

IVR PROCEDURAL RULES

Decided upon by the General Assembly in Göttingen on August 24, 1991, in accordance with §6 (6) of the Constitution of the IVR.

Amended in Lund on August 15, 2003.

The Office

Art. 1 Composition of the Personnel

1. The office consists of the President of the IVR, the Secretary General, the Treasurer and other co-workers who are needed for the execution of the duties of the office.
2. The organizational leadership of the office is incumbent on the Secretary General.
3. Administrative co-workers can be taken on for the accomplishment of necessary tasks insofar as the available means permit.

Art. 2 Duties of the Office

The office must, above all else, fulfill the following duties:

- (a) organizing the work of the IVR and the collaboration with the national sections (Art. 3);
- (b) recording the condition and activity of the IVR and its national sections (Art. 4);
- (c) drawing up the budget and procuring the funds required for the work of the IVR (Art. 5);
- (d) preparing for the General Assemblies and for the meetings of the Executive Committee (Art. 6);
- (e) supporting the President in the publication of the Newsletter (Art. 7).

Art. 3 Organizational Work

1. The office maintains contact with the national sections; it supports their work, but also sees to it that the financial contributions of the national sections are paid punctually to the IVR.
2. In cooperation with the President, it is the duty of the Secretary General to recruit new national sections to participate in the IVR.
3. The Secretary General takes care of the preparation for the ordinary or extraordinary General Assembly, the drawing up of the agenda, as well as the timely summoning of the General Assembly.
4. The office will work out proposals for the improvement of the scholarly activities of the IVR and its national sections. It will also endeavor to win young researchers for participation in the IVR. It will especially support the scholarly work of young researchers.

Art. 4 Records

1. The office establishes and manages IVR-archives, which preserve all the important transactions in the development of the Association. After the conclusion of a term of office, the IVR-archives will be transferred within three months to the succeeding Secretary General.
2. A card file of the national sections and their sub-sections will be kept. To be recorded are: Name and seat of the national sections (sub-sections) and the addresses of the leading officials.
3. A comprehensive card file of the members--ordered by national sections--will be kept. The members of the IVR who do not belong to a national section (§3 (1) b) of the Constitution) form a separate unit of this card file.
4. A card file of the supporting members will be kept.
5. Archiving of the written materials of the office will be carried out according to the following plan of order:
 - (1) General Correspondence -- Incoming

- (2) General Correspondence -- Outgoing
- (3) IVR Constitution
- (4) Procedural Rules
- (5) Last World Congress and General Assembly
- (6) Next World Congress
- (7) Future World Congresses
- (8) Past Meetings of the Executive Committee
- (9) Next Meeting of the Executive Committee
- (10) Members of the Executive Committee
- (11) National Sections
- (12) Members Outside National Sections
- (13) IVR Newsletter
- (14) ARSP (Archives for Philosophy of Law and Social Philosophy)
- (15) Financial Affairs

Art. 5 Budget and Accounts

1. A budget must be drawn up yearly and compliance with it must be checked yearly.
2. The books must be kept properly and the balance sheet along with vouchers must be presented punctually to the auditors so that they can present their auditors' report to the General Assembly. This report represents the basis for the vote to discharge the Executive Committee (§6 (6) of the Constitution).
3. It is the responsibility of the Treasurer, in cooperation with the Secretary General, to see to it that the membership dues of the national sections and of the members in the category referred to in §3 (1) b) of the Constitution are received regularly.
4. Measures shall be considered through which funds sufficient for the activities of the IVR can be guaranteed.

Art. 6 Preparations for the General Assembly and the Meetings of the Executive Committee

1. In consultation with the national sections, the Secretary General sees to it that a qualified organizer is found for the World Congress, so that in accordance with §6 (2) of the Constitution a General Assembly can be held every fourth year in connection with a World Congress. He or she submits the appropriate suggestions to the Executive Committee in good time.
2. An agenda shall be drawn up which shall be presented to the members of the Executive Committee early enough to enable them to suggest additions.
3. Care must be taken that all principles underlying the decisions of the General Assembly are presented (most importantly, a report of activities in the elapsed period of operation, a balance sheet of the Treasurer and the reports of the auditors).
4. In the event of an extraordinary General Assembly, one should proceed in an analogous manner in accordance with §2 (2)-(4) of the Constitution.
5. At times appropriate meeting places must be found for the meetings of the Executive Committee. It is the duty of the Secretary General in cooperation with the President to draw up an agenda. Invitations must be made early enough to enable the members of the Executive Committee to propose additions to the agenda.

Art. 7 Conduct of the General Assembly. Minutes of the General Assembly

1. On the proposal of the President, the General Assembly will elect a Secretary and two trustworthy persons to count the votes on decisions and elections.
2. The President and the Secretary General shall give a report on the elapsed term of office, which also gives information about the condition of the national sections.
3. The Treasurer shall present a report of the financial affairs of the IVR to the General Assembly; above all, it will contain the principal facts about the balance sheet.
4. The balance sheet is to be transmitted to the auditors at least 30 days before the General Assembly. Their written auditors' report is to be presented to the General Assembly. On the basis of the report of the auditors, the General Assembly will render a decision on the discharge of the Executive Committee.

5. The Editor in Chief of the ARSP will report on the development of the Journal and the publication of the Beihefte or special volumes.
6. The President is responsible for the orderly handling of all motions. He or she decides upon the order of the votes on motions and counter motions, as well as on the manner of conducting the votes on connected questions. The proposed manner of proceeding with the voting can itself be made the object of passing resolution.
7. Elections can be conducted en bloc if no objection is raised against this. Otherwise, the voting is to be on each individual. If any member of the General Assembly requests a secret ballot for one or all of the officers, that election shall be conducted as a secret ballot.
8. The minutes shall be drawn up and signed by the Secretary and signed by the President. All motions, nominations and voting results are to be included in the minutes. A list of those present shall be appended.

Art. 8 Newsletter

1. In accordance with §2 (c) of the Constitution, the President shall publish a bulletin ("Newsletter") should this become necessary. He or she shall be assisted in this activity by the Secretary General or a co-worker who is authorized to do so. Each national section has the right to propose the publication of news of general interest.
2. The "Newsletter" shall be sent to all the national sections, which are then to bring them to the attention of their members in an appropriate way.

Art. 9 Meetings of the Executive Committee

1. As a rule, the Executive Committee will convene for a meeting at an appropriate place once a year. When possible, the session of the Executive Committee should be connected with a scholarly program.
2. At these meetings, the work program as well as important organizational questions are to be discussed.
3. The scholarly and organizational questions are to be discussed with the organizers of the world congresses.
4. The Executive Committee also deals with the preparations for the General Assembly. Without detriment to the jurisdiction of the Nomination Committee (§10 of the Constitution), the Executive Committee shall discuss the nominations as well as proposals for awarding honorary titles (§11 of the Constitution).

Art. 10 Circulation Procedures

1. Necessary decisions can also be made between meetings of the Executive Committee by means of a circular letter (§8 (6) of the Constitution).
2. The proposals are to be formulated as questions that can be unambiguously answered with "yes" or "no".
3. An interval of at least one month is to be stipulated for voting by mail.
4. The proposal is considered accepted when two-thirds of all the voting members of the Executive Committee concur in this matter.

Additional Provisions

Art. 11 Admission of Members

1. The admission of members in accordance with §3 (1) b of the Constitution takes place upon their application.
2. The Secretary General decides on the application, or the Executive Committee in doubtful cases or rejections.

Art 12 Supporting Members

1. Supporting members are admitted by the Executive Committee upon the application of a national section.

2. The required supporting contribution for recognition of the status of a "supporting member of the IVR" is a yearly contribution of at present at least three annual subscriptions to the journal ARSP.
3. The membership of the supporting member expires when the support is terminated or--upon a decision of the Executive Committee--when the activities of the supporting member have become incompatible with the goals of the IVR.

Art. 13 Admission or Expulsion of National Sections

1. In the admission of a national section the aim should be that the national section should have an area of operation of a nation or a region where possible.
2. Upon the admission of a national section there should be a written agreement concerning the delivery of a part of the membership dues to the IVR.
3. A national section can be expelled if its activities grossly contravene the principles of the IVR or it has not paid membership dues for five years in spite of warnings.
4. The Executive Committee of the IVR decides as to the admission or expulsion of a national section.

Art. 14 The Journal ARSP

1. The Editor in Chief of the journal ARSP presents a report of its operations to the Executive Committee every year. He or she is also to report on its Beihefte or special volumes.

Art. 15 The Nomination Committee (§10 of the Constitution)

1. The preparation of the nominations for the election is to begin with a proposal of the Executive Committee. However, no one is bound by this proposal. A member who did not attend two or more meetings of the Executive Committee without valid excuse or without sending a representative should not be renominated. In principle, no one should be nominated who has not consented to perform the duties of the office. Objections and suggestions for alterations by the members of the Nomination Committee are to be thoroughly discussed.
2. The nominations--with alternatives if any--are to be recorded and appended to the minutes of the General Assembly (§6 (9) of the Constitution).
3. Suggestions for the honorary title of "Honorary President of the IVR" can be made by members of the Nomination Committee or -- in writing -- by the national sections.
4. Both conditions, (a) that the candidate has achieved great distinction in the sphere of the Philosophy of Law and Social Philosophy, and (b) that the candidate has provided extraordinary service to the IVR (§11 of the Constitution), must be strictly examined. The bestowal is possible only upon the proposal of the Nomination Committee.