



Standing Rules

Article 1. Terms

- a) Annual General Assembly: the meeting held by the General Assembly within 6 months after the end of the previous financial year (30 June), within the meaning of Article 16 of the Statutes.
- b) Bureau: the President, General Secretary, and Treasurer.
- c) Chairperson: the person chairing a General Assembly, within the meaning of Article 14 of the Statutes.
- d) Council of Management (CoM): the management body of the IAS, within the meaning of Article 22 of the Statutes.
- e) Council of Supervision (CoS): the supervisory body of the IAS, within the meaning of Article 30 of the Statutes.
- f) Editor-in-Chief: an Editor-in-Chief of one of the journals of the IAS, who may be members of the Council of Management, within the meaning of Article 22 of the Statutes and Article 7(c) of these Standing Rules.
- g) Editor of the Special Publications: if there is one, a member of the Council of Management, within the meaning of Article 22 of the Statutes.
- h) Executive Officer: a paid member of the Office of the IAS, without voting rights on the Council of Management, responsible for the promotion of the IAS and, if necessary, daily administrative and financial activity of the IAS, within the meaning of Article 19 of these Standing Rules.
- i) General Assembly: the highest governing body of the IAS, within the meaning of Article 12 of the Statutes.
- j) General Secretary: a member of the Bureau and of the Council of Management, within the meaning of Article 22 of the Statutes.
- k) IAS: the association within the meaning of Article 1 of the Statutes and which is governed by the Statutes and applicable laws.
- l) Members: the Members of the IAS, within the meaning of Article 5 of the Statutes.
- m) Member Entitled to Vote: the Members of the IAS who are entitled to vote at a General Assembly, within the meaning of Article 12 of the Statutes.
- n) Office Manager: a paid member of the Office of the IAS in Belgium, without voting rights on the Council of Management, responsible for daily administrative and financial activity of the IAS, within the meaning of Article 18 of these Standing Rules.
- o) President: a member of the Bureau and of the Council of Management, within the meaning of Article 22 of the Statutes.
- p) Statutes: the Statutes governing the IAS as adopted by the Members and published in the Annexes to the Belgian State Gazette.

- q) Treasurer: a member of the Bureau and of the Council of Management, within the meaning of Article 22 of the Statutes.
- r) 4-Yearly General Assembly: the General Assembly held at every International Sedimentological Congress, within the meaning of Article 17 of the Statutes.

Article 2. Members

- a) Members must be 18 years of age or older. Members must provide their full legal name, country of residence, and a valid e-mail address.
- b) Ordinary membership is for one (1) year or life. Student membership is always for one (1) year and is renewable as long as the Member has student status.
 - i. Ordinary Members pay €25 for one (1) year of membership or €400 for membership for life. Student Members pay €10 for one (1) year of membership. Members may choose to donate additional money towards the Friendship Scheme.
 - ii. For existing ordinary and student Members, renewal for the subsequent year is in principle automatic via their preferred payment method. If the Member has opted out or if their payment method is no longer available, renewal for the subsequent year is possible from 1 October. New Members who join on or after 1 October are allowed to carry their membership into the following year. Existing Members who allowed their membership to lapse and renew their membership later in the same year, cannot carry their membership into the following year and must renew it again.
- c) Honorary membership may be awarded to individuals who have played an important role in the affairs of the association. Honorary membership is awarded on occasion of either the International Meeting of Sedimentology (IMS) or the International Sedimentological Congress (ISC). Honorary Membership may be awarded for Service to the IAS or Leadership in the Field of Sedimentology. Expenses incurred in attending the IMS or ISC to receive Honorary Membership will be covered by the IAS, as described in Article 23(n) of these Standing Rules. Honorary membership is always for life.
- d) Free membership is offered to honorary Members (life), medallists (life), early career scientist awardees (5 years), Sun Shu awardees (2 years), and (associate) editors of the journals of the IAS (for their period of tenure).
- e) Individuals may apply for sponsored membership. Sponsored membership is open to sedimentologists with limited financial resources or those who are otherwise unable to pay membership fees for reasons beyond their control. The cost of sponsored membership is covered by the IAS. Individuals may apply for sponsored membership by writing a motivation letter to the Bureau. Otherwise, the Bureau and/or the Council of Management may also decide to sponsor members directly.
- f) Membership benefits are as follows:
 - i. Members have full access to the online versions of *Sedimentology* and *Basin Research*, as well as full access to the online version of Special Publications.

- ii. Members get optional full access to the online version of the *Journal of Petroleum Geology*. Access costs €45 for one (1) year.
- iii. Members may purchase IAS and other Wiley books in print at a discount.
- iv. Members get reduced registration fees at the IMS and ISC.
- v. Members may apply to host one or more sessions of an IAS Lecture Tour.
- vi. Ordinary Members in World Bank countries with research and development expenditure inferior to 1% of GDP may apply for Institutional Grants.
- vii. Student Members may apply to participate in Summer Schools.
- viii. Student Members may apply for travel grants to attend IAS or IAS-sponsored meetings and research grants to support their research.
- ix. Postdoctoral grants are available to Members who have completed their PhD in the last seven (7) years. Members may receive only one such grant.
- x. Ordinary Members may request financial support for sedimentology-related meetings they want to organize in their region.

g) Members are responsible for keeping private their password of the website and member portal of the IAS. The IAS will not be held responsible for any loss or damage from failure by a Member to maintain the security of their login details.

h) Members may not use any of the IAS services for any unlawful, illegal, or unauthorized purpose. Members may not violate any laws in and outside their jurisdiction, including but not limited to copyright law.

- i) Members agree with the Code of Conduct and the Privacy Policy of the IAS.
- j) The IAS reserves the right to modify or terminate a membership for any reason, without notice, and at any time.
- k) The IAS reserves the right to refuse membership to anyone for any reason and at any time.
- l) Use of IAS services by a Member is at their sole risk. Services are provided on an as-is and as-available basis without any warranty or condition, express, implied, or statutory.
- m) The IAS does not warrant that services will be uninterrupted, timely, secure, or error-free.
- n) The IAS does not warrant that the results that may be obtained from the use of the service will be accurate or reliable.
- o) Members understand that all payments through credit card are not carried out by the IAS but by a third-party partner of the IAS. Therefore, all claims should be addressed to this third party. Members should always read the terms and conditions of this third party.
- p) The IAS does not warrant that the quality of its services will meet the expectations of a Member or that any errors in the services will be corrected.
- q) Members agree not to reproduce, duplicate, copy, sell, resell, or exploit any portion of the IAS services, without express written permission from the IAS.

- r) Questions about the IAS terms of service should be addressed to the Office of the IAS.

Article 3. Payment of Membership Fee

- a) All payments are to be made using a debit or credit card.
- b) All payments are carried out by a third-party partner of the IAS on their website.
- c) Members agree that if payments are not accepted or if technical problems arise on the website of the credit card processing company, Members cannot hold the IAS responsible for this.
- d) In case of problems with credit card payments, Members may always contact the IAS for help via the contact page, provided a clear description of the problem is given.
- e) In case the online credit card payment system does not work, a Member may ask the IAS for a dues statement via the contact page, provided a clear description of the problem is given. The dues statement can be e-mailed or sent by post from the IAS Office. Members who fill in a dues statement may pay by credit card or bank transfer. Members agree that when using this dues statement, all security risks involved are completely their own responsibility.

Article 4. Friendship Scheme

- a) The Friendship Scheme programme allows sedimentologists with fewer financial resources to get free ordinary membership for one year.
- b) In this scheme, other Members can opt to pay a part of a membership fee (as an option when paying the membership fee). The IAS pays the other part.
- c) Applicants need to provide a short motivation stating why they would benefit from sponsored membership.

Article 5. Meetings of Members

- a) The IAS holds a meeting of Members every year, usually the International Meeting of Sedimentology (IMS), which usually takes place in Europe.
- b) Every fourth year, the meeting of Members is referred to as the International Sedimentological Congress (ISC).
- c) Members of the CoM are expected to be present physically in all meetings of Members.

Article 6. Annual General Assembly

- a) The General Secretary calls the Annual General Assembly, organizes the agenda, and compiles the reports of the members of the CoM and any relevant committees into an Annual Report.
- b) The General Secretary coordinates the dissemination of the agenda, reports, including the Annual Report, and e-vote and proxy voting forms to the Members.
- c) The Treasurer receives any e-vote voting forms.

- d) For an Annual General Assembly to be valid, the members of the Bureau must be present in the registered office of the IAS in Flanders, except in case of force majeure.
- e) The Annual General Assembly will be held only in person in Flanders. No person is permitted to enter or leave the Annual General Assembly while it is in progress. This is for compliance with Belgian Law, which requires the same number of votes for each resolution.
- f) In order to inform Members of the content of the Annual Report, an online meeting for all Members will be held prior to the start of the voting period.
- g) The President acts as Chairperson. The General Secretary takes minutes. The Treasurer records and reports the attendance list and voting results.
- h) The Treasurer compiles, and if necessary translates, minutes into the Dutch language, and these minutes are archived.
- i) Members attending the Annual General Assembly online may not vote during the Annual General Assembly unless they are represented physically by a proxy.

Article 7. Council of Management (CoM)

- a) The CoM is responsible for the management of the IAS.
- b) Members of the CoM are ordinary Members and have paid their membership fee, except under the circumstances set out under Article 2(d)(e).
- c) The composition of the CoM is defined in Article 22 of the Statutes.
- d) Any changes in the composition of the CoM, including the Bureau, must be recorded in the Belgian State Gazette and in relevant government legal databases. This is organized by the Treasurer and the Office of the IAS.
- e) Sign off on legal matters is conducted by the President and the General Secretary, the President and the Treasurer, or three members of the CoM. For tax purposes, this may also be done by the Treasurer and the General Secretary.
- f) Decisions taken by the CoM that imply an unbudgeted expense require a two-thirds majority of the votes and a quorum of all members of the CoM to pass. The Treasurer shall illustrate the impact of the unbudgeted expense on the balance sheet.

Article 8. Meetings of the Council of Management

- a) Members of the Bureau are expected to be present physically in all meetings of the CoM. Other members of the CoM are not expected to travel long haul to meetings of the CoM, and all meetings shall be organized in hybrid fashion to enable remote participation.
- b) The CoM will meet in person two times per year: once at the IMS/ISC and once at the Annual General Assembly in Belgium. At least one other meeting of the CoM will take place online each year, usually during March.

- c) For physical meetings of the CoM, individual members of the CoM make their own travel plans and declare their expenses using the reimbursement form. The General Secretary coordinates the logistics in collaboration with the Office Manager. The Office Manager books accommodation, which is invoiced to the Treasurer, and restaurants. The bills of the restaurant are in principle paid by the Treasurer; otherwise, a member, or combination of members, of the CoM may declare the expenses of the group using the reimbursement form.
- d) For online or hybrid meetings, the General Secretary or the Office Manager set up a remote meeting and send invitations to the members of the CoM and CoS and any invitees.
- e) The President chairs the meetings, the General Secretary produces and signs the minutes, and the Treasurer tallies the votes. The minutes are checked and countersigned by the President.
- f) For decisions taken under the Statutes in accordance with Article 23, and in all cases of voting for which the Statutes or Standing Rules do not provide otherwise, decisions shall be adopted by a majority of the votes of the members of the CoM present or a majority of the members of the CoM if voting electronically on urgent matters. Voting may be done electronically or by a show of hands, unless the Chairperson or those present decide that voting must be by means of written ballot papers. If the votes are tied the Chairperson shall be the deciding vote.
- g) After the meeting, the minutes are sent to the members of the CoM who use a link to an approval form to sign electronically.

Article 9. President

- a) The President is appointed for four (4) years and may serve only one (1) term.
- b) The President chairs the General Assembly and the meetings of the CoM.
- c) The President leads the activity and strategic direction of the IAS in collaboration with the CoM.
- d) The President is responsible for the work of the CoM and the CoS.
- e) Together with the General Secretary, the President represents the IAS to the Members, other individuals, and other organizations.
- f) The President coordinates the distribution of work in the CoM, where not obviously defined.
- g) On behalf of the CoM, the President calls for advice from the CoS in all strategic and ethical issues.
- h) The President is supported by the Office Manager, who takes care of administrative matters in the Office of the IAS.
- i) The President has the right to sign—on their own or jointly with another member of the CoM—official documents on behalf of the IAS which are not covered by Article 6(d) of these Standing Rules.
- j) The President has sight of the IAS accounts and is co-signatory to expenditure over fifty thousand euro (€50,000).

- k) The President approves the appointment of Regional Correspondents.
- l) Unless precluded for serious reasons (force majeure), the President shall be physically present at and participate in all meetings of the CoM, meetings of Members, and in important related meetings.
- m) The President holds the e-mail account president@sedimentologists.org. All communications related to the IAS must take place via this account, which contains an archive of all past communications.

Article 10. Past-President

- a) The Past-President is appointed for the four (4) years immediately after their presidency and is a member of the CoM.
- b) The Past-President advises and supports the President, if requested, and the CoM.
- c) The Past-President represents the IAS in the context of an international lecture tour and in doing so increases the visibility of the IAS.
- d) The Past-President has sight of the IAS accounts.
- e) Unless precluded for serious reasons (force majeure), the Past-President shall be present in all meetings of the CoM and meetings of Members.

Article 11. General Secretary

- a) The General Secretary is elected for four (4) years and may serve up to two (2) terms.
- b) Next to the President, the General Secretary is the direct interface of the CoM with the Members, other individuals, and other organizations.
- c) The General Secretary organizes and coordinates meetings of the CoM and the General Assembly.
- d) The General Secretary calls meetings of the CoM, organizes an agenda, compiles reports, and records minutes of the meetings.
- e) The General Secretary is in charge of the archive of the IAS, which is kept at the Office of the IAS in Belgium.
- f) The General Secretary acts as the main recipient of incoming messages and correspondence, including, but not limited to, requests for sponsorship or other forms of support, grant proposals, and award nominations. The General Secretary handles these as appropriate.
- g) The General Secretary is responsible for coordinating communications and announcements to the Members.
- h) The General Secretary coordinates and compiles the monthly e-Newsletter and is responsible for its issue, with the support of the Office of the IAS.
- i) The General Secretary is responsible for discussions with prospective hosts of meetings of Members and Summer Schools. The General Secretary liaises with the organizers of the annual IMS and the 4-yearly ISC.

- j) The General Secretary, together with the Treasurer and supported by the Office of the IAS, is responsible for the management of the member database and the website and member portal.
- k) The General Secretary coordinates applications for Regional Correspondent.
- l) The General Secretary is supported by the Office Manager, who takes care of administrative matters in the Office of the IAS.
- m) The General Secretary participates in the annual review and feedback of the paid members of the Office of the IAS.
- n) The General Secretary has the right to sign—jointly with the President or two other members of the CoM—official documents on behalf of the IAS.
- o) The General Secretary has sight of the IAS accounts.
- p) Unless precluded for serious reasons (force majeure), the General Secretary shall be physically present at and participate in all meetings of the CoM, meetings of Members, and in important related meetings.
- q) The General Secretary holds the e-mail account general_secretary@sedimentologists.org. All communications related to the IAS must take place via this account, which contains an archive of all past communications.

Article 12. Treasurer

- a) The Treasurer is elected for four (4) years and may serve up to two (2) terms.
- b) The Treasurer must have the right to obtain a Belgian tax number (bisnummer).
- c) The Treasurer is responsible for legal, financial, and office management duties and is aided herein by the General Secretary in their administrative and organizational role.
- d) The Treasurer is responsible for the collection of membership and subscription fees, receipt of income resulting from publications, payment of invoices pertaining to the functioning of the association, reimbursement of expenses made by members of the CoM and other Members, and payment of grants.
- e) The Treasurer, together with the General Secretary and supported by the Office of the IAS, is responsible for the management of the member database and the website and member portal.
- f) The Treasurer is in charge of and responsible for the financial and legal aspects of the publications of the IAS.
- g) The Treasurer is responsible for composing the annual accounts and prepares the budget for each financial year. The Treasurer interacts with the accountants and auditors.
- h) The Treasurer participates in the annual review and feedback of any staff, employees, and service providers working for the IAS.

- i) The Treasurer ensures that minutes of the General Assembly are translated to Dutch and that signed minutes are submitted to the Belgian State Gazette through PwC.
- j) The Treasurer ensures that the final accounts and the auditors' report are presented and approved at the Annual General Assembly. The condensed English translation is usually presented but the full Dutch version may be requested.
- k) The Treasurer ensures that a vote is taken at the Annual General Assembly to discharge the members of the CoM and statutory auditors from liability.
- l) The Treasurer ensures that the members of the CoM are registered with the Belgian Monitor through PwC.
- m) The Treasurer is supported by the Office Manager, who takes care of administrative matters in the Office of the IAS.
- n) The Treasurer is the line manager of the paid members of the Office of the IAS. The Treasurer shall seek feedback from members of the CoM related to the work of the paid members of the Office of the IAS prior to their annual review and feedback meetings.
- o) The Treasurer has the right to sign—jointly with the President or two other members of the CoM—official documents on behalf of the IAS.
- p) Unless precluded for serious reasons (force majeure), the Treasurer shall be physically present at and participate in all meetings of the CoM, meetings of Members, and in important related meetings.
- q) The Treasurer holds the e-mail account treasurer@sedimentologists.org. All communications related to the IAS must take place via this account, which contains an archive of past communications.

Article 13. Vice-Presidents

- a) The Vice-Presidents are members of the CoM and are elected for four (4) years and may serve up to two (2) terms.
- b) One of the Vice-Presidents shall be the organizer of the next ISC.
- c) Each Vice-President supports the President and will typically take charge of one or more duties of the CoM.
- d) The Vice-Presidents shall be present at and participate in all meetings of the CoM and meetings of Members.

Article 14. Editors-in-Chief

- a) The Editors-in-Chief of the journals of the IAS, within the meaning of Article 22 of these Standing Rules, are appointed for five (5) years. They serve up to two (2) terms that end on the anniversary of their appointment.
- b) Editors-in-Chief are responsible for all—except financial—aspects related to the management of these journals and for safeguarding the scientific integrity and quality of the publications.

- c) Editors-in-Chief put up for election as members of the CoM must have at least four (4) years remaining in their appointment as Editors-in-Chief.
- d) The Editors-in-Chief who are members of the CoM shall be present at and participate in all meetings of the CoM and meetings of Members. Other Editors-in-Chief shall be present in all meetings of Members.

Article 15. Editor of the Special Publications

- a) The Editor of the Special Publications is elected for four (4) years.
- b) The Editor is responsible for all —expect financial— aspects related to the management of the special publications and for safeguarding the scientific integrity and quality of the special publications.
- c) The Editor, if part of the CoM, shall be present at and participate in all meetings of the CoM and meetings of Members.

Article 16. Council of Supervision (CoS)

- a) The CoS is an optional body of the IAS.
- b) When in existence, it provides the President and the CoM with non-binding (preliminary) advice on strategic and ethical issues.
- c) The CoM consists of six (6) experienced ordinary or honorary Members who have paid their membership fees, except under the circumstances set out under Article 2(d)(e). No more than one (1) member of the CoS may reside in the same country.

Article 17. Office of the IAS

- a) The office of the IAS is located in Ghent, Belgium, and is the registered office of the association.
- b) The line manager of the paid members of the Office of the IAS is the Treasurer.

Article 18. Office Manager

- a) The Office Manager supports the Bureau in their duties on behalf of the IAS.

Article 19. Executive Officer

- a) The Executive Office supports the Bureau in their duties on behalf of the IAS.

Article 20. Regional Correspondents

- a) Regional Correspondents must be a Member of the IAS.
- b) Prospective Regional Correspondents must compile a short CV and statement of how they intend to carry out the role in their country. These should be submitted to the General Secretary. The President decides on appointment.
- c) Regional Correspondents serve up to two (2) four-year terms or parts thereof. Terms begin and end at the ISC.
- d) Regional Correspondents can request a mailing list of Members in their country and/or region for those who have opted in to receive communications from the

Regional Correspondent. Such mailing lists shall be used only for IAS activities and must be held in compliance with the General Data Protection Regulation, Regulation (EU) 2016/679, <http://data.europa.eu/eli/reg/2016/679/2016-05-04>

Article 21. Early Career Scientists Committee

- a) Early career scientists are defined as having no more than seven (7) years full time experience since completion of their PhD (excluding periods of parental or other care leave). Members of the Early Career Scientists Committee (ECSC) must be active in sedimentological research as demonstrated by their publication record (at least three (3) peer-reviewed scientific publications).
- b) Members of the ECSC serve up to two (2) four-year terms that begin and end at the ISC.
- c) The General Secretary issues a call for applications for membership of the ECSC approximately two (2) months before the ISC. Applicants are required to submit a short CV and motivation statement. The CoM votes on the applications. The seven (7) applicants with the most votes are appointed.

Article 22. Publications

- a) The IAS publishes three research journals: *Sedimentology*, *Basin Research*, and *The Depositional Record*.
- b) An annual meeting is held with Wiley, usually in October, in which the Treasurer, the Editors-in-Chief, and, optionally, the President are present. The meeting is held in person at a convenient location.
- c) *Sedimentology* has four (4) Editors-in-Chief and a maximum of forty (40) associate editors. *Basin Research* has one (1) Editor-in-Chief, one (1) deputy editor, and about five (5) associate editors. *The Depositional Record* has two (2) Editors-in-Chief and between four (4) and six (6) associate editors. Editors other than for *Basin Research* are not financially compensated.

Article 23. Awards

- a) The Sorby Medal is the most prestigious award of the IAS. It is awarded to scientists of eminent distinction in sedimentology. It is awarded once every four (4) years to a scientist of eminent distinction in sedimentology, on occasion of the ISC, where the recipient will deliver the Sorby Medal lecture. The award consists of a medal and a certificate. Medallists will be offered lifetime ordinary membership of the IAS. All expenses incurred in attending the ISC will be covered by the IAS. Citations and replies will be published in the Newsletter.
- b) The Johannes Walther Medal is awarded to mid-career scientists who are considered to have made a significant impact in the field of sedimentology. It is awarded once every two (2) years on occasion of either the IMS or the ISC, where the recipient will give a keynote lecture. The award consists of a medal and a certificate. Medallists will be offered lifetime ordinary membership of IAS. All

expenses incurred in attending the IMS or ISC will be covered by the IAS. Citations and replies will be published in the Newsletter.

- c) The Early Career Scientist Award recognizes contributions and potential of outstanding early career scientists in any area of sedimentology. Candidates should not have obtained their PhD more than seven (7) years before the date of the award ceremony. The award will be given once every two (2) years on occasion of either the IMS or ISC, where they give a keynote lecture. The award consists of a certificate. Awardees will be offered ordinary membership of the IAS for five (5) years. All expenses incurred in attending the IMS or ISC will be covered by the IAS. Citations and replies will be published in the Newsletter. Awardees are expected to write a short response in the Newsletter.
- d) The Sun Shu Prizes (Sun Shu Prize China and Sun Shu Prize International) recognize outstanding scientists in the field of sedimentology. The prizes are awarded to honour the late Professor Sun Shu, a Chinese sedimentologist. Candidates for the Sun Shu Prizes must be ordinary Members of the IAS aged between 35 and 45 years at the date of the submission deadline. The prizes are awarded every two (2) years on occasion of either the IMS or ISC, where the awardees are invited to give a keynote talk in an appropriate session. The prizes are awarded to a Chinese scientist (Sun Shu Prize China) and a non-Chinese scientist (Sun Shu Prize International). The award consists of a medal and €1300. Winners will also be offered ordinary membership of IAS for two (2) years. Citations and replies will be published in the Newsletter.

Article 24. Grants

- a) The IAS offers four types of grants with application deadlines twice a year (31 March and 30 September).
- b) Judith McKenzie Field Work Awards are open to Student Members and aim to promote sedimentological field observations for the newest generation of earth scientists. The awarded budget will support fieldwork by master's students. The judging of grant applications shall be undertaken by a committee drawn from the CoM and CoS and chaired by a Vice-President.
- c) Postgraduate Research Grants are designed to help IAS members who are PhD students by offering financial support for fieldwork, data acquisition and analysis, visits to other institutes to use specialized facilities, or participation in field excursions directly related to the PhD research subject. The judging of grant applications shall be undertaken by a committee drawn from the ECSC and chaired by a Vice-President.
- d) Postdoctoral Research Grants are open to IAS full members and are intended as a seed to assist early-career post-doctoral researchers in either establishing a proof of concept, in order to support applications to national research funding bodies, or to fund areas of a project that were not included in the original project scope. The judging of grant applications shall be undertaken by a committee drawn from the CoS and chaired by a Vice-President.
- e) Institutional Grants aim to build capacity in less-developed countries. This grant is open to full IAS members who are employed at institutions based in countries with

less than 1% of GDP expenditure in research and development as defined by the World Bank. The purpose of this grant scheme is to allow Earth Science Departments to acquire sedimentological equipment for teaching and research. The award is made to the institution and not to an individual. The judging of grant applications shall be undertaken by a committee drawn from the CoM and CoS and chaired by the President.

Article 25. Finances

- a) The financial year is 1 July to 30 June.
- b) The current and savings accounts of the IAS are held with Bank Van Breda in Ghent, Belgium. The President, the Treasurer, and the General Secretary are the account holders. The Treasurer has autonomy to sign off payments up to fifty thousand euro (€50,000). Both the President and the Treasurer must sign off higher amounts. Current practice is to avoid drawing on the savings account.
- c) The Treasurer is the only cardholder for the Mastercard with Bank Van Breda.
- d) An investment account of the IAS is held with Bank Delen in Ghent, Belgium.
- e) All payment details are checked by at least the Treasurer and the Office Manager. Additionally, the Executive Officer checks payments in respect of grants and sponsorships.
- f) Day to day accounting is done by the Office Manager supported by the contracted accountancy firm Bodifi, who check all regulations and financial reporting obligations.
- g) Taxes are reported and VAT declarations completed every three (3) months. All tax communications are directed to the treasurer@sedimentologists.org e-mail account.
- h) All invoices must carry the VAT number of the IAS.

Article 26. Reimbursement Rules

- a) Members of the CoM, CoS, and editorial boards of *Sedimentology* and *The Depositional Record* may, under certain circumstances, declare costs related to participation in meetings.
- b) Members must use the official reimbursement form, sign it, and use it as the cover sheet of a single merged PDF document containing all receipts.
 - i. Tickets that come from the electronic payment terminal cannot be accepted. Members must submit the (cash register) receipts with details on what was paid.
 - ii. If all expenses in a claim are in EUR, GBP, or USD, Members may declare their expenses in that currency and be paid in that currency.
 - iii. If expenses in a claim are in another currency or in several currencies, Members must convert their expenses to EUR using the currency converter of Oanda and choose the date of the transaction for each expense being declared. <https://www.oanda.com/currency->

[converter/en/?from=USD&to=EUR&amount=1](https://www.oanda.com/currency-converter/en/?from=USD&to=EUR&amount=1)
<https://www.oanda.com/currency-converter/en/?from=USD&to=EUR&amount=1>

- iv. If the bank or credit card company charges additional fees for transactions in another currency or for card usage, Members may declare these (but not interest) provided the bank statement with the value being declared is included in addition to the original receipt. Members should anonymize any other information on the bank statement using the tools provided by Adobe Acrobat, for example.
- c) Travel costs include reasonable costs for flights, train, car, taxi, and bus journeys. The Treasurer defines reasonability and should be consulted in case of doubt. Flights must be booked in economy and train journeys must be booked in standard (2nd) class.
 - i. Flights and, where possible, train tickets must be booked approximately three (3) months in advance of travel and/or before the early bird deadline of a meeting, if travelling to a meeting.
 - ii. Premium economy class, known by brand names which vary by company, is not declarable.
 - iii. When travelling ultralong-haul (>12,000 km), a one-night sleepover at a point of connection is declarable.
 - iv. Journeys by car are reimbursed per kilometres driven at the rate of €0.3653/km. No other costs, including fuel, may be claimed. Alternatively, a car may be rented, in which case rental costs, insurance, and fuel may be claimed.
- d) Accommodation may include breakfast and internet. No other additional expenses or extras of personal nature may be claimed.
- e) When travelling accompanied, by a spouse, for example, only the tickets of the participant are reimbursed. Car and taxi journeys may be claimed in full by the participant, however. Only single occupancy accommodation is reimbursed—in which case, the participant is responsible for providing evidence or a statement by the hotel on single occupancy cost; otherwise, 50% is reimbursed. When declaring group meals, only the expenses of the participant(s) are reimbursed; the total number of persons must be indicated, and the costs may be divided proportionally.
- f) Additional stay at own cost before and/or after the duration related to the immediate purpose of a business trip is declarable, provided that it can be shown that the price of the flights or the train tickets is similar to that of the flights or train tickets concerning the shorter (business) stay at the time of booking. A print screen is sufficient.
- g) It is possible to request an advance on reimbursement for the amount of travel costs and accommodation. Each trip should be declared in a single reimbursement form within two weeks of the return leg of the trip. Reimbursement takes place within 30 days.
- h) Members of the CoM travelling on IAS business may declare travel costs, accommodation, and meals. Where travelling to conferences for PR purposes, the

conference registration fee (but not conference dinner) may be claimed.

Accommodation for participation in conferences on behalf of the IAS will be booked by the IAS Office.

- i) Members of the CoM and CoS, and eventual invited persons, participating in a CoM meeting may declare travel costs and meals. If the meeting of the CoM is linked to a meeting of Members, participants may also claim the registration fee, including the conference dinner, but they may not claim meals other than business meals. Registration must take place before the early bird deadline. Both incoming and outgoing members of the two councils may declare travel costs, registration costs, including conference dinner, and business meals related to participation in the ISC. Accommodation will be booked by the IAS Office.
- j) Editors-in-Chief of *Sedimentology* and *The Depositional Record* participating in an editorial board meeting associated with a meeting of Members may claim travel costs and registration costs, including the conference dinner, provided they purchase their flights or train tickets and register before the early bird registration deadline. Accommodation will be booked by the IAS Office. Meals are not declarable.
- k) Associate Editors (AEs) of *Sedimentology* and *The Depositional Record* participating in an editorial board meeting associated with a meeting of Members may declare flights or train tickets and registration fee (but not conference dinner), provided they purchase their flights or train tickets and register before the early bird registration deadline. Accommodation will be booked by the IAS Office. Other travel costs and meals are not declarable.
- l) Lecturers of the IAS Lecture Tour may declare travel costs related to their participation in the lecture tour. Accommodation and meals are not declarable. It is expected that accommodation and meals will be covered by the local hosts. Lecturers of the IAS Lecture Tour are expected to book their flights and train tickets approximately three months in advance of travel.
- m) Medallists and awardees attending the meeting of Members during which they receive their medal or award and give their lecture may declare travel costs and registration fee, including conference dinner. Accommodation will be booked by the IAS Office. Citationists may not claim any expenses.
- n) IAS Office staff and Editorial Office staff participating in meetings for PR purposes (e.g., IAS booth) may declare travel costs, registration fee, and meals. If the meeting is a meeting of Members, the conference dinner may also be declared. Accommodation will be booked by the IAS Office. Participation requires approval by the Treasurer.

Article 27. Final Provisions

- a) These Standing Rules may only be amended pursuant to a resolution adopted by the CoM with at least two-thirds of the members of the CoM having voted in its favour and if the meeting has been convened in good time with the intended amendment being circulated. The latter stipulation shall not apply if all the members of the CoM are present and the amendment is adopted by consensus.

- b) Any changes to these Standing Rules must be announced to the Members and the most up to date version of the document uploaded to the portal/website, so that Members may consult the new version of the document. A summary of the changes is presented to the Members in the announcement.
- c) In any cases not provided for in these Standing Rules or in the event of any doubt arising regarding the interpretation of the provisions of these Standing Rules, the Bureau shall decide on the matter and inform the CoM. The CoM may object to the decision in accordance with Article 8(f) and submit a written document to the Bureau setting out the reasons for the objection. The Bureau shall place the matter on the agenda for the next meeting of the CoM and not proceed with the decision.
- d) In these Standing Rules, 'written' shall also mean 'by means of information and communication technology'.
- e) All IAS activities, including those organized with IAS sponsorship, must be compliant with the Code of Conduct, including the Equality, Diversity, Inclusion, and Accessibility Statement, and with the Privacy Policy.
- f) The house style of the IAS comprises its logo, its colours, its typeface, and its spelling conventions. The colours are orange [RGB(205, 98, 42); #CD622A] and dark blue [RGB(33, 44, 72); #212C48]. The typeface is Arial. The official language of the IAS is the Dutch language, following the *Van Dale Groot woordenboek van de Nederlandse taal*, sixteenth edition. The working language of the IAS is the English language in its Oxford spelling variant, following the *Concise Oxford English Dictionary*, twelfth edition.

As accepted by the Council of Management on the 28th of January 2026.