The Board's recommendations, agreements, conclusions and decisions** are based on discussions of agenda topics including reports of officeholders and Committees. *Ex officio* (i.e. by virtue of office or position) members have the right to vote, unless otherwise specified in the Statutes. Minutes of Board meetings shall be made available to all Board and Enlarged Board members.
  - 1.1 For easier and timely conduct of business, the Board may be asked by the President through the Executive Director to vote by email, fax or mail ballot on all matters not requiring a qualified majority in the Statutes.
  - 1.2 Art. VII. 15 of the Statutes requires a simple majority of votes provided that more than half of the voting members of the Board are present. As no discussion can take place in the case of vote by email, fax or mail ballot, motions must be supported by either 50% plus 1 vote based on all of the voting Board members or a simple majority of a quorum of two thirds of the voting members. Background information shall be provided to the voting members in detail through the use of an agenda paper.
- 2 **Nominations for the Board** may be made by any category of IUFRO member and must be sent to the President. The Board then makes recommendations for approval by the International Council. Nominees must be IUFRO members. **The Host Country Representative is nominated by the Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management in coordination with the Austrian Federal Ministry for Europe, Integration and Foreign Affairs and in consultation with the IUFRO Member Organizations in Austria.**
- 3 **President's Nominees** will have special tasks. Typically they will chair IUFRO Committees, such as the Publications Committee, Honours and Awards Committee.
  - 3.1 Up to five President's Nominees are elected by the International Council after recommendation by the Board. They may come from any part of the world and any forest-related research discipline. One of the objectives of their membership is to achieve on the Board a more equitable representation of geography, gender, nationality and scientific discipline than might otherwise be the case.
  - 3.2 Terms of Reference for President's Nominees are developed by the President and the two Vice-Presidents and approved by the Board.
  - 3.3 If, for any reason, a President's Nominee is unable to fill the position effectively, the President, with the agreement of the Board, selects a replacement and reports the replacement to the International Council. For replacement of Division Coordinators who are unable to work effectively, see Section VII.4.
- 4 **Members of the Board** may not at the same time serve as a Research Group or as a Working Party Coordinator or as a Division Deputy Coordinator. However, a Deputy Division Coordinator may also serve as a Research Group or Working Party Coordinator or Deputy Coordinator. (See Internal Regulations Section VIII.3)

**Members of the Voting Board may not at the same time serve as representatives to the IUFRO International Council.**
- 5 The Board may adopt new or improved administrative procedures and operational guidelines for the Secretariat or any of the Union's administrative or technical bodies.
- 6 **Functions**

The main functions of the Board are:

  - 6.1 To approve Terms of Reference for new Research Groups and Working Parties and to terminate such IUFRO Units **where appropriate.**
  - 6.2 To review periodically, and coordinate where possible, the programmes of the Research Groups.
  - 6.3 To approve nominees for Coordinator and Deputy Coordinator offices of Research Groups.
  - 6.4 To develop the scientific programme of the Congress, for which a Congress Scientific Committee may be established.
  - 6.5 To review and guide the Task Forces agreed by the Board, as well as Special Programmes, Projects and IUFRO-led International Initiatives of the Union.
  - 6.6 To assist the President and the Executive Director in the participation and activities of international processes and intergovernmental organizations.
  - 6.7 To approve position papers of the Union for international processes and intergovernmental organizations.
- 7 **Committees**

The Board conducts as much of its business as possible through committees.

  - 7.1 **Permanent Committees** carry out a major and continuing management function throughout the term of a Board. They include:



- 7.1.1 **The Management Committee** which is comprised of the President as Chair, the Vice-Presidents, the Immediate Past President and the Executive Director, one Division Coordinator and one President's Nominee appointed by the President after consultation with the Board. The Chair of the Congress Organizing Committee and the Chair of the Congress Scientific Committee are non-voting members of this committee. To assist the work of the Management Committee, the President can invite other individuals to participate in Committee activities. The Management Committee oversees the management of the Union and reports to the Board. Its main functions are, (see also Statutes Article VII. 16.1):
- 7.1.1.1 To prepare and recommend overall policy and planning to the Board.
- 7.1.1.2 On behalf of the Board, to serve in an advisory capacity to the President in the interim period between Board meetings.
- 7.1.1.3 To execute policies and management actions accepted by the Board.
- 7.1.1.4 To review periodically the financial status of the Union, to oversee the preparation of financial reports, such as income statements, balance sheets, analyses for future earnings or expenses and to summarize and forecast the Union's financial position.
- 7.1.1.5 To develop fundraising strategies for the long-term goals of the Union and to report to the Board.
- 7.1.1.6 To advise the Headquarters to deposit funds, investment securities and other valuable effects in the name and to the credit of the Union.
- 7.2. **Special Committees** are appointed by the President with approval of the Board, to carry out specific tasks at times for extended periods. They include, for example, the Nominating Committee, Honours and Awards Committee, Publications Committee, Resolutions Committee, Statutes and Internal Regulations Committee, **and operate on the basis of Terms of Reference subject to approval by the Board. The Nominating Committee is chaired by the Immediate Past President; all other Committees are chaired by a President's Nominee.**
- 7.3 **Ad hoc Committees** are appointed by the President with approval of the Board to deal with a special issue for a limited time, usually terminating with the presentation of a report to the following Board meeting.
- 8 **Task Forces, Special Programmes and Projects, and IUFRO-led International Initiatives.** In order to carry out functions of the Union that are beyond the scope or ability of any Division or Research Group, the Board may establish a Task Force, a Special Programme or a Project, or an IUFRO-led International Initiative. A Coordinator of a Task Force, a Special Programme or a Project, or an IUFRO-led International Initiative will be responsible for specific programme activities during a specified period of time (See also Statutes, Article XIII).
- 8.1 The Board approves the appointment of Task Force Coordinators. Deputy Task Force Coordinators are appointed by the respective Task Force Coordinators. A Coordinator of a Task Force will report to the Board through the Vice-President responsible for Task Force on its activities and will inform the Executive Director. **Task Forces may be established for one or more years, and will normally be terminated prior to or at the end of a five-year inter-Congress period.**
- 8.2 Special Programmes and Projects, and IUFRO-led International Initiatives are re-evaluated at the end of each IUFRO term and may be continued. Special Programmes or Projects located at the Headquarters are an integral part of the Secretariat and the Executive Director acts as their supervisor. A Coordinator of a Special Programme or Project or of an IUFRO-led International Initiative reports to the Board through the Executive Director.

## SECTION VI: *President*

(Statutes Article VIII)

- 1 In guiding the Union, the President chairs the International Council, the Board and the Management Committee, and is an *ex officio* member of all other Board Committees.
- 2 The President serves as Chair of IUFRO Congresses.
- 3 The President is responsible for liaison and relations with other international or national organizations.
- 4 The President oversees the preparation and publication of the Annual Report of IUFRO's activities.

## SECTION VII: *Divisions*

(Statutes Article XI)

- 1 There are nine Divisions, subdivided into Research Groups and Working Parties. The Terms of Reference for Division Coordinators are given in part 2 of this Section. The scope of activities for each Division is as follows:

#### **Division 1 – Silviculture**

This Division includes the study of forest and ecosystem management; stand establishment and treatment (including fertilization); agroforestry; biomass for energy; restoration of degraded sites; mountain zone and arid zone silviculture; tropical, boreal and temperate zone silviculture; and natural (extensive) and artificial (intensive) silvicultural systems.

#### **Division 2 – Physiology and Genetics**

This Division includes research on: the physiology of tree xylem, stem, canopy and roots, the tree as a whole and sexual and vegetative reproduction; breeding and genetic resources of conifers, hardwoods and tropical woody plants; mathematical and biological genetics of trees and tree populations, including molecular and cellular genetics; seed physiology and technology; and the legislation of reproductive material.

#### **Division 3 – Forest Operations Engineering and Management**

The Division's area of activity includes all aspects of forest engineering (including forest infrastructure, machinery, and operational methods in all forestry practices and in all types and ages of forests); operations in forest nurseries; operations related to silvicultural activities; operational planning, management, modelling, information systems, and control; work study, payment methods and labour productivity; ergonomics, including health and safety; operations related to small-scale forestry; harvesting and in-woods utilization of both timber and non-timber forest products; logistics; and the interface between forest operations and environmental protection, including site impacts.

#### **Division 4 – Forest Assessment, Modelling and Management**

This Division includes: studies of growth and yield (including mensuration); forest resource inventory (collection and analysis of resource data); forest management planning and managerial economics; remote sensing; management sciences of forest enterprises; statistical methods, mathematics and computer technology.

#### **Division 5 – Forest Products**

This Division includes research on the fundamental nature of wood and other forest products, and their utilization, including: their microscopic and macroscopic properties; their engineering properties and structural utilization; their protection in storage and use; and their physics, drying, conversion, and performance in use. It includes also research on the production, characteristics, and use of non-wood forest products.

#### **Division 6 – Social Aspects of Forests and Forestry**

This Division includes: forest recreation, landscape and nature conservation; forest trees and human health and well being; forest ethics; gender and forestry; urban forestry; improving education and further education in forestry.

#### **Division 7 – Forest Health**

This Division includes research on: physiological and genetic interactions between trees and harmful biotic impacts, including resistance mechanisms; biological and applied aspects of tree diseases; environment/pathogen interactions in forest decline; the biology and control of forest tree insects; and impacts of air pollution on forest trees and forest ecosystems, including diagnosis, monitoring, biology, genetics and treatment of polluted forests and other wooded lands.

#### **Division 8 – Forest Environment**

This Division includes study of forest ecosystems; site research and site classification; forest hydrology (including water quality); natural disasters and mitigation measures; forest fire prevention and control; wildlife and its habitats; biodiversity; forests and climate.

#### **Division 9 – Forest Policy and Economics**

The Division includes: information services and knowledge organization; management of forest research; forest and woodland history; forest sector analysis; social and economic aspects of forestry; forest policy and governance; forest law and environmental legislation.

## 2 Division Coordinators

The main responsibilities of a Division Coordinator are:

- 2.1 To represent the Division's Research Groups on the Board.
  - 2.2 To facilitate the establishment **and promote the activities** of Working Parties and, subject to approval by the Board, terminate when appropriate, Working Parties within the Research Groups of the Division.
  - 2.3 To coordinate the activities among Research Groups within the Division and between these Research Groups and other relevant IUFRO Units.
  - 2.4 To exercise such additional authority as may be delegated by the Board.
  - 2.5 To keep the Secretariat informed of changes in the Division structure and of officeholders.
- 3 **Each Division will have up to three Deputy Division Coordinators** appointed by the Board following a proposal by the Division Coordinator. **At least Preferably**, two out of three Deputy Division Coordinators **should** come from amongst the Research Group Coordinators and would act in the case of the Division Coordinator's absence or inability to act and perform such other functions as the Division Coordinator may assign.
- 4 If for any reason the Division Coordinator is unable to fill the position effectively the Board selects a replacement from among the Deputy Coordinators. If no Deputy Coordinator can assume those duties, the Board appoints a replacement for the Coordinator and reports to the International Council. If needed, also a Deputy Coordinator can be replaced by the Board in agreement with the Division Coordinator.
- 5 Where a Division Coordinator is unable to attend a Board meeting, a Deputy Coordinator of the Division should attend. In the case where the Deputy Coordinator becomes the Division Coordinator, a new Research Group Coordinator can be nominated.

## SECTION VIII: *Research Groups and Working Parties*

(Statutes Article XII)

- 1 The scientific Units of IUFRO **Divisions** are **Research Groups** and their **associated Working Parties**.
- 2 The Vice-President responsible for Divisions, on the recommendation of a Division Coordinator, initiates the **establishment of a new Research Group** by appointing an Interim Coordinator. The Interim Coordinator develops support of and participation in the Research Group by individual members and carries out a self-determined nomination procedure to identify a preferred candidate for the Research Group Coordinator position and up to three Deputy Coordinator positions. The Vice-President responsible for Divisions confirms the nominations on behalf of the Board.
- 3 The main **responsibilities of a Research Group Coordinator** are:
  - 3.1 To lead a Research Group in its scientific and business activities, including the coordination of the interactions among Working Parties and review of their activities to promote cooperation and avoid duplication of effort.
  - 3.2 To initiate and encourage the organization of meetings and scientific study tours of the Research Group and Working Parties between Congresses, to organize Research Group meetings during Congresses, to be responsible for the programme of these meetings, and normally to act as their Chair. The Research Group Coordinator also provides assistance to Working Parties in the organization of their meetings and other activities when needed.
  - 3.3 To suggest topics or problems to involve the Research Group.
  - 3.4 To propose the programmes of work of the IUFRO Research Group and Working Parties
  - 3.5 To prepare and distribute periodic reports of the Research Group activities.
  - 3.6 To arrange for publications related to the Research Group activities.
  - 3.7 To keep in contact with the members of the Research Group and to promote the maintenance of address lists of members of the Research Group.
  - 3.8 To exercise such additional authority as may be delegated to him/her by the Vice-President responsible for Divisions through the Division Coordinator.
  - 3.9 Research Group Coordinators maintain a close and active working relationship with the Division Coordinator and with the associated Working Parties.

- 3.10 As with all other IUFRO Units, Research Group Coordinators create and maintain the Web pages of their Units in accordance with guidelines produced by the Executive Director.
- 4 The main **responsibilities of a Working Party Coordinator** are:
- 4.1 To lead a Working Party in its scientific and business activities.
- 4.2 To initiate and organize meetings (ideally at least one meeting) of the Working Party between Congresses.
- 4.3 To prepare and distribute periodic reports of the Working Party activities.
- 4.4 To arrange for publications related to the Working Party.
- 4.5 To maintain contact with the members of the Working Party and to promote the maintenance of address lists of members of the Working Party and maintain details of members on the Unit's Web page.
- 4.6 To exercise such additional authority as may be delegated to him/her by the Division Coordinators.
- 4.7 Working Party Coordinators maintain a close and active working relationship with the Research Group Coordinators.
- 4.8 As with all other IUFRO Units, Working Party Coordinators create and maintain the Web pages of their Units in accordance with the guidelines produced by the Executive Director.
- 5 Before the terms of office of the Research Group or Working Party Coordinators and the Deputy Coordinators expire, they will arrange for the Research Group or Working Party to **nominate at least one candidate for each Research Group and Working Party position**.
- 6 Research Group and Working Party Coordinators and their Deputy Coordinators normally **hold office for the period** starting on the first day after the IUFRO World Congress and ending with the last day of the next World Congress. The Division Coordinator has the authority to terminate at any time the term of office of a Research Group or Working Party Coordinator or Deputy Coordinator if it considers this to be in the best interest of IUFRO.
- 7 **Research Group Coordinators may propose Working Parties** within each Research Group. Establishment and termination of a Working Party requires Board approval but can be done at any time. Research Group Coordinators may appoint a Coordinator and Deputy Coordinators to lead each Working Party, after receiving the approval of their Division Coordinators.

## SECTION IX: *Subscriptions and Membership Fees*

(Statutes Article XV)

- 1 **The subscription rate for Member Organizations** is based on the number of researchers engaged in research activities relevant to IUFRO. For the determination of subscriptions, the following definition of a researcher will apply:
- 1.1 Any individual who is a university graduate or has equivalent professional education, who is permanently employed to devote 10 per cent or more of his/her time to carrying out or administering some aspect of forest or forest-related research. No precise definition would suit all conditions, and individual Member Organizations may interpret the definition in the light of their own circumstances. The intention is to include all scientists and administrators engaged in research that is relevant to the programmes of IUFRO. The following categories of personnel may be excluded:
- 1.1.1 Individuals who are employed as field assistants, laboratory technicians, or technologists working under a scientist's direction.
- 1.1.2 Students pursuing advanced degrees who are not employed in research by the institution.
- 1.1.3 Other graduates who are employed temporarily (normally less than two years) as research assistants.
- 1.1.4 Teachers in university faculties who are not engaged in the conduct of research to any significant degree.
- 2 **As of January 2003, the basic annual subscription for Member Organizations** is arranged in four groups according to an adapted World Bank classification of countries. The annual membership fees may be adjusted by the Board by a percentage matching the accumulated inflation rates of the country hosting the IUFRO Headquarters (currently Austria) in case the inflation rates add up to more than 5 per cent. The International Council shall be informed accordingly. After the **adjustment in 2015, the fees are as follows: I - low income economies, 125,- Euro (EUR); II - lower middle income economies, 250,- EUR; III - upper middle income economies 375,- EUR, IV - high income economies 500,- EUR**. In addition, each Member Organization pays 125,- EUR for every 10 research workers as defined in paragraph 1. Numbers will always be rounded up to the next 10; for example, 4 would be counted as 10 and 93 would be counted as 100. Thus, the minimum subscription for any Member Organization is 250,- EUR for class I; 375,- EUR for class II; 500,- EUR for class III; and 625,- EUR for class IV.

**Submembers and sub-submembers** can be granted exemption of **payment of the annual basic subscription** by the Board, but need to pay the additional membership fee depending on the number of researchers. This fee may be made chargeable to the corresponding main Member Organization upon its agreement.

- 3 **The annual basic subscription entitles** the Member Organizations to freely access the full IUFRO Website and to receive IUFRO News, IUFRO Annual Reports, one set of the proceedings of each World Congress, and Occasional Papers. The membership benefits are published on the IUFRO Website.
- 4 The Board may vary the **manner in which the annual subscription is paid** if in any particular case the application of the normal method of payment creates undue hardships.
- 5 **The annual subscription for Associate Members** is a diversified fee according to the World Bank classification of economies. It may be adjusted by the Board by a percentage matching the accumulated inflation rates of the country hosting the IUFRO Headquarters (currently Austria) in case the inflation rates add up to more than 5 per cent. The International Council shall be informed accordingly. After the **adjustment in 2015, the fee amounts to 50,- EUR for Associate Members of low income and lower middle income economies, and to 100,- EUR for Associate Members from upper middle income and high income economies**. It entitles the member to receive IUFRO News, IUFRO Annual Reports, Congress Proceedings and Occasional Papers and to freely access the full IUFRO website.
- 6 **Honorary Members** receive IUFRO News and IUFRO Annual Reports and have access to the IUFRO website but do not pay the annual subscription.

## **SECTION X: Languages**

(Statutes Article XIX)

- 1 **The working language of the Union is English. Essential membership and information material will be provided in French, Spanish and German or other languages where deemed necessary.**
- 2 **The Annual Report will be published in English. Summaries of the Annual Report can be published in the other languages with assistance of IUFRO Member Organizations.**
- 3 Meetings of Divisions, Research Groups or Working Parties may be conducted in any language.

## **SECTION XI: International Council**

(Statutes Article VI)

- 1 **The International Council continues between Congresses** and receives information from as well as provides advice to the President, as requested.
  - 1.1 The officially nominated representative of each country after a Congress, the International Council member, is presumed to represent **the Member Organizations** of that country during the office period until after the following Congress or until a different representative is named.
  - 1.2 If IUFRO Member Organizations of a country do not name a representative to the International Council, the President, for the purpose of passing on information and seeking advice, may presume the representative of that country to be the head of the Member Organization with the largest number of research workers announced when paying the membership fee. Length of membership is a secondary criterion.
  - 1.3 The President regularly informs the International Council members about business transacted by the Board and the activities of IUFRO.
  - 1.4 The International Council will be asked to vote or give advice on a variety of issues during the five-year term. The President may convene extraordinary International Council meetings between Congresses, either physically or electronically or by mail.
  - 1.5 Proxy votes for the International Council are allowed when the issues are submitted in advance to the absent voter, and the voter submits his/her vote (pro or con for each issue) in advance. A form, while not mandatory, is available from the Secretariat or from the IUFRO website. By means of the form or by letter, fax or e-mail, the absent voter submits his/her proxy to the President with a copy to the Secretariat.

## **SECTION XII: Awards and Recognition**

(Statutes Article XIV and Appendix 4)

- 1 At each Congress up to 10 IUFRO **Scientific Achievement Awards (SAA)**, up to 9 **Outstanding Doctoral Research Awards (ODRA)**, and a number of **Best Poster Awards (BPA)** are presented to recognize distinguished scientific achievement within fields covered by IUFRO. The awards are approved by the Board.
- 2 IUFRO **World Congress Host Scientific Award**. The award presented by the Head(s) of State or other high level representative(s) of the host country/countries at the Opening Ceremony of an IUFRO Congress, is targeted to award one or more pre-eminent forest scientists of contemporary times in the Congress host country/countries. Nominations are proposed by the IUFRO Congress Organizing Committee (COC) and need approval by the IUFRO Board.
- 3 The IUFRO **Student Award for Excellence in Forest Science (ISA)** shall recognize outstanding individual achievements in forest science made by **Masters degree students (or equivalent)** and encourage their further work within the fields of research covered by the Union. The awards are approved by the Board **and one award per IUFRO Division** may be presented at **IUFRO World Congresses**.
- 4 The IUFRO **Distinguished Service Award (DSA)** is presented to recognize those whose work has substantially furthered the aims of IUFRO. The awards are approved by the Board. The Distinguished Service Award may be presented **at any appropriate event other than the Congress**.
- 5 IUFRO **Certificates of Appreciation (CoA)**, decided on discretion of and signed by the President, may be awarded to express appreciation for a variety of activities in support of IUFRO.
- 6 **The IUFRO Special Recognition Award (SRA)** is presented to recognize those whose work has significantly contributed to the furthering of one or more of the institutional goals and objectives of IUFRO's strategy. The awards are targeted at individuals and partners from outside IUFRO.
- 6 **Other awards** may be established by the Board. (See Section III, item 6, for Honorary Members)
- 7 All awards conferred in a given year will be **published in the Annual Report**.

### **SECTION XIII: Secretariat and Executive Director**

(Statutes Article X)

- 1 The Secretariat of IUFRO shall be at a place to be decided by the International Council **after the recommendation by the Board** (at present it is in Vienna, Austria).
- 2 **The duties of the IUFRO Executive Director**, under the direction of the President, are laid down in detail in a contract and include:
  - 2.1 To manage the Secretariat including financial affairs and maintaining the accounts and to supervise the Special Programmes and Projects located at the Headquarters.
  - 2.2 To prepare the annual budget of the Union, present it to the Management Committee and seek the approval of the Board.
  - 2.3 To implement the budget in accordance with the directions provided by the Board.
  - 2.4 To maintain records on accounts and bookkeeping to be preserved for a period of 7 years in accordance with the applicable financial law.
  - 2.5 To conduct business affairs of IUFRO, delegated by the Board and its Committees in agreement with the President.
  - 2.6 To keep records of all members and officeholders.
  - 2.7 To prepare and distribute reports, brochures, newsletters, and other documents as directed by the Board and its Committees in agreement with the President.
  - 2.8 To maintain lists and files of documents connected with IUFRO.
  - 2.9 To make available upon request certain IUFRO publications.
  - 2.10 To maintain archives and historical records of IUFRO.
  - 2.11 To provide administrative and management support for the President, Vice-Presidents and Division Coordinators, and general support to the Board, such as preparing International Council, Board and Committee meetings, providing minutes and similar tasks.
  - 2.12 To provide support to Task Forces, Special Programmes, Projects and IUFRO-led International Initiatives.
  - 2.13 To maintain communication and coordination with other appropriate international agencies.
  - 2.14 To provide support in the preparation of the Congress and specified meetings.

- 2.15 To maintain and enhance the collection of archival records of IUFRO (through modern technological methods).
  - 2.16 To keep the President informed of relevant information concerning the Union.
  - 2.17 To develop the use of information technology to support all IUFRO's work and to maintain an Internet website and related databases.
  - 2.18 To maintain contact with IUFRO Member Organizations.
  - 2.19 The Executive Director is an *ex officio* member of the Board and all Committees. If no Executive Director has been appointed or he/she is not able to act, the Deputy Executive Director acts in place of the Executive Director.
- 3 The Executive Director, or the Deputy Executive Director in the case mentioned above under 2.19, has the **power of signature**. (See Statutes Art.X.2 and X.5)

## **SECTION XIV: Cooperation**

(Statutes Article II)

- 1 Members of the Board seek opportunities for agreements for cooperation between IUFRO, its Divisions and Research Groups, and other organizations.
  - 1.1 Agreements may take a variety of forms and the terms are subject to approval by the Board.
- 2 Periodically the Board will review the need for continuation or revision of existing cooperative agreements.