

Bylaws

Amended on 16 October 2014
Amended on 21 October 2016

Bylaw for Membership
Bylaw for Election for Executive Board
Bylaw for Election of Secretariat
Bylaw for Membership Fee
Bylaw for Statements and Publications
Bylaw for Special Committee

Bylaw for Membership

- 1.** Application for membership may be made at any time. It shall be in writing and provide information on objectives, members and organizational structure of the academy seeking membership. Each academy seeking membership shall explicitly endorse the AASSA constitution and the bylaws.
- 2.** Membership applications shall be reviewed by the Executive Board or by a subgroup from the Executive Board. If another academy from the same country wants to apply for membership to AASSA, the new academy that is seeking membership to AASSA needs to obtain a no objection statement from the Lead academy (the existing member of that country) of that country before the application is forwarded to the AASSA secretariat. Once this is completed, then the documents will be sent for review of membership to the Executive Board.
- 3.** As long as the academy seeking membership is eligible, the Executive Board shall grant it the status of associate member. Academies with associate membership may participate fully in all AASSA programmes and activities without voting rights.
- 4.** At its next regular meeting the General Assembly shall vote on new applications for membership and grant associate members the status of full membership unless there are compelling reasons not to do so.
- 5.** International organizations of academies and societies may apply for membership without voting rights.

Bylaw for Election of Executive Board

1. At least six months before the next regular meeting of the General Assembly the President shall request all AASSA member Academies to indicate whether they seek representation on the Executive Board. Each academy with voting right in the General Assembly can nominate only one candidate regardless of position that candidate is seeking.
 - 1.1. In submitting this request to member Academies the President shall fix a deadline for response that shall be at least 60 days prior to the first day of the forthcoming meeting of the General Assembly.
 - 1.2. In submitting its nomination of a candidate, either for the first time or for a renewal of term, a member Academy shall provide a brief citation (maximum length one page) of its candidate for various positions of the Executive Board in which it summarizes the strengths of its nominee to the Executive Board.
2. At least four weeks before the next regular meeting of the General Assembly the Executive Board shall appoint an Election Committee of three persons selected from among representatives of member Academies that do not seek election or re-election to the Executive Board.
3. At least 14 days prior to the first day of the forthcoming meeting of the General Assembly the Election Committee shall circulate to all member Academies a list of all candidates for membership of the Executive Board, as well as their C.V.
4. The election of the members of the Executive Board shall be conducted by a secret ballot using paper forms. The Election Committee shall decide on any issues relating to the validity of the election process and its results.
5. The voting shall be organized as follows:
 - 5.1. Each member Academy shall receive a ballot form listing all candidates for each position of the Executive Board, i.e., President, Two Vice Presidents, Treasurer, and four Members-at-large. The ballot form shall not reveal the identity of the member Academy that casts it.
 - 5.2. Each member Academy shall cast affirmative votes in favor of candidates by placing the sign X in the box appearing opposite the name of those candidates. A ballot form is invalid if more than 1 sign X is placed for the

President, 2 signs X are placed for the Vice Presidents, 1 sign X is placed for the Treasurer, and 4 signs X are placed for the Members-at-large. If fewer than the maximum permissible signs X are placed, then the missing votes shall be considered abstentions.

5.3. The Election Committee shall determine the number of affirmative votes each candidate has received. It shall then determine candidates that have received the majority votes. If two or more candidates have received the same number of majority votes they shall each be included in the appropriate electoral group until all vacancies have been filled. If for the last position of each electoral group two or more candidates have received the same number of majority votes, the candidates shall draw lots to decide. If necessary, a new vote shall take place excluding the candidate with the least number of votes. This procedure shall be continued until a candidate or candidates receive a majority of votes.

5.4. On the basis of the determinations made under paragraph 5.3. above, the Committee shall judge, and announce, among the candidates who have received a majority votes which candidates are elected as members of the Executive Board.

Bylaw for Election of Secretariat

1. After having decided to propose to the General Assembly to elect an academy to host the AASSA secretariat, the Executive Board shall request, without delay, AASSA member academies to indicate whether they wish to host the secretariat.
2. If the academy that hosts the secretariat has notified the Executive Board that it wishes to terminate its role as host to the secretariat, the Executive Board shall request, without delay, AASSA member academies to indicate whether they seek election to host the secretariat.
3. On the basis of the nominations so received the Executive Board shall develop a proposal for a new host for the secretariat and place that proposal before the next regular meeting of the General Assembly.
4. If it is not possible to postpone the decision until a regular meeting of the General Assembly, the decision may be made by a vote by email.

Bylaw for Membership Fee

1. The annual subscription of the AASSA shall be USD 1,500 per annum.
2. Members will be encouraged to pay as close to the maximum rates as possible.
3. Membership subscription shall be due on the 1 January of each year.
4. Under very special circumstances, members may apply to the Executive Board for a waiver of the annual subscription. Only the Executive Board has the right to give a waiver of the annual subscription.

Bylaw for Statements and Publications

Article 1: Issues of Global Concern

- 1.1 If the Executive Board determines that the AASSA shall issue a Statement in which it takes a public position on a scientific or societal problem of a global nature, the Executive Board shall appoint an Editorial Board to prepare a draft text.
- 1.2 Such a draft text shall be circulated to the member academies at least six months before the General Assembly meeting at which the text is to be adopted as a Statement. Member academies shall be requested to comment on the draft text and the Editorial Board shall consider all comments so received.
- 1.3 The Executive Board shall place the final draft before the General Assembly for decision. If the draft receives the support of a majority of all AASSA member academies, it shall be made public as an AASSA Statement. Any such Statement shall explicitly indicate the AASSA member academies that support it.
- 1.4 If it is not possible to submit a final draft to a meeting of the General Assembly, the draft may be submitted by email to AASSA member academies for a decision by a vote by email. In that case there shall also be a period of six months between the communication of the draft to AASSA member academies and the decision on whether or not to make it public as an AASSA statement.

Article 2: Urgent Issues

- 2.1 If the President determines that the AASSA shall issue a Statement on a scientific or societal problem that requires a rapid reaction, the Editorial Board shall submit a draft text to the Executive Board.
- 2.2 Within two weeks after receiving the draft text the members of the Executive Board shall send in comments, both on the wording of the text as such and on the desirability of issuing a Statement.
- 2.3 Within a week of receiving the above comments the President shall decide whether to proceed with the Statement and, if so, he/she will produce a final draft, taking account of the comments received.
- 2.4 The President shall submit the final draft of the Statement to all AASSA member academies for approval, indicating a deadline for sending in approvals or disapprovals.
- 2.5 If, at the passing of the deadline, a majority of all AASSA member academies has approved the draft, that draft shall be made public as an AASSA Statement. Any such Statement shall explicitly indicate the AASSA member academies that support it.

Article 3: Exceptionally Urgent Issues

- 3.1 If the President determines that an exceptional event of the greatest urgency requires immediate action, he/she shall contact the members of the Executive Board outlining the proposed Statement
- 3.2 If there is not, within 48 hours after the initial message of the President, a negative response from a majority of the members of the Executive Board, the President shall publicly issue a Statement on his/her own behalf.

Article 4: AASSA Publications

- 4.1 The Executive Board shall appoint from among its members an AASSA Publication Committee and charge it with approving, or disapproving, for publication as an AASSA publication, draft publications emanating from an AASSA programme or activity.
- 4.2 The approval, or disapproval, of a draft publication shall be based on the merits of its data, analysis and conclusions. Approval shall not imply that the AASSA or its member academies approve the content of the publication. If necessary, the Publication Committee may decide to subject a draft publication to an independent review process.

Bylaw for Special Committee

- 1.** In order to carry out matters deemed necessary, the President may establish a special committee by resolution of the Executive Board.
- 2.** The President may fix the term of the special committee's activities. When necessary, the term may be extended by resolution of the Executive Board
- 3.** The special committee shall continue to exist until its term expires or its mission is accomplished.
- 4.** The President shall report the chairperson and members of a special committee to the Executive Board.
- 5.** The chairperson shall represent the committee, control the proceedings, supervise the affairs of the committee, and maintain the minute of the committee.