

# **STATUTES AND BY-LAWS**

of



**International Union of Biochemistry  
and Molecular Biology**

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# PREAMBLE

## The International Union of Biochemistry and Molecular Biology

The **International Union of Biochemistry and Molecular Biology (IUBMB)** unites most of the world's biochemists and molecular biologists through their academies of science, research councils or biochemical societies. These are dues-paying, voting **Adhering Bodies** and nondues-paying, non-voting **Associate Adhering Bodies**, as defined in these Statutes and By-Laws. The IUBMB is one of 26 scientific unions affiliated with the International Council for Science (ICSU), the umbrella organization for scientists around the world.

The **Executive Committee** of IUBMB meets once a year and consists of four officers and five members who have responsibility for Congresses and Conferences, Education, ICSU Activities, Publications, and Symposia, respectively. The **General Assembly** meets every three years in conjunction with an International Congress and consists of the delegates and associate delegates. The responsibilities and rules of procedure are codified in the Statutes and By-Laws.

Dedicated to promoting international cooperation in biochemistry and molecular biology via research, discussion, publication, and standardization, and committed to promoting high standards in biochemistry and molecular biology throughout the world (Statute 1.2), the IUBMB fulfils these mandates in a variety of ways. Committees charged with sponsoring symposia, educational activities and discussion of frontier research topics, regularly sponsor meetings in all parts of the world, and, in the case of the symposia/educational programs, with special emphasis on helping biochemists and molecular biologists in developing countries. The Nomenclature Committee, working together with the Joint (IUBMB-International Union of Pure and Applied Chemistry) Committee on Biochemical Nomenclature, recommends standard terminology for biochemical compounds and uniform units in biochemistry and molecular biology, and, in some cases, classification. This committee's home page address is <http://www.chem.qmw.ac.uk/iubmb/nomenclature> with links to many of the internationally agreed recommended nomenclatures of use to biochemists and molecular biologists.

Every three years the IUBMB sponsors an **International Congress of Biochemistry and Molecular Biology**. These Congresses are major international meetings where current research in all fields of biochemistry and molecular biology is considered. Thousands of individual research projects are presented as poster displays and leading researchers survey their fields in symposia and plenary lectures. The Congress location moves from continent to continent, allowing the attendees to appreciate the local impact of biochemistry and molecular biology in the host country and the universality of the discipline. **Travel Fellowships** are provided to young scientists to attend each Congress and a pre-Congress Symposium is organized especially for them. Since 1992 the IUBMB has sponsored **IUBMB Conferences** in the years between IUBMB Congresses. They consider a particular aspect of biochemistry and molecular biology.

The IUBMB works closely with the four **regional organizations** that unite the biochemical societies of Asia and Oceania (Federation of Asian and Oceanian Biochemists and Molecular Biologists - **FAOBMB**), Europe (Federation of European Biochemical Societies - **FEBS**), Africa

(Federation of African Societies of Biochemistry and Molecular Biology - **FASBMB**), and the Americas (PanAmerican Association for Biochemistry and Molecular Biology - **PABMB**). All are linked formally with the IUBMB as **Associated Organizations** and the FAOBMB, FASBMB, and PABMB receive substantial financial support for their scientific activities from the Union. The International Federation of Clinical Chemistry and Laboratory Medicine, the International Society for Neurochemistry, the International Society for Free Radical Research and the International Society of Vitamins and Related Biofactors are also Associated Organizations of IUBMB.

The Union also fosters growth in other ways. The **IUBMB Jubilee Lectures**, established to commemorate the 50th anniversary of the First International Congress of Biochemistry held in Cambridge UK in 1949, are intended as Plenary Lectures that significantly enhance the quality of a scientific meeting, symposium, or annual national meeting of the smaller Adhering or Associate Adhering Bodies. **Wood-Whelan Research Fellowships** provide short-term fellowships for younger biochemists and molecular biologists to travel to other laboratories to undertake research that cannot be done in their own laboratories. The **IUBMB Distinguished Service Award** gives special recognition to biochemists and molecular biologists who have made a major contribution to the activities of the Union.

Reaching individual biochemists and molecular biologists is also the purpose of the IUBMB publications. **Trends in Biochemical Sciences (TiBS)** is seen monthly by 100,000 readers, keeping them informed on research progress across the broad field of biochemistry and molecular biology as well as of meetings, people and events. **Biotechnology and Applied Biochemistry** publishes original research findings and reviews in the expanding field of the practical application of the subject. **IUBMB Life** is the Union's monthly journal for rapid publication of short original research articles, critical reviews and hypothesis papers on a broad subject base that includes biochemistry, molecular biology, cell biology and molecular medicine. **Biochemistry and Molecular Biology Education** is dedicated to publishing articles, reviews and laboratory experiments to assist the teaching of biochemistry and molecular biology, microbiology and cell biology to science and medical students throughout the world. **BioFactors** publishes reviews and original communications on bioactive substances in living organisms. The Union also sponsors **BioEssays** and, as well, **Molecular Aspects of Medicine**, a review journal that links various aspects of medicine to biochemistry, molecular and cell biology, physiology, pharmacology and pathology. **Enzyme Nomenclature** and other **nomenclature documents** provide the universally used language through which biochemists and molecular biologists communicate their research results. **Metabolic Pathways Maps** and **Inborn Errors of Metabolism Charts** are useful for students as complements to textbooks. The Education Committee's reports on **Standards for the Ph.D. Degree in Biochemistry and Molecular Biology (1989)** and **Standards for the Ph.D. Degree in the Molecular Biosciences (2000)** have been well received around the world.

Biochemical and molecular biological research findings and new methodologies based on biochemical and molecular biological principles constitute the basis for the explosion in knowledge and the resulting practical applications that make this the most rapidly advancing area in biological progress that the world has known. The IUBMB has a leadership role in helping communicate this new knowledge, with its impact on our understanding of genetics and the

development of living organisms and the translation of those findings into practical advances in medicine, agriculture, industry and the search for alternative energy sources. The rapid growth in membership in the IUBMB in the past three decades bears testimony to this both in the academy and society members and through a class of members that consists of organizations (**Special Members**) that depend on biochemical research for the products they manufacture.

The Union's income is derived from its members, from royalties on publications, from granting bodies such as ICSU and UNESCO, and from donations. It is used to pay for sponsored scientific and educational meetings to support FAOBMB, FASBMB, and PABMB in their scientific activities, to help younger biochemists and molecular biologists from developing countries to attend IUBMB Congresses and to undertake research in foreign laboratories, and to maintain communication within the IUBMB and the ICSU family. Administrative costs are kept low by using the voluntary services of some 400 biochemists and molecular biologists in all the member countries who serve as committee members, representatives, and members of editorial boards.

More complete information is to be found on the IUBMB home page <http://www.iubmb.org> which is constantly updated. This website also provides links to most members of the IUBMB family.

## **The Mission of the IUBMB**

The Mission of the IUBMB is to foster and support the growth and advancement of biochemistry and molecular biology as the foundation from which the biomolecular sciences derive their basic ideas and techniques in the service of mankind. This it does throughout the world with particular concern for areas where biochemistry is less well developed, by promoting international cooperation and high standards in research, discussion, application and publication, and through international standardization of methods, nomenclature and symbols, in biochemistry and molecular biology. The IUBMB promotes the norms, values, standards and ethics of science and the free and unhampered movement of scientists of all nations interested in participation in activities related to biochemistry and molecular biology.

This the IUBMB will accomplish by:

1. Serving as a scientific, international, nongovernmental body in objectively addressing global issues that involve the sciences of biochemistry and molecular biology. Where appropriate, the IUBMB will represent these interests in governmental and nongovernmental forums.
2. Contributing to the advancement of research in biochemistry and molecular biology throughout the world.
3. Promoting the service of biochemistry and molecular biology to society.
4. Facilitating the development of effective channels of communication in the international community of biochemists and molecular biologists.
5. Assisting the biotechnology industry in its contributions to sustainable development, wealth creation and improvement of the quality of life.

6. Utilizing its global perspective to contribute toward the enhancement of education in biochemistry and molecular biology and to advance the public understanding of these disciplines and the scientific method.
7. Making special efforts to encourage the career development of young biochemists and molecular biologists.
8. Broadening the geographical base of the Union and ensuring that its human capital is drawn from all segments of the world community of biochemists and molecular biologists.
9. Encouraging worldwide dissemination of information about the activities of the Union.
10. Assuring sound management of its resources to provide maximum value for the funds invested in the Union.

## **The International Council for Science (ICSU)**

ICSU was created in 1931 to promote international scientific activity in the different branches of science for the benefit of humanity. It vigorously pursues a policy of nondiscrimination, affirming the rights and freedom of scientists to engage in international scientific activity without regard to such factors as citizenship, religion, creed, political stance, ethnic origin, race, colour, language, age or gender. A nongovernmental organization, it consists of: (1) research council bodies (98 members with Full, Associate or Observer status), and international disciplinary Scientific Unions (26 members); and (2) Scientific Associates (28 members). These provide expertise that enables members to address major international interdisciplinary issues which none could handle alone.

The ICSU initiates, designs and coordinates major international, interdisciplinary research programmes, and creates interdisciplinary bodies which undertake activities and research programmes that include antarctic, oceanic, space and water research, problems of the environment, genetic experimentation and biotechnology, and solar-terrestrial physics. It seeks to break the barriers of specialization. Several of its bodies address matters of common concern to all scientists, such as capacity building in science, data, science and technology in developing countries, ethics and freedom in the conduct of science.

ICSU is a focus for exchange of ideas, communication of scientific information and development of scientific standards. Scientific conferences, congresses and symposia are organized all round the world - over 600 a year - and many newsletters, handbooks, learned journals and proceedings of meetings are published. ICSU assists in creation of international and regional networks of scientists with similar interests, and maintains close working relations with inter- and non-governmental organizations, in particular UNESCO with which several international programmes have been launched, and with WMO.

Because ICSU is in contact, through its membership, with hundreds of thousands of scientists world-wide, it is increasingly called upon to be the spokesman for the world scientific community and advisor in matters ranging from ethics to the environment.

The ICSU home page address is **<http://www.icsu.org>**.



# STATUTES

## STATUTE 1

### **Aims of the International Union of Biochemistry and Molecular Biology**

- 1.1. The name of the Union is the International Union of Biochemistry and Molecular Biology.
- 1.2. The aims of the International Union of Biochemistry and Molecular Biology are:
  - a. to promote international co-operation in biochemistry and molecular biology, and particularly,
  - b. to promote international co-operation in research, discussion and publication in biochemistry and molecular biology,
  - c. to promote international standardization of methods, nomenclature and of symbols used in biochemistry and molecular biology,
  - d. to promote high standards of biochemistry and molecular biology throughout the world, and
  - e. to contribute to the advancement of biochemistry and molecular biology in all matters which involve international relations.
- 1.3. For these purposes the International Union of Biochemistry and Molecular Biology has power to:
  - a. adhere to the International Council for Science,
  - b. organize or sponsor International Congresses of Biochemistry and Molecular Biology, International Conferences on Biochemistry and Molecular Biology and other international meetings and conferences on subjects which fall within the purview of the Union,
  - c. promote the international publication of works in biochemistry and molecular biology,
  - d. assist the development and organization of new and existing disciplines within the area of biochemistry and molecular biology,
  - e. assist the training and education of biochemists and molecular biologists,

- f.** encourage the application of the practical aspects of biochemistry and molecular biology for the benefit of society,
- g.** cooperate with national, regional, and international bodies whose aims are consistent with those of the International Union of Biochemistry and Molecular Biology,
- h.** create and nurture an organizational framework appropriate to the fulfillment of the aims of the Union, and
- i.** formulate and adopt Statutes and By-Laws to which the activities of the International Union of Biochemistry and Molecular Biology shall conform.

# **STATUTE 2**

## **Members, Associate Members, Special Members and Associated Organizations**

- 2.1.** The members of the Union are its Adhering Bodies each of which represents a Scientific Community.
- 2.2.** The associate members of the Union are its Associate Adhering Bodies each of which represents a Scientific Community.
- 2.3.** The term "Scientific Community" in these Statutes and in the By-Laws shall be applicable to the biochemists and molecular biologists of a country or of an otherwise defined geographical area that has an independent budget for scientific purposes.
- 2.4.** The term "Scientific Community" in these Statutes shall also be applicable to any group of communities, each in a country or in a defined geographical area that has an independent budget for scientific purpose, which, by written agreement, together set up or nominate a single Adhering Body or Associate Adhering Body to act jointly on their behalf.
- 2.5.** There shall be only one member or associate member of the Union for each Scientific Community, or for each group of Scientific Communities which, under the provisions of Statute 2.4, agree to act jointly.
- 2.6.** The term 'Adhering Body' or 'Associate Adhering Body' in these Statutes shall be applicable only to an Adhering Body or Associate Adhering Body which has been admitted to membership or associate membership in the International Union of Biochemistry and Molecular Biology.
- 2.7.** An Adhering Body or Associate Adhering Body shall be an Academy, Research Council or similar body, or a Scientific Society or group of Scientific Societies, within a Scientific Community.
- 2.8.** Each Adhering Body shall be responsible for the payment of the Annual Subscription to the Union on behalf of its Scientific Community.
- 2.9.** An Associate Adhering Body is not required to pay an Annual Subscription to the Union.
- 2.10.** Each Adhering Body or Associate Adhering Body shall form or nominate a committee for international relations in biochemistry and molecular biology which shall advise on or be responsible for its representation in the affairs of the Union. An existing Committee or body may be nominated as the committee for international relations in biochemistry and molecular biology by any Adhering Body or Associate Adhering Body. Where the words 'committee for international relations in biochemistry and molecular biology' are used in

these Statutes and By-Laws their meaning shall be taken to include any committee for international relations in biochemistry and molecular biology whose Adhering Body or Associate Adhering Body has been admitted to membership in the International Union of Biochemistry and Molecular Biology.

- 2.11.** Applications for membership or associate membership in the International Union of Biochemistry and Molecular Biology shall be sent to the General Secretary and shall be accompanied by a statement of the nature of the Scientific Community and of the proposed Adhering Body or Associate Adhering Body and of the composition of the proposed committee for international relations in biochemistry and molecular biology. If the application is for membership, the number of the Group in which adherence is proposed shall be stated. If the application is for associate membership, the proposed Associate Adhering Body shall provide complete information justifying the need for exemption from payment of dues during the initial period of membership, the length of which is defined in Statute 2.18. The receipt by the General Secretary of a written application for membership or associate membership in the Union shall be considered to be a proposal for the amendment of By-Law 1. This proposal, together with the comments of the Executive Committee thereon, shall be sent by the General Secretary to all Adhering Bodies listed in By-Law 1. The proposed alteration of By-Law 1 shall then become effective if no adverse vote shall have been received by the General Secretary in writing within a period of four months of his/her mailing to the Adhering Bodies the notification of the proposal. If the General Secretary receives one or more valid adverse votes, he/she shall refer the matter to the next Ordinary General Assembly under the provision of Statute 2.13.
- 2.12.** Membership in the Union of any Adhering Body or Associate Adhering Body shall be effective only when agreement has been reached for the amendment of By-Law 1 by the inclusion therein of the name of the Adhering Body or Associate Adhering Body.
- 2.13.** If approval is not given to a proposed amendment of By-Law 1 under the provisions of Statute 2.11, the General Secretary shall inform by mail all the Adhering Bodies and Associate Adhering Bodies of the number of votes cast by postal ballot against the proposed amendment, and shall invite each Adhering Body to submit in writing detailed reasons for the acceptance or rejection of the proposed amendment. Copies of such written reasons shall be distributed by the General Secretary to all the Adhering Bodies and Associate Adhering Bodies at least one month before an Ordinary General Assembly. The proposed amendment of By-Law 1 shall be included by the General Secretary in the Agenda or Supplementary Agenda and shall be the first item of business of the General Assembly. A simple majority of the votes cast by the Ordinary General Assembly is required for admission to membership or associate membership.
- 2.14.** Any proposed change in the nature of the Adhering Body or Associate Adhering Body or in the number of the Group in which adherence to the Union is effective by an Adhering

Body shall be presented by the existing Adhering Body or Associate Adhering Body to the General Secretary. Under the provisions of Statute 7.3c, the Executive Committee shall thereupon decide whether or not membership or associate membership in the Union by an Adhering Body or Associate Adhering Body respectively shall continue without confirmation or whether approval by the delegates of the proposed change or changes shall be sought. Such approval shall be sought by the means, laid down in Statute 2.11, whereby a new application for membership or associate membership is considered.

- 2.15.** Adherence to the Union by each Adhering Body shall be under the provisions of one of the three Groups, numbered I, II and III. The amount of the Annual Subscription payable by the Adhering Body to the Union shall be determined by the provisions of Statutes 5.4h and 9.2 and of By-Law 18, and the maximum number of delegates eligible to take part in each General Assembly on the nomination of the Adhering Body shall be that determined by the provisions of Statute 4.2. In ballots by mail each Adhering Body shall have the number of votes corresponding to the number of delegates.
- 2.16.** Each Adhering Body shall have the right to request the General Secretary to bring before a General Assembly for consideration any matter which falls within the aims of the Union as defined in Statute 1.
- 2.17.** Any Adhering Body or Associate Adhering Body which has hitherto fulfilled its obligations may apply to withdraw from membership in the Union on giving three months' written notice to the General Secretary of intention to withdraw. The withdrawal shall become effective at the stated date unless the Executive Committee rejects the notice of withdrawal for a reason that it deems to be serious, the nature of which has been communicated in writing to the Adhering Body or Associate Adhering Body in question before the stated date. An Adhering Body or Associate Adhering Body which withdraws from the Union, or any Adhering Body or Associate Adhering Body whose membership has been terminated under the provisions of Statutes 5.5c or 5.12c, loses all rights and privileges of membership or associate membership in the Union.
- 2.18.** The tenure of an Associate Adhering Body shall be for a period during which its associate delegate has had an opportunity to attend two Ordinary General Assemblies. Within six months after the second such General Assembly, an application for membership in the Union or extension of associate membership shall be submitted by the Associate Adhering Body as described in Statute 2.11. Alternatively, the Associate Adhering Body may submit notice of termination of membership (Statute 2.17). Where the application is for membership, the provisions of Statutes 2.11, 2.12 and 2.13 shall apply. Where the application is for extension of associate membership, the Associate Adhering Body shall provide complete information justifying the need for exemption of payment of dues during any additional three-year period. An application for extension is to be reviewed by the Executive Committee which shall make its recommendation to the Adhering Bodies. The General Secretary shall conduct a postal ballot of the Adhering Bodies with votes to

be received within 4 months from the date of dispatch of the ballot. A two-thirds vote of approval is required, with at least 50% of the Adhering Bodies voting. If a vote of approval is not secured, or if an application for membership or extension of associate membership is not received by the due date, the associate membership shall lapse. Extensions of associate membership for subsequent three-year periods shall follow the same procedure as for the first three-year renewal.

- 2.19.** No member of the Union can apply for associate membership, except under the provisions of Statute 9.4.
- 2.20.** Special Members are industrial organizations and production units, research and development institutions and laboratories, and any other bodies or individuals interested in the aims of the Union, having been approved under the following conditions.
- 2.21.** Each Special Member shall be responsible for the payment of annual subscription to IUBMB in one or more units.
- 2.22.** Special Members receive advance notices about congresses and symposia sponsored by IUBMB, and other appropriate information.
- 2.23.** Special Members shall be admitted by the Executive Committee on the recommendation of the Special Membership Committee.
- 2.24.** Special Members can apply to withdraw from membership on notice of intention to withdraw to the General Secretary, but the subscription fees already paid to the Union shall not be refunded.
- 2.25.** Existing international organizations whose aims and purposes are in harmony with those of the Union may be admitted into membership of the Union as Associated Organizations. The Executive Committee, having satisfied itself that the aims and activities of an organization seeking to become an Associated Organization of the Union are in harmony with those of the Union, may recommend acceptance of the organization by the General Assembly provided that:
  - a.** the period of existence of the applicant organization has been adequate to establish its stability and the quality of its activities,
  - b.** the statutes and by-laws of the organization do not conflict with those of the Union, and
  - c.** the activities of the organization neither duplicate nor are in conflict with the legitimate functions of the Union.

The method of admission by the delegates to the General Assembly shall be the same as that prescribed for Adhering Bodies and Associate Adhering Bodies in Statutes 2.11- 2.13.

# **STATUTE 3**

## **Administration**

**3.1.** The work of the Union shall be conducted by:

- a.** The General Assembly,
- b.** The Executive Committee,
- c.** The Committees and other bodies set up under the provisions of the Statutes and By-Laws.

The composition and functions of these bodies are defined in the Statutes and By-Laws and the application of the Statutes in this respect is laid down in detail in certain of the By-Laws.

**3.2.** The work of the Union shall be directed by the General Assembly, which is composed of delegates appointed by the Adhering Bodies together with the Executive Committee.

**3.3.** The Executive Committee shall be the body with continuing responsibility for the affairs of the Union and shall be answerable to the General Assembly in this respect.

**3.4.** Under Statute 8.5 the President shall be responsible to the Executive Committee for decisions upon matters within the competence of the Union which the President may make in order to ensure the smooth development of the day-to-day activities of the Union.

# STATUTE 4

## Delegates and Associate Delegates

- 4.1. Each Adhering Body shall have the right to appoint a delegate or delegates and each Associate Adhering Body the right to appoint one associate delegate to the General Assemblies of the International Union of Biochemistry and Molecular Biology. The appointed delegate or delegates or associate delegate shall act for one Ordinary General Assembly. The General Secretary has to be notified of the appointment of a new delegate or delegates or associate delegate by the Adhering Body or Associate Adhering Body at least three months before the Ordinary General Assembly takes place.
- 4.2. Each Adhering Body shall have the right to appoint delegates in a number determined by the number of the Group in which its adherence falls. An Adhering Body in Group I shall have the right to appoint one delegate and an Adhering Body in Group II shall have the right to appoint not more than two delegates and an Adhering Body in Group III shall have the right to appoint not more than three delegates.
- 4.3. Each of the delegates present at a General Assembly shall have one vote only. One person shall not serve as a member of more than one delegation.
- 4.4. The associate delegates shall participate but shall not have a vote at the General Assembly.
- 4.5. If no delegate from an Adhering Body can be present at a General Assembly, the views of the Adhering Body on matters under discussion may be sent in writing so as to reach the General Secretary before the opening of the Assembly. Such written views shall be made known to the Assembly by the General Secretary.
- 4.6. The President, the General Secretary and the Treasurer shall not be a delegate of an Adhering Body and shall have no vote at a General Assembly, except that the President, as Chair of a General Assembly, may exercise a deciding vote (Statute 5.14). The President Elect, and the members of the Executive Committee, shall have no vote at a General Assembly by virtue of holding office in the Union or membership in the Executive Committee. Nevertheless, if the President Elect or another member or members of the Executive Committee shall have been appointed a delegate by an Adhering Body, the person(s) in question shall have the right to vote as a delegate at a General Assembly.



# STATUTE 5

## General Assembly

- 5.1.** A General Assembly shall be a meeting of the delegates appointed under the provisions of Statute 4 by the Adhering Bodies or Associate Adhering Bodies together with the Executive Committee. An Ordinary General Assembly shall take place once every three years and shall normally be held in association with an International Congress of Biochemistry and Molecular Biology arranged under the auspices of the International Union of Biochemistry and Molecular Biology. An Extraordinary General Assembly may be summoned at any time under the provisions of Statute 5.11.
- 5.2.** The date and place of an Ordinary General Assembly shall be decided by the Executive Committee with due regard to the provisions of Statute 5.1 and notice of it shall be sent in writing by the General Secretary at least nine months before the proposed date, to the Contact Person of each Adhering Body and Associate Adhering Body, to the Chairs of all Committees set up by the Union and to the Chief Representative of the Union on Joint Committees and other joint bodies and to the Executive Committee.
- 5.3.** When at a General Assembly a proposal for an amendment to the Statutes is to be considered, the proposal shall be sent by the General Secretary to the Contact Person of each Adhering Body and Associate Adhering Body, as well as to the General Secretary of each of the Regional Organizations at least six months before the date of the Assembly.
- 5.4.** An Ordinary General Assembly shall:

  - a.** elect the Nominating Committee,
  - b.** elect the Officers,
  - c.** elect to vacancies in the membership in the Executive Committee,
  - d.** elect two delegates as auditors of the Union's finances,
  - e.** receive from the General Secretary a report on behalf of the Executive Committee, on the activities of the Union and of its Committees, Joint Committees and other bodies,
  - f.** receive an audited statement of the income and expenditure of the Union for the triennium ending December 31 in the year preceding that in which the Ordinary General Assembly is held,
  - g.** receive a budget for proposed general expenditure of the Union for the triennium beginning January 1 in the year in which the Ordinary General Assembly is to be held and approve it or refer it to the Executive Committee, and
  - h.** determine the monetary value of the unit subscription to the Union for the three-year period beginning on January 1 following the Ordinary General Assembly.

- 5.5.** An Ordinary General Assembly may:
- a.** adopt or amend the Statutes,
  - b.** adopt or amend the By-Laws,
  - c.** terminate the membership of any Adhering Body or associate membership of an Associate Adhering Body in the Union for any serious cause. Before such action shall be taken the delegate(s) of the Adhering Body or associate delegate of an Associate Adhering Body in question shall have been given an opportunity to explain the matter under review in writing to the Executive Committee; this statement, together with the Executive Committee's comments thereon, shall be laid before the General Assembly. Termination of the membership of any Adhering Body or Associate Adhering Body shall require the affirmative votes of at least two-thirds of those delegates present and at least one-half of the number of votes of all delegates, whether they be present or not. If the two-thirds favorable vote does not represent at least one half of the total possible number of votes of the delegates of the Adhering Bodies, a postal vote shall be taken and a two-thirds majority of the votes received within ninety days following the mailing of the ballots shall be required for the termination of membership to become effective provided that 50% or more of the delegates return their vote by mail, and
  - d.** decide on all other questions which fall within the competence of the Union.
- 5.6.** In the matter of the election of a Nominating Committee (Statutes 6.2-6.6), an Ordinary General Assembly shall be eligible to receive nominations from the Executive Committee and from Adhering Bodies. These nominations must be submitted to the General Secretary at least three months before the Ordinary General Assembly takes place.
- 5.7.** In the matter of election of Officers and other members of the Executive Committee, an Ordinary General Assembly shall be eligible to receive nominations from the Nominating Committee and from any six delegates present at the Ordinary General Assembly acting jointly (Statute 6.10).
- 5.8.** An Ordinary General Assembly shall elect two of the delegates present at the meeting as auditors of the Union's finances. The elected auditors shall serve from the end of the General Assembly at which they were elected until the end of the next Ordinary General Assembly.
- 5.9.** The Agenda of an Ordinary General Assembly, including any supplementary Agenda, shall be sent by e-mail by the General Secretary to the Contact Person of each Adhering Body and Associate Adhering Body and to each delegate and associate delegate before the meeting. No other item shall be considered by the General Assembly and put to the vote unless a proposal for the inclusion of such an additional item be approved by the votes of at least two-thirds of the delegates present.

- 5.10.** In case of cancellation of a triennial International Congress and of the Ordinary General Assembly, essential business of the Union may be conducted in writing (by e-mail or postal ballot) provided that the Executive Committee is fully informed of the matters to be voted upon and that voting will take place outside of a meeting, that all Adhering Bodies vote on the issues, and that decisions are unanimous. Two months' notice of such a ballot and the possibility of voting by e-mail or by postal ballot is to be given to all Adhering Bodies.
- 5.11.** An Extraordinary General Assembly shall be summoned by the General Secretary if he or she is unanimously requested to do so by the Executive Committee. In addition, at the request of at least one-half of all the Adhering Bodies, communicated in writing to the President, the General Secretary shall be required by the President to call an Extraordinary General Assembly. The time and place of an Extraordinary General Assembly shall be fixed by the President and the summons to it shall be dispatched to all the Adhering Bodies and Associate Adhering Bodies by the General Secretary at least two months before the proposed date. The General Secretary has to be notified of the appointment of a delegate, or delegates, or associate delegate at least two months before the Extraordinary General Assembly takes place.
- 5.12.** An Extraordinary General Assembly may:
- a.** adopt or amend the Statutes,
  - b.** adopt or amend the By-Laws,
  - c.** terminate the membership of any Adhering Body or associate membership of an Associate Adhering Body in the Union for any cause that has been deemed to be serious by the Executive Committee. Before such action shall be taken the delegate or delegates of the Adhering Body or associate delegate of the Associate Adhering Body in question shall have been given an opportunity of explaining the matter under review in writing to the Executive Committee; this statement, together with a written commentary thereon from the Executive Committee, shall be laid before the Extraordinary General Assembly. Termination of the membership of any Adhering Body or Associate Adhering Body shall require the affirmative votes of at least two-thirds of those delegates present and at least one-half of the number of votes of all delegates, whether they be present or not. If the two-thirds favorable vote does not represent at least one-half of the total possible number of votes of the delegates of the Adhering Bodies, a postal vote shall be taken and a two-thirds majority of the votes received within ninety days following the mailing of the ballots shall be required for the termination of membership to become effective, provided that 50% or more of the Adhering Bodies return their vote by mail, and
  - d.** discuss all other questions which fall within the competence of the Union.
- 5.13.** The Agenda of an Extraordinary General Assembly, including any supplementary

Agenda, shall be presented by the General Secretary in writing to each Adhering Body and Associate Adhering Body, and to each delegate and associate delegate one month before the meeting by electronic means (e-mail or facsimile transmission). No other item shall be considered by the Extraordinary General Assembly and put to the vote unless a proposal for the inclusion of such an additional item is approved by the votes of at least two-thirds of the delegates present.

- 5.14.** Except where otherwise provided in the Statutes and By-Laws, decisions of a General Assembly shall be determined by a simple majority of the votes cast. In the event of an equal division of votes, the Chair shall then cast a deciding vote (Statute 8.4b).
- 5.15.** In all its decisions, a General Assembly shall be guided by the tradition of free international scientific cooperation.

# **STATUTE 6**

## **Executive Committee: Composition and Appointment**

- 6.1.** The Executive Committee shall consist of the Officers, who shall be the President, the President Elect, the Past President, the General Secretary, and the Treasurer and up to six additional members with assignments for fulfilling the aims and objectives of the Union as laid down in Statutes 1 and 7.
- 6.2.** Candidates for election as officers or as other members of the Executive Committee shall be chosen by a Nominating Committee.
- 6.3.** The members of the Nominating Committee are to be elected at an Ordinary General Assembly according to the procedures prescribed in Statutes 6.4-6.6.
- 6.4.** In the matter of the election of a Nominating Committee, an Ordinary General Assembly shall be eligible to receive nominations from the Executive Committee and from the Adhering Bodies. Each nomination from the Adhering Bodies shall be supported by at least two Adhering Bodies. Six months before the date of an Ordinary General Assembly, the General Secretary shall send a written invitation to the Adhering Bodies to submit nominations for membership of the Nominating Committee. Every nomination shall be accompanied by a signed statement from the nominee indicating acceptance of such nomination, so as to reach the General Secretary at least three months before the date of the Ordinary General Assembly.
- 6.5.** The Nominating Committee shall consist of the President, one other member of the Executive Committee who will remain on the Executive Committee in the new triennium (usually the President Elect or General Secretary) and five other members elected by the delegates to the Ordinary General Assembly from among the persons nominated by the Adhering Bodies. In preparation for this election, the Executive Committee shall draw up a list of nominations, consisting of all those nominated by the Adhering Bodies in accordance with Statute 6.4 together with additional nominations that the Executive Committee may wish to make. The General Secretary shall send a list of nominations to the Adhering Bodies two months before the Ordinary General Assembly, in which eight members whose names appear on the list of nominations shall be elected by ballot. The person so elected who obtains the most votes shall act as the Chair of the Nominating Committee and the three persons who receive the lowest number of votes will act as alternate members of the Nominating Committee, prioritized according to the number of votes received. Before the election, the Executive Committee shall make known to the delegates its recommendations concerning those to be elected, having due regard to Statute 6.6. No member of the Nominating Committee may be a candidate for the Executive Committee. The Nominating Committee shall take office at the end of the

Ordinary General Assembly at which it was elected. A new Committee shall be elected at each Ordinary General Assembly. Individual members of the previous Committee may be re-elected for a second term of service provided that no more than three members are so elected.

- 6.6.** In the election of members of the Nominating Committee, the Executive Committee and Ordinary General Assembly shall pay regard to the desirability of equitable representation of Adhering Bodies within the membership of the Nominating Committee as a whole.
- 6.7.** The members of the Executive Committee are to be elected at an Ordinary General Assembly according to the procedures prescribed in Statutes 6.8-6.11.
- 6.8.** In the matter of election of Officers and other members of the Executive Committee, the General Secretary not later than ten months before the next Ordinary General Assembly shall call upon the Adhering Bodies to nominate candidates to fill the vacancies that will occur at the time of the next following Ordinary General Assembly or on the first day of January succeeding the next following Ordinary General Assembly. Each nomination shall be separately made in writing for each candidate. Each nomination shall be accompanied by a signed statement from the nominee stating acceptance of nomination for the proposed assignment (see Statute 6.9) so as to reach the General Secretary at least six months before the time of the Ordinary General Assembly. The General Secretary shall forward these nominations to the Chair of the Nominating Committee.
- 6.9.** The Nominating Committee shall propose new candidates for the Executive Committee and the General Secretary shall circulate their names to the Adhering Bodies and appointed delegates no later than two months in advance of the Ordinary General Assembly. Accompanying each nomination shall be a proposal for the assignments to be performed by the nominee if they differ from those outlined in the corresponding job descriptions in the IUBMB Standing Orders (Statute 7.2t). Adhering Bodies shall have the right to nominate additional names using the provisions of Statute 6.10.
- 6.10.** In the matter of election of Officers and other members of the Executive Committee, an Ordinary General Assembly shall be eligible to receive nominations from the Nominating Committee (Statute 6.9) and from any three Adhering Bodies acting jointly. Each nomination from the Adhering Bodies shall be separately made in writing for each candidate, the form of nomination being signed by at least three Adhering Bodies and delivered to the General Secretary. Every nomination shall be accompanied by a signed statement from the nominee stating acceptance of nomination for the proposed assignment (see Statute 6.8) so as to reach the General Secretary at least four weeks before the time of the Ordinary General Assembly. A list of all the valid nominations received shall be provided by the General Secretary to all Adhering Bodies and Associate Adhering Bodies, and to each appointed delegate and associate delegate, three weeks before the beginning of an Ordinary General Assembly.

- 6.11.** In the election of members of the Executive Committee, the Nominating Committee (Statutes 6.7-6.10) and Ordinary General Assembly shall pay regard to the desirability of equitable representation of Adhering Bodies within the membership of the Executive Committee as a whole. Normally three new members shall be elected to the Executive Committee at each Ordinary General Assembly to provide for both rotation and continuity of its membership.
- 6.12.** The elected members of the Executive Committee, with the exception of the Officers, shall hold office from the end of the Ordinary General Assembly at which they were elected until the end of two subsequent Ordinary General Assemblies. The General Secretary and Treasurer shall hold office from the first day of January succeeding the Ordinary General Assembly at which they were elected until the first day of January succeeding two subsequent General Assemblies. After completion of one term, members of the Executive Committee with the exception of the President, President Elect and Past President shall be eligible for re-election for a second term. With the exception of the Officers, the second term shall date from the end of the Ordinary General Assembly at which re-election took place until the end of the next Ordinary General Assembly. The second term of the General Secretary and Treasurer shall date from the first day of January succeeding the Ordinary General Assembly at which re-election took place until the first day of January succeeding the next Ordinary General Assembly. The Past President shall hold office from the end of the Ordinary General Assembly at which his/her term as President ends until the end of the next Ordinary General Assembly. This will complete the term of service. The President Elect shall hold office from the end of the Ordinary General Assembly at which he/she was elected until the end of the next Ordinary General Assembly at which he/she will become the President. No person shall be eligible to serve for more than twelve consecutive years as a member of the Executive Committee excepting that the terms of service of persons elected as Officers shall not be limited by reason of prior service on the Executive Committee in a role other than that which would extend the person's membership of that Committee beyond twelve years, but will be limited to a total period of 18 years of continuous service on the Executive Committee. No person who has served on the Executive Committee shall be eligible to be a member of the Executive Committee for a period of two years after resignation or retirement from office.

# STATUTE 7

## Executive Committee: Functions

**7.1.** The composition of the Executive Committee of the Union is defined in Statute 6.1.

**7.2.** The Executive Committee shall:

- a.** implement the aims and objectives of the Union as defined in Statute 1 and as prescribed for the Officers in Statute 8,
- b.** conduct an annual review of the workings of the Union, make plans for the future and render an annual report to the Adhering Bodies and Associate Adhering Bodies that is made available on the official website of the Union,
- c.** decide whether any proposed change in the nature of an Adhering Body or Associate Adhering Body or the number of the Group of an Adhering Body requires approval by the delegates under the provisions of Statute 2.14,
- d.** in accordance with the provisions of Statutes 5.5c and 5.12c, communicate to a General Assembly its opinion of any proposal to terminate the membership in the Union of any Adhering Body or Associate Adhering Body for any serious cause, and of any explanation of the matter provided by the Adhering Body or Associate Adhering Body,
- e.** as soon as possible after the resignation or death of a General Secretary, Treasurer, or other member of the Executive Committee (except the President and President Elect, for which separate provisions apply as set out in Statutes 8.8d and 8.8f) appoint a replacement to act until a new General Secretary or Treasurer, or other member of the Executive Committee, has been elected and installed at the closing of the next Ordinary General Assembly,
- f.** decide the date and place of an Ordinary General Assembly with due regard to the provisions of Statute 5.1,
- g.** set up such committees and editorial boards as are necessary for the purposes of the Union, determine their terms of reference and receive their annual reports,
- h.** appoint the members of committees, editorial boards and representatives of joint committees and other bodies and approve or disapprove the proposed co-option of members of the committees and editorial boards,
- i.** appoint the IUBMB officers to the Boards of Directors of daughter organizations,
- j.** receive from the Boards of Directors of daughter organizations reports on the income and expenditures in the previous year and on the financial balance at the end of the previous year,



- k.** report to the General Assembly on the income and expenditures in the previous triennium and the financial balance at the end of this triennium,
- l.** receive the budgets of the Committees of the Union and, if desirable, comment thereon to the Chair of each Committee,
- m.** conduct every three years, a review of each Committee,
- n.** designate the currency in which the unit subscription to the funds of the Union shall be expressed,
- o.** receive from the Treasurer a proposal for the appointment of a registered accountant as auditor, and either approve it or refer it back to the Treasurer,
- p.** receive from the Treasurer an audited account of the income and expenditure of the Union for each year of the triennium ending on December 31 in the year preceding that in which the next Ordinary General Assembly is held,
- q.** receive from the Treasurer no later than March 1 of the current calendar year, a working budget for the current calendar year to carry out the plans of the Executive Committee, and either approve it or refer it back to the Treasurer,
- r.** receive from the Treasurer a budget for the Union for the triennium beginning on January 1 of the year in which the Ordinary General Assembly is held, and either approve it or refer it back to the Treasurer,
- s.** maintain a webpage for free and open internet access on which information about IUBMB, reports and events are displayed, and
- t.** prepare and modify from time to time the documentation known as Standing Orders that includes Guidelines for IUBMB Activities, Terms of Reference for Committees and Job Descriptions for Members of the Executive Committee. The prevailing version of the Standing Orders shall be publicly displayed on the website of the Union at <http://www.iubmb.org>.

**7.3.** The Executive Committee may:

- a.** propose to a General Assembly amendments of the Statutes and By-Laws,
- b.** request the General Secretary to summon an Extraordinary General Assembly (Statute 5.11),
- c.** request the General Secretary to conduct a mail or e-mail vote of the Adhering Bodies on a proposed action concerning which the Executive Committee wishes a decision in the absence of an Ordinary or Extraordinary General Assembly. The proposal shall be explained in detail. Except when otherwise provided in the Statutes and By-Laws, a majority of the votes received within ninety days following the mailing of the ballots

shall be required for adoption of a proposal. A proposal cannot be adopted unless 50% or more of the votes have been received,

- d.** decide about the participation of the Union in the setting up of any Joint Committee with any other Union or with other scientific bodies, approve terms of reference of such Joint Committees and appoint the representatives of the Union thereon,
  - e.** set up any Committee or other body it may deem necessary for the aims of the Union and formulate the terms of reference of such a body,
  - f.** approve or disapprove the proposed co-option by Committees of any persons so nominated,
  - g.** appoint and reappoint Editors of publications of the Union for three-year terms in accordance with By-Law 21,
  - h.** confirm the appointment or reappointment of Co-Editors and Assistant Editors of publications of the Union where such appointment or reappointment has been made by an Editor (By-Law 22),
  - i.** communicate, through the General Secretary, to a General Assembly its views on matters to be considered by the General Assembly, and
  - j.** establish daughter organizations with fundraising purposes in support of the IUBMB aims.
- 7.4.** The Executive Committee shall normally meet not less than once each year. The Executive Committee will decide on the place of the meeting, giving consideration to rotation through the different regions. Ordinarily, a meeting will be held in conjunction with an International Congress of Biochemistry and Molecular Biology and, where possible, with a meeting of a regional organization. The Agenda, including any supplementary Agenda, shall be presented by the General Secretary to each member of the Executive Committee in writing before the meeting.
- 7.5.** At each meeting the Executive Committee shall, under the provisions of Statute 8.5, receive a report of the actions of the President taken since its last meeting and shall decide upon any further action in these matters.
- 7.6.** All members of the Executive Committee shall have the right to vote at meetings of the Executive Committee, except the Chair who can vote only under specified circumstances (Statute 8.4b). No member of the Executive Committee may have more than a single vote in respect of a motion under consideration by the Executive Committee.
- 7.7.** Except where otherwise provided in the Statutes and By-Laws, decisions of the Executive Committee shall be determined by a simple majority of the votes cast. In the event of an equal division of votes, the Chair shall then cast a deciding vote (Statute 8.4b).

**7.8.** In all its decisions the Executive Committee shall be guided by the tradition of free international scientific cooperation.

# **STATUTE 8**

## **Officers of the Union**

- 8.1.** The Officers of the Union shall be:
- a.** the President,
  - b.** the President Elect,
  - c.** the Past President,
  - d.** the General Secretary,
  - e.** the Treasurer.
- 8.2.** Normally not more than one of the Officers shall be appointed from among the members of any one Scientific Community.
- 8.3.** No person shall simultaneously hold two of the offices defined in Statute 8.1.

### **The President**

- 8.4.** The President shall:
- a.** under the provisions of Statute 6.1 be a member of the Executive Committee, and
  - b.** if possible preside over all meetings of the Executive Committee and over all General Assemblies. In his/her temporary absence, the responsibilities as Chair shall be undertaken by the President Elect. If both are absent, the Executive Committee or a General Assembly shall elect one of its members to preside. The Chair shall not vote except in the case of a tied vote in which case the Chair shall cast a deciding vote (Statutes 5.14 and 7.7).
- 8.5.** The President may, after such consultation with other members of the Executive Committee as deemed appropriate, decide upon matters within the competence of the Union in order to ensure the smooth development of the day-to-day activities of the Union. Such decisions shall be reported to the next meeting of the Executive Committee.
- 8.6.** The President shall hold office from the close of the Ordinary General Assembly at which he/she succeeds from President Elect to President until the close of the next Ordinary General Assembly.

### **The Past President**

- 8.7.** The Past President shall:
- a.** under the provisions of Statute 6.1 be a member of the Executive Committee;

- b. provide advice and support to the incoming President to ensure continuity of leadership, vision and initiatives;
- c. in the temporary absence of the President and President Elect preside at all meetings of the Executive Committee, and at all General Assemblies.

## **The President Elect**

### **8.8.** The President Elect shall:

- a. under the provisions of Statute 6.1 be a member of the Executive Committee,
- b. in the temporary absence of the President preside at all meetings of the Executive Committee, and at all General Assemblies,
- c. at the request of the President act as official representative of the Union,
- d. in case of resignation or death of the President, the President Elect will become President and will hold office until the end of two subsequent Ordinary General Assemblies. The duties of the President Elect will be filled by a member elected from within the Executive Committee until the election of a new President Elect at the next Ordinary General Assembly,
- e. in case of resignation or death of the President, at a time when there is no President Elect, a new President will be elected by electronic ballot. Nominations will be solicited by the General Secretary from the contact persons of the Adhering Bodies and sent by the General Secretary to the Chair of the Nominating Committee. The Nominating Committee will select a candidate (or candidates) from those individuals who have been nominated. The General Secretary will send the ballot with the name(s) of the selected individual(s) to the contact persons of the Adhering Bodies in order to proceed with the election. An election will be held even if the Nominating Committee proposes only a single candidate. Since this is an electronic ballot the contact person for each Adhering Body will cast the votes allocated to each Adhering Body to the candidate of their choice. The election will be closed within one month after mailing of the ballots. The candidate who receives more than 50% of the expressed votes will be elected (majority vote). In the case a majority vote is not reached, a ballot will be held between the two candidates having received the highest number of votes, and
- f. in case of resignation or death of the President Elect, the President will assume the duties of the office and the office will remain vacant until the next Ordinary General Assembly at which time both a President and a President Elect will be elected.

### **8.9.** When a vacancy is about to occur in the office of President Elect as the result of the completion of a term of office, the Nominating Committee may nominate a candidate or

candidates for consideration by the next Ordinary General Assembly following that at which he/she took office. The President Elect shall be elected at the opening of the Ordinary General Assembly and shall be installed in office at the end of the Ordinary General Assembly. He/she shall hold office until the end of the next Ordinary General Assembly at which time he/she will become President. Previous membership on the Executive Committee shall not limit his/her term of office.

## **The General Secretary**

- 8.10.** The General Secretary shall under the provisions of Statute 6.1 be a member of the Executive Committee.
- 8.11.** When a vacancy is about to occur in the office of General Secretary as the result of the completion of a term of office by the Officer or acting Officer, the Nominating Committee may nominate a candidate or candidates for consideration by the next Ordinary General Assembly. The General Secretary shall be elected at the opening of the Ordinary General Assembly and shall be installed in office on the first day of January succeeding the Ordinary General Assembly. He/she shall hold office until the first day of January succeeding two subsequent General Assemblies. In accordance with Statute 6.12, previous membership on the Executive Committee shall not limit the term of office. The Executive Committee may, if it deems fit, appoint a General Secretary to hold office for a second and final period of three years. Such a period shall begin on the day on which he/she shall have completed the previous period of office and close on the first day of January succeeding the Ordinary General Assembly at which his/her successor shall have been elected. For a period of two years after resignation or retirement from office a former General Secretary shall not be eligible to hold office in the Union.

## **The Treasurer**

- 8.12.** The Treasurer shall:
- a.** under the provisions of Statute 6.1 be a member of the Executive Committee,
  - b.** be responsible to the General Assembly and to the Executive Committee for all the financial affairs of the Union,
  - c.** be responsible for supervision of the income and expenditures of the funds of the Union and for its financial records,
  - d.** for each calendar year in which he/she holds office prepare for presentation to the Executive Committee not later than March 1 of the succeeding year an audited statement of the income and expenditures of the Union,
  - e.** in the year in which the Ordinary General Assembly is held prepare for presentation to each Ordinary General Assembly an audited statement of the income and expenditures of the Union for the triennium ending on December 31 of the year preceding that in which the Ordinary General Assembly is held,
  - f.** for the triennium beginning on January 1 of the year in which the Ordinary General Assembly is held, prepare a triennial budget for the Union, and send this at least ten weeks before the date of a General Assembly to the members of the Executive

Committee, to the Adhering Bodies and Associate Adhering Bodies, and to the delegates and associate delegates to the Assembly, and

- g.** for each meeting of the Executive Committee prepare a statement of income and expenditures of the Union for the period beginning on January 1 of the year in which the meeting is held, and ending not more than two weeks before the meeting, except where a meeting of the Executive Committee occurs before April 1 in any calendar year in which case such statement of income and expenditures should be subsequently mailed to the Executive Committee for the period ending March 31 of that calendar year, together with the minutes of that Executive Committee meeting.
- 8.13.** When a vacancy is about to occur in the office of Treasurer as the result of the completion of a term of office by the Officer or acting Officer, the Nominating Committee may nominate a candidate or candidates for consideration by the next Ordinary General Assembly. The Treasurer shall be elected at the opening of the Ordinary General Assembly and shall be installed in office on the first day of January succeeding the Ordinary General Assembly. He/she shall hold office until the first day of January succeeding two subsequent General Assemblies. In accordance with Statute 6.12, previous membership on the Executive Committee shall not limit the term of office. The Executive Committee may, if it deems fit, appoint a Treasurer to hold office for a second and final period of three years. Such a period shall begin on the day on which he/she shall have completed the previous period of office and close on the first day of January succeeding the Ordinary General Assembly at which his/her successor shall have been elected. For a period of two years after resignation or retirement from office a former Treasurer shall not be eligible to hold office in the Union.
- 8.14.** The officers as members of the Boards of Directors of daughter organizations of IUBMB must sign an official statement declaring that they will resign from the Boards of Directors of such daughter organizations as soon as they end their terms of office as members of the Executive Committee of IUBMB.



# STATUTE 9

## Finance

- 9.1.** Each Adhering Body shall pay an Annual Subscription to the Treasurer determined in accordance with the provisions of the Group in which its adherence is effected (Statutes 2.15, 5.4h, 9.2 and By-Law 18). The Annual Subscription shall be paid during the calendar year to which it applies.
- 9.2.** The Unit Subscription shall be stated in terms of a currency to be decided by the Executive Committee (Statute 7.2n) and the value of the unit in that currency shall be determined by an Ordinary General Assembly for the three-year period beginning January 1 following the Ordinary General Assembly (Statute 5.4h).
- 9.3.** Any Adhering Body which has paid no subscription for two successive years shall be warned by the Treasurer, and its delegate or delegates shall by that fact be thereupon deprived of the right to vote. An Adhering Body whose subscription is in arrears for four years shall by that fact be immediately suspended from membership in the Union. Such a suspension shall be reported to the next General Assembly by the Treasurer. This report shall be regarded as a proposal to the General Assembly that the membership of the Adhering Body in question be terminated. The membership may then be terminated by the General Assembly under the provision of Statute 5.5c or of Statute 5.12c.
- 9.4.** Notwithstanding the provisions of Statute 9.3, if an Adhering Body is unable to pay its annual contribution for a period that would lead to a proposal of termination of membership as formulated in Statute 9.3, it can ask to become an Associate Adhering Body for a period of three years giving reasons why this is necessary. The Executive Committee decides whether such a request should be granted.
- 9.5.** Funds may not be solicited or accepted on behalf of the Union or on behalf of any of its Committees from any International, Governmental or other Agency, or from any person, without the previous approval in writing of the Executive Committee. Nevertheless, any committee for international relations in biochemistry and molecular biology may, without prior approval of the Executive Committee, seek funds within its own Scientific Community or group of communities for the support of its own activities or in its capacity as host for a General Assembly, Congress or other meeting sponsored by the International Union of Biochemistry and Molecular Biology.
- 9.6.** If, under the provisions of Statute 11.2, a proposal is accepted at a General Assembly for the dissolution of the Union, the General Assembly shall thereupon appoint a Special Committee to report to the International Council for Science concerning the means of liquidation of the assets of the Union. The net assets shall be given to one or more, preferably international, organizations or institutions which shall spend the assets so

obtained for purposes as far as possible in accordance with the aims of the Union as set out in Statute 1.

# **STATUTE 10**

## **Domicile and Representation of the Union**

- 10.1.** Legal domicile of the Union is in the Municipality of Amsterdam in The Netherlands.
- 10.2.** The Auditor of the Union shall be a person or corporation authorized to act as a public accountant, appointed to act by the Treasurer after approval by the Executive Committee.
- 10.3.** All contracts and agreements involving the Union shall be signed by two of the Officers of the Union.
- 10.4.** The President shall be the official representative of the Union on all civil and legal occasions and in all dealings with other organizations. He/she may in this respect delegate his/her powers to the President Elect, the General Secretary or, with the approval of the Executive Committee, to any other person.
- 10.5.** The Executive Committee may, on behalf of the Union, own, buy, and sell real estate, hold mortgages, lend money, and act as guarantor.

# **STATUTE 11**

## **Duration of the Union**

- 11.1.** The duration of the Union is not limited.
- 11.2.** The Union shall not be dissolved except on the acceptance of a proposal to this effect by two-thirds of the delegates present at a General Assembly. Any motion to dissolve the Union shall be included in the Agenda of a General Assembly.
- 11.3.** If the Union is dissolved by the General Assembly, the balance of assets over liabilities will be utilized so far as possible in conformity with the aims of the Union, specified in Statute 1.2 (Statute 9.6).

# **STATUTE 12**

## **Adoption and Alteration of the Statutes**

- 12.1.** These Statutes shall come into force immediately after they have been adopted by a General Assembly and upon acquisition of a Dutch notarial deed. Adoption of the Statutes shall require at least two-thirds of the votes of those delegates present at the General Assembly, and at least one-half of the total possible number of votes of the delegates of all Adhering Bodies, whether or not all such delegates are present. Every member of the Executive Committee is able to execute the deed of amendment of the Statutes after the General Assembly decides upon their amendment.
- 12.2.** Proposals to a General Assembly for amendment of the Statutes may be made by the Executive Committee and by any Adhering Body, provided that the General Secretary is notified in writing at least eight months before a General Assembly is expected to be held.
- 12.3.** Any alteration of these Statutes shall become effective only if all Adhering Bodies have been informed in writing of such a proposal at least six months before a General Assembly, if at least two-thirds of the votes of those delegates present shall have been cast in favor of the proposal, and the favorable votes amount to at least one-half of the total possible number of votes of the delegates of all Adhering Bodies, whether or not all such delegates are present. If the two-thirds favorable vote does not represent at least one-half of the total possible number of votes of the delegates of the Adhering Bodies, a postal vote shall be taken and a two-thirds majority of the votes received within ninety days following the mailing of the ballots shall be required for adoption of the amendment to the Statutes, provided that 50% or more of the delegates return their vote by mail.

## **STATUTE 13**

### **Adoption and Alteration of the By-Laws**

- 13.1.** The By-Laws shall come into force immediately after they have been adopted by a General Assembly. Adoption of the By-Laws shall require at least two-thirds of the votes of those delegates present at the General Assembly, and at least one-half of the total possible number of votes of the delegates of all Adhering Bodies, whether or not all such delegates are present.
- 13.2.** Proposals for alteration of the By-Laws may be made by the Executive Committee. Proposals for alteration of the By-Laws, except of By-Law 1, may also be made by an Adhering Body. Proposals for the amendment of By-Law 1 may be made by an intended Adhering Body or an Associate Adhering Body under the provisions of Statute 2.11. All proposals for amendment of the By-Laws shall be sent to the General Secretary in writing. A proposed alteration of the By-Laws shall become effective if all Adhering Bodies have been informed in writing by the General Secretary of the proposal to alter a By-Law or By-Laws and no adverse vote has been received by the General Secretary within a period of four months following such notification of the proposal. If the General Secretary receives one or more valid adverse votes the matter shall be referred to the next Ordinary General Assembly. The proposal shall then be voted upon by those delegates present as though it were a proposal for an alteration of the Statutes under the provisions of Statute 12.3.

# **BY-LAWS**

## **Membership and Delegates**

### **Membership**

1. The members of the International Union of Biochemistry and Molecular Biology are listed at the end of the By-Laws. Each member appoints a contact person to which the Executive Committee, in particular the General Secretary, communicates on all aspects regarding the Union.

### **Delegates (Statute 4)**

2. The delegates or associate delegates shall have the duty of ascertaining the views of the Adhering Body or Associate Adhering Body which nominate them, if requested to do so by the General Secretary, on any matter within the purview of the Union. The General Secretary shall send, to the Responsible Officer of the Adhering Body or Associate Adhering Body, a copy of every written communication addressed to the delegates and associate delegates which contains such a request.

## **General Assembly and Executive Committee**

### **General Assembly (Statute 5)**

3. The Agenda for an Ordinary General Assembly shall be sent by the General Secretary to all Adhering Bodies and Associate Adhering Bodies, and to all delegates and associate delegates in writing at least two months before the date of the General Assembly. Copies of any supplementary Agenda shall be provided by the General Secretary to each delegate and associate delegate in advance or at the beginning of the Ordinary General Assembly. No other item shall be considered by the General Assembly and put to the vote except under the provisions of Statute 5.9.
4. The Agenda for an Extraordinary General Assembly shall be sent by the General Secretary to all Adhering Bodies and Associate Adhering Bodies, and to all delegates and associate delegates in writing at least one month before the date of the General Assembly. Copies of any supplementary Agenda shall be provided by the General Secretary to each delegate and associate delegate in advance or at the beginning of the Extraordinary General Assembly. No other items shall be considered by the Extraordinary General Assembly and put to the vote except under the provision of Statute 5.13.

## **Executive Committee (Statute 7)**

5. The General Secretary shall send in writing to each member of the Executive Committee a notice of a meeting of the Executive Committee at least three months before the proposed date. The Agenda shall be sent by the General Secretary to each member of the Executive Committee in writing at least one month before the date of the meeting. Copies of any supplementary Agenda shall be provided by the General Secretary to each Executive Committee member in advance or at the beginning of a meeting of the Executive Committee.

# **President**

## **The President (Statutes 8.4-8.6)**

6. The President shall:
  - a. under the provisions of Statute 5.11, require the General Secretary to summon an Extraordinary General Assembly, if the President has been requested in writing by at least one-half of all the Adhering Bodies to call such a General Assembly, and fix the time and place thereof, and
  - b. under the provisions of Statute 7.5, report to each meeting of the Executive Committee the decisions taken under Statute 8.5 since its last meeting.
7. The President may:
  - a. consult by mail or e-mail the members of the Executive Committee upon any matter within the competence of the Union, or request the General Secretary to do so on the President's behalf, and
  - b. consult by mail or e-mail the Adhering Bodies and Associate Adhering Bodies upon any matter within the competence of the Union, or request the General Secretary to do so on the President's behalf.

# **General Secretary and Treasurer**

## **The General Secretary (Statutes 8.10 and 8.11)**

8. The General Secretary shall:
  - a. act as Secretary at all meetings of the Executive Committee, and all General Assemblies. He/she shall distribute the Agenda and keep the Minutes of all meetings of which he/she is Secretary,



- b. normally be responsible for the maintenance of communications between the Union and its Adhering Bodies and Associate Adhering Bodies and between the Union and other Unions, similar bodies and organizations, and between the Union and the International Council for Science, and
- c. report annually, on behalf of the Executive Committee, about the activities of the Union and of its Committees, Joint Committees and other bodies (Statutes 5.4e and 7.2b).

### **The Treasurer (Statutes 8.12 and 8.13)**

- 9. When requested to do so by members, associate members, special members, associated organizations, an authorized officer of the International Council for Science or of any other organization that has contributed to the funds of the International Union of Biochemistry and Molecular Biology, the Treasurer shall provide for the requesting officer an audited statement of the expenditure of the funds provided by the International Council for Science or by the other organization in question.
- 10. Before December 1 of each calendar year the Treasurer shall ascertain the financial liabilities of the Union which arise from the activities of its Committees and from all other Union responsibilities. By December 1 of each year at the latest, the Treasurer shall prepare a working budget for the forthcoming calendar year, which he/she shall submit during the month of December to the Executive Committee for its approval.

## **Committees and Joint Committees**

- 11. The term Joint Committee shall be understood to include all Joint Commissions with other Unions.
- 12. The Chair and members of the Committees shall normally be appointed by the Executive Committee under the provision of Statutes 7.2h and 7.3e. Such an appointment shall be for a maximum period of six years. They may be re-elected for a single second term of three years. Where a person elected Chair of a Committee is already a member of the Committee, his/her total term of service may be extended to a maximum of 12 years. Subject to the approval of the Executive Committee, Committees may co-opt members during the period between one meeting of the Executive Committee and the next and may thus fill vacancies which arise from resignation or death of members (Statute 7.3f).
- 13. An Editor and Co-Editor shall be a member of any Committee set up in respect of the relevant publication.

14. The Committee shall be responsible to the Executive Committee and shall report to it (Statute 7.2g). Each Committee shall have freedom to formulate its own rules and procedures within the framework of the Statutes and By-Laws of the Union and of the approved terms of reference of the Committee.
15. The report of a Committee to the Executive Committee shall, at the request of the General Secretary, be prepared by the Chair of the Committee and reach the General Secretary not later than six weeks before the date of a meeting of the Executive Committee. The report of a Joint Committee shall be prepared by the Chief Representative of the Union (By-Law 16) and shall reach the General Secretary not later than six weeks before the date of a meeting of the Executive Committee. Such reports shall be dispatched by the General Secretary to the members of the Executive Committee at least three weeks before the date of a meeting of the Executive Committee.
16. The representatives of the Union on Joint Committees and on other joint scientific bodies shall be appointed by the Executive Committee under the provisions of Statutes 7.2h and 7.3d. For each such body, one representative shall be designated by the Executive Committee as the Chief Representative of the International Union of Biochemistry and Molecular Biology. The obligations of the Chief Representative to report shall be the same as those of the Chair of a Committee of the Union (By-Law 15).
17. Any officer of the Union may attend a meeting of a Committee, Joint Committee, or of any other body set up under the Union, but unless such an officer has been appointed an ordinary member of the Committee, Joint Committee, or other body the officer shall have no right to vote.

## **Finance (Statute 9)**

18. Each Adhering Body shall pay an Annual Subscription the amount of which, under the provisions of Statute 9.2, shall be determined by the number of the Group in which adherence has been admitted (Statute 2.15). For the purpose of determining the amount of the subscription, Group I shall be divided into two sub-groups while Group II shall be divided into five sub-groups and Group III into ten sub-groups. The amount of the Annual Subscription, in terms of the Unit Subscription (Statutes 5.4h and 9.2), shall be calculated in accordance with the following provisions:

Adhering Bodies in Group I, sub-group A, shall pay annually two unit subscriptions;  
Adhering Bodies in Group I, sub-group B, shall pay annually three unit subscriptions;  
Adhering Bodies in Group II, sub-group A, shall pay annually four unit subscriptions;  
Adhering Bodies in Group II, sub-group B, shall pay annually six unit subscriptions;  
Adhering Bodies in Group II, sub-group C, shall pay annually eight unit subscriptions;  
Adhering Bodies in Group II, sub-group D, shall pay annually ten unit subscriptions;

Adhering Bodies in Group II, sub-group E, shall pay annually twelve unit subscriptions;  
 Adhering Bodies in Group III, sub-group A, shall pay annually sixteen unit subscriptions;  
 Adhering Bodies in Group III, sub-group B, shall pay annually twenty unit subscriptions;  
 Adhering Bodies in Group III, sub-group C, shall pay annually twenty-four unit subscriptions;  
 Adhering Bodies in Group III, sub-group D, shall pay annually thirty-two unit subscriptions;  
 Adhering Bodies in Group III, sub-group E, shall pay annually forty unit subscriptions;  
 Adhering Bodies in Group III, sub-group F, shall pay annually forty-eight unit subscriptions;  
 Adhering Bodies in Group III, sub-group G, shall pay annually fifty-six unit subscriptions;  
 Adhering Bodies in Group III, sub-group H, shall pay annually sixty-four unit subscriptions;  
 Adhering Bodies in Group III, sub-group I, shall pay annually seventy-two unit subscriptions;  
 Adhering Bodies in Group III, sub-group J, shall pay annually eighty unit subscriptions (Table I).

**TABLE I**

Annual Subscription to the IUBMB

Group I 1 delegate		Group II 2 delegates		Group III 3 delegates	
Subgroup	Units	Sub Group	Units	Sub Group	Units
A	2	A	4	A	16
B	3	B	6	B	20
		C	8	C	24
		D	10	D	32
		E	12	E	40
				F	48
				G	56
				H	64
				I	72
				J	80

- 19.** Five months before the Executive Committee meeting that takes place in the year before an Ordinary General Assembly (Statute 7.2) the Chair of a Committee, or the Chief Representative of the Union on a Joint Committee or other scientific body shall submit to

the Treasurer a budget relating to the activities of the Committee or Joint Committee or other scientific body for the triennium beginning on January 1 of the year in which the Ordinary General Assembly is held. The Chair of a Committee, or the Chief Representative of the Union on a Joint Committee, or another scientific body shall be responsible to the Executive Committee for any expenditure of Union funds on behalf of the Committee or other scientific body.

20. The records of the finances of the publications of the Union shall be kept separately from those of the General Expenditure of the Union. Editors of the publications of the Union shall be responsible to the Executive Committee for any receipts or expenditure of funds by them on behalf of their publication.

## **Publications of the Union**

21. The Editors of publications of the Union shall be appointed by the Executive Committee for an initial term of not more than three years (Statute 7.3g). Reappointments may be made by the Executive Committee for terms of not more than three years. The number of reappointments shall not be limited.
22. Co-Editors and Assistant Editors shall be appointed by Editors for terms of not more than three years. They shall be eligible for immediate reappointment for terms of up to the same length. Under the provisions of Statute 7.3h, the appointments and reappointments shall be subject to the approval of the Executive Committee. The number of reappointments shall not be limited.

## **Associated Organizations (Statute 2.25)**

23. The Union shall invite Associated Organizations to send representatives to meetings of relevant Union bodies at which joint activities are to be discussed.

The Union shall offer assistance in publicizing meetings of Associated Organizations. The Union may invite Associated Organizations to advise on Union activities that would be of direct interest to the Organizations.

The continuance of membership of each Associated Organization shall be reviewed by the General Assembly at each of its triennial meetings.

## **Interpretation of the Statutes and By-Laws**

- 24.** In these Statutes and By-Laws words importing the male gender shall be interpreted as including the female gender and vice-versa.
- 25.** In these Statutes and By-Laws the words “writing”, “mail” or “post”, or grammatical variants thereof, shall be interpreted as being inclusive of physical dispatch of either hard-copy letters and documents or electronic messages and files of documents including those sent by e-mail or facsimile transmission. In this context, simply placing a message or electronic file on a webpage is by itself insufficient.

# **BY-LAW 1 (September 2012)**

## **The Members of the International Union of Biochemistry and Molecular Biology**

### **Argentina –**

Sociedad Argentina de Investigación Bioquímica y Biología Molecular

### **Armenia\* –**

The Armenian Association of Biochemists

### **Australia –**

The Australian Academy of Science

### **Austria –**

Austrian Association of Molecular Life Sciences and Biotechnology

### **Bangladesh\* –**

The Bangladesh Biochemical Society

### **Belarus\* –**

Belarusian Biochemistry Society

### **Belgium –**

The Royal Academies of Science and the Arts of Belgium

### **Benin\* –**

Société de Biochimie et Biologie Moléculaire du Benin

### **Bolivia\* –**

Academia Nacional de Ciencias de Bolivia

### **Brazil –**

Sociedade Brasileira de Bioquímica e Biologia Molecular

### **Bulgaria –**

Bulgarian Society for Biochemistry, Biophysics & Molecular Biology

### **Cameroon\* –**

Cameroon Society for Biochemistry and Molecular Biology

### **Canada –**

National Research Council of Canada

### **Chile –**

Sociedad de Bioquímica y Biología Molecular de Chile

**China –**

The Chinese Society of Biochemistry and Molecular Biology

**China –**

The Society for Biochemistry and Molecular Biology located in Taipei, China

**Croatia –**

Croatian Society of Biochemistry and Molecular Biology

**Cuba\* –**

Cuban Section of Biochemistry and Molecular Biology

**Cyprus –**

Biological Society of Cyprus

**Czech Republic –**

Czech Academy of Sciences (National Committee for Biochemistry and Molecular Biology)

**Denmark –**

The Royal Danish Academy of Sciences and Letters

**Egypt–**

Academy of Scientific Research and Technology

**Estonia\* –**

Estonian Biochemical Society

**Finland –**

Societas Biochemica, Biophysica et Microbiologica Fenniae

**France –**

Société Française de Biochimie et de Biologie Moléculaire

**Germany –**

Gesellschaft für Biochemie und Molekularbiologie

**Greece –**

Hellenic Society of Biochemistry and Molecular Biology

**Hong Kong\*–**

The Hong Kong Society of Biochemistry and Molecular Biology

**Hungary –**

Hungarian Biochemical Society (National Committee for Biochemistry and Molecular Biology)

**Iceland\* –**

Icelandic Biochemical Society

**India –**

Indian National Science Academy (National Committee for IUBMB)

**Indonesia\*** –

Indonesian Society for Biochemistry and Molecular Biology

**Iran** –

Iran Society of Biochemistry and Iran Society of Biophysical Chemistry

**Ireland** –

Royal Irish Academy (National Committee for Biochemistry)

**Israel** –

Israel Society for Biochemistry and Molecular Biology

**Italy** –

Società Italiana di Biochimica e Biologia Molecolare

**Japan** –

Science Council of Japan

**Kazakhstan\*** –

The Biochemical Society of Kazakhstan

**Kenya\*** –

The Biochemical Society of Kenya

**Korea** –

Korean Society for Biochemistry and Molecular Biology

**Lithuania\*** –

Lithuanian Biochemical Society

**Malaysia\*** –

Malaysian Society for Biochemistry and Molecular Biology

**Mexico** –

Sociedad Mexicana de Bioquímica

**Moldova\*** –

The Moldavian Society for Biochemistry and Molecular Biology

**Morocco** –

Société Marocaine de Biochimie et Biologie Moléculaire

**Myanmar** –

The Myanmar Biochemical Society

**Nepal\*** -

The Nepal Molecular Biology Society

**New Zealand** –

The Royal Society of New Zealand



**Nigeria –**

Nigerian Society of Biochemistry and Molecular Biology

**Norway –**

Norwegian Academy of Science and Letters

**Pakistan –**

Pakistan Society of Biochemistry and Molecular Biology

**Panama\* –**

Asociación Panameña de Bioquímica y Biología Molecular

**Philippines\* –**

Philippine Society for Biochemistry and Molecular Biology

**Poland –**

Polish Academy of Sciences

**Portugal –**

Sociedade Portuguesa de Bioquímica

**Romania\* –**

Romanian Society of Biochemistry and Molecular Biology

**Russia –**

Russian Academy of Sciences

**Singapore\* –**

Singapore National Academy of Sciences

**Slovak Republic –**

Slovak Academy of Sciences (Slovak National Committee for Biochemistry and Molecular Biology)

**Slovenia –**

Slovenian Biochemical Society

**South Africa –**

South African Society of Biochemistry and Molecular Biology

**Spain –**

Sociedad Española de Bioquímica y Biología Molecular

**Sri Lanka\* –**

The National Science Foundation of Sri Lanka

**Sweden –**

The Royal Swedish Academy of Sciences (National Committee for Molecular Biosciences)

**Switzerland –**

Swiss Society for Biochemistry (Committee for IUBMB of the Swiss Academy of Sciences)

**Thailand –**

Biochemistry and Molecular Biology Section of Science Society of Thailand

**Togo\*–**

Société de Biochimie et Biologie Moléculaire du Togo

**Tunisia\* –**

Société Tunisienne de Chimie Biologique

**Turkey –**

Turkish Biochemical Society

**Ukraine –**

Ukrainian Biochemical Society

**United Kingdom –**

The Biochemical Society

**Uruguay\* –**

Seccional de Bioquímica y Biología Molecular de la Sociedad Uruguaya de Biociencias

**U. S. A. –**

American Society for Biochemistry and Molecular Biology

**Vietnam\* -**

The Vietnam Association of Biochemistry and The Vietnamese Association of Clinical Biochemists

**Zambia\* –**

Zambia Society of Biochemistry and Molecular Biology

**Zimbabwe\* –**

The Biochemistry and Molecular Biology Society of Zimbabwe

\* Associate Adhering Bodies

**Visit the IUBMB home page at  
<<http://www.iubmb.org>>  
and that of the Nomenclature Committee of IUBMB at  
<<http://www.chem.qmw.ac.uk/iubmb/nomenclature>>**

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