

## **IUSTI Procedures**

### **1. Officers, Executive Committee Members and Elections**

#### **a. Presidential Second Term of Office (approved Bangkok 2005)**

The IUSTI Statutes state in Article 9 “The President shall be elected for a two-year period, between consecutive General Assemblies but may, if invited by the Executive Committee and approved by the General Assembly, undertake a second two year term.” The mechanisms of approval of a second term of office are:

- During the first year of office, prior to the World Executive Committee, the President should indicate that he/she would be prepared to undertake a second two-year term of office. This would require support from the Executive Committee so a vote would be held at the meeting and would require support from the majority of the voting members of the committee.
- If supported by the Executive Committee this will be presented to the next General Assembly for approval.

#### **b. Members of the World and Regional Executive Committees (approved New Delhi 2011)**

- People wishing to be nominated for a position on the World and Regional Executive Committees must be full (i.e. paid) members of IUSTI.
- A person nominating someone for any of the above positions must also be a full (i.e. paid) member of IUSTI.
- If the paid membership of a Regional or World Executive Committee member lapses they will automatically become an Associate Member of IUSTI meaning they will be ineligible to attend Executive Committee meetings and their position on that committee will be open to replacement.

#### **c. Voting mechanisms for electing the World Executive Committee (approved New Delhi 2011)**

- There are two differing voting methods used by the regions:
  1. The Region makes the final choice by holding a ballot of its paid members to determine the nominees to be put forward to the World Executive Committee and it puts forward the same number of nominees as vacant places.
  2. The EC makes the final choice by the Region putting forward all the names of the nominations (i.e. more nominations than vacant places) and the members of the World Executive Committee have the final vote.
- Either of these methods can be used but the World EC needs to have the ability to make strategic appointments and when the regions are making the choice the profile of the person should include: being able to speak English; able to get to the World EC meetings; and having a region-wide, and ideally a world-wide, perspective.
- Of the three elected members from each region, one should be chosen by the EC, one should be chosen by the Region and one chosen by either or both.

## **2. Finances and membership fees**

### **a. Trustee subcommittee (approved New Delhi 2011)**

The Officers, the elected members and the Regional Directors and Chairs all have trustee responsibilities. However, the Executive Committee will nominate a small subgroup of not less than 3 individuals to work closely with the Treasurer and Secretary General to ensure the finances of the organisation and its activities are in line with its charitable goals. This will also enable quick and responsive decisions if they are needed.

- The Trustee subgroup should include both the Treasurer and Secretary General.
- The Trustee subgroup will be responsible for ensuring IUSTI is compliant with charitable governance.
- The Trustee subgroup will be responsible for assisting the Treasurer in the production of the annual charity report to the Charity Commissioners. The Treasurer will be responsible for submitting the report.
- The Executive Committee will be informed of the decisions made by the Trustee subgroup at the Executive Committee meetings.
- The members will be informed of any changes to the Trustee subgroup at the General Assembly and Charity Commissioners will be informed of any changes in the annually submitted report.

### **b. Division of membership fees and payment to the Regions (approved New Delhi 2011)**

- The biannual membership fee of 40 euros will be divided between the Region and the World, i.e. each will receive 20 euros.
- The transfer of money will be once per year unless the cost of the transfer would be more than the money to be paid to the Region.

## **3. Sub-regional national societies**

### **a. National Societies of IUSTI (approved Tbilisi 2010)**

If requested, national societies of IUSTI can be established to help strengthen national STI efforts if supported by the local Region and the World Executive Committee. The process for this should be:

- Formal written request of recognition of IUSTI.XX society to be sent to the relevant Regional Director and Chair, President and General Secretary asking for the Regional Committee and the World Executive Committee to give approval of the society as an IUSTI-affiliated national society known as IUSTI.XX.
- The written request should provide information on the proposed organisational structure of IUSTI.XX and membership criteria, and the objectives and planned activities.
- The written request should specifically state that the society will be financially independent of World IUSTI and the local Region and that neither of these will have any responsibility for the society's financial affairs (in keeping with Article 19 of the IUSTI Constitution for the Regions).
- Approval by the Regional Committee and the World Executive Committee will be documented in the minutes. Then a Memorandum of Understanding will be drawn up between the society and the IUSTI Region and World IUSTI, resulting in the recognition of the national society.

## **4. World IUSTI Congresses**

### **a. Memorandum of Understanding for World IUSTI meetings (approved Seattle 2007)**

- The Scientific Chair will be nominated by the IUSTI World Executive Committee.
- IUSTI World will seed £15,000 to the congress organisers. It is recognised that these funds are at risk if the meeting is not financially successful.
- World IUSTI and the IUSTI Regions will support the local organisers by advertising the meeting at all prior IUSTI meetings.
- IUSTI World accepts that the organisers may wish to charge a differential registration rate to developing country and developed world delegates.
- The registration fee will include Euro 20 per paying participant (exactly which delegates this applies to will be determined in advance), which will be transferred by the local organisers to IUSTI after the meeting.

- There will be a reduced registration fee for all full (i.e. paid) IUSTI members.
- The IUSTI World Executive Committee will hold a one-day pre-congress Board meeting and a half-day post-congress meeting at the conference. The facilities of the meeting (room, IT equipment) will be provided by the conference.
- Time will be allocated within the conference programme for the General Assembly.
- IUSTI World Executive Members (particularly the Officers, Regional Directors and Regional Chairs) will be actively involved with the meeting e.g. by being invited as Chairs.
- The Presidential Address will be incorporated into the Conference Programme.
- An IUSTI Booth will be provided within the exhibition area for the advertising of IUSTI, its meetings and its membership. This will be complementary or for a nominal fee that has been agreed in advance.
- Relevant IUSTI papers such as flyers for forthcoming IUSTI events, membership forms and newsletters will be included in the Conference Bags with no charge for their inclusion
- The IUSTI officers will offer their expertise in identifying possible supporters for the meeting especially for the satellite symposia.
- A profit share will be considered for meetings making substantial profits.