

## BYLAWS

### INTERNATIONAL SOCIETY FOR ENVIRONMENTAL EPIDEMIOLOGY NORTH AMERICA CHAPTER

#### 1. Mission and aims

The Mission of the **North America Chapter** within the International Society for Environmental Epidemiology (ISEE) is to promote contact between and action by North American members of ISEE on matters related to environmental health research, education in environmental epidemiology, and the improvement of public health in North America, with a focus on activities in Canada and the United States. To support the Mission, the aims of the Chapter include promoting:

1.1. Scientific **research** on environmental health, especially environmental epidemiology; 1.2. Collaboration of researchers between institutions;

1.3. **Education, training, and career development** in environmental epidemiology in North America;

1.4. Translation of environmental epidemiological research findings into timely and

effective **policy**. Emphasis will be on civic engagement regarding policy at the level of Canada and the United States.

#### 2. Membership, dues and administration

##### 2.1. Members

All ISEE members residing in the United States, Canada, Bermuda, or Greenland are automatically members of the Chapter unless they request otherwise. ISEE members who reside in countries south of the United States will be included as **North America** Chapter members upon written request, but are encouraged also to be members of the Latin American and Caribbean Chapter of ISEE. It is possible to be a member of both Chapters. Categories of membership are the same as those of ISEE.

2.1.1 ISEE members who do not reside in North America, but conduct research or have substantial professional activities in North America may be designated as Associate Members upon written request. Associate Members may participate in all Chapter activities, but are not eligible to or serve on the Chapter Executive Council.

##### 2.2. Dues, financial contributions, and other regulations

The **North America** Chapter operates in accordance with and subject to the guidelines and Bylaws of ISEE. No regular additional dues are required from Chapter members. Any funds raised to support specifically the **North America** Chapter shall be managed by the Executive Council of the Chapter with involvement of the ISEE Secretary-Treasurer.

## 2.3. Executive Council

2.3.1. A Chapter Executive Council, comprising seven members of the **North America** Chapter, shall be elected individually by a majority vote of those members of ISEE residing in the United States, Canada, Bermuda, or Greenland – as well as any previously self-identified North America Chapter member from other Northern America countries. The voting will be by ballot by mail, electronic mail, or other electronic means. ISEE shall publicize the election

to encourage a diverse membership of the Chapter Executive Council. Any regular (non-associate) member of the **North America** Chapter shall be included in such ballot if: (a) their nomination is proposed and seconded by at least two other Chapter members; (b) they accept such nomination and agree to provide a short statement of interest in serving on the Chapter Council; and (c) the nomination is received by ISEE no less than 28 days before the commencement of such ballot. Chapter members shall be given at least 21 days' notice of such ballot. The Chapter will encourage regional diversity and new researcher participation in its makeup. Members of the ISEE Executive Council who are members of the **North America** Chapter will also be encouraged to attend the **North America** Chapter's Executive Council as observers.

2.3.2. The term of office of members of the Chapter Executive Council will be three years, except as specified below. If elected before a year-end, the first term shall be deemed to begin on Jan 1<sup>st</sup> of the coming year. If vacancies occur among Executive Council Members between annual elections, the Executive Council may fill such vacancies, from those who stood for election at the most recent election, in descending order of votes cast in their favor, or otherwise at the Executive Council's sole discretion. The former such Members shall serve out three year terms, as if originally elected. Any others must stand for election at the next annual election in the usual way. Chapter Executive Council members whose terms are expiring are eligible to stand for election again.

For the initial election of the Chapter Executive Council, the terms shall be staggered into 1 year (2 persons), 2 years (2 persons), and three years (3 persons). The people who are elected in the 1 year and 2 years positions will be eligible to serve a second and third term, based on the election process described above.

2.3.3. The Chapter Executive Council shall elect two officers from the Executive Council of the **North America** Chapter as Chair and Deputy Chair by majority vote. These officers will serve two-year terms (or less if their terms on the Executive Council ends).

2.3.4. The Chapter Executive Council may meet in person or via conference call, the time and place to be set by the Chair. Meetings of the Executive Council shall also be called by the Deputy Chair upon the written request of four members of the Executive Council or by order of

the Executive Council of the ISEE. There may also be secure online forum discussions between fixed meeting times to which all Executive Council members should have access at any time.

#### 2.4. Control and Administration of the **North America** Chapter

2.4.1 The control and administration of the **North America** Chapter shall be vested in the Chapter Executive Council. The Executive Council shall determine the nature and conduct of meetings, advise on policies of the Chapter and shall conduct other business of the Chapter subject to the Bylaws of ISEE and the **North America** Chapter.

2.4.2 The Chapter Executive Council and/or officers may not enter into any contract or legal agreement on behalf of ISEE or the Chapter, except as approved by the ISEE Executive Council.

2.4.3. At all meetings of the Chapter Executive Council, four Members thereof shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of Members present at any meeting shall be the act of the Executive Council, except

as may be otherwise specifically provided by the ISEE Bylaws or by law.

2.4.4 The ISEE North American Chapter Executive Council may form standing or ad hoc committees to conduct business on behalf of the Executive Council. At least one member of the Chapter Executive Council must be on each committee, and this person or persons will serve as a liaison between the committee and the Executive Council. Other members of the committees will be members of the **North America** Chapter selected by the Executive Council, which may solicit volunteers from the membership.

#### 2.5 Communication

The **North America** Chapter will communicate with its members primarily via electronic means. Information about the Chapter may be developed for publication on the ISEE website or an online forum. A **North America** Chapter website or other electronic formats may be developed.