

# **RULES FOR THE INTERNATIONAL CONGRESS OF ACAROLGY (ICAC)**

**Approved at Saalfelden on 17 August 1974, Modified at Canberra on 10 July 1998**

*Introduction.* The ICAC is constituted to hold International Congress of Acarology meetings ideally at four-year intervals (see **II. C.**), to publish a Directory (acarologists of the World) (see **II. E.**), and to assure continuity of these two events through the activities of the International Executive Committee.

## **I. RESPONSIBLE BODIES**

The responsible bodies of the ICAC are the (a) International Executive Committee (IEC), (b) Local Organizing Committee (LOC), and (c) Congress Membership (CM).

### **A. INTERNATIONAL EXECUTIVE COMMITTEE (IEC)**

**A.1. Composition and officers.** The IEC consists of ten elected persons plus the retiring President of the LOC of the preceding Congress, who is an *ex officio* member of the IEC. The officers of the IEC are the Secretary and the Treasurer, who are elected by the IEC from the membership of the IEC. Officers are elected when the IEC is reconstituted at a particular Congress. An officer may be reelected throughout the period of his membership, as defined in **A.2.**

**A.2. Election to IEC and term of service.** To maintain continuity and functional efficiency, only approximately one-half (normally five) of the elected members of the IEC will be replaced at each Congress. Barring resignations or other losses, each member will be limited to two consecutive terms of office, after which the member will retire from the IEC by normal rotation. The duration of a term starts at the end of one Congress and terminates at the end of the following Congress. Nominations for membership in the IEC will be requested at the beginning of each Congress and received by the Secretary. Any member of the ICAC (i.e., who has paid membership fee or is registered with partial or full waiving of membership fee), regardless of presence at the Congress, will be nominated by the submission of the signatures of a nominator, a seconder, and the nominee, the last indicating willingness to serve. The list of selected candidates will be presented to the members of the Congress at or before the final plenary session. Candidates receiving the most votes by ballot will fill the existing vacancies on the IEC, with the proviso that adjustment be made so that no more than two members will represent one country at one single time.

**A.3. Responsibilities.** The IEC is responsible for conducting inter-Congress affairs and business and for ensuring that these Rules are followed by itself and by each other responsible body of the ICAC. Further, and more specifically, the IEC shall (a) conduct and supervise the election of the IEC membership; (b) receive the venue; (c) elaborate and transmit to the LOC the general plans for conduct of the following Congress, especially regarding scientific matters, publication of proceedings, equipment, etc.; (d) establish the programme of the following Congress with the assistance of the *ad hoc* Programme Subcommittee appointed by the IEC; (e) establish the programme of the plenary sessions; (f) account to the Congress membership for its activities at a plenary session; (g) handle Congress funds

(exclusive of those managed by the LOC), decide on expenditures, and report to the Congress on fiscal matters; (h) establish the membership fee; and (i) sponsor the Directory (Acarologists of the World) to be published at regular intervals (see **II. F.**).

## **B. LOCAL ORGANIZING COMMITTEE (LOC)**

**B.1. *Appointment of the LOC President and Secretary.*** Acarologists of the host country will propose a President and a Secretary. These selections are subject to approval by the IEC. The President of the LOC must be a resident of the host country.

**B.2. *Composition.*** The LOC normally is composed of acarologists resident in the host country. The President of the LOC appoints the members of the LOC, other than the President and Secretary. The number of members should be sufficient to care for all organizational responsibilities and to assure efficient operating of the Congress. When possible, it will include one postgraduate student member who is involved in some branch of acarology.

**B.3. *Responsibilities of the LOC President and members.*** In addition to appointing members, the LOC President is responsible for assigning and coordinating the work of the LOC; for ensuring the proper housing, organization, and conduct of the Congress; and for maintaining communication and interaction between the LOC and IEC as specified elsewhere in these Rules. Shortly after it is constituted, the LOC will submit a timetable for the organization of the Congress, in coordination with the IEC, and will prepare advance circulars for the Congress, manage the Congress budget, and arrange for publishing the Congress proceedings. Before the Congress, the LOC will distribute specific instructions prepared by the Editorial Subcommittee for submitting manuscripts for publication in the Proceedings.

## **C. CONGRESS MEMBERSHIP (CM)**

**C.1. *Composition.*** The CM for purposes of these Rules will be composed of all fully paid registrants attending the ICAC, Honorary Members, and others with entire or partial reduction of registration fees who may participate in the plenary sessions as determined by the LOC in consultation with the IEC.

**C.2. *Honorary Members.*** The ICAC may confer Honorary Membership for life upon distinguished acarologists. Their number may not exceed ten at any one time. Honorary Members are nominated by the IEC and confirmed by the CM. Any member of the CM may propose a name for Honorary Membership in the ICAC to the IEC, prior to the plenary session at which nominations are presented to the CM. Honorary Members are excused from payment of all membership fees.

**C.3. *Responsibilities.*** The CM elects new members to the IEC (see **A.2.**). It must approve the Standing Rules and any amendments to these Rules. It discusses and approves reports of the LOC President and of the IEC Secretary and Treasurer. It discusses and votes, as appropriate, on any other matters placed on the agenda. Any action of the CM is decided by a simple majority of those voting at a plenary session, with the exception of adoption of revised Rules or amendment of the Rules which requires approval of two-thirds of those voting. The CM considers matters referred to it by the IEC and also matters automatically placed on the agenda and referred to the membership when jointly submitted

in writing by any ten or more participants.

## II. GENERAL RULES OF THE ICAC

**A. Membership.** All persons interested in the Acari and paying their membership fee will be permitted to participate directly in the activities of the ICAC.

**B. Venue and guarantee of open attendance.** The host country must guarantee that attendance in the ICAC will be open to all individuals regardless of nationality, race, religion, or similar considerations.

**C. Interval between Congresses.** The ICAC will usually be held at four-year intervals. If this interval cannot be maintained, it is preferable that it be shortened in order to avoid loss of cohesion of the international acarological community.

**D. Language.** The language of the Congress is English, both for presentations and for published proceedings.

**E. Proceedings.** The LOC is responsible for publishing the proceedings as soon as feasible after the conduct of a Congress. An author normally will be limited to no more than two senior-authored papers at any one Congress. Authors will be given opportunity to correct proof of their papers. Authors will have the opportunity to purchase reprints of their articles at publisher's cost. The proceedings will include: (a) texts of sectional papers, symposia, and special addresses; (b) index (indices) to (a); (c) list of participants in the ICAC; (d) membership of the LOC, both the previously and newly constituted IEC, and other Congress committees and subcommittees as appropriate; and (e) other matters appropriate at the time, e.g. revised Rules, amendment to Rules, other significant actions of the ICAC.

### **F. Directory (*Acarologists of the World*)**

**F.1. Form.** The Directory is a compilation of active and corresponding (more or less inactive) acarologists of the world. It will be maintained in electronic form, based on an Internet-connected server at a stable institution that is approved by the IEC. It should be accessible by means of the World-Wide-Web or similar future international media. Inherent mechanisms should allow searches by name, country of residence, and subjects of interest (by key words), and the contained information will include mailing address, along with other appropriate contact information that is released by the individual (e.g. telephone, fax, email).

**F.2. Responsibility.** The IEC is responsible for maintaining and supervising the Directory, or for delegating this responsibility. The Secretary of the IEC is responsible for maintaining a simple, word-processed version of the Directory, occasionally downloaded from the Internet server, that can be provided on diskette – at prepaid cost – to those acarologists without access to the Internet.

**F.3. Ownership.** The electronic files associated with this Directory are considered property co-owned by the IEC, and can be removed and installed at their discretion.

**F.4. Financing.** The IEC has the option of assessing a small surcharge to Congress registration fees to cover the cost of maintaining the Directory, but it also should seek financial

assistance from other acarological organizations.

**G. *Changes of Rules.*** Proposals for changes in the Rules may be made by the IEC or by at least ten members of the preceding Congresses, who should communicate proposed changes to the IEC Secretary at least six months before the next Congress. The proposals will be published in a Congress circular.

**H. *IEC Subcommittees.*** The IEC may designate subcommittees to perform specific functions and may co-opt other members to serve on these subcommittees, all of which are responsible to the IEC. These subcommittees will include a Programme Subcommittee and an Editorial Subcommittee.

**H.1. *Programme Subcommittee.*** This subcommittee will represent a broad range of scientific disciplines and will establish the format of the scientific meetings and select certain of the major participants.

**H.2. *Editorial Subcommittee.*** This subcommittee will prepare the congress proceedings for publication by setting quality standards and applying them uniformly to the individual contributions. It may reject papers it believes to be inappropriate or not scientifically worthy of publication. The Congress President, in consultation with the LOC and the Programme Subcommittee, will recommend Editorial Subcommittee members to the IEC for approval.

**I. *Matters not governed by the Rules and interpretation of the Rules.*** The IEC may settle any question not covered by the Rules as it sees fit. It may also give decisions in doubtful cases regarding interpretation of the Rules.

### III. ICAC FUNDS

**A. *Payments to the LOC.*** All registration fees are to be paid to the LOC. The amount of the registration fee will be determined by the LOC in consultation with the IEC. It shall comprise amounts contributing to supporting the expenses of (a) organizing and conducting the Congress, (b) publishing the proceedings, and (c) inter-Congress activities (IEC expenses) and other functions that the IEC finds essential to achieving the objectives of the ICAC.

**B. *Continuing ICAC funds administered by the IEC.***

**B.1. *Credits.*** The ICAC fund may receive moneys from the following sources: (a) a part of the registration fee, (b) surplus funds not expended by the LOC for costs of a Congress (including publication of the proceedings), (c) sale of proceedings and *separata* when these are administered by the ICAC rather than by another publisher, (d) royalties from a publisher, (e) grants, and (f) gifts.

**B.2. *Debits.*** The IEC may expend funds for (a) operating costs, (b) assistance in publication of the proceedings, (c) publication of Directory, (d) assistance to LOC, and (e) grants to students and others for attendance at ICAC.

**B.3. *Management of funds.*** Funds will be handled by the IEC Treasurer, who will be responsible for reporting on the status of the funds to the IEC annually (via the Secretary) and to

the CM at each Congress. Funds will be maintained in a form that will provide some income, but they will not be invested in any way that does not guarantee their security or that may interfere with the taxfree status of the ICAC. Funds will be held only in a country that permits the free inflow and outflow of local and foreign currency.

#### **IV ADHERENCE TO THE RULES**

By accepting a position on the IEC, a member is committed to respect the spirit and letter of the existing Rules. The IEC as a group will affirm through the Secretary this understanding at a plenary session of each ICAC. The President of the LOC of an ICAC, when designated, will immediately communicate his/her acquaintance with the Rules and commitment to adhere to the spirit and letter of these Rules, in writing to the Secretary of the IEC.