



***International Union of Forest Research
Organizations***

IUFRO Statutes and Internal Regulations

IUFRO Statutes and Internal Regulations 2023

Vienna, Austria, 2023

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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 Strengthening Austria as Seat of International Organizations and Conference Venue (BGBl No. 54/2021). It is open to organizations and individuals involved in forest research and forest-related sciences. Its headquarters is located in Vienna, Austria.
- 3 The Union is a full member of ISC, the International Science Council, and therefore the principles embodied in the Statutes and Rules of Procedure of ISC (2021) shall apply.

ARTICLE II: *Aim, Vision, Mission and Values*

- 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 The vision of the Union: The Global Voice of Forest Science Promoting a Sustainable Future of Forests and Society.
- 3 The mission of the Union: IUFRO advances research excellence and knowledge sharing, and fosters development of science-based solutions to forest-related challenges for the benefit of forests and people worldwide.
- 4 In order to achieve its aim, vision and mission, the Union:
 - 4.1 Facilitates, throughout the world, exchanges of ideas among individual researchers.
 - 4.2 Creates and maintains contacts between Member Organizations and encourages the establishment of common programmes of research and cooperation in their execution.
 - 4.3 Promotes the dissemination and application of research results to potential users, including policy makers.
 - 4.4 Cooperates with national and international organizations with shared or complementary aims and interests.
 - 4.5 Enhances accessibility to accurate and reliable data and information related to the scope of IUFRO’s activities.
 - 4.6 Organizes periodic scientific conferences, workshops and events in various formats, including physical, digital and hybrid.
 - 4.7 Recognizes outstanding contributions of scientists.
 - 4.8 Expands and fosters forest research capacity in developing and economically disadvantaged countries.
 - 4.9 Raises funds from annual subscriptions and membership fees, donations and grants for achieving its charitable aim.
- 5 The following core values and associated behaviours guide the work of IUFRO: Excellence; Networking; Diversity; and Integrity.
- 6 *The Principle of Freedom and Responsibility of Science* advocated by the International Science Council (ISC), requires freedom of movement, association, expression and communication for scientists, as well as equitable access to data, information, and other resources for research. It requires responsibility at all levels to carry out and communicate scientific work with integrity, respect, fairness, trustworthiness, and transparency, recognising its benefits and possible harms. Consistent with this Principle, the Union promotes equitable opportunities for access to science and its benefits, and opposes discrimination based on such factors as ethnic origin, religion, citizenship, language, political or other opinion, sex, gender identity, sexual orientation, disability or age.

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 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 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.

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 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 and Internal Regulations Section III.4)

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 participate in all scientific meetings organized by, or under the auspices of, the Union.

4.1.6 To be eligible to serve as an IUFRO officeholder, in accordance with relevant provisions of these Statutes and Internal Regulations.

4.1.7 To be nominated for selected IUFRO awards (see also Statutes Article XIV; Internal Regulations Sections IX and XII).4.2 All Member Organizations of a country collectively shall have the right to select one representative and one alternate representative to the International Council.

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

5 Duties of members

5.1 It shall be the duty of all members to promote the aims and activities of the Union to the best of their abilities, to observe the Statutes 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 and IUFRO-led International Initiatives, 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 subscription rates and membership fees 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 with the exception of the IUFRO Headquarters host country representative, who is 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 Science Council, ISC, 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, with assistance by the IUFRO Secretariat, 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 mail or electronic 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 rules and procedures for cooperation and partnerships with other organizations.
- 4 The Board approves the appointment of all IUFRO officeholders not elected by the International Council or appointed by the Division Co-Coordinators. (see also Statutes Article XII.6)
- 5 The Board shall appoint one authorized independent auditor to examine and report on financial transactions of the Union.
- 6 The provisions in § 24 of the 2002 Austrian legislation concerning associations (“Vereinsgesetz”) relating to the liability of official representatives acting on a voluntary basis or auditors are applicable to IUFRO. This means in particular that official representatives acting on a voluntary basis and auditors are only liable to the association of IUFRO in case of intent or gross negligence.

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 Co-Coordinators, the IUFRO Headquarters Host Country Representative, and up to five President’s Nominees (PN). President’s Nominees will be selected by the incoming President-elect, with approval of the International Council, to strive for a regional, gender and scientific balance amongst Board members 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 also non-voting members of the Board. Members of the IUFRO voting Board cannot be representatives to the IUFRO International Council.
- 8 With the President’s agreement, the members of the Board may be represented by an appropriate substitute in a Board meeting.
- 9 The President may invite observers to participate in the meetings. In accordance with contractual agreements, the Food and Agricultural Organization of the United Nations (FAO) and the International Forestry Students’ Association (IFSA) have observer status on the Board.
- 10 The President, the Vice-Presidents, President’s Nominees and Division Co-Coordinators are elected by the International Council, based on the recommendation by the Board (see also Statutes Article VI.1.5).
- 11 The period of office of all Board members, except the Executive Director (see also Statutes Article X.6) and the Coordinators of the Special Programmes, Projects and IUFRO-led International Initiatives, 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 these 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 at least on an annual basis between Congresses. Additional Board meetings may be convened at the President's discretion or by requests submitted by at least one-third of the Board's voting members.
- 15 Decisions made during Board meetings, or by electronic ballot between Board meetings, require a simple majority of votes, provided that more than half of the voting members of the Board are present. Each Division Co-Coordinator will have 0.5 (one-half) votes; all other voting members of the Board will each have one vote. If one of the two Division Co-Coordinator is unable to attend a Board meeting, the other Co-Coordinator will have one full vote.
- 16 Special Committees can be established by the President with approval of the Board to support the Board in its tasks and functions, such as facilitating nominations for Board positions (Nominating Committee) and assessing nominations for honours and awards (Honours and Awards Committee). Committees consist of a chair and at least two other members, and may differ with regard to their 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 Co-Coordinator, 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 advising the Board on overall policy, assisting the Board and preparing materials for upcoming meetings and Congresses, including the IUFRO World Congress, regional congresses and other major IUFRO events, and overseeing the activities of the Special Programmes, Projects and IUFRO-led International Initiatives. 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 Ad hoc committees which may be established for less than a full Board period. (see Internal Regulations Section V.6.3)

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 do not 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, 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 affecting the Union.
- 6 The President represents the Union vis-à-vis official bodies or third parties. General representation, without authorization to sign legally binding agreements, 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 with approval of the Board. 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. 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 Statutes 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 is authorized to sign legally binding contracts, the latter only in the case that the Executive Director position is vacant.
- 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.6.1.1.4 and V.6.1.1.6).
- 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 distributed 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 associated Working Parties within their respective Divisions, and also between these Groups and the Board (See Statutes Article XII).

Composition

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

Procedure

- 4 Each Division is led by a team of two Division Co-Coordinator who are Members of the Board, and up to four 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 Co-Coordinator represents the Research Groups in his/her Division on the Board. The division of duties between the Division Co-Coordinator shall be determined and agreed upon by the Division Co-Coordinator.

- 7 Candidates for Division Co-Coordinator will normally be proposed by the Divisions concerned and will be elected by the International Council on the recommendation of the Board. At least one of the two Division Co-Coordinators must be female and/or from a region of the world currently under-represented in the voting Board.
- 8 Deputy Division Coordinators will be proposed by the Division Co-Coordinators in consultation with other officeholders in their Divisions and appointed by the Board.
- 9 Division Co-Coordinators and their Deputies 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 carried out through 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 have a Coordinator and one or more Deputy Coordinators.
- 4 Each Working Party will have a Coordinator and one or more Deputy Coordinators.
- 5 Coordinators and Deputy Coordinators of Research Groups or Working Parties must be from Member Organizations or be Associate Members. Deputy Coordinators should preferably be from countries other than those of the Coordinator.

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 Co-Coordinators.
- 7 Research Group Coordinators are appointed by the Board on the recommendation of the Division Co-Coordinators following consultation with the respective Research Groups. 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 Co-Coordinators.
- 8 If a Research Group Coordinator is unable to carry out his/her duties, the corresponding Division Co-Coordinators 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 Co-Coordinators. The Coordinator and Deputy Coordinator of a newly established Working Party are appointed by the Division Co-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 and IUFRO-led International Initiatives*

- 1 Task Forces, Special Programmes, Projects and IUFRO-led International Initiatives may be established and terminated by the President, subject to Board approval.
 - 1.1 The aim of IUFRO Task Forces is to initiate and 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 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 approves the presentation of awards with exception of the Honorary Membership, which is approved by the International Council, and the Best Poster Awards (BPA) which are selected by the Honours and Awards

Committee. The Board and its Honours and Awards Committee cooperate with the Congress Organizing Committee of the Congress host country in selecting the recipient(s) of the IUFRO World Congress Host Scientific Award.

- 4 An Honours and Awards Committee (see Internal Regulations Section V.6.2 and Section XII), based on evaluations of nominations received, makes recommendations on awards and awardees to 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)

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 through the International Council at its next scheduled meeting.

ARTICLE XVII: *Arbitration Committee*

- 1 All disputes arising within the Union shall 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 If the association is terminated voluntarily or dissolved by the authorities, or if the charitable cause of the statute no longer applies, the remaining association assets are to be used exclusively and directly for donation-privileged scientific purposes within the meaning of § 4a Para. 2 Z. 1 EStG 1988, preferably in the field of forestry
- 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 and German, 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 as referred to in specific Sections.
- 2 The scope of action of IUFRO is laid down in the Statutes in Article I. It is understood that the Union works on a voluntary basis.
- 3 IUFRO is a full member of ISC, the International Science Council, and therefore the principles embodied in the Statutes and Rules of Procedure of ISC (2021) 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 also Internal Regulations Section IX.2)
- 3 All Member Organizations and Individual Members are entitled to submit requests regarding the Union's governance and activities 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 Internal Regulations Section IV.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 Article 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 also Statutes Article III.4.1.6)
 - 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 also Statutes Article III.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 Honours and Awards Committee, followed by the Board recommendation to the International Council for approval. Honorary membership may be terminated upon personal request.
- 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 and other IUFRO communications/publications will continue to be sent to long-serving officeholders after their term of office ends.
- 9 National IUFRO Committees can be formed by IUFRO members in a country.
- 10 The calculation of membership fees/subscription rates is explained in Internal Regulations Section IX.

SECTION IV: Congress

(Statutes Article V)

- 1 The selection of the venue and host country of a Congress is based on bidding rules describing the selection criteria and process. The bidding rules are prepared by the Management Committee and approved by the Board, before a new selection process is initiated. 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. The International Council decides on the location for the next Congress based on a recommendation by the Board, and makes its decision before 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 also Internal Regulations Section V.6.2 and Statutes Article VII.16)
- 4 The functions of the Congress are laid down in Statutes Article 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. Detailed background information shall be provided to the voting members of the Board for each substantive agenda item. Minutes of Board meetings shall be made available to all Enlarged Board members.
 - 1.1 Article 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. Each Division Co-Coordinator will have 0.5 (one-half) votes; all other voting members of the Board will each have one vote. If one of the two Division Co-Coordinator is unable to attend a Board meeting, the other Co-Coordinator will have one full vote.
 - 1.2 For easier and timely conduct of business, the Board may be asked by the President through the Executive Director to vote by electronic ballot on all matters not requiring a qualified majority in the Statutes. As no discussion can take place in the case of vote by electronic 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.
- 2 Nominations for the Board, except for the Division Co-Coordinator positions and President's Nominees 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.
 - 2.1 The Board may be assisted in this task by a Nominating Committee chaired by the Immediate Past President and composed of individuals who do not have interest in holding a position on the next Board. The President and Executive Director of IUFRO are *ex officio* members of the Nominating Committee. In its work, the Nominating Committee follows Terms of Reference approved by the Board. Nominations are sought for the positions of the President, Vice-Presidents and the Division Co-Coordinator. Nominees must be IUFRO members.
 - 2.2 Candidates for the Division Co-Coordinator will normally be proposed by the Divisions concerned and will be elected by the International Council on the recommendation of the Board. At least one of the two Division Co-Coordinator must be female and/or from a region of the world currently under-represented in the voting Board.
 - 2.3 The IUFRO Headquarters Host Country Representative is nominated by the Austrian Federal Ministry responsible for forestry in coordination with the Austrian Federal Ministry responsible for foreign affairs and in consultation with the IUFRO Member Organizations in Austria.
- 3 President's Nominees will have special tasks mutually agreed upon by the President and the President's Nominees with approval by the Board.
 - 3.1 Up to five President's Nominees are selected by the incoming President-elect and elected by the International Council based on the 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 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.
- 4 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.
- 5 Functions**
- The main functions of the Board are:
- 5.1 To approve Terms of Reference for new Research Groups and Working Parties and to terminate such IUFRO Units where appropriate.
- 5.2 To review periodically, and coordinate where possible, the programmes of the Research Groups.
- 5.3 To approve nominees for Coordinator and Deputy Coordinator offices of Research Groups.
- 5.4 To develop the scientific programme of the Congress, for which a Congress Scientific Committee may be established.
- 5.5 To guide the development and review process of Task Forces established by the Board, as well as activities of Special Programmes, Projects and IUFRO-led International Initiatives of the Union.
- 5.6 To assist the President and the Executive Director in the participation and activities of international processes and intergovernmental organizations.
- 5.7 To approve position papers of the Union for international processes and intergovernmental organizations.
- 6 Committees**
- The Board conducts as much of its business as possible through committees.
- 6.1 **Permanent Committees** carry out a major management functions on a continuous basis throughout the term of a Board. They include:
- 6.1.1 **The Management Committee** which is comprised of the President as Chair, the Vice-Presidents, the Immediate Past President and the Executive Director, one Division Co-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):
- 6.1.1.1 To prepare and recommend overall policy and planning to the Board.
- 6.1.1.2 On behalf of the Board, to serve in an advisory capacity to the President in the interim period between Board meetings.
- 6.1.1.3 To implement policies and management actions accepted by the Board.
- 6.1.1.4 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.
- 6.1.1.5 To develop fundraising strategies for the long-term goals of the Union and to report on these to the Board.
- 6.1.1.6 To advise the Headquarters on deposit funds, investment securities and other valuable effects in the name and to the credit of the Union.
- 6.2. **Special Committees** are appointed by the President with approval of the Board, to carry out specific tasks at times for extended periods. They may include, for example, a 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.
- 6.3 **Ad hoc Committees** may be established by the President with approval of the Board for less than a full Board period.
- 7 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 single 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).
- 7.1 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.
- 7.2 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 Co-ordinators 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); planning for sustainable forest management; managerial economics; remote sensing technology; forest management systems for forest enterprises; statistical methods, an mathematics and computer applications.

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 and human health; forest education; forest ethics; gender and forestry; landscape planning and management; nature-based tourism; nature conservation and protected areas; recreation; rural development and urban 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; air pollution, climate change and forests.

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 Co-Coordinators

The main responsibilities of a Division Co-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 Research Groups and Working Parties and, subject to approval by the Board, to terminate, Research Groups or Working Parties within 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 four Deputy Division Coordinators appointed by the Board following a proposal by the Division Co-Coordinators. Preferably, two out of four Deputy Division Coordinators should come from amongst the Research Group Coordinators, and perform mutually agreed-upon duties and functions assigned by their Division Co-Coordinator.
- 4 If for any reason either of the Division Co-Coordinators are unable to fill their position effectively, the Board selects a replacement from among the Deputy Division Coordinators. If no Deputy Division Coordinator can assume those duties, the Board appoints a replacement for the Division Co-Coordinator and reports to the International Council. If necessary, a Deputy Division Coordinator can be replaced by the Board in agreement with the Division Co-Coordinators.
- 5 In a case where the Deputy Division Coordinator becomes the Division Co-Coordinator, a Research Group Coordinator can be nominated as a new Deputy Division Coordinator.
- 6 Division Co-Coordinators may not at the same time serve as a Research Group or as a Working Party Coordinator in their Division. However, a Deputy Division Coordinator may also serve as a Research Group or Working Party Coordinator or Deputy Coordinator. (See Internal Regulations Section VIII.)

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 Division Co-Coordinators may initiate the establishment of new Research Groups and Working Parties by submitting a proposal to the Vice-President for Divisions. Such proposals, which should include the rationale for the new unit and proposed Coordinator and Deputy Coordinator(s), will be considered for approval by 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, scientific study tours and other activities 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 communication and collaboration among 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 Co-Coordinators.
 - 3.9 Research Group Coordinators maintain a close and active working relationship with the Division Co-Coordinators 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 – Secretariat.
- 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) and other activities 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 communication and collaboration among 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 Co-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 Co-Coordinators have the authority to terminate at any time the term of office of a Research Group or Working Party Coordinator or Deputy Coordinator if they consider 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 Co-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 extent.
- 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: I – low income economies; II – lower middle income economies; III – upper middle income economies; and IV – high income economies. The membership fee/rate for Member Organizations consists of a base fee for each of the four groups plus a set fee/rate for every 10 research workers as defined in paragraph 1. 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. All fees for Member Organizations are in EUR and, when adjusted, will be rounded up to the next 10; for example, 4 would be counted as 10 and 93 would be counted as 100. All membership fees are made available on the IUFRO website: <https://www.iufro.org/membership/fees/>.

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 unique networking opportunities; taking advantages of IUFRO's representation in international fora; eligibility to place news items in IUFRO media; receive information about the latest IUFRO publications, training materials, events, activities and news electronically; unrestricted access the IUFRO webpages; eligibility to IUFRO awards; opportunity to take leading role within IUFRO; and benefit from support for Developing Countries if eligible. The membership benefits are published on the IUFRO website: <https://www.iufro.org/membership/benefits/>.
- 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. For simplification purposes the membership fees have been grouped in two categories: a) fee for Associate Member from low income and lower middle income economies; and b) fee for Associate Member from upper middle income and high income economies. The membership fee is a set fee. 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. All fees for Associate Members are in EUR and made available on the IUFRO website: <https://www.iufro.org/membership/fees/>. It entitles the member to unique networking opportunities; taking advantages of IUFRO's representation in international fora; eligibility to place news items in IUFRO media; receive information about the latest IUFRO publications, training materials, events, activities and news electronically; unrestricted access the IUFRO webpages; eligibility to IUFRO awards; opportunity to take leading role within IUFRO; and benefit from support for Developing Countries if eligible. The membership benefits are published on the IUFRO website: <https://www.iufro.org/membership/benefits/>.

- 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 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 International Council member, the representative of each country, officially nominated after a Congress, is presumed to represent the Member Organizations of that country during the 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 researchers 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, virtually, or via electronic communications.
 - 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)

- 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. These awards are approved by the Board based on the evaluation of nominations and subsequent recommendations by the Honours and Awards Committee, with the exception of the Best Poster Awards (BPA) which are selected by the Honours and Awards Committee.
- 2 The IUFRO World Congress Host Scientific 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, recognizes the achievements and contributions of 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) of the Congress host country and require approval by the IUFRO Board, following a recommendation by the Honours and Awards Committee.
- 3 The IUFRO Student Award for Excellence in Forest Science (ISA) shall recognize outstanding individual achievements in forest science made by Master degree students (or equivalent) and encourage their further work within the fields of research covered by the Union. These awards are approved by the Board, based on the evaluation of nominations and subsequent recommendations by the Honours and Awards Committee. 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, based on the evaluation of nominations and

subsequent recommendations by the Honours and Awards Committee. The Distinguished Service Award may be presented at any appropriate event.

- 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.
- 7 Other awards, such as the honorary membership may be established by the Board. (see also Internal Regulations Section III.6). The nominations for Honorary Members are considered by the Honours and Awards Committee, followed by the Board recommendation to the International Council for approval. All other awards require only Board approval, based on the evaluation of nominations and subsequent recommendations by the Honours and Awards Committee.
- 8 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, other documents and other communications 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 maintain and enhance the archives and collection of historical records of IUFRO (through modern technology)
 - 2.10 To provide administrative and management support for the President, Vice-Presidents and Division Co-ordinators, and general support to the Board, such as preparing for International Council, Board and Committee meetings, providing minutes and similar tasks.
 - 2.11 To provide support to Task Forces, Special Programmes, Projects and IUFRO-led International Initiatives.
 - 2.12 To maintain communication and coordination with other international agencies and organizations, as appropriate.
 - 2.13 To provide support in the preparation of the Congress and specified meetings.
 - 2.14 To keep the President informed of relevant information concerning the Union.
 - 2.15 To develop the use of information technology to support all IUFRO's work and to maintain an Internet website and related databases.
 - 2.16 To maintain contact with IUFRO Member Organizations.
 - 2.17 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 2.17, has the power of signature. (see also Statutes Articles X.2 and X.5)

SECTION XIV: Partnerships

(Statutes Article II and VII)

- 1 Members of the Board seek opportunities for partnerships between IUFRO and other organizations.
 - 1.1 Partnerships with other organizations shall be based on the general rules and procedures for partnership development established by the Board.
- 2 Periodically the Board will review the general rules and procedures for partnership development, as needed.