

1 **INTERNATIONAL UNION FOR THE STUDY OF SOCIAL INSECTS**

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CONSTITUTION AND BYLAWS

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CONSTITUTION

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10 First adopted London 1973; amended Wageningen 1977; Bangalore 1990; Copenhagen 2010

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13 Article 1. NAME AND LEGAL STATUS

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15 The Society is called "The International Union for the Study of Social Insects" and is
16 incorporated under the laws of France. Henceforth the Society will be referred to as "the Union".

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19 Article 2. MISSION STATEMENT

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21 The purpose of the Union is to promote and encourage the study of social insects and other social
22 organisms in the broadest sense. Both research and the dissemination of knowledge about social
23 insects and other social organisms through publications, educational programs, and activities are
24 encouraged. The Union further pursues these objectives via the organization of Congresses and
25 Symposia, publication of the journal *Insectes Sociaux*, and recognition of distinguished service
26 with awards.

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29 Article 3. SECTIONS

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31 The Union is composed of Sections, which are established on the basis of geographical contiguity
32 for the purposes of: stimulating interest in social insects and other social organisms; holding
33 meetings to present and discuss results of ongoing research; or other relevant activities. Sections
34 shall be governed by their own Constitution and Bylaws except as provided otherwise in the
35 Constitution and Bylaws of the Union. Sections must have at least/a minimum of 15 members
36 and their Constitution and Bylaws must be approved by the General Assembly upon
37 recommendation from the International Committee, in order to be officially recognized by the
38 Union. A Section which falls below 15 members has, or reverts to, probationary status and is not
39 entitled to voting representatives in the International Committee. Sections may remain on
40 probation indefinitely, but must report to the Union every four years on efforts to increase
41 membership. Sections have a President, who is the official liaison to the Union, and may elect
42 additional Officers.

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45 Article 4. JOURNAL

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47 The Society owns the journal *Insectes Sociaux*, henceforth referred to as “the Journal”.

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50 Article 5. MEMBERSHIP

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52 Membership in the Union is through membership in a Section and all Union members must
53 therefore be affiliated with a Section. Membership is open to all persons interested in social
54 insects or other social organisms, although Sections are free to establish additional criteria. The
55 Union and Sections have both regular and student members; Sections are free to set additional
56 categories as needed. The Union may elect exceptionally distinguished senior scholars as
57 Honorary Members during a Congress.

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60 Article 6. MEETINGS

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62 The Union meets every four years at an International Congress. Additional meetings are
63 organized by Sections, either separately or jointly. A quadrennial Congress is the responsibility
64 of one of the Sections; the Secretary-General will solicit bids to host the next Congress from
65 Sections 2 months prior to a Congress, which should include information on the Congress venue,
66 and names of the proposed Congress Organizer and Congress Treasurer. The Secretary-General
67 will present nominations to the International Committee and the General Assembly, which will
68 choose the final venue for the next Congress. Business of the Congress includes Plenary
69 Addresses, Symposia, Contributed Papers and Posters, as well as other scientific presentations.
70 Meetings of the International Committee, the General Assembly and the Editorial Board of the
71 Journal are also held during each Congress. The Congress Organizing Committee is responsible
72 for setting the scientific, social and meeting program. The Congress Organizer becomes President
73 of the Union.

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76 Article 7. OFFICERS

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78 The Officers of the Union are the President and Congress Organizer, the Secretary-General, the
79 Congress Treasurer, the Editor-in-Chief of *Insectes Sociaux*, the Archivist, and the Web Master.
80 Officers are nominated by the International Committee and approved by the General Assembly at
81 the quadrennial Congress. All Officers except the President/ Congress Organizer and Congress
82 Treasurer can have their terms renewed. One person may only hold one office at one time.

83

84 The President, Secretary-General, and Editor-in-Chief of *Insectes Sociaux* form the Union’s
85 Executive Committee, which is responsible for conducting Union business that cannot await the
86 next Congress, in consultation with Section Presidents. Temporary vacancies in any of the Union
87 Offices will be filled by the Executive Committee until such time as the International Committee
88 can convene.

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91 Article 8. THE INTERNATIONAL COMMITTEE

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93 The International Committee is composed of the Officers of the Union and of representatives
94 from each Section in good standing: one representative for each Section of up to 30 members,
95 two representatives for each Section of 31-60 members, and so on. The International Committee
96 convenes quadrennially at the Congress to approve reports by officers and motions that are to be
97 brought to the General Assembly. The International Committee will, subject to approval by the
98 General Assembly, appoint a Finance Sub-Committee of three Union members to review, and
99 approve the reports of the Secretary General and the previous Congress Treasurer.

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102 Article 9. THE GENERAL ASSEMBLY

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104 The final authority for the business and administration of the Union lies with the General
105 Assembly, composed of members of the Sections, which will normally meet during the
106 International Congress held every four years. The General Assembly votes on the
107 recommendations of the International Committee and ratifies or rejects these by simple majority
108 vote. The Agenda for a General Assembly meeting includes reports by the Editor-in-Chief on the
109 state of the Journal and the Secretary-General on financial, political and administrative business
110 of the Union. With the approval of the Financial Sub-Committee and the General Assembly, the
111 Officers are relieved of their personal responsibility for the finances of the Union for the past
112 accounting period of four years. The location of the next Congress will be determined by the
113 General Assembly in the light of the recommendations of the International Committee. When
114 there are competing nominations for the same Congress, the General Assembly will decide on the
115 next venue by simple majority vote; selecting the venue thereby denotes election of the President
116 and Congress Treasurer.

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119 Article 10. AFFILIATION

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121 The Union is a member of the International Union of Biological Sciences.

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124 Article 11. FINANCIAL OBLIGATIONS

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126 Neither the International Committee nor any officer of the Union may make any loans or contract
127 any debts in the name of the Union without the approval of the General Assembly. The
128 Quadrennial Congress is expected to be financially self-sufficient, and the Union is not
129 responsible for debts incurred by Congress organizers.

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132 Article 12. FISCAL YEAR AND TENURE OF OFFICE

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134 The Secretary-General maintains records for the Union, including membership files for each
135 section, official correspondence, and contracts. The Secretary-General also keeps the accounts of
136 the Union on an annual basis from 1 January to 31 December, and reports annually to the
137 membership as a special publication in *Insectes Sociaux*. The formal report of the Secretary-

138 General to the International Committee and General Assembly consists of a statement for the last
139 four calendar years and an interim report for the current year. The Secretary-General arranges for
140 the accounts to be reviewed and approved three months before the next Congress by the Finance
141 SubCommittee of the International Committee. The terms of all Officers begin at the end of a
142 quadrennial Congress.

143

144 Article 13. CHANGES TO THE CONSTITUTION

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146 Any member can propose a change to the Constitution. Requested changes must be submitted in
147 writing to the Secretary-General, who then submits them to Sections no later than six months
148 before a Quadrennial Congress. During a Congress, proposed changes will first be acted upon by
149 the International Committee, and any changes so approved by a simply majority will be taken to
150 the General Assembly. Final adoption requires a 2/3 positive vote by members attending the
151 General Assembly.

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BYLAWS

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First adopted Copenhagen 2010

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159 Article 1. SECTIONS

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161 Sections conduct most of the Union's business locally, and therefore represent the fundamental
162 basis for the Union's existence. Sections conduct meetings, and may publish proceedings, give
163 awards, or otherwise support the work of their members. Every year sections should provide
164 Union fees and membership lists, and notify the Secretary-General of any change in Section
165 Officer positions. Sections communicate with their members concerning Union business.

166

167 Sections in good standing include: Australasian, Bolivarian, Central European, French, Italian,
168 Japanese, North American, and Northwest European. Sections on probation include Brazilian,
169 Mexican, Chinese, Indian, Russian, and African.

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172 Article 2. FINANCES

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174 The Union receives income from publishing its Journal *Insectes Sociaux*. The Secretary-General
175 also collects fees from sections based upon their membership lists. The Secretary-General will
176 receive all income and manage the day-to-day fiscal affairs for the Union.

177

178 The International Committee will appoint, subject to approval by the General Assembly, a
179 Finance SubCommittee. This SubCommittee, with three Union members from three different
180 sections, oversees the financial health of the Union. It reviews accounts submitted by the
181 Secretary-General annually, and must approve the annual financial statement for the Union. The
182 Finance SubCommittee also develops policies for collection of fees from sections and for
183 disbursement of Union funds. The Secretary-General and President serve *ex officio* on this

184 committee. The Finance SubCommittee is responsible for preparing the annual budget for the
185 Union, and for making decisions about expenditures. The Finance SubCommittee also reviews
186 the final accounts from the previous Congress Treasurer in preparation for an upcoming
187 Congress.
188

189 Subscription rates to *Insectes Sociaux* for individuals are negotiated annually with the Publisher
190 by the Executive Committee.

191

192 Article 3. PUBLICATIONS

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194 The Society supports the Journal through a contract with a Publisher. The Journal Editor-in-Chief
195 is appointed by the International Committee, subject to approval by the General Assembly. The
196 Editor-in-Chief is assisted by an editorial board, whose members are proposed by the Editor-in-
197 Chief to the International Committee for a renewable term of 4 years, and approved by the
198 General Assembly. The Editor-in-Chief will serve a four-year renewable term of office and may
199 be assisted by regional or topical Associate Editors that also serve renewable terms after approval
200 by the International Committee and the General Assembly. Every effort will be made to have an
201 Editorial Board that represents all Sections and is diverse. Temporary vacancies on the Editorial
202 Board are filled by the Editor-in-Chief in consultation with the Associate Editors. Library and
203 consortia subscriptions to the Journal are determined by the Publisher in consultation with the
204 Executive Committee.

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207 Article 4. DUTIES OF OFFICERS

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209 The President addresses the Society at its quadrennial Congress and presides over meetings of the
210 International Committee and the General Assembly, which meets to hear and vote upon
211 recommendations from the International Committee. The President is responsible for organizing
212 the quadrennial Congress at the end of her/his term of office and for appointing committees to
213 assist in the organization of the Congress, in consultation with and participation of his/her
214 Section.

215

216 The Secretary-General is responsible for the administration, management and operation of the
217 Union in accordance with the existing Constitution and Bylaws. Policies are first formulated by
218 the International Committee and then approved by the General Assembly. Annually, the
219 Secretary-General provides to the Executive Committee, Finance Subcommittee, and Sections a
220 fiscal report from the previous year and a proposed budget for the current year. The Secretary-
221 General submits a formal report for approval by the International Committee three months prior
222 to the quadrennial Congress, summarizing the current status of the Union's finances, as well as
223 any political and administrative business. The Secretary-General is authorized to make
224 expenditures up to 1000 USD/Euros (whichever is more valuable) for the Union. Larger, non-
225 budgeted Union expenditures must be co-signed with the President and approved by the Finance
226 Subcommittee. Expenses related to the Congress are the responsibility of the President and
227 Congress Treasurer.

228

229 The Secretary-General reports annually to the membership via a note in the Journal, keeps the
230 records of the Union, checks the list of members in good standing, and regularly communicates
231 with Sections. In addition, the Secretary-General prepares agendas for meetings of the
232 International Committee and General Assembly, and prepares the minutes afterwards.

233

234 The Congress Treasurer is responsible for the finances of the Congress and submits, on behalf of
235 the President and the Organizing Committee, a financial report to the Executive Committee and
236 Finance Subcommittee within six months after the Congress.

237

238 The Editor-in-Chief, in consultation with Associate Editors and the Editorial Board, is
239 responsible for attracting papers of the best possible quality and for having the submitted papers
240 reviewed. The Editor-in-Chief has the ultimate authority to decide which papers should be
241 published. The Editor-in-Chief prepares an annual report to the Secretary-General and the
242 International Committee on the Journal's business, copies of which are sent to all Sections. The
243 Editor-in-Chief prepares a formal report to the Executive Committee three months before a
244 Congress. This report is subject to approval by the International Committee and, ultimately, the
245 General Assembly. The Secretary-General tracks library subscriptions to the Journal and
246 consortia including the Journal, and asks for updates from the Publisher once every year.

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248 The Archivist keeps the Archive of the Union up to date and makes every reasonable effort to
249 retrieve relevant material from the past that is not yet in the Archive. The Archivist works
250 together with the Web Master to make non-confidential parts of the Archive available on the
251 Union's web-site. The Archivist submits a brief report to the Executive Committee 3 months
252 before a quadrennial Congress for approval by the International Committee and General
253 Assembly.

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255 The Web Master keeps the contents of the Union's Webpage up to date and in good order, with
256 workable links to section web pages as far as possible. The Web Master works together with the
257 Archivist to make non-confidential parts of the Archive available on the Union's web-site. The
258 Web Master submits a brief written and oral report to the Executive Committee 3 months before
259 a quadrennial Congress for approval by the International Committee and General Assembly.

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262 Article 5. THE QUADRENNIAL CONGRESS

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264 The timetable for a quadrennial Congress includes:

265	3.5 years before	Receive funds from the previous Congress President, if any
266	3 years before	Lock in venue (dates and site); Establish a Website
267	2 years before	Have a complete Congress Organizing Committee and Program
268		Committee in place; these committees should include broad representation
269		from the Union's Sections and areas of research. Solicit ideas for
270		Symposia from Sections, who will pass this on to their membership
271	1 year before	Organizing and Program Committees evaluate and prioritize symposium
272		proposals. Send out first announcement with timetable for registration etc.;
273		have a detailed functioning web site established. The Secretary-General
274		will solicit nominations for Union Award(s)

275 After the Congress: Settle up financial details within six months of the Congress and submits a
276 report to the Secretary-General and Finance Subcommittee; pending
277 approval of the final report, the Congress Treasurer sends any surplus
278 funds to the President of the next Congress
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281 Article 6. THE HAMILTON AWARD

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283 Every four years, the Union recognizes a senior scientist who has made substantial scientific
284 contributions to the study of social insects and/or other social organisms, and who has also
285 mentored students in their own careers. The Secretary General will convene a committee,
286 consisting of the Presidents of the Sections in good standing or their designated Section
287 representatives, to solicit nominations, evaluate nominees, and select a winner. The winner is
288 recognized accordingly at the General Assembly of the Congress.
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291 Article 7. STANDING COMMITTEES

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293 Standing Committees include the Executive Committee, the International Committee (and its
294 Finance SubCommittee), and the Congress Organizing Committee.
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296 The Secretary-General may appoint other *ad hoc* committees as are necessary to conduct Union
297 business, subject to approval by the International Committee. All such committees will receive a
298 written charge and timeline for their work, which includes submission of a formal report to the
299 Union. The President will appoint a Congress Program Committee and may appoint other *ad hoc*
300 committees as are necessary for organizing the Congress under his/her responsibility.
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303 Article 8. CHANGES TO THE BYLAWS

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305 Changes to the list of Sections in Good Standing and on Probation (Article 1) can be made
306 annually by the Secretary-General. Movement of a Section from Probation to Good Standing
307 requires submission by the Section of a membership roster and payment of any applicable fees
308 for at least 15 members. Movement from a Section from Good Standing to Probationary can only
309 occur after the Secretary-General has made good-faith efforts through at least 2 independent
310 means of communication to obtain information from the last-known Section President or his
311 Deputy.
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313 All other changes to the bylaws follow the same process as amendments to the Constitution,
314 except that final ratification requires a simply majority of members in attendance at the General
315 Assembly.
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318 Article 9. DISSOLUTION

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320 In the event of dissolution or termination of the Union, title to and possession of all property of
321 the Union shall pass on to an organization determined by the General Assembly by a simple

DRAFT for consideration at the Congress

322 majority vote on proposals by the International Committee. The vote shall be administered by the
323 Secretary General.