

**INTERNATIONAL INSTITUTE OF SPACE LAW
OF THE INTERNATIONAL ASTRONAUTICAL FEDERATION**

**INSTITUT INTERNATIONAL DE DROIT SPATIAL
DE LA FEDERATION ASTRONAUTIQUE INTERNATIONALE**

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STATUTES

ARTICLE I

The name of the Institute shall be the International Institute of Space Law of the International Astronautical Federation.

ARTICLE II

The purposes and objectives of the Institute shall include:

- (a) The providing of advice to the President of the International Astronautical Federation when requested;
- (b) Cooperation with appropriate international organizations and national institutions in the field of space law;
- (c) The holding of meetings, colloquia and competitions on juridical and social science aspects of space activities, thereby providing forums for individuals from different legal systems and regions of the world to engage in the free expression and exchange of ideas relevant to space law and policy;
- (d) The preparation or commissioning of studies and reports;
- (e) The publication of books, proceedings, reports and other papers;
- (f) The granting and presentation of awards and certificates;
- (g) The conduct of such other activities as may be considered desirable in fostering the development of space law and studies of legal and social science aspects of the exploration and use of outer space.

ARTICLE III

Section 1

Individuals distinguished by their contributions to or of proven interest in the field of space law or other social science aspects related to space activities, may be elected as members of the Institute by the Board of Directors upon an application recommended in each case by a Director, or by three members of the Institute.

Section 2

Corporate bodies and other institutions actively engaged or otherwise interested in the field of space law or other social science aspects related to space activities, may be elected by the Board of Directors as institutional members of the Institute upon an application recommended in each case by a Director, or by three members of the Institute. Corporate bodies and other institutions that are members of the International Astronautical Federation (IAF) may be elected as institutional members of the Institute so long as no prejudice to the IAF is thereby incurred

Section 3

Election to membership of the Institute shall be by a majority vote of the Board of Directors in attendance at a regular or special meeting of the Board, or by a majority of affirmative answers of the members of the Board if the vote is held by mail.

ARTICLE IV

Section 1

All members of the Institute shall pay annual membership dues in accordance with the By-laws. These dues are expressed in terms of units.

Section 2

The Board of Directors shall establish the value of the unit in which membership dues are expressed. Alterations in the value of the unit shall take effect for each member or institutional member at the end of the period for which the relevant membership dues have been paid.

Section 3

Members of the Institute who are in default of their membership fee shall lose the right to vote in an annual or other meeting. Members of the Institute may be removed from the membership of the Institute by decision of the Board of Directors, if they are in arrears of membership dues for more than two years.

Section 4

On cause shown, the Board of Directors may reduce or remit the membership fee for a particular member.

Section 5

The Board of Directors may remove from membership of the Institute any member whom they judge to have violated the principles of the Statutes. Such decisions shall be taken by a two thirds vote of members of the Board present at the meeting at which the decision is taken.

ARTICLE V

Section 1

An annual meeting of the Institute shall be held each year, and special meetings may also be held, at such times and places as the Board of Directors may determine.

Section 2

The Board of Directors shall submit to each annual meeting a report on the activities of the Institute. The report shall outline the events and accomplishments of the preceding year and put forward the policy and projects of the Institute for the future.

Section 3

The annual meeting shall elect from among the members of the Institute, by a majority vote of the members present, officers and members of the Board of Directors, with due regard to the provisions of Article VI, Sections 2 and 3.

ARTICLE VI

Section 1

The governing body of the Institute is the Board of Directors. The officers of the Institute are the President, the two Vice-Presidents, the Secretary and the Treasurer. The President, Presidents Emeriti, two Vice-Presidents, and twelve other members shall be the voting members of the Board. Any Honorary Directors of the Institute and the Presidents of the International Astronautical Federation and of the International Academy of Astronautics ex officio shall be non-voting members of the Board of Directors.

Section 2

The Institute will seek that the membership of the Board of Directors shall reflect and represent the different regions of the world and different legal systems, due regard being paid especially to those countries in which significant space programmes or considerable efforts to develop space law have been made.

Section 3

The officers and members of the Board of Directors shall be elected for a period of three years, and may be re-elected. Members of the Nomination Committee acting in accordance with the Bye-laws, and members of the Institute when electing officers and other members of the Board, shall take account of the desirability of ensuring both a continuity and an adequate rotation of membership within the Board.

Section 4

In the case of a vacancy occurring in the Board between two annual meetings, the Board of Directors may appoint an acting Director to fill the vacancy until the expiry of the relevant term, subject to the approval of the appointment by the next annual meeting.

Section 5

An outgoing President, who has served in that capacity over several years and has contributed substantially to the development and the activities of the Institute, may be elected for life as a President Emeritus.

Section 6

Persons who have made outstanding contributions to international cooperation in the peaceful uses of outer space, or to the development of space law, as well as officers of the Institute and members of the Board of Directors who have served for several succeeding terms and have contributed substantially to the work of the Institute, may be elected as Honorary Directors. They may attend meetings of the Board of Directors in a consultative capacity, but without a right to vote.

ARTICLE VII

Section 1

The President of the Institute shall guide and supervise the activities of the Institute pursuant to its Statutes and in accordance with its Bye-laws. The President shall represent the Institute in its external relations, including those with the International Astronautical Federation.

Section 2

The Board of Directors shall:

- (a) Carry out the purposes and objectives of the Institute as set forth in Article II of these Statutes;
- (b) Implement the resolutions and directives adopted at the annual meetings of the Institute;
- (c) Create standing committees with appropriate terms of reference and powers for their functions;
- (d) Create ad hoc committees and working groups for specific purposes and functions;
- (e) Appoint members of the Institute to fill vacancies occurring in the membership of the Board of Directors in accordance with Art. VI (4) of these Statutes;
- (f) Supervise the correspondence of the Institute and provide for the safekeeping of the archives thereof;
- (g) Establish a secretariat as appropriate, designate its duties and supervise all its activities;
- (h) Arrange for meetings and colloquia;
- (i) Arrange for the publication of books, proceedings, reports and other papers;
- (j) Make recommendations concerning the awarding of medals, certificates and prizes;
- (k) Approve budgets and supervise accounts;
- (l) Accept donations and legacies, and funds from private sources, and contributions from national and international organizations, governments and agencies;
- (m) Approve the annual reports of the President and the Treasurer to be presented at the annual meetings of the Institute, and the annual report of the President to be presented at the plenary meeting of the General Assembly of the Federation.

Section 3

At least eight of the voting members of the Board of Directors present at its meeting, including the President or Acting President shall constitute a quorum. Where in exceptional cases a matter has to be decided by mail, the same number of answers shall be required for a valid decision of the Board if a vote is held by mail.

Section 4

Decisions of the Board of Directors shall be taken, so far as possible, by consensus. Where a decision is taken by vote, Directors may cast their votes by mail or other written means as to any action proposed to be taken by the Board. Except where these Statutes and relative Bye-laws provide otherwise, decisions by vote of the Board shall be valid when taken by a majority of members present, or indicating their view in writing. In the case of a tie, the President shall have a casting as well as a deliberative vote.

Section 5

The ordinary affairs of the Board of Directors and of the Institute shall be conducted in accordance with the Bye-laws of the Institute. These Bye-laws shall be adopted by the Institute at an annual or special meeting by a majority vote of its members present upon a recommendation of the Board of Directors.

Section 6

The membership of standing committees, of ad hoc committees and of working groups, shall be determined by the President in consultation with the Board of Directors.

Section 7

The President, in consultation with the Board shall, by the end of April of each year, appoint the Chairman and members of the Nomination Committee responsible for nominating candidates for election as officers or other Board members whose terms of office are to begin

after each annual meeting. The Committee shall be composed of not less than three, but not more than five members. The Report of the Nomination Committee shall be submitted to the President not later than one month before the annual meeting.

ARTICLE VIII

Section 1

These Statutes and Bye-laws shall be adopted at a meeting of the Board of Directors by a two-thirds majority vote of all members of the Board, subject to confirmation of this adoption at the next annual meeting of the Institute by a simple majority of members of the Institute present at that meeting.

Section 2

These Statutes and relative Bye-laws may be amended at any meeting of the Board of Directors by a two-thirds majority vote of all members of the Board, subject to confirmation of the amendment at the next annual meeting of the Institute by a simple majority of members of the Institute present at that meeting. All members of the Institute shall be informed of the intention to present such an amendment for confirmation at least six weeks prior to the next annual meeting.

Section 3

The Institute shall not enact Statutes or Bye-laws or amendments to either which are inconsistent with the provisions of the Constitution of the International Astronautical Federation, or its resolutions pertaining to the Institute.

BYE-LAWS

1. The President of the Institute shall preside at meetings of the Institute and of the Board of Directors. If unable to do so, the President may appoint one of the Vice-Presidents, and, if either of them is unable to do so, another member of the Board, to preside at a particular meeting. If the President is unable so to appoint or has not done so in time, a Vice-President, or if necessary another member of the Board, appointed by a majority of the members of the Board present, shall so preside and have the powers of the President for the purpose.

2. The Board of Directors shall endeavour to take decisions by consensus, but, if necessary, voting in the Board of Directors shall be by a show of hands, the President or Secretary informing the meeting of the views of those not present who have notified their view in writing on a matter. Such written views shall, wherever possible, be treated as votes on the matter under discussion.

3. The Board of Directors shall cause minutes to be kept of its meetings and of all actions taken by the Board. Such minutes shall be deposited with the Secretariat of the International Astronautical Federation and any member of the Institute in good standing may inspect them at any reasonable time.

4. A Nomination Committee, itself appointed by the President in consultation with the Board, shall make recommendations to the annual meeting as to elections to the offices of the Institute and membership of the Board of Directors. A person may be elected to the Board of Directors even though his or her name is not included in the list of recommendations made by the Nomination Committee. The Board and members attending shall be informed of the recommendations of the Nomination Committee which shall be made available at the latest by forty-eight hours prior to the annual meeting. In making its recommendations the Nomination Committee shall have regard to the distinction of the contribution made to space law by

potential nominees, as well as to the provisions of Article VI Sections 2 and 3 of the Statutes of the Institute.

5. The responsibilities of the Secretary of the Institute include:

- (a) Maintaining the list of members of the Institute;
- (b) Maintaining all necessary records, including financial records;
- (c) Making arrangements for meetings of the Board;
- (d) Taking the minutes of the meetings of the Board, and the annual and other meetings of the Institute;
- (e) Depositing copies of the minutes of the Board with the International Astronautical Federation, and with the approval of the Board, making suitable arrangements for, the custody of the records of the Institute;
- (f) In consultation with the Board and with the Secretariat of the International Astronautical Federation, making arrangements for the annual and other meetings of the Institute;
- (g) Coordinating the Institute's involvement in the preparation of and making arrangements for any moot court or other competition involving or run by the Institute;
- (h) Conducting the routine correspondence of the Institute;
- (i) Communicating with members of the Institute, including preparing and seeing to the circulation of the Newsletter.

6. The responsibilities of the Treasurer of the Institute include:

- (a) Ingathering membership dues and receiving donations and other monies received for or arising from the work of the Institute;
- (b) Operating appropriate bank accounts on behalf of the Institute;
- (c) Preparing appropriate budgets for approval by the Board;
- (d) Paying bills incurred by the Institute or its officers in the carrying out of the purposes of the Institute from monies held by the Institute.

6. The President of the Institute shall refer an application for membership of the Institute to a membership committee, which he shall appoint, and the Board shall be informed of the report of that committee before it decides on the election of the applicant.

7. The Secretary of the Institute shall be informed in writing of any proposals for the amendment of the Statutes or Bye-laws of the Institute, other than those made by the Board, at least twelve weeks prior to the annual meeting, and any such proposal must be supported in writing by at least twenty individual fully paid-up members of the Institute.

8. The annual membership dues payable by an individual member of the Institute shall be one unit of contribution dues. Honorary Directors, if not otherwise members of the Institute, are exempt from the requirement to pay annual membership dues. Corporate or institutional members of the Institute shall pay three or more units of contribution dues of membership dues a year, the level of contribution being selected by the Institutional member in agreement with the Board of Directors.

9. A corporate or institutional member paying three contribution units per year has the right to nominate up to three representatives to vote in the annual meeting. Each additional contribution unit allows the institutional member to nominate one additional such representative.

10. A member of the Institute remains in good standing in the Institute provided that membership dues are not in arrear, and that a current mailing address has been received by the Secretary.