

GUIDELINES FOR JOINT COMMISSIONS OF THE International Mathematical Union (IMU)

endorsed by the IMU General Assembly on August 11, 2014

These are guidelines for the conduct of joint commissions of the IMU to facilitate their work. In the following a “Parent Union” refers to (each) Union associated with a Joint Commission.

- 1) *Governance of a Joint Commission of the IMU.* The structure of the *Board/Committee* of a Joint Commission of the IMU and its *Terms of Reference* will be determined by mutual agreement of all Parent Unions.
- 2) *Terms of office of Board/Committee members of Joint Commissions of the IMU.* An elected representative may hold an office for a maximum of two terms (8 years). In particular at the beginning of the term of a new Board/Committee of a Joint Commission, its membership must be communicated to the contact person (briefly Secretary from now on) of each Parent Union. The four year term of the Board/Committee begins on a date agreed by the Parent Unions, possibly at a meeting of the General Assembly of one of the Parent Unions. With the permission of the Parent Unions less stringent term limits can be determined for an elected representative who acts as the Joint Commission’s treasurer or who is responsible for the website of the Joint Commission and its hosting.
- 3) *Activity reports of a Joint Commission of the IMU.* A Joint Commission of the IMU will submit a (common) annual activity report to the Secretary of each of its Parent Unions. A Joint Commission should also submit to the Secretary of IMU, in time for a meeting of the IMU General Assembly, a cumulative report covering the full period since the previous IMU General Assembly. (Other parent unions may also require such a cumulative report.) Submission of activity reports is necessary even if the Joint Commission has not requested/received a grant from the Parent Union. The Board/Committee members elected by and representing the IMU should report, in writing to the IMU Secretary, their agreement or otherwise with each activity report submitted to the IMU.
- 4) *Annual financial report of a Joint Commission of the IMU.* A Joint Commission of the IMU will submit an annual financial report to the Secretary of each of its Parent Unions. Submission of the financial report is necessary even if the Joint Commission has not requested/received a grant from the Parent Union. It will document clearly all expenditures and all grants received. All paperwork (bills, invoices, receipts, etc.) related to the financial management of the Joint Commission must be available in case of a possible financial review.
- 5) *Website of a Joint Commission of the IMU.* A Joint Commission should have a website reporting its most important activities (symposia, workshops, congresses, etc.) and a bibliography of publications emanating directly from the Joint Commission (edited works, special publications, proceedings, etc.). The website should be regularly updated (at least twice a year), and there should be a link to the IMU web site (and vice versa).
- 6) *Participation of a Joint Commission of the IMU in the International Congress of Mathematicians (ICM).* A Joint Commission is expected to participate in the congresses of each of its Parent Unions. In particular, an IMU representative on the Board/Committee of a Joint Commission should be involved in the relevant panel of the ICM Program Committee to organise and promote an ICM activity relevant to the Joint Commission.

If these guidelines are not adhered to without a satisfactory reason then the IMU may withdraw from the joint commission agreement.

The IMU General Assembly explicitly permits the IMU Executive Committee (EC) to adjust and update this document if it appears necessary for clarification of particular items and advancement of the work done within the Joint Commission and in cooperation with other Unions. The EC is expected to report all changes made to the IMU General Assembly.