

*Asociación
Associação
Association*

INTERCIENCIA Association

*Una Federación de Asociaciones para el Avance de la Ciencia en las Américas
A Federation of Associations for the Advancement of Science in the Americas
Uma Federação das Associações para o Progresso da Ciência nas Américas*

November, 1995

These by-laws enter into force on December, 1995, replacing the previous By-Laws dated January 4, 1994, and amendments thereto.

BY-LAWS

TITLE I: OBJECTIVES

The Interciencia Association has the following objectives:

1. To unite the scientific community of the Americas, in order to better serve the development of the nations and the well-being of their peoples,
2. To promote, in a cooperative manner, the use of science and technology to benefit the people of the Americas;
3. To stimulate the creation of associations for the advancement of science in the Americas, where they do not exist.

TITLE II: MEMBERSHIP

A. Member Associations

1. Member Associations shall be national associations for the advancement of science in the Americas which so request, are eligible and are approved by the Council. If any country lacks such an association declines to request membership, another appropriate organization may seek membership.

Although membership is intended primarily to be a broad based association for the advancement of science from each country, other associations, academics and societies that have a similar goal may request membership. The structure and relationships of scientific organizations within the hemisphere are diverse. Some organizations support the objectives of the Interciencia Association and seek membership, but do not correspond in structure with the usual form of a national association, academy or society. In such cases, the Council shall decide on the eligibility for membership based on the merits of the case.

In the event membership includes more than one organization in any country, the Interciencia association encourages the several members to cooperate with the member association, if any, and with each other for that country's representation to the Interciencia association and to support the objectives, activities and financial needs of the Interciencia Association.

2. Requirements for memberships are:

- a. An association or other organization must have been in existence at least twelve months.
- b. An application for membership shall be made in writing to the Secretary.

The application shall include:

1. a description of the association or organization and its history.
 - II. a copy of the charter or constitution and the by-laws.
111. an Indication of willingness to accept the current Charter and By-laws of the Interiencia Association, and
- IV. an indication of agreement to participate actively and to accept the responsibilities of membership (Title II, Section 3)
- c. The Secretary shall notify and provide relevant materials to the Council at least one month before the meeting at which the request is to be considered.
 - d. Admission to membership requires the assent of two thirds of the Council members. If this assent is not reached at a Council meeting, the Executive Director shall conduct a mail vote in the basis of one vote per member Association
 - e. The procedure for readmission shall be the same as for an application for membership.
3. Responsibilities of member include support of the objectives of the Interiencia Association and an effort to support it financially and by active participation in its affairs and programs.
4. Termination of membership shall occur:
- a. upon submission by a member of a written notice of termination to the Secretary; such notice to be presented at the next meeting of the Council. The member shall remain responsible for all obligations involving the Interiencia Association-approved program and budget until the end of the current fiscal year. Outstanding monies at that time due for member shall remain a debt of the member until paid.
 - b. if a member fails during any two periods to be represented at the Interiencia Association meetings or to provide information in response to request from the Executive or the Executive Director. The Executive may authorize the secretary or the executive Director to initiate inquiries about the member's desire to continue in the Interiencia Association. In the event the member either fails to respond or, having indicated a desire to continue membership, fails to participate, the membership may be terminated upon written notification to the Council and the member at least one month before the meeting at which termination is to be considered and with the assent of two thirds of the Council who are present.

B. Individual Members

1. Individuals may become Individual members of the Interiencia Association. application shall be made to and in the format determined by the Executive Director whom shall submit the names to the Council for approval.
- 2: individual members shall (i) receive the journal INTERCIENCIA and such other publications of the Interiencia Association as desired (ii) to be notified of and eligible to attend meetings and symposia of the Interiencia Association, excepting those of the Executive and of the Council unless invited.

3. Individual members are not entitled to a vote, and normally, are not eligible to hold an office.
4. Responsibilities of individual members include support of the objectives of the Interciencia Association and an effort to support it by active participation in its programs. :
6. individual Members shall pay annual-dues in advance in the amount set by the Council. the membership shall be terminated automatically if an individual fails to renew membership by falling to pay annual dues.

The council shall review and set the dues annually.

TITLE III: ADMINISTRATIVE ORGANIZATION

A. The Executive

1. The Executive of the Interciencia Association shall be a President, two Vice-President, a Secretary, a Treasurer and *ex officio*, the executive Director, who shall not vote. Members of the Executive normally will be delegates from their particulars Associations.
2. The immediate Past-President is a non elected full voting member of the Executive.

B. Duties of the Executive

1. The President shall be the principal executive of the Interciencia Association.
2. The Vice-President senior in office shall in the absence of the President, perform the duties of the president in addition to such other responsibilities as may be designated by the President.
3. The Vice-President junior in office shall in the absence of the President and the senior Vice-President, perform the duties of the President in addition to such other responsibilities as may have been designated by the President.
4. The past President shall advice the President and provide continuity to the business of the Executive and Council of the Interciencia Association.
5. The Secretary shall perform the duties of the Office of Secretary, including, but not limited, to conducting elections as required, maintaining records of the Interciencia Association, and being the signing authority for all the documents and business requiring the approval of the Secretary.
6. The Treasurer shall act in cooperation with the Executive Director:
 - a. As custodian of the funds and assets of the Interciencia Association.
 - b. to prepare and present to the Annual Meeting a proposed budget for the coming year, taking into account commitments and proposal of the Executive and the Council.
 - c. to present at the Annual Meeting a financial statement for the preceding year.
 - d. to present to the Council the names of either an Audit Committee composed of two members of the Council or the appointment of external auditors.
 - e. to arrange for banking of the Interciencia Association assets.

7. The newly-elected members of the Executive take office at the conclusion of the Annual Meeting.

C. The Council

1. The members of the Council shall consist of up to three delegates each country from which there is a Member Association and/or a member(s). The delegates from each nation are to be designated by the member Association and /or by the member (s) in writing to the Executive Director in advance of a meeting. In countries which more than one member, the delegation is expected to reflect the national member organizations.
2. Normally the business of the Interciencia Association is conducted by consensus. If consensus is not reached or if a vote is required, each country having one or more members is entitled to one vote; the vote-casting delegate from each country is to be designated in advance of the vote. In the event that the member organizations from a country cannot reach consensus, the Interciencia Association will normally accept the position of that country's association for the advancement of science, or its equivalent.
3. Members are responsible regularly to inform the Secretary and the Executive Director of he names, addresses, telephone numbers and telefacsimile numbers, if any, of their delegates.

D. Secretariat

1. The Executive Director the Interciencia Association shall maintain and supervise the Office of the Interciencia Association. The Executive Director executes all such duties as may be designated to him/her by the President and the decisions of the Executive and Council and also initiates matters that should be brought to the attention of the Executive and Council.
2. The Executive Director shall assist the Secretary in maintaining the records of the Interciencia Association, the Minutes of all meetings of the Council and the Executive, continuing contact with all members of the Interciencia Association, and in conducting elections and such other business as may arise.
3. The Executive Director shall assist the Treasurer in maintaining financial records of the affairs of the Interciencia Association and in preparing the budget.
4. The Executive Director shall be appointed by the elected members of the Executive.

E. The Editorial Office

1. The Interciencia Association publishes the journal INTERCIENCIA, a journal designed to help the started objectives of the Interciencia Association.
2. The Editor of the journal shall be appointed by the Executive. The Editor will select a staff and make all the arregments for the publication and distribution of the journal. After consultations with member associations, the editor will create a Board of Regional Editors.
3. The Editor will report annually to the Council which will advise broadly on editorial and financial policy. The Editor may seek assistance from the executive Director, members of the Executive,

and from Council members on any matters relating to editorial content, publication, and distribution of the journal.

TITLE IV: ELECTION OF MEMBERS OF THE EXECUTIVE

A. Terms of Office

1. The terms of office the President, Vice-President and Past-President shall be two (2) years, once renewable.
2. The terms of office of the Secretary and the Treasurer shall be two (2) years, renewable.
3. The term of office of the two Vice-President shall be staggered such that only one new appointment is required in any particular election.
4. Any vacancy among the members of the executive shall be filled by appointment by the Executive for the balance of the term of office, subject to ratification by the council at its next meeting.

B. Conduct of Elections

1. The immediate Past-President shall conduct the elections of the Executive. If the immediate past-President is not present for the vote, the most recent Past-President in attendance shall conduct, nominations at the meeting, the vote and the determination of the results. If not Past president is in attendance, the president shall designate the Vice-President whose position is not up for election, or, if required, a member of the Council who is not a candidate for election to conduct the vote.
2. Three months before the Annual Meeting, the immediate Past-President, with the cooperation of the executive Director, shall inform the delegates of the positions that are open for election or reelection at the meeting and solicit nomination for those positions.
3. Before the election, the immediate Past-President or the designee (B.1), shall announce the nominees and solicit additional nominees from the delegates.
4. The immediate Past-President or the designee (B.1) shall ensure that there is at least one nominees for each vacancy and shall promote the principles of rotation and equitable representation among the delegates.
5. The elections will occur at the Annual Meeting and shall be secret ballot on the basis of one vote per country (III.C.2). A candidate receiving a majority of the votes shall be elected. In the case of a tie between only two candidates or if there are more than two candidates and none receives a majority of the votes on he first ballot, an additional vote(s) shall be taken among the two leading candidates until one receives a majority of the votes.
6. Those elected shall take office at the Conclusion of the Annual Meeting.

TITLE V: MEETING OF THE COUNCIL AND THE EXECUTIVE

A. Council Meetings

1. There shall be one meeting of the Council held in each calendar year, which shall be designated as the annual meeting.

2. The following matters of business must be transacted at the Annual Meeting:
 - a. Annual Report of the President
 - b. Annual report of the Secretary
 - c. Annual Report of the Treasurer
 - d. Annual Report of the Editor
 - e. Annual Report of the Executive Director
 - f. Election of member of the Executive
3. Other meetings of the Council may be held as deemed appropriate by the executive. The location of such meetings, including the Annual Meeting, should be rotated among the countries represented by membership in the Interciencia Association.
4. A special meeting of the Interciencia Association must be called within 60 days of receipt by the secretary of a request for such a meeting signed by at least one delegate of two thirds of the countries with a member (s) of the Interciencia Association.

B. Executive Meetings

The Executive shall meet at least once each calendar year, normally at the call of the President. Other meetings may be held during the year as required to maintain the activities of the Interciencia Association.

C. Quorum

A quorum for conducting the business of the Interciencia Association requires eight countries with a member(s) of the Interciencia Association. In the absence of a quorum and the need for urgent business, the delegates present may authorize the Executive Director to submit the appropriate information to all the delegates and to conduct a mail vote on the basis of one vote per nation, the outcome to based on the majority of votes cast provides that two-thirds of the countries submit a ballot.

TITLE VI: FINANCIAL RESPONSIBILITY

- A. Adequate funds will be committed by each member institution at a level to be determined by the Council in order to provide assistance for the President, Vice-Presidents the Secretary, the Treasurer, The Executive Director, and the Editor of INTERCIENCIA, in the fulfillment of the objectives stated in the Charter.
- B. The president, Vice-Presidents, Secretary, Treasurer, Executive Director, and the Editor of INTERCIENCIA are authorized to solicit funds from private or public organizations in support of the programs of the Interciencia Association. in so doing, each must coordinate his/her actions with the Executive Director.

TITLE VII: AMENDMENT OF THE BY-LAWS

- A. Amendment(s) shall be proposed to the Secretary at least two months before the annual Meeting or other meeting of the Council. The Secretary shall distribute the proposed amendment(s) to all delegates at least one month before the meeting.

- B. The proposed amendment shall be considered and decided at the designated meeting provided that there is a quorum. The Secretary shall conduct the vote. In the absence of a quorum and if the Executive decides that a decision on the propose amendment is urgent, the Executive Director shall conduct a mail ballot as described in title V.C. and notify the Secretary of the result.
- C. An amendment(s) shall be effective one month after the date on which the secretary submits notification of the approval to the Council.
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Noviembre de 1995

Estos estatutos entran en vigor en diciembre de 1995, reemplazando los estatutos anteriores fechados el 4 de enero de 1994 y sus enmiendas.

ESTATUTOS

TÍTULO I: OBJETIVOS

La Asociación Interciencia tiene los siguientes objetivos:

1. Unir a la comunidad científica de las Américas, con el fin de servir mejor al desarrollo de las naciones y al bienestar de sus pueblos.
 2. Promover, de manera cooperativa, el uso de la ciencia y la tecnología en beneficio de los pueblos de las Américas.
 3. Estimular la creación de asociaciones para el avance de la ciencia en las Américas, donde estas no existan.
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TÍTULO II: MEMBRESÍA

A. Asociaciones Miembro

1. Las asociaciones miembro serán asociaciones nacionales para el avance de la ciencia en las Américas que lo soliciten, sean elegibles y sean aprobadas por el Consejo. Si algún país carece de una asociación de este tipo o declina solicitar la membresía, otra organización apropiada puede solicitarla.

Aunque la membresía está destinada principalmente a ser una asociación amplia para el avance de la ciencia en cada país, otras asociaciones, academias y sociedades con un objetivo similar pueden solicitar la membresía. La estructura y relaciones de las organizaciones científicas dentro del hemisferio son diversas. Algunas organizaciones apoyan los objetivos de la Asociación Interciencia y buscan membresía, pero no corresponden estructuralmente a una asociación, academia o sociedad nacional tradicional. En tales casos, el Consejo decidirá sobre la elegibilidad basándose en los méritos del caso.

En caso de que haya más de una organización miembro en un país, la Asociación Interciencia alienta a los miembros a cooperar entre sí y con la asociación miembro, si la hay, para representar conjuntamente al país ante la Asociación Interciencia y apoyar sus objetivos, actividades y necesidades financieras.

2. Requisitos para la membresía:
 - a. La asociación u organización debe haber existido por al menos doce meses.
 - b. La solicitud de membresía deberá realizarse por escrito al Secretario.

La solicitud debe incluir:

 - I. Una descripción de la asociación u organización y su historia.
 - II. Una copia de la carta constitutiva o constitución y los estatutos.
 - III. Una manifestación de aceptación de la Carta y Estatutos vigentes de la Asociación Interciencia.
 - IV. Una declaración de compromiso para participar activamente y aceptar las responsabilidades de la membresía (Título II, Sección 3).
 - c. El Secretario notificará y proporcionará los materiales pertinentes al Consejo al menos un mes antes de la reunión en la que se considere la solicitud.
 - d. La admisión como miembro requiere el consentimiento de dos tercios de los miembros del Consejo. Si no se alcanza este consentimiento en una reunión del Consejo, el Director Ejecutivo deberá realizar una votación por correspondencia, con un voto por asociación miembro.
 - e. El procedimiento para la readmisión será el mismo que para una solicitud de membresía.
3. Las responsabilidades de los miembros incluyen el apoyo a los objetivos de la Asociación Interciencia y el esfuerzo por apoyarla financieramente y mediante participación activa en sus asuntos y programas.
4. La terminación de la membresía ocurrirá:
 - a. Tras la presentación por parte de un miembro de una notificación escrita de terminación al Secretario, quien la presentará en la próxima reunión del Consejo. El miembro seguirá siendo responsable de todas las obligaciones con respecto al programa y presupuesto aprobado por la Asociación Interciencia hasta el final del ejercicio fiscal en curso. Cualquier deuda pendiente en ese momento seguirá siendo obligación del miembro hasta ser saldada.
 - b. Si un miembro falla en ser representado durante dos períodos consecutivos en reuniones de la Asociación Interciencia o no proporciona información en respuesta a solicitudes del Ejecutivo o del Director Ejecutivo. El Ejecutivo puede autorizar al Secretario o al Director Ejecutivo a consultar sobre el deseo del miembro de continuar. Si el miembro no responde o, habiendo manifestado el deseo de continuar, no participa, la membresía puede ser terminada mediante notificación escrita al Consejo y al miembro con al menos un mes de anticipación a la reunión

donde se considere la terminación, y con el consentimiento de dos tercios de los miembros presentes del Consejo.

B. Miembros Individuales

1. Las personas pueden convertirse en miembros individuales de la Asociación Interciencia. La solicitud se hará en el formato determinado por el Director Ejecutivo, quien presentará los nombres al Consejo para su aprobación.
2. Los miembros individuales:
 - (i) recibirán la revista INTERCIENCIA y otras publicaciones de la Asociación Interciencia que deseen;
 - (ii) serán notificados y podrán asistir a reuniones y simposios, excepto aquellos del Ejecutivo y del Consejo, salvo invitación expresa.
3. Los miembros individuales no tienen derecho a voto y, normalmente, no son elegibles para ocupar cargos.
4. Las responsabilidades incluyen apoyar los objetivos de la Asociación Interciencia y participar activamente en sus programas.
5. Los miembros individuales pagarán cuotas anuales por adelantado en el monto establecido por el Consejo. La membresía será automáticamente cancelada si el miembro no paga las cuotas.
6. El Consejo revisará y fijará las cuotas anualmente.

TÍTULO III: ORGANIZACIÓN ADMINISTRATIVA

A. El Ejecutivo

1. El Ejecutivo estará compuesto por un Presidente, dos Vicepresidentes, un Secretario, un Tesorero y, ex officio, el Director Ejecutivo (sin voto). Normalmente, los miembros del Ejecutivo serán delegados de sus respectivas asociaciones.
2. El Presidente saliente será un miembro con derecho a voto del Ejecutivo.

B. Funciones del Ejecutivo

1. El Presidente será el principal responsable ejecutivo.
2. El Vicepresidente con más antigüedad ejercerá las funciones del Presidente en su ausencia, además de otras responsabilidades designadas.
3. El Vicepresidente con menos antigüedad lo hará si también falta el Presidente y el otro Vicepresidente.
4. El Presidente saliente asesorará y dará continuidad al Ejecutivo y al Consejo.
5. El Secretario realizará funciones inherentes a su cargo, incluidas las elecciones, el mantenimiento de registros y la firma de documentos.

6. El Tesorero, en coordinación con el Director Ejecutivo:
 - a. Custodiará los fondos y activos.
 - b. Presentará el presupuesto propuesto en la Reunión Anual.
 - c. Presentará el estado financiero del año anterior.
 - d. Presentará al Consejo los nombres del Comité de Auditoría o auditores externos.
 - e. Coordinará los asuntos bancarios.
7. Los miembros electos asumirán sus cargos al finalizar la Reunión Anual.

C. El Consejo

1. El Consejo estará compuesto por hasta tres delegados por país miembro. Cada miembro/organización designará por escrito a sus delegados.
2. Los asuntos se resolverán por consenso. Si no se logra, cada país tiene un voto. En caso de desacuerdo interno, prevalecerá la posición de la asociación nacional de ciencia del país.
3. Los miembros deben informar al Secretario y al Director Ejecutivo los datos de sus delegados.

D. Secretaría

1. El Director Ejecutivo mantendrá y supervisará la Oficina de la Asociación.
2. Ayudará al Secretario con registros, actas y elecciones.
3. Ayudará al Tesorero con los registros financieros y el presupuesto.
4. Será nombrado por los miembros electos del Ejecutivo.

E. Oficina Editorial

1. La Asociación publica la revista **INTERCIENCIA**.
2. El Editor será designado por el Ejecutivo, formará su equipo y un Consejo Editorial Regional tras consultar a las asociaciones miembro.
3. El Editor informará anualmente al Consejo sobre política editorial y financiera, y podrá solicitar asistencia del Ejecutivo.

TÍTULO IV: ELECCIÓN DE MIEMBROS DEL EJECUTIVO

A. Duración de los cargos

1. El Presidente, Vicepresidentes y Presidente saliente tendrán un mandato de 2 años, renovable una vez.
2. El Secretario y el Tesorero también tendrán mandatos de 2 años, renovables.
3. La elección de Vicepresidentes será escalonada para evitar que se renueven ambos a la vez.

4. Las vacantes serán cubiertas por nombramiento del Ejecutivo hasta la siguiente reunión del Consejo.

B. Procedimiento electoral

1. El Presidente saliente dirigirá la elección. Si está ausente, lo hará el anterior Presidente presente o un delegado designado.
2. Tres meses antes de la Reunión Anual, el Presidente saliente, con apoyo del Director Ejecutivo, notificará los cargos a renovarse y solicitará nominaciones.
3. Antes de la elección, se anunciarán los candidatos y se aceptarán nominaciones adicionales.
4. Se asegurará al menos un candidato por vacante, promoviendo rotación y representación equitativa.
5. La elección será por voto secreto, un voto por país. Gana quien obtenga mayoría. En caso de empate, se repetirá la votación entre los dos primeros.
6. Los electos asumirán al final de la Reunión Anual.

TÍTULO V: REUNIONES DEL CONSEJO Y DEL EJECUTIVO

A. Reuniones del Consejo

1. Habrá una reunión anual por calendario.
2. En la Reunión Anual se tratarán:
 - a. Informe anual del Presidente
 - b. Informe del Secretario
 - c. Informe del Tesorero
 - d. Informe del Editor
 - e. Informe del Director Ejecutivo
 - f. Elección del Ejecutivo
3. El Ejecutivo podrá convocar reuniones adicionales. La sede debe rotarse entre países miembro.
4. Una reunión especial debe convocarse en 60 días si lo solicitan delegados de dos tercios de los países miembro.

B. Reuniones del Ejecutivo

Se reunirá al menos una vez al año, convocado por el Presidente, y más si es necesario.

C. Quórum

Se requiere la participación de ocho países miembro. Si no hay quórum y se requiere acción urgente, el Director Ejecutivo puede organizar una votación por correspondencia (un voto por país), válida si votan al menos dos tercios.

TÍTULO VI: RESPONSABILIDAD FINANCIERA

A. Cada institución miembro deberá comprometer fondos, según lo determine el Consejo, para apoyar al Presidente, Vicepresidentes, Secretario, Tesorero, Director Ejecutivo y Editor.

B. Estas autoridades están autorizadas a solicitar fondos públicos o privados para los programas de la Asociación, en coordinación con el Director Ejecutivo.

TÍTULO VII: MODIFICACIÓN DE LOS ESTATUTOS

A. Las propuestas de enmienda deben enviarse al Secretario al menos dos meses antes de la reunión del Consejo. Este las distribuirá un mes antes.

B. La propuesta se votará en la reunión correspondiente, si hay quórum. Si no lo hay y el Ejecutivo considera urgente la decisión, el Director Ejecutivo organizará una votación por correspondencia.

C. Una enmienda será efectiva un mes después de que el Secretario notifique su aprobación al Consejo.