

ARTICLE I :: NAME

The name of this non-profit organization, incorporated in the State of Alabama, shall be the International Association of Astacology, hereafter the Association or IAA.

ARTICLE II :: AIM AND OBJECTIVES

Section 1. The aim of the Association is to encourage the scientific study, conservation and wise utilization of crayfish.

Section 2. The main objectives are to provide for the dissemination of research findings relating to crayfish and to develop an international forum for free discussion of problems relevant to crayfish.

Section 3. Policy on Introductions: The Association supports the view that there is a need for the conservation of indigenous crayfish species and for their restoration where they have been eliminated. If crayfish are to be introduced outside their natural range, then Governments should be responsible for undertaking environmental impact assessments to ensure that these crayfish will not harm the native biota, including other species of crayfish, by means of predation and competition, transmitted diseases or parasites. The dangers of introducing crayfish outside their natural range have been highlighted in a Resolution passed at the Lausanne symposium in 1987 (see pp. xi in *Freshwater Crayfish* VII, 1988). Two further resolutions regarding maintenance of biodiversity and the use of crayfish as flagship species were passed at the Perth symposium in 2000 (see pp. 621–623 in *Freshwater Crayfish* 13, 2002).

Section 4. With the above objectives in mind, the Association shall be organized and operated as a non-profit organization exclusively for scientific and educational purposes.

ARTICLE III :: MEMBERS

Section 1. Membership in the Association shall be open to all persons who share a bona fide interest in the aims and objectives of this Association and who shall have paid the appropriate dues for current membership, as listed on the Association website. Members will have the option to purchase a membership that gives access to the online e-journal content only, or for an addition fee, can also receive a print version of the Association journal.

Section 2. The fiscal year and annual membership period for the Associations shall be defined as occurring from January 1st until December 31st of the same year. The Executive Board shall review membership rates on an annual basis and make adjustments as necessary in order to meet the Aim and Objectives of the Association.

Section 3. Classes of membership shall be identified as 1) Regular (including Regular and Distinguished Astacologists), 2) Reduced (including Student, Emeritus, or members approved for Reduced membership (see III.7)), 3) Business (including Businesses and other Institutions, Libraries, and Government Agencies) and 4) Honorary (limited to Honorary Life Members and approved Gratis members). The Board may designate other free or discounted introductory membership classes to promote new membership in the Association.

Section 4. Regular and Reduced members shall pay annual membership dues in an amount approved by the Executive Board. Reduced members (see III.7) shall pay a membership fee that is half that of the Regular member rate.

Section 5. Business, Institutional, Library and Government Agency members shall pay a membership fee double that paid by Regular members. Such members will be acknowledged in the regular Association Newsletter.

Section 6. Honorary (see III.8) and Gratis (see III.7) members shall be extended a free membership, which shall include online access to the electronic version of the Association journal. If these members would like to also receive the print version of the journal, they need to pay the additional print version fee.

Section 7. Upon application to the President, astacologists who are unable to pay Regular membership dues may petition to be granted either a Reduced or Gratis membership. The President, President-Elect and Secretary will serve as a committee to approve/disapprove such applications. Gratis and Reduced memberships are only for one annual membership cycle, and give access to online content and resources only (i.e., no print journal, unless paid for separately). To maintain a Gratis or Reduced membership, members must submit a petition each membership cycle (= annually) for approval by the IAA officers, and must show demonstrated need or hardship.

Section 8. Upon the recommendation of the Honorary Membership Committee (see X.3) and the approval of the Executive Board of the Association, Honorary Memberships, not to exceed a total of five percent of the membership, can be conferred upon any person who has rendered notable service to the Association, and for membership dues purposes, Honorary status shall begin starting with the next membership cycle. The Committee may also recommend individuals for the “Distinguished Astacologist” award, which can be conferred upon any person whose distinguished scientific work has notably advanced the field of Astacology, but who may not necessarily have been directly involved with the Association. The Distinguished Astacologist award differs from an Honorary Membership in that Distinguished Astacologists do not receive a free membership. It is possible that an Association member may receive recognition as both an Honorary Member and a Distinguished Astacologist over the course of their career.

Section 9. All members, without regard to class of membership, shall have equal rights and privileges in this Association, except where otherwise noted in membership agreements with other societies.

Section 10. Any member desiring to resign from the Association shall submit his resignation in writing to the Secretary. Members whose dues remain unpaid past the first 90 days into the new membership cycle shall be considered to have had their membership terminated until such time as membership dues are again paid in full.

Section 11. The membership application shall also allow for member donations to specific dedicated Association funds or initiatives, such as the Sture Abrahamsson Memorial Lecture Fund, or others that may be designated by the Executive Board in the future.

ARTICLE IV :: OFFICERS

Section 1. The officers of the Association shall be an Immediate Past-President, a President, a President-Elect, and a Secretary. These officers shall perform those duties necessary for conducting the business of the Association. All candidates and elected officers of the Association shall be members in good standing and shall be full-paying (Regular, Student, Emeritus, or Honorary) members, and shall maintain their membership status throughout their term in office.

Section 2. Past-President.— The Immediate Past-President, hereafter Past-President, advances to that office automatically from the office of President or, if necessary, another IAA past President may be appointed to the position (see IV.6). The Past-President shall be a voting member of the Board, ex officio, during the term of office. The Past-President shall be the official liaison with Regional IAA Chapters.

Section 3. President.— The President advances to that office automatically from the office of President-Elect or, if necessary, is elected directly as President (see IV.6). The President shall preside at meetings of the Association and of the Executive Board, shall be a voting member of the Board, ex officio, during the term of office and shall appoint a nominations committee (see X.2) that will select future candidates to serve as officers of the Association. The President shall appoint such committees, delegates, and special representatives of the Association as are necessary and appropriate. The current President shall be the guardian of the fossil crayfish presented by Reinhard Spitzky to the Association in 1994. The current President shall be responsible for passing on the said crayfish to the next President when the transfer of office is due.

Section 4. President-Elect.— The President-Elect shall advance to that office automatically from the office of Secretary or, if necessary, is elected directly as President-Elect by the membership (see IV.6). The President-Elect shall be a voting member of the Executive Board, ex officio, during the term of office, and shall perform the duties of President during any period when the President is unable to fulfill the duties of that office.

Section 5. Secretary.— Candidates for the position of Secretary shall be selected by the Nominations Committee (see X.2) and will be elected by a majority vote of the members of the Association, with election results being announced at the General Assembly meeting held at the end of the Association’s biennial symposium. The Secretary shall be a voting member of the Board, ex officio, during the term of office and shall discharge the customary duties of their office, including managing future elections (see Article IX), reporting election results, and taking and distributing meeting minutes, and compiling Board communications related to Association business. The Secretary shall also keep minutes of all Board business conducted outside of the biennial Board meeting (e.g., business conducted via Internet or phone).

Section 6. Vacancies in the Offices.— In the event of a vacancy in the office of President, the President-Elect shall succeed to the office and shall serve for the remainder of the prior President’s term and for the next regular term as President. A vacancy in the office of President-Elect shall be filled at the next election by the direct election of a President for the term normally succeeded to by the President-Elect. In the event of concurrent vacancies in both offices, the Chairman of the Executive Board shall serve as President of the Society until the next Association election. A vacancy in the office of Secretary may be filled by the Board with an interim appointee, and a regular replacement shall be elected and take office at the end of the next Association symposium. In the event of a vacancy in the office of Past-President, another IAA past President may be appointed by the President and approved by a 2/3 majority of the Board to serve the remainder of the term.

Section 7. The officers so elected shall serve for the interval immediately prior to the close of the General Business Meeting at the Association’s Symposium until that time at the next Symposium.

Section 8. No member shall hold more than one office at a time, and no officer shall immediately succeed himself/herself in the same office which he/she has held for a full term of office. No two officers should come from the same country (excluding the Past-President), unless the search for a nominee from other countries is unable to identify a suitable or willing candidate. In such a case, the selection of two candidates from the same country must be approved by a majority vote of the Executive Board.

ARTICLE V :: EXECUTIVE BOARD

Section 1. The officers of the Association and up to seven additional members appointed by the President shall constitute the Executive Board, hereafter the Board. The Board should contain a member from Australasia, Europe and North America. Board members shall be appointed to four-year terms and may be reappointed to a second term. Terms shall be staggered such that no more than four expire in the same year. Chapter Presidents shall be non-voting members of the Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Association. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3. The Executive Board shall meet during the Association’s Symposium and prior to the General Business Meeting at that symposium.

Section 4. Quorum.— A majority of the voting Board members shall constitute a quorum for Board business. The quorum may be met by participating in person, via phone, via e-mail discussion, or by other conference communication means.

Section 5. Board business may be conducted via internet or telephone provided that all Board members are given an opportunity to participate and that a quorum participates in any vote. Board votes may be conducted via e-mail or other Internet polling options.

Section 6. Budget.— The Officers shall prepare, and the Board approve by a 2/3 majority vote, an annual, balanced budget for the Association no later than 30 March each year.

Section 7. Reserve Fund.— The Board shall establish and maintain a Reserve Fund at least sufficient to cover the costs of publishing *Freshwater Crayfish* for one year and of unplanned shortfalls in Symposium expenses. A 2/3 majority of the Board must approve changes to or spending from the Reserve Fund.

Section 8. Removal.— Any officer or agent, elected by the membership, or appointed by the Board, may be removed by a 2/3 majority of the Board whenever in its judgement the best interests of the Association will be served thereby. The resultant vacancy of an officer shall be filled as specified in Article IV.6.

ARTICLE VI :: PERMANENT SECRETARIAT

Section 1. Recognizing the need for having a permanent office for the transaction of Association business, the Executive Board may establish a Permanent Secretariat. The Permanent Secretariat shall be responsible for 1) encouraging membership, 2) maintaining the membership database, 3) processing and shipping specialized orders (i.e., journal back issues, online orders, etc.), 4) handling state and federal tax reporting, 5) general record keeping for important Association documents, and 6) managing the Association's principal bank accounts, including a working account and an interest bearing savings account. At least two officers will be official signatories to the referenced bank accounts.

Section 2. The Secretariat will provide a report on its activities to the Executive Board at each international symposium. It will act upon the direction of the President with the advice and consent of the Executive Board.

Section 3. The Secretariat shall also hold, and coordinate the purchase of ISBN and ISSN numbers for the various Association publications.

ARTICLE VII :: MANAGING EDITOR

Section 1. The Managing Editor will be selected by the Editorial Search Committee (see X.4), with final approval by the Executive Board.

Section 2. The Managing Editor shall report activities and status of publications to the Executive Board by the end of each fiscal year (see III.2), and shall also make a publications status report at the General Assembly meeting held at the biennial symposium.

Section 3. The duties of the Managing Editor shall be 1) to supervise the movement of manuscripts through the review process using the online IAA Manuscript Submission and Tracking System (MS&T); 2) to oversee the creation of page layouts that will be submitted to the publisher (see XI.4); 3) to work with the publisher to prepare each issue for printing; 4) to configure and administer the MS&T system and interact with the website administrator to keep the publications website (and associated documents) up-to-date, 5) submit necessary information and copies of published volumes to indexing services (Scopus and others) and obtain individual article Digital Object Identifiers (DOIs) from CrossRef, and 6) to coordinate, create and disseminate the Association's quarterly Newsletter in conjunction with the regional correspondents (see XI.2), unless the Newsletter Editor duties are assigned to someone else (see XI.1).

Section 4. Page layouts will either be created directly by the Managing Editor, or a person (= Page Layout Person) designated by said Editor. If this person is someone other than the Editor, they shall be compensated for their time spent producing the layouts at a rate determined by the Managing Editor, with final approval from the Executive Board.

Section 5. The position of Managing Editor shall receive remuneration in the form of an annual honorarium, an amount which shall be determined by the Executive Board based upon available Association funds (i.e., grants, symposium sponsorships, and/or IAA memberships) that have been specifically earmarked for the production of the Association's publications.

ARTICLE VIII :: MEETINGS - SYMPOSIA

Section 1. The Association shall hold a Symposium at intervals of approximately every 2 years. As part of each meeting, a keynote memorial lecture will be given by a prominent astacologist to commemorate the work of Sture Abrahamsson, a founding member of the Association.

Section 2. A General Business Meeting, normally chaired by the President, shall be held prior to the close of the Association's Symposium.

Section 3. Executive Board Meetings, normally chaired by the President, shall be held prior to the General Business Meeting. The Secretary will take minutes at the Board and Business meetings and distribute them to the other Officers and Executive Board within two months for approval. The approved minutes shall be deposited with the Secretariat for archival purposes.

Section 4. Special meetings may be called by the Chairperson of the Executive Board at a symposium upon written request by fifteen percent of those members of good standing attending a symposium. Proxies shall be accepted.

Section 5. Bids to host the subsequent Symposium shall be presented to members electronically at least two weeks prior to the opening of each Symposium as well as at the General Business Meeting of the Symposium. Members will select the winning bid by a combination of votes cast electronically and at the General Business Meeting.

Section 6. In the event that no bids are presented or that the selected host is unable to host the Symposium as proposed, the President, with approval by 2/3 of the Board, may appoint a new meeting host.

ARTICLE IX :: ELECTIONS — VOTING

Section 1. Voting for officers, symposium locations, Bylaws amendments, or other items may be conducted at General Business Meetings, by internet polling, or by a combination of the two.

Section 2. Quorum.— Fifteen percent of those full-paying members in good standing attending a symposium shall constitute a quorum for the General Business Meeting. Fifteen percent of all members in good standing shall constitute a quorum for internet voting.

Section 3. Proxies.— For the purpose of establishing a quorum and voting for officers of the Association at a General Business Meeting, proxies shall be accepted. Proxies shall be accepted by the President by either written letter, e-mail, or via the Association's website voting system.

Section 4. Internet votes shall be conducted via the Association's website whenever possible, however, if not possible, votes may be conducted via other electronic means. Internet polls should remain open for a predetermined period of at least 14 days.

ARTICLE X :: COMMITTEES

Section 1. The formation and composition of all committees shall be discussed and formulated 1) at the General Business Meeting of the Association to be held during each symposium, and normally chaired by the President, or 2) by discussion by the Board via internet. The President and President-Elect can, if they so wish, canvass potential members before the General Business Meeting. The Chairpersons of all committees should consult with their members on a regular basis in the period between symposia and be in a position to present their findings to the next General Business Committee meeting. All committees should be comprised of a Chairperson and up to four members, preferably from different geographical regions. Most of the business of the committees will be conducted via correspondence between the Chairperson and the committee members.

Section 2. A Nominations Committee (named by the President with approval of the Executive Board) shall be formed, whose responsibility it shall be to nominate candidates to the offices of this Association. Whenever possible, at least two candidates should be nominated for each vacant position. This committee will be chaired by the President-Elect. Elections will be conducted by the Secretary under the supervision of the Executive Board. Within three months of the next Symposium, election ballots will be made available to the membership via the IAA website. Members without internet access can still submit ballots to the Secretary via postal mail, or turn in ballots prior to the General Business meeting at the Association's biennial symposium. The Secretary will report election results to the Board and announce such results at the General Business Meeting held as part of the Association's symposium. Write-in candidates for all elected offices will be provided for on the official ballot.

Section 3. An Honorary Membership Committee, composed of the Honorary Members, shall be formed. It will be chaired by an Honorary Member. The committee shall seek advice on the election of new Honorary Members and Distinguished Astacologists and report their findings to the President and the Executive Board. Candidates for nomination should be members in good standing of the Association and have made important contributions to astacology and the Association. Names of potential Nominees shall be sent to the Chairperson of the committee, whose name shall appear in the Newsletter.

Section 4. An Editorial Search Committee, consisting of the President-Elect, serving as Chairperson, the President, and the immediate Past-President, shall find candidates, or a single candidate, for the position of Managing Editor when that position becomes vacant. Candidates may be recommended by the current Managing Editor or any Executive Board member. Election of the Managing Editor shall be done by the Executive Board. The candidate having a majority of Board votes is elected. If only one candidate is nominated, a 2/3 majority of affirmative ballots by the full Board is required for approval.

Section 5. Any special committees shall be named by the President following consultation with the Executive Board.

ARTICLE XI :: PUBLICATIONS

Section 1. Newsletter.— A regular Newsletter known as "*Crayfish News*" shall be produced by the Newsletter Editor who will be either the Managing Editor or another member appointed by the President and approved by a majority of the Board. Editorial support may be sought from other Association members. The Newsletter shall have an ISSN number. The Newsletter shall contain items about the Association and its members, announcements, items of astacological interest, and a list of recently published astacological works and theses. Members shall be encouraged to submit such items directly to the Newsletter Editor, or indirectly through the Regional Correspondents (see XI.2). The Newsletter shall be distributed electronically via the IAA website as a free PDF file to all members. Members without internet access can request a printed copy of the newsletter by sending a request directly to the Newsletter Editor.

Section 2. Regional Correspondents.— There will be a network of Regional IAA Correspondents appointed to two-year terms by the Managing Editor. These correspondents shall encourage colleagues and students to become new members of the Association and shall also gather materials from members in their regions for eventual publication in the Association's Newsletter (see XI.1).

Section 3. Membership Directory.— A list of members shall be maintained by the Permanent Secretariat and will be made available as a searchable database through the IAA members-only

website. The Secretariat may also elect to produce a downloadable PDF file each year for easy distribution to members.

Section 4. Association Journal.— Both a printed and electronic journal shall be produced each year by the Managing Editor of the Association. It shall be known as “*Freshwater Crayfish*” and shall possess an ISSN number. The copyright for the journal shall be assigned solely to the “International Association of Astacology”. The volume shall be produced in accordance with the *Freshwater Crayfish* Style Guide. As from *Freshwater Crayfish* 9, the numbering of volumes shall be in Arabic not Roman numerals. All manuscript submissions and reviews will be handled through the online IAA Manuscript Submission and Tracking website, thus requiring the submission of manuscripts in electronic format. The Association reserves the right to bill authors for page charges resulting from the publication of their papers in *Freshwater Crayfish*. After publication, the new volume will be deposited by the Permanent Secretariat into at least 5 major institutional libraries (in Australia, Europe, the USA and/or others as deemed appropriate) for archival purposes.

Section 5. Website.— There will be a Home Page relating to the IAA on the World Wide Web. All publications produced by the Association shall be made available on the members-only portion of the Association website. In addition, article abstracts will be made available on the website for general public access.

ARTICLE XII :: CHAPTERS

Section 1. Chapters are geographically defined units of IAA members intended to advance the aims and objectives of the Association over broad regions. Activities and operations of chapters are considered operations of the IAA, and must conform to the Bylaws, Aims and Objectives of the Association.

Section 2. A new Chapter may be approved by a 2/3 majority of voting members after a majority of the Board votes that it seems likely to provide a beneficial and long-term service to the Association and its Aims and Objectives (see Article II).

Section 3. Chapter members must be members in good standing of the Association and pay any additional dues levied by the Chapter. All membership applications and dues should be processed through the Association.

Section 4. A Chapter may be dissolved by a 2/3 vote of the Board.

Section 5. Chapter Presidents shall be non-voting members of the Executive Board, and Chapter Presidents, or their proxies, shall report on Chapter activities at Executive Board meeting and General Business Meeting.

Section 6. Further details on establishing and maintaining Chapters are set forth in the Association’s Procedures.

ARTICLE XIII :: AMENDMENT OF THE BYLAWS

Section 1. The Bylaws constitute the defining document for the Association and take precedence over all other documents of the Association.

Section 2. These Bylaws can be amended in either of two ways: 1) preferably amendments will be made at a General Business Meeting of the Association and approved by a 2/3 vote by members present (proxies shall be accepted), providing that the amendment has been submitted in writing prior to the General Business Meeting and copies have been distributed to all members present at the General Business Meeting; 2) alternatively, when timely amendments are required, they may be approved by a 2/3 majority of members responding to an internet ballot, provided that the proposed amendments are distributed to members with at least a 21 day open period for discussion prior to initiation of voting; voting must remain open for at least 14 days.

Section 3. Procedures are a lower-level of documentation of Association operations. They are established to facilitate the conduct of Association business and to describe accepted practices, expectations, and continuity in conducting Association business.

Section 4. Procedures may be suspended or amended by a 2/3 majority vote of the Executive Board.

ARTICLE XIV :: DISTRIBUTION UPON DISSOLUTION

Section 1. In the event of dissolution of the Association, after all liabilities have been accounted for and discharged, any and all property remaining shall be conveyed or transferred to one or more domestic or foreign corporations, societies, or organizations engaged in activities similar to those of the IAA, as may be designated by the presiding judge of the highest court of the state of Alabama, or a committee appointed by him/her; provided that any such transferee shall, as of the date of conveyance or transfer, qualify as an exempt scientific organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Revised and Approved: 7 September 2016
at the General Assembly meeting of the
21st IAA International Symposium
held in Mafrid, Spain.