



Approved EB 2 March 2017  
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## **Internal Regulations of the International Peatland Society**

### **Section I**

#### **The purpose of the Internal Regulations**

1.1. These Internal Regulations provide a framework for the smooth running of the Society and the implementation of the decisions of the Annual Assembly of national representatives and the Executive Board. All titles mentioned in the document apply to both genders.

1.2. According to Article 16 of the Statutes, the Executive Board shall adopt and may amend Internal Regulations compatible with the Statutes of the IPS.

### **Section II**

#### **Domicile**

The place of domicile of the Society is decided by the Annual Assembly of national representatives upon the recommendation of the Executive Board.

### **Section III**

#### **National Committees**

3.1. Each National Committee shall have a constitution consistent with the Statutes and Internal Regulations of the IPS according to guidelines available from the Secretariat. Exceptionally, the Status of an IPS National Committee may be conferred upon some other organisation that is a legal entity. The Constitutions of all National Committees must be translated into English, forwarded to, and approved by, the Executive Board.

3.2 A register of members of each National Committee, including names, addresses, phone numbers and e-mail addresses, as well as names and contact data of the Board Members, Chair, Secretary and Treasurer shall be given to the IPS Secretariat.

3.3 Changes to the list of members of a National Committee and their contact data shall be submitted by the National Committee to the IPS Secretariat at least once a year in order to guarantee uninterrupted information flow between the Secretariat and members of the Society.

3.4 The affiliation fee and annual membership fee of a new National Committee is determined by the Annual Assembly on the recommendation of the Executive Board.

3.5 Before the expulsion of a National Committee (Article 3.4 of the Statutes) the Executive Board must engage in dialogue with the National Committee concerned. The National Committee concerned has the right to appeal to the Annual Assembly of National Representatives.

#### **Section IV Executive Board**

4.1 The number of ordinary members can be changed by the decision of the Annual Assembly within the limits set by the Statutes (Article 5.1) and taking into account the system of rotation of ordinary members (Article 5.3).

4.2 So as to ensure an equitable distribution of national representation, there can be only one ordinary member from any one National Committee on the Executive Board at any given time. The President and the two Vice Presidents should come from different countries but can be from the same National Committee as one ordinary member.

4.3 Nominations for any position on the Executive Board must come from a National Committees at least four months prior to the Annual Assembly and the nominees must be IPS members residing in the country in which the National Committee is located. Only those National Committees that have paid their membership fees of the previous years can nominate candidates to the Executive Board. Separate nominations must be made for each position (President, First Vice President, Second Vice President, Ordinary Member). The same person can be nominated for more than one position, but each nomination must be clearly stated in the nomination papers. When proposing candidates for the Executive Board, National Committees shall ensure that nominees' travel expenses are covered.

4.4 The election of the President, two Vice Presidents and ordinary members of the Executive Board provided for in Article 5.3 will be by secret ballot.

4.5 The Executive Board shall assemble by invitation of the President or, if he cannot act, by invitation of a Vice President or two (2) Executive Board members.

4.6 The Executive Board shall have a quorum when at least half of its members are present. The quorum shall not be constituted unless the President or one of the Vice Presidents is present.

4.7 All decisions will be made on a simple majority basis. In the event of votes being equal, the President will be entitled to a casting vote except in the case of an election, where a tie will be decided by drawing lots. When voting takes place each Executive Board member has one vote.

#### **Section V Commissions**

5.1 It is recommended that each Commission create an internet network, which should include e-mail addresses of all IPS members interested in the business of the Commission concerned. Addresses of the participants in the network shall be registered by the Commission Secretary and copied to the IPS Secretariat.

5.2 In the year of a Quadrennial Peatland Congress, the IPS Secretariat shall invite nominations for the positions of Chairs of the Commissions. This invitation shall be published in the IPS monthly newsletter.

5.3. The term of office of the Commission Chairpersons is four (4) years, and they are eligible for one re-election. Appointees shall be introduced to the General Assembly of Members. The Annual Assembly shall receive written reports from Commission Chairmen on present and future activities. Commission annual reports shall be published in the Annual Report and on the IPS website. They shall be submitted to the IPS Secretariat at least 3 months prior to the Annual Assembly.

5.4 Each Commission Chairperson may establish such and so many subsidiary bodies such as steering committees, project groups, working groups and expert groups as she or he deems fit, subject to confirmation by the Executive Board.

5.5 Commission Chairs may appoint one or more Vice-Chairs subject to confirmation by the Executive Board. The Chair shall appoint a Commission Secretary who will write the minutes of meetings of the Commission. The minutes shall be distributed to Commission Members and the IPS Secretariat, which shall circulate them to the Executive and Scientific Advisory Boards.

5.6 Commission business should be organised, as far as possible, via the Internet, by holding general meetings of members and convening workshops on special topics. In the arrangement of meetings, only limited assistance can be offered by the IPS Secretariat. It is recommended that Commission meetings be held in connection with other IPS meetings.

5.7 The Commissions of the International Peatland Society are as follows:

- Commission 1 Peatlands and Economy
- Commission 2 Peatlands and Environment
- Commission 3 Peatlands and Society

## **Section VI Scientific Advisory Board**

The SAB operates between Congresses. It elects its Chair and Secretary in the year of the quadrennial Congress for a four-year term. Interim vacancies will be filled for the balance of a term of office. It normally meets twice a year in association with other IPS meetings.

## **Section VII Working Groups**

7.1 The Executive Board, Commissions and the Scientific Advisory Board can establish permanent or temporary subsidiary bodies such as working groups, project groups or others.

7.2 Such groups or subsidiary bodies can be terminated on the decision of the body that founded it or by the Executive Board.

## **Section VIII General Assembly of Members**

8.1 The General Assembly of Members must be included in the program of each International Peatland Congress.

8.2 The invitation to the General Assembly of Members must be included in the Congress package and distributed to all the IPS members who will be present at the Congress.

8.3 The General Assembly of Members is organised by the Executive Board and the IPS Secretariat in co-operation with the local organising committee of the Congress.

8.4 In the General Assembly of Members, the following items shall be on the agenda:

- Opening of the Assembly by the outgoing President
- Report from the outgoing President on IPS activities in the previous four years
- Report from the Secretary General on future plans of the Society
- Introduction of the incoming President
- Introduction of Commission Chairs
- Honours
- Closing of the Assembly

### **Section IX Annual Assembly of National Representatives**

9.1 In the Annual Assembly the following items must be on the Agenda:

1. Opening of the meeting.
2. Election of the chairman, secretary, two (2) scrutinisers of the minutes, and two (2) counters of votes.
3. Ascertaining that a quorum is present.
4. Approval of the agenda.
5. Presentation of the annual report, balance sheet and the Auditor's Report
6. Confirmation of the balance sheet and granting a discharge to the Executive Board and the Secretary General.
7. Approval of the plan of activities, budget and determination of the affiliation fees and the membership fees of the Society for the current year.
8. Election of the President and the Vice-Presidents every fourth year and election of permanent Executive Board members every second year in place of the retiring members.
9. Decision on the location of a future International Peatland Congress every fourth year.
10. Election of one permanent Auditor and one substitute Auditor.
11. Discussion on other matters and proposals taken up by the Executive Board or by the members of the Society and mentioned in the invitation.

9.2 The Annual Assembly of national representatives is organised in co-operation with the National Committee of the country concerned or with another relevant organisation in countries without an IPS national committee.

9.3 Local arrangements for the Annual Assembly, such as reservation of conference facilities, hotel rooms, organisation of excursions etc. should be made by the National Committee or other responsible organisation concerned.

9.4 Participants in the Annual Assembly are responsible for their travel, health and subsistence during the Assembly. It is recommended that local organisers of the event obtain sponsorship to cover costs of the meeting rooms, excursions, dinners etc. If this is not possible, an agreement has to be made with the IPS Secretariat on the financing of various items by the IPS.

9.5 In connection with an Annual Assembly, it is recommended that an excursion be organised for the participants in the meeting to local peatland organisations, peatlands and other places of interest. A presentation of the activities of the host National Committee is desirable.

9.6 In years that Executive Board member(s) are to be elected, the Executive Board shall ask the National Committees to submit their proposals for candidates at least four (4) months prior to the Annual Assembly so that all application documents, standardized by the IPS Secretariat, can be sent out together with the invitation to the Annual Assembly. All candidates are asked to prepare a one-page written presentation of him/herself including qualification for the candidacy, and to speak for not more than three minutes at the Assembly meeting

9.7 The voting for Executive Board members shall be carried out by secret ballot. The elections shall take place in the following sequence:

1. election of the President;
2. election of the First Vice President;
3. election of the Second Vice President;
4. election of ordinary members.

In the election of ordinary members, each national representative writes the names of as many candidates as there are free places on the Executive Board on his/her ballot. The votes are counted independent of the order in which they are written and those candidates with the highest total number of votes will be new ordinary Executive Board members. In the case of equal votes, another secret ballot is carried out between the remaining candidates. If the second voting remains equal, lots shall be drawn. Voting shall be carried out using ballot papers containing the IPS logo. When persons are elected to fill the seats of Executive Board members who have left the Board before their regular term is finished, the person who receives the least votes in the election for the Executive Board will take the shorter term. In the case of equal votes lots will be drawn.

9.8 The Annual Assembly is chaired by the President. In the case that the President cannot chair, the Executive Board will agree in advance who should chair the Assembly meeting. The Secretary General should prepare the procedures for the meeting in consultation with the President. Verbal or on-screen presentations at the meeting should be made by the Secretary General and should be easy-to-understand summaries of the meeting documents.

9.9 If any IPS member wants to have his/her proposal included in the Agenda of the Annual Assembly, he or she has to submit the proposal in writing to the Executive Board via the IPS Secretariat. This should be done at least four months prior to the Annual Assembly.

## **Section X**

### **International Peatland Congress**

10.1. A commission of 15% of the registration fees of each Congress is payable to the IPS Secretariat. This covers the right to use the name and the logo of the IPS and the assistance given by the IPS in the preparation and realisation of the Congress.

10.2 Authorisation to organise an International Peatland Congress will be decided by the Annual Assembly on the recommendation of the Executive Board based on applications from National Committees.

10.3 Applications to hold an International Peat Congress shall be submitted to the IPS Secretariat in writing not later than six (6) years before the Congress in question. They shall be written according to criteria determined in advance for each Congress by the Executive Board and contain at least a letter of application, a presentation of the congress venue, a proposal for the theme and content structure of the event and a draft budget. Applications not meeting these conditions will not be considered.

10.4 National Committees that have applied to host an International Peatland Congress shall supplement their written applications by an oral presentation to the Executive Board, which then formulates its recommendation to the Annual Assembly of national representatives.

10.5 At the Annual Assembly, the national representatives will vote on whether or not to accept the proposal of the Executive Board as to who will host the Congress. The vote will be by simple majority. In the event that the proposal of the Executive Board is rejected, there will be a second vote to choose between all applicants. Again, the outcome will be decided by simple majority. In the case of two or more applicants receiving equal votes, a third vote will take place between the applicants with the highest votes until two applicants remain. In cases where the two remaining applicants end up with equal votes, lots shall be drawn.

10.6 A decision on hosting a Congress has to be made not later than four (4) years before the Congress in question so that information on Congress arrangements (country, place, time) can be disseminated.

10.7 The National Committee concerned is responsible for local arrangements of the quadrennial Congress in consultation with the IPS Executive Board and the Secretariat. The general programme outline shall be submitted for the approval of the Executive Board.

10.8 The Proceedings of Congresses shall be published by the organising committee.

10.9 The provisions of paragraphs 12.13 (exemption from fees for Secretariat members) and 12.14 (booths) apply also to International Congresses.

10.10 A list of Congress participants, a financial and organisational report and 20 copies of the proceedings shall be submitted to the Secretariat not later than three months after the event. The IS has the right to publish the proceedings on its website and other media six months after the end of the Congress.

## **Section XI**

### **Honorary Members**

11.1. There can be only one Honorary President at a time. The Honorary President has the right to attend Executive Board meetings. He/she is also exempted from the payment of membership fees and of participation fees at the International Peatland Congresses, Symposia and Workshops of the IPS.

11.2 Persons on whom the IPS Executive Board has conferred Honorary Presidency or Honorary Membership of the IPS shall receive a Diploma.

## **Section XII Organisation of Symposia and Workshops**

12.1 Symposia and Workshops of the IPS shall normally be held in the years between quadrennial Congresses.

12.2 Symposia and workshops can be organised by one Commission or National Committee or they can be a joint endeavour of several Commissions/National Committees.

12.3 Symposia and workshops can also be arranged in co-operation with other relevant organisations. In such cases, the conditions of the participation have to be agreed by the Executive Board on the recommendation of the Scientific Advisory Board.

12.4 All IPS or IPS-related symposia and workshops must be included in the plan of activities of the IPS and the programme of the event and other key information (country, place, dates, members of organisation committee etc.) should be submitted to the Executive Board preferably half a year prior to the event.

12.5 A commission of up to 15% of the registration fees of such symposia and workshops is payable to the IPS Secretariat. This is in return for the right to use the name and the logo of the IPS and for the assistance given by the IPS in the preparation and realisation of the IPS events. Agreement on the assistance to be given by the IPS Secretariat and on the amount of the commission shall be made between the local organizers and the IPS Secretariat and shall be approved by the Executive Board on the recommendation of the Scientific Advisory Board. In determining the commission, the size, audience, financial conditions and the purpose of the event should be taken into account.

12.6 For symposia, workshops and other events organized in cooperation with organisations other than IPS National Committees or Commissions, a contract on the cooperation has to be approved by the Executive Board on the recommendation of the Scientific Advisory Board.

12.7 For non-members participating in events solely organized by IPS, it is recommended that a supplement equivalent to at least the IPS annual individual membership fee may be added to the registration fee.

12.8 The proceedings of symposia and workshops may be published by the local organising committee.

12.9 Subject to a separate agreement, editorial work and printing procedures can be carried out by the IPS Secretariat. In this case, direct printing costs must be covered by the income from the Congress or symposium. Decisions on editorial procedures have to be taken by consultation

between the organiser of the event concerned and the IPS Secretariat. Depending on the conditions, the organiser has to be prepared to cover part of the additional administrative costs of the Secretariat.

12.10 Copies of the proceedings of the event may be assigned to the IPS free of cost for future sale for the benefit of the IPS. The exact number of copies has to be agreed between the local organiser of the event and the Secretariat. In determining the number of copies the size, financial conditions and the purpose of the event have to be taken into account.

12.11 Representatives of IPS individual, corporate and institutional members shall, for registration purposes, be considered in IPS Congresses, symposia and workshops as individual members of the IPS.

12.12 The Secretary General and the staff he or she employs who take part in the arrangement of symposia and workshops shall be exempted from registration fees.

12.13 In IPS symposia and workshops it is recommended that a booth for introducing IPS activities be arranged free of charge for the use of the IPS Secretariat.

12.14 In the year of the quadrennial International Peatland Congress, no other major symposia or workshops of the IPS shall normally be arranged.

12.15 The above conditions may be varied by the Executive Board.

### **Section XIII Publications**

#### *Mires and Peat*

13.1 The online journal *Mires and Peat* is published in conjunction with the International Mire Conservation Group. The journal publishes peer-reviewed scientific and technical papers, in English, on all aspects of peatlands and peat, including their utilisation, management and restoration.

13.2 The details of the cooperation of IPS and IMCG in publishing *Mires and Peat* shall be determined in a contract accepted on behalf of IPS by the Executive Board.

#### *Peatlands International*

13.3 *Peatlands International* is an official organ of the Society published in English by the IPS Secretariat.

13.4 The Secretary General shall be the Editor-in-Chief of *Peatlands International*. The magazine shall have an Editorial Secretary, who shall be selected by the Editor-in-Chief subject to confirmation by the Executive Board.

13.5 In order to support the Editor-in-Chief, *Peatlands International* has an Editorial Board. The Editor-in-Chief invites members to join the Editorial Board. The Executive Board will confirm their appointments.



13.6 *Peatlands International* is published at least twice a year in electronic format.

13.7 The cost of the subscription to *Peatlands International* is included in the annual membership fee of the Society.

13.8 All IPS members and members of partner organisations may submit articles and advertisements to *Peatlands International*. The editors may select and edit these proposals.

#### *Monthly Newsletter*

13.9 The Secretariat publishes a newsletter each month which is distributed to all IPS members by e-mail. In addition, it will be published on the IPS website.

13.10 The Secretary General shall be editor-in-chief of the newsletter. The newsletter shall have an editorial secretary, who shall be selected by the editor-in-chief subject to confirmation by the Executive Board.

13.11 Every IPS member and other interested parties may submit non-commercial announcements and short reports to the newsletter. The editors have the right to select and edit these proposals.

13.12 The subscription to the newsletter is included in the annual membership fee.

### **Section XIV Membership fees**

14.1 A new IPS National Committee can for justified reasons be exempted from paying an affiliation fee and an annual membership fee by decision of the Annual Assembly of national representatives on the recommendation of the Executive Board. A National Committee can be exempted from payment of the annual membership fee for not longer than two years after which the situation must be reviewed by the Executive Board.

14.2 An affiliation fee is not charged to individual and corporate members in countries without a National Committee.

14.3 An industrial membership fee shall be paid by the National Committees or other relevant organisations in countries with a significant peat industry or peat-using industry. The fee shall depend on the size and importance of the industry in the country concerned. It is to be determined each year by the Annual Assembly of national representatives on the recommendation of the Executive Board after consultation within Commission I. If a National Committee or other relevant organisation fails to pay the industrial membership fee, its members are not allowed to participate in decision-making at Commission I meetings.

14.4 Members failing to pay their membership fees shall be reminded twice and taken off the distribution lists of IPS half a year after the invoice has been sent. Their membership shall end automatically at the end of the membership year concerned if no payment is made.

### **Section XV Allan Robertson Grants**

15.1 Allan Robertson grants are awarded to young peatland and peat researchers carrying out research or practical work; and to young professionals in the early stages of their careers managing peatlands or peat organisations.

15.2 Grant recipients are normally under the age of 30.

15.3 Successful applicants must agree to provide a report on their project or work. These reports may take the form of written articles or presentations at an international IPS event.

15.4 Funding is provided by the IPS and by sponsors.

15.5 The awards are decided each year by the Executive Board.

Addition to item 9.7 approved by EB on 25 November 2022.

Addition to item 4.3 approved by EB on 8 November 2023.