



REVISION OF STATUTES

International Association for Landscape Ecology

NEW PROPOSAL FOR STATUTES OF IALE (OCTOBER 1998)

- A Name, Seat and Language of the Association.**
- A1 The name of the association shall be INTERNATIONAL ASSOCIATION FOR LANDSCAPE ECOLOGY (IALE) or its equivalent in other languages.
- A2 The seat of the Association is the address of the Secretary General. For financial business the address of the Association is the address of the Treasurer.
- A3 The working language of the Association shall be English. Other languages may be used within different Regions of the Association.
- B Objectives and Activities of IALE**
- B1 In order to develop an understanding of the structure and function of natural, altered, and managed landscapes and to advance a balanced interaction between humans and their environments, the objectives of the Association shall be to:
Enhance communication among scientists, planners, managers, and organizations in landscape ecology and related disciplines;
Advance research in landscape ecology; and
Promote the development of knowledge of and education in landscape ecology and its applications, and to further interactions between scientists and practitioners.
- B2 In order to accomplish these objectives, the activities of the Association shall be to:
Organize a World Congress of Landscape Ecology, normally at intervals of four years;
Organize other international seminars and workshops and other meetings for effective exchange of knowledge and use of landscape ecology;
Enhance and support the activities of Regional Chapters;
Publish or by other means produce or distribute knowledge about landscape ecology and undertake any appropriate actions, including educational instruction and research activities, to enhance the development and application of landscape ecology;
Form interdisciplinary Working Groups to address specific issues or problems in landscape ecology;
Edit and distribute a Bulletin;
Establish cooperation with other organizations that have similar objectives and related fields of interest.

EXISTING STATUTES OF IALE (FROM JULY 1995)

- A Name, Seat and Language of the Association.**
- A1 The name of the association shall be INTERNATIONAL ASSOCIATION FOR LANDSCAPE ECOLOGY (IALE) or its equivalent in other languages.
- A2 The seat of the Association is the address of the Secretary-General.
- A3 The working language of the Association shall be English. Other languages may be used within different Regions of the Association.
- B Objectivities and Activities of IALE**
- B1 In order to advance a balanced interaction between man and his environment the objectives of the Association shall be to:
- a) Further communication between scientists, organizations as well as planners and managers in the field of landscape ecology,
- b) Advance (interdisciplinary) research in landscape ecology;
- c) Promote the development of knowledge on landscape ecology and its application, and to further interaction between scientists and planners.
- B2 In order to accomplish these objectives the activities of the Association shall be to:
- a) Organize a World Congress of Landscape Ecology normally at intervals of four years;
Organize international seminars and other meetings for effective exchange of knowledge and use of landscape ecology;
- b) Publish or by other means produce or distribute knowledge about Landscape ecology and under-take any appropriate action, including educational instruction, and enhance the utility of landscape ecology;
- c) Form interdisciplinary working groups to address specific issues or problems in landscape ecology;
- d) Form or facilitate research projects in landscape ecology;
- e) Edit and distribute a Bulletin;
- f) Establish co-operation with other interested organizations which have related field of work and similar ob-

C Membership

C1 Membership in IALE is open to all persons or institutions interested in or active in the study or the application of landscape ecology. The following classes of membership are available annually from 1 January each year. Every class of membership can qualify as a member in Good Standing.

Honorary Members. The Association may confer Honorary Membership upon distinguished landscape ecologists. Nominations shall be signed by two members of the Council and shall be presented in writing to all members of the Executive Committee at least three months before the next scheduled General Assembly. Honorary Membership is conferred by the approval of a simple majority of the Council.

Regular Members. Individuals who have paid the current individual membership fee.

Corresponding Members. Individuals who have been granted an exemption from the current individual membership fee. Application for exemption will be considered for members to whom availability of international exchangeable currency is critically restricted. The Treasurer will receive such applications and will decide whether to allow or reject individual exemptions. Corresponding Members must reapply for exemption before 1 March each year.

Student Members. Individuals who are currently registered as students at a recognized institution of higher education and whose membership application has been certified by the signature of an academic advisor. Student members have all the rights and privileges of Regular Members.

Institutional Members. Institutions that have paid the current institutional membership fee.

C2 Membership in Good Standing shall be lost when a member's fees are in arrears for six months from the due date of 1 January each year.

D The Structure of IALE

D1 The Association shall carry out its work through the following bodies:

- The General Assembly
- The Executive Committee
- The Council
- The Regional Chapters
- The Working Groups

E The General Assembly

E1 The purpose of the General Assembly is to make decisions affecting the general membership of the Association, including changes in membership fees. The General Assembly normally will meet during a World Congress, but may also be convened in any other way designated by the Executive Committee.

E2 Voting privileges in the General Assembly are restricted to members in Good Standing.

E3 The meeting of the General Assembly at the World

jectives.

C Membership

C1 Membership in IALE is open to all persons or institutions interested in or active in the study or the application of landscape ecology. The following classes of membership are available annually from 1 January each year. Every class of member can qualify as a member in Good Standing.

a) *Honorary Members.* The Association may confer Honorary Membership upon distinguished landscape ecologists. Nominations shall be signed by two members of the Council and shall be presented in writing to all members of the Executive Committee at least three months before the next scheduled General Assembly. Honorary membership will be conferred if a simple majority of the Council approves the nomination.

b) *Regular Members.* Individuals who have paid the current individual membership fee.

c) *Corresponding Members.* Individuals who have been granted an exemption from the current individual membership fee. Application for exemption will be considered for members to whom availability of international exchangeable currency is critically restricted. The Secretary-General will receive these applications and together with the Treasurer will decide to allow or reject all applications. Corresponding Members must reapply for exemption before 1 March each year.

d) *Institutional Members.* Institutions who have paid the current institutional membership fee.

C2 Membership in Good Standing shall be lost when a member's fees are in arrears for six months from the due date of 1 January each year.

D The Structure of IALE

D1 The Association shall carry out its work through the following bodies:

- a) The General Assemble
- b) The Executive Committee
- c) The Council
- d) The Regions
- e) The Working Groups

E The General assembly

E1 The purpose of the General Assembly is to make decisions affecting the general membership of the Association. The General Assembly normally will meet during a World Congress but also may meet in any other way designated by the Council.

E2 Voting privileges in the General Assembly are restricted to members in Good Standing

E3 Each meeting of the General Assembly will receive

Congress will receive reports from the Secretary-General and from the Treasurer. These reports also shall be published in an issue of the Bulletin at least three months before the Congress.

- E4 Each meeting of the General Assembly shall receive and consider proposals for new IALE activities and shall ratify new IALE activities, policies, and expenditures when requested by the Executive Committee to do so. The Secretary-General shall prepare the materials necessary to implement this process.
- E5 The General Assembly shall nominate and elect individuals to positions on the Executive Committee following the procedures described in Section G.

F The Executive Committee

- F1 The Executive Committee shall consist of
The President. The President shall have a four-year term. The term of the President begins at the end of a World Congress and continues until the close of the next World Congress. The President is not eligible for re-election to consecutive terms.
The Past-President. The Past-President has the same term and stipulations as the President.
The four Vice-Presidents are intended to provide regional representation and should reflect the international character of the Association. Vice-Presidents have four-year terms. Elections for two Vice-Presidents shall take place at two-year intervals. Vice-Presidents may be re-elected to consecutive terms.
The Secretary-General. The Secretary-General has the same term as the President, but is eligible for immediate re-election.
The Treasurer. The Treasurer has the same term as the President and is eligible for immediate re-election.
The Bulletin Editor, who also serves as Deputy Secretary-General. The Bulletin Editor has the same term as the President and is eligible for immediate re-election.

- F2 If the President should resign or become unable to serve before the end of a term, a replacement shall be elected by the Council from among the current Vice-Presidents

reports from the Secretary-General and from the Treasurer. These reports also shall be published in a timely issue of the Bulletin.

- E4 Each General Assembly shall receive invitations from potential hosts for the next World Congress and shall decide the site of the next Congress, shall receive proposals for new IALE activities, and shall ratify new IALE activities, policies, and expenditures when requested by the Executive Committee to do so.
- E5 The General Assembly appoint three scrutineers charged with conducting an election by secret ballot or fill all necessary positions on the Executive Committee.
- E6 Each General Assembly can decide by simple majority to add nominations to the nominations for election to the executive committee put forward to the Nominating Committee. These nominations from the General Assembly will be added to the election ballot together with the nominations put forward by The Nominating Committee.

F The Executive Committee

- F1 The Executive Committee shall consist of
the President with a four year term or a term extending until the next World Congress and not immediately re-eligible;

the Past-President the same term as the President;

not more than *four Vice-Presidents*, intended to provide regional representation, having two year terms, overlapping when possible and open to immediate re-election;

the Secretary-General with the same term as the President and open to immediate re-election;

the Treasurer with the same term as the President and open to immediate re-election and
the Bulletin Editor, who also will serve as the Deputy Secretary-General, with same term as the President and open to immediate re-election.

- d) The Chair of the Nominating Committee shall deliver the slate of candidate for election to three Scrutineers, appointed by the General Assembly and charged with conducting an election by secret ballot to fill all necessary positions on the Executive Committee. The Scrutineers shall distribute the ballots to all IALE members who are warranted to be in good standing at the time of the election by the Secretary-General. The ballots shall be distributed promptly either in the IALE Bulletin or directly by post or by certain electronic means and in any case with reasonable allowance of time for return of any simple majority of the votes for each position will be declared elected.
- F3 If the President should resign or become unable to serve before the end of a term, a replacement shall be elected from among the current Vice-Presidents by the Coun-

- by a simple majority. The election must be held within three months of the position becoming vacant.
- F3 If the Secretary-General should resign or become unable to serve before the end of a term, the office will be filled until the end of the term by the Deputy Secretary-General, who may appoint a new Bulletin Editor by consultation with the President.
- F4 The role of the Executive Committee is to manage the activities and responsibilities of IALE, at all times with reference to the Statutes, actions of the General Assembly, and advice of the Council, so as to maintain the vitality of IALE and effectively represent the interests of IALE and its membership.
- F5 The Executive Committee shall recommend membership fees in internationally exchangeable currency to the General Assembly, with reference to advice from the Council and to the operating budget for IALE. The Executive Committee shall be responsible for income, expenditures, and all financial activities and responsibilities of IALE.
- F6 The Executive Committee, through the Secretary-General, shall inform the members about activities of the Executive Committee, the General Assembly, and the Council, by publication in the Bulletin or by other suitable means.
- F7 The Executive Committee shall consider potential venues for the next World Congress and shall decide the site of the Congress.
- F8 The Executive Committee shall act upon proposals to hold supraregional or other IALE conferences or symposia, to ensure that these activities are consistent with and reinforce the mission of IALE.
- F9 When IALE ceases to function effectively, the Executive Committee shall end all its affairs and ensure that any remaining resources are used effectively for landscape ecology.
- F10 A quorum for the Executive Committee shall be at least four, including the President (or a delegate from within the Committee), the Secretary-General or Deputy Secretary-General, and the Treasurer.
- G Elections**
- G1 Elections shall be held to fill positions on the Executive Committee as needed, following these procedures: Elections shall be scheduled by the Executive Committee so as to ensure an orderly and uninterrupted transition between officers.
Nominations will be received by a Nominating Committee, which shall be chaired by the Past-President and the Chairman of the Council. In agreement they shall appoint three additional members to the Nominating Committee, in a manner intended to provide regional representation.
A request for nominations shall be distributed to all members by the Secretary-General by publication in the Bulletin or by other means in time for receipt at
- cil by an absolute majority within three months of the event.
- F4 If the Secretary-General should resign or he comes unable to serve before the end of a term, the office will be filled until the end of the term by the Deputy Secretary-General who may appoint a new Bulletin Editor by consultation with the President.
- F5 The role of the Executive Committee is to manage the activities and responsibilities of IALE, at all times, with reference to the Statutes, actions of the General Assemblies, and advice of the Council, so as to maintain the vitality of IALE and effectively to represent the interests of IALE as necessary.
- F6 The Executive Committee shall recommend membership fees in internationally exchangeable currency to the General Assembly, with reference to advice from Council and, with reference to an operating budget for IALE. The Executive Committee shall be responsible for income, expenditures and all financial responsibilities of IALE
- F7 The Executive Committee, through the Secretary-General, shall inform the members about activities of the Executive, the General Assemblies, and the Council, by publication in the Bulletin or by other suitable means.
- F8 When IALE ceases to function effectively, the Executive Committee shall end all its affairs and ensure that any remaining resources are used effectively for landscape ecology.
- F9 A quorum for the Executive Committee shall be at least five including the President or a delegate from within the Committee, the Secretary-General or Deputy Secretary-General, and at least two Vice-Presidents.
- F10 If the Association is dissolved, the Executive Committee shall decide in what way the funds of the Association shall be used for the furtherance of Landscape ecology.
- F 2 The Executive Committee shall be elected by the following procedure:
- a) A request for nominations shall be distributed to all members by The Secretary- General directly and/or by printing in the Bulletin in time for receipt at least four months before the next scheduled General Assembly. Any nominations shall be made by two members in good standing and shall be consented to by the signature of the nominee and be in the hands of the Secretary-General 2 month before the General Assembly. The Secretary-General shall deliver all valid nominations to the Chair of the Nominating Committee immediately after this dead-line.
- b) The Nominating Committee shall be chaired by the Past President, and failing that by someone designated

least four months before the scheduled election. Any nominations shall be made by two members in Good Standing and shall be consented to in writing by the signature of the nominee. Nominations shall be in the hands of the Secretary-General at least two months before the scheduled election. The Secretary-General shall deliver all valid nominations to the Chair of the Nominating Committee immediately after this deadline. Nominations may also be made by the Nominating Committee, with the consent of the nominee.

The Nominating Committee shall develop a slate with (if possible) at least two eligible candidates for each position to be filled in the election. Candidates shall be selected from the nominations received with reference to: considerations of the Statutes of the Association, needs of each particular office, the international and regional nature of IALE, the interdisciplinary character of IALE, and similar criteria likely to affect the vitality of IALE.

At least four months before the next World Congress or at least one month before the scheduled election, the Chair of the Nominating Committee shall distribute to all members currently in Good Standing (as verified by the Secretary-General) a ballot containing the slate of candidates for all positions to be filled in the election together with position statements prepared by the candidates. The ballot shall be distributed in an issue of the Bulletin or by appropriate electronic means. Space for write-in candidates will be provided for each position, but such candidates must have agreed to serve if elected. The ballot shall be a secret ballot. To be valid, ballots must be returned to the Chair of the Nominating Committee by the end of the day of the scheduled election.

Candidates for each position will be elected by a simple majority of valid ballots cast. In the event that there is only one candidate for a position, election of the single nominee by acclamation will be indicated by a simple majority of the votes cast.

The results of the election will be announced to the General Assembly at the World Congress or, in the case of biannual elections, in the IALE Bulletin.

H The Council

- H1 The Council of IALE consists of:
The Executive Committee
One representative from each confirmed Regional Chapter who has been certified in writing by the Chapter's Executive Committee to the Secretary-General as the elected Regional Representative.
The Chairs of all IALE Working Groups.
- H2 The Council will meet at least once every 4 years at the IALE World Congress, before the meeting of the General Assembly.
- H3 A Chairman of the Council shall be elected from among the members of the Council who are not also members of the Executive Committee.
- H4 A quorum for the Council shall be at least half of the Council members.
- H5 The role of the Council is to:

by the Past President from outside the Executive Committee. The Chair shall appoint four additional members to the Nominating Committee, intended to provide regional representation.

- c) The Nominating Committee shall make a slate of at least two eligible candidates for each position, to be filled by the election, from the nominations received with reference to: considerations of the Statutes of the Association, needs of each particular Office, the international and regional nature of IALE and similar criteria likely to affect the vitality of IALE, and with reference to Statute E6. In case two eligible candidates are not nominated for any position by both the Nominating Committee and the General Assembly, election of the single nominee by acclamation must be approved by a simple majority of the General Assembly.

G The Council

- G1 The Council of IALE consists of:
a) The Executive Committee
b) One Representative from each confirmed region who has been certified in writing by the Region's Executive committee, to the Secretary-General, as the elected Regional Representative at least two months before the General assembly meets.
c) The Chairs of all IALE Working Groups.
- G2 A quorum for the Council shall be at least half of the Council members including a quorum of the Executive Committee.
- G3 The role of the Council is:
a) To accept or reject new applications from, and to ter-

- Accept or reject new applications from, and to terminate as needed, Regional Chapters and Working Groups.
 Make recommendations to the Executive Committee on matters of policy or scientific activity.
 Elect a replacement from among the current Vice-Presidents if the President shall resign or be unable to serve before the end of a term.
 Approve nominations of Honorary Members.
 Approve proposals for changes to the Statutes.
- I The Regional Chapters**
- I1 The Regional Chapters shall form the basic structure of IALE. Based on regional needs and possibilities, the regional chapters initiate regional activities in the form of scientific meetings, meetings on the applications of landscape ecology in planning and management, and in other ways distribute knowledge on science, education, and application of landscape ecology. IALE Regional Chapters need not conform to political boundaries.
- I2 To be confirmed as an IALE Regional Chapter, landscape ecologists in a region must form an Executive Committee for the region and elect a Regional Representative to the IALE Council. Names and addresses of all the members of the Executive Committee and of the Regional Representative must be sent to the Secretary-General. By establishment of a regional organization, measures shall be taken to involve different relevant disciplines and groups, including individual members of IALE. Bylaws not in contradiction with the IALE Statutes shall be forwarded, together with a report on elections, to the Secretary-General. The Council will vote to confirm or reject the request for Regional Chapter status without undue delay. IALE membership fees for any members of the Regional Chapter who are not already members of IALE shall be forwarded to the Treasurer.
- I3 Each IALE Regional Chapter shall:
 Conduct Regional scientific and business meetings and facilitate communication and acquisition of new knowledge about landscape ecology in appropriate ways.
 Provide a complete mailing list of all Regional Chapter members and officers to the Secretary-General and the Treasurer on an annual basis.
 Provide the Secretary-General and Bulletin Editor with an annual report of chapter activities. These reports will be published in the Bulletin as appropriate.
 Provide liaison between the IALE Executive Committee and the Regional members.
- I4 Each Regional Chapter may collect membership fees as needed for regional activities, along with the regular IALE membership fees determined by the Executive Committee.
- I5 Individuals may not be members of a Regional Chapter without also being members in Good Standing of the Association.
- J Working Groups**
- J1 Working Groups may be established to study and report findings on particular problems or aspects of landscape ecology.
- b) terminate as needed: Regions, and Working Groups.
 To make recommendations to the Executive Committee on matters of policy or scientific activity.
 c) To approve or reject major changes in the budget approved by the last General Assembly which are proposed by the Executive Committee before the next General Assembly.
 d) To elect a replacement from among the current vice-presidents if the president shall resign or become unable to serve before the end of a term.
- H The Regions**
- H1 An IALE Region need not conform to political boundaries.
- H2 To be confirmed as an IALE Region, landscape ecologists in the region must form an executive committee for the region, and the landscape ecologists of the region must elect a regional representative. Names and mailing addresses of all the members of the executive officers, and of the regional representative must be sent, together with IALE membership fees for any who are not already members, to the Secretary-General with a request to be confirmed as an IALE Region. The Council will vote to confirm or reject the request without undue delay.
- H3 Each IALE Region shall:
 a) Supply a complete mailing list of all Regional members and officers to the Secretary-General and keep this list up to date.
 b) Conduct Regional scientific and business meetings and facilitate communications and acquisition of new knowledge about landscape ecology in other ways.
 c) Provide all possible liaison between the IALE Secretariat and Regional members.
 d) To initiate Regional meetings.
- H4 Each IALE Region may collect Regional Fees as needed for regional activities.
- I Working Groups**
- I1 Working Groups may be established to study and report findings on particular problems or aspects of landscape ecology.

- J2 A Working Group may be established either by the Executive Committee to meet a special IALE need or by the Executive Committee pursuant to a recommendation from the Council. It is the duty of the Council to terminate any Working Group as soon as possible after a majority of the Council members conclude that the need or activity for which the Working Group was established has been met sufficiently or that the Working Group is no longer sufficiently active.
- J3 Each Working Group shall elect a Chair as soon as possible after establishment of the Working Group. This Chairperson will become a member of the IALE Council and will be responsible for providing an annual written report of Group activities to the Secretary-General. The Chair shall also present oral and written reports to the General Assembly during the World Congress and/or following the termination of the Working Group.
- J4 All members of Working Groups must be IALE members in Good Standing.
- K The Bulletin**
- K1 The Bulletin Editor shall issue the Bulletin at regular intervals to communicate with members about issues and activities in landscape ecology, IALE affairs, and activities of the Regional Chapters and Working Groups.
- K2 Costs of production and distribution of the Bulletin shall be paid from membership fees, as budgeted by the Treasurer.
- L Finances**
- L1 Income to the IALE Treasury shall be from:
Membership fees.
Donations, grants, contracts, and any other legal income source that does not compromise IALE objectives and is approved by the Executive Committee.
Other sources of income.
- L2 Expenditures from the IALE Treasury shall be:
- 1) Planned and completed with reference to an annual budget proposed by the Treasurer and approved by the Executive Committee; major changes in the budget must be approved by the Council.
- 2) Approved by the Executive Committee if more than US \$5,000.
- 3) Approved by the Treasurer and the President (or, in emergencies, the Secretary-General in place of the President) if more than US \$1,000.
- I2 A Working Group may be established either by the Executive Committee to meet a special IALE need or by the Executive Committee pursuant to a recommendation from Council. All members of Working Groups must be IALE members in good standing. It is the duty of Council to terminate any Working Group as soon as possible after a majority of Council has that the IALE need, for which the Working Group was established, has been met sufficiently or is not being met sufficiently by that Working Group.
- I3 Each Working Group must elect a Chair as soon possible after establishment of the Group. This Chairperson will become a member of the IALE Council and will be responsible for a written report of Group activities to the Secretary- General annually and for oral and written reports to each General Assembly during and immediately following the tenure of the Working Group.
- J The Bulletin**
- J1 The Bulletin Editor shall issue the IALE Bulletin quarterly or at similar regular intervals to communicate about IALE, its Regions, and their activities to all members. Regions may add sections to the Bulletin to communicate about regional activities or they may submit material to the editor for consideration for publication in the general sections of the Bulletin. Working Groups may use the Bulletin to communicate about their study topics. Costs of the Bulletin and its distribution will be paid from membership fees.
- K Voting**
- K1 Voting in contested elections shall be by secret ballots and shall be conducted by three scrutineers approved by the current General Assembly.
- K2 Voting shall be decided by an absolute majority of legitimate votes cast unless stated otherwise in these statutes.
- L Finances**
- L1 Income to the IALE Treasury shall be from
- a) Membership fees.
- b) Donations, grants, contracts and any other legal income source that does not compromise IALE objectives and is approved by the Executive committee.
Other sources of income.
- L2 Expenditures from the IALE treasury shall be:
- a) Planned and completed with reference to a budget presented by the Executive Committee to the General Assembly to indicate in general the expected incomes to major revision during that period only with approval by the Council.
- b) Approved by the Executive Committee if more than US 5 5000.
- c) Approved by the Treasurer and the President, or in emergencies the Secretary- General in place of the President, if more than US \$ 1000.

- 4) Approved by the Treasurer if less than US \$1,000.
 5) Documented by official signed receipts submitted to the Treasurer in all cases except petty cash.
- L3 All financial transactions and the state of the Treasury shall be promptly and regularly recorded by the Treasurer using normal accounting practices. Annual balance sheets shall be submitted to the Executive Committee and published in the Bulletin, together with a proposed budget for the following year.
- L4 The President or Secretary-General shall appoint two individuals to conduct an annual audit of the Treasurer's accounts.
- M Other Regulations**
- M1 The business of IALE may be conducted by mail, telephone, fax, electronic communications, or other means as appropriate.
- M2 The Executive Committee may appoint sub-committees charged with specific tasks for a limited term and may give them powers to co-opt other members or non-members for particular purposes.
- M3 The President and the Secretary-General in consultation may appoint members to represent IALE at meetings of Regional Chapters or at meetings of other societies or conferences at which IALE interests should be represented but that cannot be attended by any members of the Executive Committee.
- N Changes of the Statutes**
- N1 Proposals for changes to the Statutes can be made in writing to the Executive Committee (through the Secretary-General) by any member in Good Standing. If approved by the Executive Committee and the Council, proposed changes must be published in the Bulletin or otherwise distributed to members at least three months before a scheduled vote on the changes. Voting will be by secret ballot. If approved by a majority of the valid ballots cast, the changes will become effective immediately.
- d) Approved by the Treasurer or the Secretary-General or the Bulletin Editor or the President if less than US \$ 1000.
 e) Documented by official signed receipts submitted to the Treasurer in all cases except petty cash.
- L3 All financial transactions and the state of the Treasurer shall be promptly and regularly recorded by the Treasurer using normal accounting procedures and, annual balance sheets shall be submitted to the Executive Committee and the General Assembly.
- L4 The Treasurer and the Secretary-General shall be responsible for minimizing the cost of financial transactions including income.
- M Other Regulations**
- M1 The business of IALE may be conducted by mail and by electronic communications.
- M2 The Executive Committee may appoint Sub-Committees charged with specific tasks for a limited term and may give them powers to co-opt other members or non-members for particular purposes.
- M3 The President and the Secretary-General in consultation may appoint members to represent IALE at Regional meetings or meetings of other Societies or conferences at which -IALE interests should be represented but which can not be attended by any members of the Executive Committee.
- N Changes of the statutes**
- N1 Proposals for changes to the statute can be made by any members in good standing and if approved by the Executive Committee must be published in the Bulletin at least three months before the next General Assembly as a notice of a motion to be proposed to that General Assembly by the Executive Committee. If passed by the General Assembly, the motion becomes effective immediately.

