

## **BYLAWS OF UNITAS MALACOLOGICA**

(Adopted by the UM Online General Assembly on 03 March 2023, followed by a vote by email)

These following internal bylaws are complementary to the Constitution and do not replace it.

### **DUTIES OF COUNCIL MEMBERS**

1. *President* - presides as Chair over Council meetings and General Assemblies, casts the determining Council vote when votes on each side are equal; sets and distributes Council agendas; organizes the triennial World Congress of Malacology (WCM) and associated abstract publications and/or proceedings; signs for Unitas Malacologica (UM) in legal matters jointly with Secretary.
2. *Secretary* - speaks for the society and interacts with other national and international bodies on behalf of UM; performs corresponding and recording duties for UM (including minutes of Council meetings and General Assemblies); maintains UM archives; signs for society in legal matters jointly with President; oversees electronic publications (e.g. website, newsletter, possibly led by other UM members) concerned with communication with members.
3. *Vice President* (the Immediate Past President) - serves in the President's capacity in his/her absence.
4. *Treasurer* - maintains all financial and membership records for the society; oversees investments of UM funds; prepares annual treasury reports.
5. *Councilors* - serve as additional voting members of Council.

### **ELECTIONS**

1. Any member or potential new member of the society can be nominated for the Council, with written agreement of the nominee. Persons nominated and the capacity in which they are nominated shall be informed to society members at least 7 days before the General Assembly. The election can be electronic or by paper, by simple majority of all votes received by the Secretary before or at the General Assembly.
2. In the case of death or resignation of a member of the Council, the remaining members of the Council may appoint a successor to serve until the next General Assembly.

### **CONGRESSES**

1. The Council shall seek potential countries to host the triennial World Congress of Malacology, which is voted on by the General Assembly. The congress shall be organized by the President with a local organizing committee. No two consecutive WCMs shall take place in the same country. Efforts shall be made to alternate between host continents. Additional (usually

regional or subject-specialized) meetings or other events may be sponsored by UM. Non-members may attend the WCM and other such events (but may be subject to additional fees).

2. The Council must approve the proposed date, site, and general arrangements for each WCM prior to any formal commitments.

## **COMMITTEES**

1. Committees for special purposes may be created by, and shall report to, the Council.

2. The Auditing Committee consists of two UM members in good standing. This Committee shall audit the Treasurer's operations by reviewing the annual treasury reports.

## **DUES**

Current membership fees are 16 Euro per annum (preferably paid for three years), with students being assessed half that amount. Membership fees might be waived at the decision of the Council for members from low income countries, as listed by the World Bank (<https://data.worldbank.org/country/XM>). The Council may review membership fees as necessary and changes shall be voted upon by the General Assembly.

## **USE OF FUNDS**

Funds may be used, at Council's discretion, to further the goals of the Society, specifically through publications, special projects, scholarships, travel funds, and administrative costs.

## **COMMUNICATIONS**

Communications of UM containing announcements of meetings, accounts, lists of members, etc., shall be sent to all members. These communications shall not contain any matter that will qualify them as scientific publications.

## **AMENDMENTS TO BYLAWS**

1. Proposals to amend these Bylaws shall be prepared by the Council, or may be submitted to the President or Secretary by petition bearing the signatures of at least ten (10) UM members in good standing.

2. Proposed amendments shall be circulated to all Council members for vote. If accepted by the Council, the amendment will take effect immediately (unless otherwise specified) and will be shared with UM members.