

The International Society of Vertebrate Morphologists

STATUTES (Revised April 6, 2014)

Article I Objectives and Purposes

The International Society of Vertebrate Morphologists (ISVM) (1) promotes international collaboration and cooperation in vertebrate morphology, and (2) as it deems desirable and useful, encourages international collaboration and cooperation between vertebrate morphology and other biological sciences.

To effect these objectives and purposes, the ISVM sponsors and promotes the International Congresses of Vertebrate Morphology (hereafter abbreviated Congress or ICVM) and other relevant international meetings; establishes and sponsors commissions and committees as it deems appropriate and desirable; establishes or sponsors other international activities in vertebrate morphology as it deems appropriate and desirable; and functions as a Scientific Member of the International Union of Biological Sciences.

Article II Membership

A. Membership. Membership in the International Society of Vertebrate Morphologists is open to all persons interested in vertebrate morphology. Members of the ISVM in good standing include 1) all persons who registered for previous Congresses, and 2) all who register for the ensuing Congress. The Executive Committee establishes dues for members.

B. Meetings. The ISVM meets in a business session during each stated International Congress of Vertebrate Morphology. The quorum for transaction of business at an ICVM meeting consists of the members present at that session. A member must be in attendance at the business session in order to vote on matters brought to the session. Voting for officers and Executive Committee members, and other matters as deemed necessary by the Executive Committee, shall be by a ballot. Ballots shall be made available via internet well before the upcoming Congress to all current members in good standing, and must be completed and received by the deadline established by the Treasurer.

C. Actions. Actions taken by the ISVM during a stated Congress include: (1) selection of the site and time of the following Congress, (2) election of a nominating committee, and (3) taking actions appropriate and necessary to carry out the stated objectives and functions of the ISVM.

D. Presiding Officer. The President presides at the meetings of the ISVM and the ICVM.

E. Communications. Actions taken by the ISVM are summarized by the Secretary, communicated to the participants of the Congress and subsequently published on the ISVM website and, when appropriate, in the proceedings of the Congress, as approved by the Executive Committee.

Article III Officers

A. The President

1. Election. The President of the ISVM is elected as President-elect (see Article IIIB) and normally succeeds the previous President at the end of his/her term.

2. Term. The President holds office from the conclusion of the Congress at which s/he normally succeeds the previous president until the conclusion of the next Congress.

3. Duties. The President of the ISVM also serves as President of the International Congress of Vertebrate Morphology, as Chair of the Executive Committee of the ISVM, and as representative (or designates a representative to) the International Union of Biological Sciences. The President of ISVM appoints all committees and commissions (with the exception of the Executive Committee), and serves for one term as the immediate Past-president.

B. The President-elect

1. Election. The President-elect of the ISVM is elected by a simple majority of the returned ballots. Should there be a tie, the current President casts the deciding vote.

2. Term. The President-elect holds office from the conclusion of the Congress at which s/he is elected until the conclusion of the following Congress at which time the President-elect advances to the office of President.

3. Duties. The President-elect of the ISVM serves as vice chair of the Executive Committee, and assists the President as requested.

4. Succession. The President-elect shall serve as President of the ISVM in case of the inability of the President in office to continue until the completion of the normal term of that President in office. In such cases, the President-elect also serves his/her normal term as President.

C. The Past-president

1. Term. The Past-president serves one term on the Executive Committee, until the conclusion of the ensuing Congress.

2. Duties. The Past-president aids the President as requested. The Past-president chairs the Scientific Program Committee for the ensuing International Congress of Vertebrate Morphology. S/he recommends members of the committee, drawing from the Executive Committee and the membership, for the approval of the President, who appoints the committee. See Article III D of the Bylaws for further description. S/he aids the Secretary in developing the calls for symposia/workshops and for abstracts, and organizes the work of the committee.

D. The Secretary

1. Election. The Secretary of the ISVM is elected by a simple majority of the returned ballots, and is eligible for reelection.

2. Term. The Secretary holds office from the conclusion of the Congress at which s/he is elected until the conclusion of the following Congress.

3. Duties. The Secretary shall keep all records of the ISVM and its Executive Committee, prepare the agendas of meetings of the ISVM and Executive Committee, serve as parliamentarian at these meetings, record and distribute the minutes of the business and Executive Committee meetings following the Congress, prepare the published communications of these meetings, deal with communications of the ISVM and the Executive Committee as directed by the President, and directs the preparation of the next Congress. The Secretary is responsible for communicating with and assisting potential organizing agencies in the preparation of invitations for future Congresses, and presenting them to the Executive Committee. The Secretary is a member of the Executive Committee.

E. The Treasurer

1. Election. The Treasurer of the ISVM is elected by a simple majority of the returned ballots, and is eligible for reelection.

2. Term. The Treasurer holds office from the conclusion of the Congress at which s/he is elected until the conclusion of the following Congress.

3. Duties. The Treasurer serves as the membership officer of the ISVM and as such shall maintain the membership list of the ISVM, be responsible for carrying out all ballots, collect dues, and be responsible for the financial affairs of the ISVM (in contrast to the financial affairs of a stated International Congress of Vertebrate Morphology). The Treasurer is a member of the Executive Committee.

Article IV Congress Organization

A. The Secretary is responsible for the organization of the International Congress of Vertebrate Morphology. S/he seeks host cities and organizations. S/he assesses and

presents bids, usually by agents of meeting organization firms, for ensuing congresses with a recommendation to the Executive Committee, which discusses the proposals and formulates its recommendation. Their recommendation is presented and voted upon by Congress participants (see Bylaws Article III B). Following site selection, the organizing firm responsible for the bid is contacted by the Secretary in order to prepare the Congress contract.

B. At the discretion of the President and the Secretary, a member of ISVM who is a resident of the site may be delegated to be a local liaison person who interacts with the Secretary, the President, the Past-president, and the organizing firm; such activities as reviewing on-site arrangements, soliciting funding, exhibitors, interacting with local morphologists, etc., may be requested of the liaison person.

Article V

The Executive Committee

A. Membership

1. The President, the President-elect, the Secretary, the Treasurer, and the immediate Past-president until the end of the following Congress.

2. Ten elected members.

a. No more than two of these elected members may be from a single country. These members shall be elected with proper attention to adequate international distribution, diversity of age, gender, and the scope of the science of vertebrate morphology in the Executive Committee.

B. Election of members. Members of the Executive Committee are elected by a simple majority of the returned ballots. The ten nominees with the highest numbers of votes are elected, subject to the conditions of Section 2 A above. Elected members are eligible for re-election to the Executive Committee for one additional term. Should there be a tie, the President casts the deciding vote.

C. Term. Elected members of the Executive Committee shall serve from the conclusion of the Congress at which they are elected to the conclusion of the following Congress.

D. Duties

1. During the inter-Congress period, the Executive Committee acts on behalf of the ISVM.

2. During the inter-Congress period, the Executive Committee has general responsibility for the scientific policy of the International Congress of Vertebrate Morphology including the program of the Congress, as specified in the bylaws.

3. Establishes the dues structure for members of the ISVM.
4. Prior to the business meeting(s) during an International Congress of Vertebrate Morphology, the Executive Committee meets during the Congress and:
 - a. Provides a recommendation concerning the venue for the ensuing Congress after due consideration of all invitations presented by the Secretary (see Article III D 3);
 - b. Reviews all proposals for changes to the statutes and bylaws, and reports their recommendations to the members of the ISVM for their action at a business meeting during a Congress.
 - c. Provides advice and counsel concerning any other matters deemed to be of interest within the purview or among the responsibilities of the ISVM.

Article VI Nominations, Elections and Successions

A. Nominating Committee. A Nominating Committee of three persons from different countries will be selected with regard to diversity of gender, geographic representation, and scope of morphology. Nominations for members of the Nominating Committee will be solicited from the ISVM membership; all nominations should include a short justification and a statement that the nominee is willing to serve. Individuals may self-nominate. The Secretary will present the nominations to the officers and Executive Committee who will select the three prospective members using the criteria stated in the first sentence of this article. The results of this selection will be submitted to an online vote by the membership with the options being to accept or reject the selection, with a simple majority deciding. If the slate is rejected, the process will start again.

B. Election. A ballot, listing candidates for each office and for election to the Executive Committee as specified in Article V A 2, shall be made available online to all members of the ISVM by the Treasurer prior to the next ICVM. Ballots must be returned to the Treasurer prior to the Congress to be counted; deadlines to be established by the Treasurer in consultation with the President and Secretary. The results of the election will be announced at the ensuing ICVM.

C. Succession. In the event that any officer (except the President, See Art. III, B, 4) or member of the Executive Committee is unable to continue performing his/her duties, a replacement may be chosen by the remaining members of the Executive Committee. Should both the President and the President-elect be incapacitated, the Executive Committee should similarly designate a replacement. The replacement shall serve until the next Congress and shall be eligible for regular election.

Article VII Incorporation

The International Society of Vertebrate Morphologists is organized exclusively for charitable and educational purposes within the provisions of section 501 (c) (3) of the Internal Revenue Code of the United States of America.

Notwithstanding any other provision of these articles, the society shall not carry on any other activities not permitted to be carried on (a) by a society exempt from federal income under section 501 (c) (3) of the Internal Revenue Code, or by any corresponding section of any future federal tax code, or (b) by a society, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or any corresponding section of any future federal tax code.

In the event of the dissolution of the International Society of Vertebrate Morphologists, the assets of the society will be transferred to a charitable group chosen by a majority vote of the Executive Committee within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Article VIII Amendment of the Statutes/Bylaws

A. Proposal of amendment. Proposals to amend the statutes/bylaws must be formally submitted by at least three members of the ISVM from at least three (3) countries, and must be transmitted to the President and the Secretary with sufficient time for their review before distribution to Executive Committee members. The Secretary will distribute the proposed amendments to all members of the Executive Committee well in advance of the Congress for their review, and make the proposed amendments available to all members of the ISVM at the Congress. At a business meeting of the ISVM at the Congress, the Executive Committee will present its recommendation on each proposed amendment.

B. Adoption. Adoption of an amendment of the statutes/bylaws by the ISVM requires two-thirds majority vote of the members of the ISVM present and voting at a business meeting during an ICVM. Adopted amendments become effective at the close of that Congress.

BYLAWS

Article I Meetings of the International Society of Vertebrate Morphologists.

A. Business meetings of the International Society of Vertebrate Morphologists will be held during each stated International Congress of Vertebrate Morphology. Notice of the time(s) of these meetings shall be included, if possible, in Congress brochures and in the Congress program, and shall be posted conspicuously at the beginning of each Congress. The agenda for each meeting shall be posted conspicuously at the beginning of each Congress.

B. Members should inform the President and the Secretary well in advance of any Congress of any topics they would like to have included in the agenda of the business meetings.

Article II Membership of the Executive Committee

In addition to the officers specified in the statutes, the ISVM elects ten members to the Executive Committee in accordance with Article V of the statutes.

Article III The International Congresses of Vertebrate Morphology

A. The frequency of stated meetings of the Congresses. The Congresses will be held at four-year intervals or less, unless for compelling reasons, the Executive Committee acting on behalf of the ISVM, deems otherwise.

B. The site and time of the Congresses. After consultation and agreement with the Executive Committee and the organizing agency, and with due consideration of the interests and convenience of the members of the ISVM, the site and time of the Congress are proposed by the Secretary, and voted on by the ISVM (see Article IV A of the Statutes).

C. Participation in the Congresses. Participation in an International Congress of Vertebrate Morphology shall be open to all persons interested in vertebrate morphology without distinction as to country of origin or other such variables upon payment of the stated Congress fee.

D. The scientific program of the Congress. The Past-president chairs the Scientific Program Committee. After consultation with the Executive Committee and upon the recommendation of the Chair of the Scientific Program Committee, the President appoints the Scientific Program Committee for the coming Congress. This committee should be broadly representative of the areas of the science of vertebrate morphology, as well as geography, gender, and age, and might include a member from the host country. The President and the Secretary are members ex officio of the Scientific Program Committee. This committee is responsible to the Executive Committee for the scientific program of the Congress.

E. The organization of the Congress. The general organization of and the arrangements for the Congress are the responsibilities of the Secretary and any committees commended by the Secretary and appointed by the President.

F. The official reports of the business meetings of the ISVM and of its Executive Committee, which are prepared by the Secretary, and the official reports of any committee or representative of the ISVM should be made available to ISVM members soon after each Congress.

G. Finances of the Congress. The Secretary is the treasurer and principal finance officer of the Congress (ICVM) and as such is responsible for all financial matters of the Congress. After consultation with and agreement by the President, the Secretary and the deputy of the organizing firm develop the budget for the Congress and fix Congress fees. After all fiscal obligations have been absolved, any surplus funds are made available for inter-Congress activities, including arrangements for the ensuing Congress.

H. Hosting of future Congresses. Invitations from agencies to host a future International Congress of Vertebrate Morphology should be sent to the Secretary well in advance of the next scheduled Congress. On request, the Secretary shall provide representatives of potential venues with general guidelines and assistance in submitting an invitation for a future Congress.

Article IV Amendment of the Bylaws

A. Procedures for revision of the Statutes and/or Bylaws are described in Article VIII of the Statutes.

B. Conflict with the statutes. No amendments of the bylaws can have the effect of modification of the statutes.