

RULES
of
The International Association of Hydrogeologists

(adopted on the 30th day of November 2000;
amended on the 9th day of September 2001, 25th day of May 2002, 20th day of September 2007, and
15th day of September 2015)

1. STATUS AND INTERPRETATION

- 1.1 These Rules have been adopted in accordance with the Articles of Association of the International Association of Hydrogeologists (“the Association”) and may only be altered, added to or repealed by the Council of the Association or by the Association in general meeting.
- 1.2 Every member of the Association shall be subject to the Rules for the time being in force.
- 1.3 Save where specifically defined therein or where the context otherwise requires, words and phrases defined in the Articles of Association shall have the same meaning herein.
- 1.4 The Council shall have the sole authority for the interpretation of these Rules and the resolution of disputes concerning these Rules.

2. MEMBERSHIP

- 2.1 Subject to Article 2 of the Articles of Association persons or organisations may be admitted to membership of the Association in the following categories:
 - 2.1.1 individual members;
 - 2.1.2 individual life members;
 - 2.1.3 corporate;
 - 2.1.4 honorary;
 - 2.1.5 associate;
 - 2.1.6 student;
 - 2.1.7 retired.

The Association’s Secretariat will approve applications for membership in these categories on behalf of the Council in accordance with Article 2(1) of the Articles of Association.

- 2.2 Individual, corporate and student members must pay annually such membership fees as shall be determined by the Council from time to time in accordance with these Rules. The Council shall similarly determine the benefit accruing to each class of membership, which will be detailed and explained as necessary in appropriate Association publications.

- 2.3 Individual members may be persons engaged directly or indirectly in research on, study or management of water within the field of hydrogeology or related sciences. Individual members may opt to be “on-line” members and receive all their membership benefits by electronic means which may lead to a reduction in the membership fee paid.
- 2.4 Corporate membership is open to any organisation engaged in research on, study or management of water and the environment including consultancy firms, equipment manufacturers, well drilling companies and other service providers. The annual fees and benefits due for corporate membership shall be determined by the Council. Corporate members may opt to become Corporate Sponsors and pay an additional sum as approved by the Council in support of the aims and/or the charitable objectives of the Association and receive additional benefits.
- 2.5 Honorary members, proposed by the Council on grounds of long and exceptional service to the Association may be elected by members voting at a general meeting of the Association. Honorary members are not required to pay membership fees.
- 2.6 Life members are those members who make a single payment twenty times that of an individual member’s annual membership fee; thereafter, life members are not required to pay further membership fees.
- 2.7 Members of IAH who are no longer professionally engaged in hydrogeology may opt for retired membership for which a reduced fee is payable. Retired members only receive IAH News, other occasional mailings and discounts on IAH books.
- 2.8 Persons who are members of national associations recognised under Rule 6.10 as being the National Chapter of IAH, but who do not pay the appropriate membership fee for full membership of IAH, are entitled to be recognised as Associate Members of IAH.
- 2.9 The number of Associate Members recognised by a National Chapter shall be reported each year in the Chapter’s annual report. Associate Members shall be entitled to discount registrations at conferences which are offered to full IAH members but not to discounts on publications.
- 2.10 Associate Members may not vote in Association elections and will not be listed in the register of members. Associate Membership is not available on an individual basis but only through a recognised National Chapter.
- 2.11 No fee is paid to IAH in respect of Associate Membership, except for any agreed service administration charges.
- 2.12 If recognition of a national association as the National Chapter of IAH is withdrawn under Rule 6.10, then the rights to Associate Membership are also withdrawn.
- 2.13 Student membership is open to bona fide students undergoing full-time education in a water-related subject at a recognised university or similar educational institution. It is available on receipt of evidence of full-time student status.
- 2.14 Prospective members must complete an application form and submit it to:
 - (a) The Treasurer or Secretary of the National Committee for the country of the applicant or:
 - (b) The Secretariat of the Association.

- 2.15 Membership (individual student or corporate) of the Association may be terminated if the appropriate annual fees are not paid by the due date as set by the Executive Committee.
- 2.16 Members shall notify promptly any change of their address to the person or officer to whom they normally pay their fees.
- 2.17 Written notice of intention to resign from membership must be given before the end of the year for which the member's fee has been paid.

3. ANNUAL GENERAL MEETING (GENERAL ASSEMBLY)

- 3.1 In accordance with Article 3, an Annual General Meeting of the Association will be held each year. All members have the right to attend the meeting and to take part in discussions.
- 3.2 Subject to the Articles of Association the Annual General Meeting shall, as appropriate:
 - (a) receive and consider reports from officers, chairmen of committees, Regional Vice Presidents, commissions or groups established by the Association in general meeting or the Council, or from persons to whom special tasks have been entrusted;
 - (b) approve changes or reject proposed amendments to the Memorandum or Articles of Association or the Rules;
 - (c) elect officers, members of the Council and honorary members;
 - (d) appoint advisors and employees;
 - (e) determine in accordance with the recommendations of the Council, the membership fees;
 - (f) conduct any other business, including plans for the future.

4. COUNCIL

- 4.1 The Council of the Association shall be comprised of the following office holders:

President

8 regional Vice Presidents:

- (a) North America
- (b) Latin America and the Caribbean
- (c) Western Europe
- (d) Eastern Europe and Central Asia
- (e) Asia
- (f) Australasia and the Pacific
- (g) Sub-Saharan Africa
- (h) Middle East and North Africa

Secretary-General

Vice President Finance & Membership¹

Vice President Programme and Science Coordination

- 4.2 All members of the Council shall be elected at every fourth Annual General Meeting, as provided in the Articles of Association.
- 4.3 Members of IAH may submit proposals for membership of the Council and Officers of the Association; these must have the consent of the person or persons named and be sent to the Secretary-General at least six months before the General Meeting.
- 4.4 The immediate past President of the Association shall also be an (unelected) *ex officio* member of the Council.
- 4.5 Council may appoint advisors for such purposes as Council determines, such as management of publications and to provide coordination of IAH activity in a sub region.
- 4.6 Council will from time to time agree terms of reference for the various positions on Council which will define the roles and the expectation of the service they carry out for the Association.
- 4.7 The work of the Council and the Executive Committee is supported by a Secretariat which carries out the central administrative duties of the Association in relation to membership, finance, communications, governance and other tasks as required. The Secretariat is led by the Executive Manager who performs the role of Secretary of the Association in accordance with Article 46.

5. EXECUTIVE COMMITTEE

- 5.1 The Executive Committee constituted in accordance with Article 28 of the Association shall operate according to the following rules:
 - a) Meetings of the Executive Committee shall be convened by the President; its business may be conducted by written communication;
 - b) Each appointed member of the Executive Committee has one vote; decisions are reached by simple majority. In the event of a tie, the President has the casting vote.
- 5.2 The Executive Committee shall:
 - a) Co-ordinate the work of Commissions, Networks and National Chapters who wish to participate in the scientific programme of the Association;
 - b) Review and approve reports for presentation to the Council;
 - c) Inspect and approve the accounts, budgets and estimates prepared by the Secretariat in conjunction with the Vice President for Finance and Membership.
 - d) Submit to the Council recommendations for the future activities of the Association;
 - e) Conduct any other relevant business entrusted to it by the Council.

¹ The Vice President for Finance and Membership performs the role of Treasurer defined by the Articles of the Association

6. NATIONAL ADMINISTRATION

- 6.1 The Association encourages the formation of National Chapters of its individual members to facilitate administration, promote contacts and co-operation, undertake relevant studies of local or regional interest and organise national or regional scientific and technical meetings, training courses or field visits.
- 6.2 The Association also encourages regional collaboration between neighbouring chapters and between individual members within regions.
- 6.3 National Chapters are voluntary associations of two or more members. When their membership exceeds approximately ten, chapters must elect or appoint, at intervals of not more than five years, a smaller number of representatives to form National Committees which will conduct affairs on behalf of the whole chapter. National Committees must appoint at least two officers (chairman and secretary/treasurer) if finances are to be handled.
- 6.4 National Chapters and Committees operate within the framework provided by these Rules, but may make further rules to suit local conditions. Such local rules must have the approval of the Council and shall not contravene the Articles of Association or the Rules of the Association.
- 6.5 National Committees must send a brief annual report in respect of their chapter's activities for the calendar year concerned to the Secretariat by such date as the Council shall from time to time fix as the due date for the submission of such reports. Annual reports should include a short financial summary statement reflecting the chapter's activities in the prescribed format.
- 6.6 National Committees may recruit new members in accordance with Rule 2. Subject to Council approval, which may later be rescinded at the Council's discretion, National Committees may also collect fees from their members.
- 6.7 Each National Committee which has been authorized by the Council to collect membership fees must operate an appropriate bank account in the chapter's name to facilitate fee collection, transfer and reporting. The Committee must also send each year, through their treasurer, all membership fees (subject to Rule 6.8 below) collected for the calendar year concerned, together with a fee statement and list of names and addresses for all members who have paid, to the Association's Secretariat. The Executive Committee may, with reasonable notice to National Committees, make and amend administrative procedures for the transfer of funds.
- 6.8 National Committees may retain or receive 10% of membership fees to meet expenses and commitments properly incurred in furtherance of the objects of the Association. Committees authorised to collect membership fees must send the remaining 90% to the Secretariat in accordance with Rule 6.7.
- 6.9 National Chapters and Committees are solely responsible for settling their own debts (including the payment of membership fees to the Association). The Association takes no responsibility whatsoever for financial debts incurred by National Chapters or Committees unless a previous written commitment or guarantee against loss has been made or given by the Association.
- 6.10 The Council of IAH may recognise an independent national association as the National Chapter of IAH, providing that the aims and objectives of the national association are compatible with those of IAH. A nominated member of the governing body of the national association, who shall be a member of IAH, shall be the recognised representative of IAH on the governing body and the official correspondent with IAH. The Council may rescind its recognition if they consider that the best interests of IAH are not being met.

- 6.11 In addition to recognising national associations as IAH National Chapters, regional associations with common goals can be recognised as Associated Organisations with which IAH agrees to co-operate. Such co-operation may be formally endorsed through a Memorandum of Understanding.

7. COMMISSIONS, NETWORKS, WORKING GROUPS AND PANELS

- 7.1 Commissions, Networks and Working Groups (including Panels) undertake a range of activities in pursuance of the objects of the Association:

7.1.1 Commissions are standing bodies established to provide focus in specific topic areas. They are expected to run regular group meetings, organise technical sessions at conferences, host specialist, stand-alone meetings or symposia and maintain a website. They are also expected to disseminate knowledge and research findings in the form of research publications, educational materials and training workshops. Commissions will generally advise the Council on all scientific and other relevant matters within their sphere of competence.

7.1.2 Networks are standing bodies established to provide focus in specific topic areas but, unlike Commissions, are primarily designed to stimulate interaction between groundwater scientists, and sometimes the broader community, in areas of common interest. Networks are expected to organise technical sessions at conferences, exchange and disseminate knowledge, maintain a website and contribute to the Association's educational objectives. However, while Networks are also encouraged to engage in the full range of activities expected of Commissions, they are not obliged to do so. Networks will generally advise the Council on all scientific and other relevant matters within their sphere of competence.

7.1.3 Working Groups are project or task-orientated teams with well-defined membership, objectives, programmes and timeframes. They may function in conjunction with Commissions and Networks or independently, if appropriate. The term "Panel" is applied to working groups assembled for the sole purpose of soliciting information and/or providing comment or opinion on a particular topic of interest or concern to the Association.

- 7.2 Establishment and tenure of Commissions, Networks and Working Groups (including Panels):

7.2.1 While ultimate responsibility for the initiation, operation or disbandment of Commissions, Networks and Working Groups rests with the Council, the programme of scientific and related activities undertaken by the Association through its Commissions, Networks and Working Groups is the responsibility of the Vice President for Science and Programme Coordination. The Vice President for Science and Programme Coordination oversees the work of Commissions, Networks and Working Groups, assesses new proposals and generally advises the Council on all matters pertaining to the programmes, work, publications and budgetary implications of the Commissions, Networks and Working Groups.

7.2.2 Commissions and Networks are established by Council following a recommendation by the Vice President for Science and Programme Coordination. Commissions and Networks receive an operational licence of either 4 or 6 years which is renewable subject to satisfactory performance.

- 7.2.3 Proposals for new Commissions and Networks may be made by any member of the Association, at any time, by applying to the Vice President for Programme and Science Co-ordination. The Vice President for Programme and Science Co-ordination will ensure that the proposal is appropriately reviewed and will advise the Council on the outcome of the review.
- 7.2.4 All Commissions, Networks and Working Groups are obliged to report to the Council annually on their activities during the previous calendar year. This report must be delivered to the Executive Manager by March 1st. An account of any Association funds expended during that year must be included, as well as a budget for the following year together with indications of how these costs are to be met. Working Groups operating within Commissions or Networks may report to the Council via the annual report of their respective Commission or Network.
- 7.2.5 The performance of a Commission or Network will be assessed through its annual reports and more detailed reviews undertaken during the period of licence. These reviews will be conducted by the Vice President for Programme and Science Co-ordination, with assistance as necessary. The first of the reviews will normally take place close to the mid-term of the licencing period. The second review will be carried out in the final year of the licensing period and will take place only if Commissions or Networks are seeking to renew their operating licence.
- 7.2.6 Commissions and Networks that no longer adequately serve the needs of the Association will be disbanded. Procedurally, this will occur either naturally following expiry of an operating licence, or as a result of a licence renewal application being rejected by Council. In extraordinary circumstances (e.g. a prolonged lack of communication with the Vice President for Programme and Science or, perhaps, due to formal request from Commission or Network officers), Council, with appropriate regard to the opinions of the Vice President for Programme and Science, reserves the right to disband Commissions and Networks at any time.
- 7.2.7 Working Groups (including Panels) may be established at any time, either by Council or by Networks and Commissions. Working Groups established by Networks and Commissions do not require Council approval unless they require funding support to perform their duties. In such cases, applications for the establishment of a Working Groups should be made, in the first instance, to the Vice President for Science and Programme Coordination.

7.3 Membership Structure of Commissions, Networks and Working Groups (including Panels):

- 7.3.1 Commissions will be organised with a minimum of three officers - a Chair and two Co-Chairs, all of whom must be elected to their positions by Commission members. Networks will be run by a minimum of three officers - a Director and two Co-Directors. These Directors will be appointed either by election or by informal agreement amongst active members. All officers of IAH Networks and Commissions must be members of IAH. Recognising that the formal appointment of officers will not be possible until Networks and Commissions have been approved by Council and are actively running, it is accepted that there will be a need to appoint "caretaker" officers until such time that elections can be held or agreements made.
- 7.3.2 Membership of Commissions and Networks is open to all members of IAH and membership should not be unreasonably denied. While membership of Commissions and Networks is not restricted to IAH members, there is a requirement for Commission or Network members who are actively engaged as groundwater scientists to be registered

members of IAH. Chairs of Working Groups (including Panels) must be members of IAH.

8. AWARDS

- 8.1 The Association will from time to time create awards for outstanding technical contributions, service or other appropriate attributes that enhance hydrogeological sciences.
- 8.2 An award may be abolished by the Council following a recommendation from the Executive Committee if it is deemed to be no longer relevant or in the interests of the Association for the award to continue.