

**STANDING RULES AND BYELAWS
OF THE BOARD OF DIRECTORS OF THE JOURNAL
ASTRONOMY & ASTROPHYSICS**

STANDING RULES

The Standing Rules were established by the meeting of the Board on 2 December 1968, and revised in its meetings on 29-30 March 1979, 29 April 1980, 10 May 1985, 29 April 1991, 30 April 1992, 3 May 1993, 18 April 1994, 10 May 1997, 9 May 1998, 8 May 1999, 4 May 2002, 7 May 2005, by electronic consultation on 2 December 2005, and in its meeting of 8 May 2010.

I GENERAL

I.1 The governing body of the journal Astronomy & Astrophysics (hereinafter A&A) is the Board of Directors (Board), chaired and co-chaired by the Officers and aided by the Executive Committee. The Board defines the long-term policies of the Journal and appoints the Scientific Editors. In the following, the Board Directors will be called the Board members.

I.2 The Board exercises the scientific control and editorial policy of the Journal. It ensures that the financial needs of the Journal are met and determines the appropriation of the funds for this purpose. It does so in accordance with the agreement between the Board and the European Southern Observatory (ESO) of 2 December 1968.

I.3 All rights to the Journal including the electronic version and in particular the title, the design, the list of subscribers, the copyrights are the property of ESO.

I.4 Administrative and financial services for the Board may be (partly) located at the ESO office or the editorial offices.

II THE BOARD

II.1 The Board consists of members appointed by national organizations acting on behalf of the astronomers in the sponsoring countries and by ESO. Each sponsoring country has one representative in the Board: the Country Representative. ESO has one representative in the Board.

II.2 Each Country Representative and the ESO Representative are admitted to the Board in one of the voting categories specified in the Byelaws.

II.3 For matters specified in the Byelaws, the number of votes of each Country Representative and of the ESO Representative depends on the voting category to which the country/organization belongs.

II.4 The responsibilities of the Board concerning the A&A country membership are defined in Byelaws I.2 to I.6.

II.5 The Board appoints the Chairperson and Vice-Chairperson, who are charged with competences stipulated in III.2 – III.5 of the Standing Rules

II.6 The Board appoints the Executive Committee for the tasks specified in Section IV of the Standing Rules.

II.7 The Board invites at each of its regular meetings the Editor-in-Chief, the Letter Editor-in-Chief and the Managing Editor, the Head of Finance of ESO, one representative from the Centre de Données Astronomiques de Strasbourg (CDS) and representatives of the Publisher in order to report on the matters of their competence.

II.8 The Board approves the Standing Rules, including any changes therein.

II.9 The Board approves the Byelaws specifying the Rules of Procedure to be used in applying the Standing Rules.

III THE OFFICERS

III.1 The Officers of the Board are the Chairperson and the Vice-Chairperson.

III.2 The Chairperson (or in case of his/her absence or resignation the Vice-Chairperson) represents the Board in all external matters except those legal matters which have been delegated to the European Southern Observatory (ESO). The Chairperson is in charge of short-term issues within the general policy defined by the Board and reports to the Executive Committee and the Board.

III.3 The Board appoints the Chairperson to ascertain the compliance of the Journal's finances to the agreement between the Board and ESO in these matters. The Chairperson reports to the Board.

III.4 The Board appoints the Chairperson to represent it in negotiations with individual National Organizations.

III.5 The Vice-Chairperson acts as Chairperson in the case of absence or resignation of the Chairperson. In case of unavailability of the Vice-Chairperson, the Executive Committee elects one of its other members.

IV THE EXECUTIVE COMMITTEE

IV.1 The Executive Committee consists of 6 members. These are the Chairperson and the Vice-Chairperson of the Board and 4 Country Representatives chosen as indicated in the Byelaws. The Chairperson of the Board is Chairperson of the Executive Committee.

IV.2. The Board appoints the Executive Committee to examine all issues pertaining to the long-term budgetary and editorial policy of the Journal. The Executive Committee issues recommendations that must be approved by the Board prior to their implementation.

IV.3. The Board appoints the Executive Committee to conduct the current business and editorial affairs of the Journal. The Executive Committee decides on these matters, and implements the decisions. It reports to the Board through minutes of its meetings.

IV.4. The Board appoints the Executive Committee to negotiate and amend the contracts with the Journal's Partners (Publisher and CDS). The Executive Committee also negotiates the prices of subscription to the Journal. The contracts and any subscription price changes must be approved by the Board. In case of rejection, the Executive Committee is asked by the Board to renegotiate with the Journal's partners. If necessary, an electronic vote is organized by the Chairperson. The procedure is repeated if necessary until an agreement is reached.

IV.5. The Board appoints the Executive Committee to formulate any Byelaw necessary for improved functioning of the Board and for a clarification of the Standing Rules. These proposals must be submitted for approval to the Board.

IV.6 The Executive Committee keeps a close relationship with the Editor-in-Chief, the Letter Editor-in-Chief and the Managing Editor and consults them whenever necessary before issuing recommendations or implementing new policies.

IV.7 The Executive Committee invites the past-Chairperson to its meetings during the year following his/her resignation. The Chairperson-Elect is invited to all Executive Committee meetings.

BYELAWS

I THE A&A MEMBER COUNTRIES

I.1 The countries sponsoring A&A are listed in Appendix 1, including the year in which they became member.

I.2 The National Organisations appointing the Country Representatives acting on behalf of the astronomers in each of the sponsoring countries are given in Appendix 1.

I.3 The sponsoring organizations contribute to the budget by amounts proportional to their countries' revenues. The scale of contributions is calculated annually on the basis of the arithmetic averages of the countries' Gross Domestic Product (GDP) data of the last three years, as published by the World Bank. The Board determines the minimum contribution. The Board may decide exceptions.

I.4 Any country may, at any time, drop its member status. The head of representative body of the country (as listed in Byelaw I.2) has to inform the Board Chairperson of this decision in writing. The withdrawal takes effect at the end of the second financial year that follows.

I.5 Countries other than those in article I.1 of the Byelaws may apply for sponsorship of the Journal. The application must be made by a national body representing the astronomers of the applying country and sent to the Chairperson of the Board. The application must demonstrate that there is a sufficient amount of high-level astronomical research in the country and that the national body will pay in time the annual contribution to the journal. The Executive Committee examines the application. Upon positive recommendation of the Executive Committee, the Board shall decide on the admission of the country as a full sponsoring member of A&A. The Board may also grant an 'observer status' in the Board to the candidate country for up to two years before deciding on the admission as a full sponsoring member. The observer status implies participation in the Board meetings, but no voting rights.

I.6 Acceptance of a new A&A member country requires at least a two-thirds (2/3) majority in the Board.

II A&A MEMBERSHIP CATEGORIES

II.1 The A&A member countries belong to categories that are defined in terms of their annual contributions to the Journal:

- Category 1: countries contributing less than 1/5 of the average contribution. The average contribution is defined as the total contribution of member countries divided by the number of such countries,
- Category 2: countries contributing less than the average contribution but more than 1/5 of it,
- Category 3: countries contributing more than the average contribution.

II.2 ESO is placed in category 2.

II.3 Member countries in categories 1, 2, and 3 are given 1, 2, and 3 vote(s), respectively, for the decisions taken by the Board concerning financial matters, i.e.

- (a) Financial Statements
- (b) Scale of Contributions
- (c) Draft Budget

For all other matters each member country has one vote.

II.4 A country will change its category in the Board if its contribution stays in the range of another category for three consecutive years. The change will be effected at the beginning of the third year.

III MEETINGS OF THE BOARD AND EXECUTIVE COMMITTEE

III.1 Regular Plenary Meetings: the Board holds regular plenary meetings once every two years. The Chairperson calls the meetings.

III.2 In the regular plenary meetings, the Editor-in-Chief, the Letter Editor-in-Chief and the Publisher report on their activities. The Chairperson presents the annual accounts for approval of the Board, as well as the External Auditors'

report. The annual accounts are prepared in consultation with the Editor(s) and ESO Administration. In this meeting the Board adopts the budget for the next financial year taking into account the weighted voting as indicated in the Bye-Law II.3.

III.3 The draft budget is to be submitted to the contributing organizations of the member countries for their comments at least three weeks in advance of the Board meeting.

III.4 The draft budget, the Editors' and Publisher's reports, as well as the recommendations from the Executive Committee have to be sent to the Board members at least three weeks in advance of plenary sessions. In case of extraordinary plenary sessions, the recommendations from the Executive Committee have to be sent to the Board members at least three weeks in advance.

III.5 In the year between plenary meetings, the Board members receive electronically the reports from the Editors and from the Publisher, as well as all relevant financial statements and draft budget for the coming year together with a recommendation from the Executive Committee for the approval (or otherwise) of each of them. Remarks from the Board members are directed electronically to the Chairperson, with a copy to the other Board members. The accounts and the budgets are voted on electronically by the Board taking into account the weighted voting as indicated in the Bye-Law II.3. The contributing organizations of the member countries receive the Draft Budget at least three weeks in advance of the vote.

III.6 Extraordinary Plenary Meetings: the Chairperson may summon an extraordinary plenary meeting. The Chairperson must also do so at the request of at least half of the Executive Committee members, or of half of the Board members.

III.7 Electronic Consultations: the Chairperson may summon an electronic consultation with the consent of the Vice-Chairperson. The Chairperson must also do so at the request of at least half of the Executive Committee members, or of half of the Board members.

III.8 The Executive Committee meets at the invitation of the Chairperson at least twice a year. Additional meetings are organized at the request of the Chairperson or of at least half of the Executive Committee members.

IV ROLE OF THE BOARD, EXECUTIVE COMMITTEE AND OFFICERS

IV.1 Editors

IV.1.1 The Board appoints the Scientific Editors (Editor-in-Chief, Letter Editor-in-Chief, Associate Editors). A Managing Editor may be appointed to head the editorial office. Appointments of Editors are for an initial period of no more than four years and may be extended for additional periods of up to four years. The Board and the Editors enter into a contract defining their tasks, responsibilities and remuneration.

IV.1.2 The choice of the Editors is prepared by the Executive Committee which calls for candidates and which decides on a short-list for the Board. The Board votes on the proposed candidates at a plenary meeting or in an electronic consultation.

IV.2 Composition of the Executive Committee, nomination of Officers

IV.2.1 The Board elects the Chairperson and the Vice-Chairperson for an initial period of four years, with the possibility of at most two renewals of two years each. The ESO Representative is not eligible as Chairperson or Vice-Chairperson.

IV.2.2 The Board elects the Chairperson-elect one year prior to the date of resignation of the Chairperson.

IV.2.3 The four Country Representative members of the Executive Committee are, in general, elected for a period of four years. The Board appoints the four Country Representatives of the Executive Committee during plenary meetings, or, if necessary, via electronic consultation. The ESO Representative is not eligible as Executive Committee member. As a rule, two Country Representatives are elected every second year. For the sake of continuity of the Executive Committee, the Board may exceptionally extend or shorten the time of service of individual members by a maximum of two years, with the prior agreement of those members.

IV.2.4 When there are vacancies in the Executive Committee, the Officers make up a list of candidates on the basis of self-nominations and nominations by the Executive Committee. For each candidate, the number of years their country has had no representative in the Executive Committee is provided. The vote of the Board members will decide among the candidates on the list.

IV.3 Financial Matters

IV.3.1 Only the authors affiliated to institutions from member countries are exempt from paying page charges. The Editor-in-Chief and the Letter Editor-in-Chief can make exceptions to this rule in particular cases, following a motivated written communication by a responsible officer of the institution to which the author is affiliated. These exceptional waivers have to be reported annually to the Board.

IV.3.2 In budgeting for the next financial year, the Board shall aim at maintaining a working capital of the order of two thirds of the total budgeted annual contribution.

V VOTING PROCEDURES

V.1 Votes of the Board may be organized at plenary meetings, as well as through electronic consultations.

V.2 A vote at a plenary meeting is valid only if at least half of the delegates have voted. For financial questions, the vote is valid only if half of the sum of the maximum number of votes as defined in II.3 can be reached.

V.3 An absent Board member may delegate his/her vote(s) to a duly designated representative of the same country, or from the same organization in the case of ESO. The Chairperson has to be informed in writing of this delegation before the beginning of the meeting.

V.4 A vote through electronic consultations is valid only if at least half of the delegates have expressed their vote electronically before a deadline set by the Chairperson. For financial questions, the electronic vote is valid only if, before a deadline set by the Chairperson, half of the sum of the maximum number of votes as defined by II.3 can be reached.

V.5 Electronic votes have to be mailed simultaneously to the Chairperson and to the Vice-Chairperson. These have the responsibility of handling the votes, and to communicate to the Board the individual votes and the result of the vote.

V.6 Except where otherwise stated in the Byelaws, the Board decisions are reached by a majority of the total vote number of the delegates who have expressed their vote. In case of an equal number of votes Pro and Con, the vote of the Chairperson is the casting one.

V.7 If a vote on a given motion organized at a meeting or electronically does not meet the criteria defined under V.2.2 or V.2.4, a new vote of this motion can be organized at an extraordinary meeting. In this case, a simple majority of the votes suffices.

V.8 Any modification of these Standing Rules and Byelaws requires the approval by at least 2/3 of the Board members.

VI Other Matters

VI.1 These Standing Rules and Byelaws supersede all previous versions.

VI.2 These revised Standing Rules and Byelaws become effective as of May 2010.

APPENDIX 1.

The sponsoring countries of A&A are

Country	since	National Organisation
Argentina	2005	Asociación Argentina de Astronomía
Austria	1981	Astronomische Kommission der Oesterreichische Akademie der Wissenschaften
Belgium	1969	Belgian National Committee for Astronomy
Brazil	2006	Sociedade Brasileira de Astronomia
Bulgaria	2009	Bulgarian Academy of Sciences
Chile	2006	Sociedad Chilena de Astronomía
Czech Republic	1992	Czech National Committee of the IAU
Croatia	2008	Ministry of Science, Education and Sport
Denmark	1969	Statens Naturvidenskabelige Forskningsraad
Estonia	1998	Estonian National Committee for Astronomy
Finland	1969	National Committee for Astronomy
France	1969	Centre National de la Recherche Scientifique
Germany	1969	Rat Deutscher Sternwarten
Greece	1974	Greek National Committee for Astronomy
Hungary	1994	Hungarian Academy of Sciences
Italy	1972	Consiglio Nazionale delle Ricerche
Lithuania	2010	Lithuanian Astronomical Society
The Netherlands	1969	Nationaal Committee voor Astronomie
Poland	1993	Polish Academy of Sciences
Portugal	2006	Sociedade Portuguesa de Astronomia
Slovak Republic	1992	Slovak National Committee of the IAU
Spain	1988	Secretaria General de Política Científica y Tecnológica
Sweden	1969	Vetenskapsrådet
Switzerland	1970	Swiss Academy of Sciences