



## INTERNATIONAL EPIDEMIOLOGICAL ASSOCIATION

*In official relations with the World Health Organization*

Association  
Internationale  
d'Epidémiologie

国际流行病学协会

Международная  
Эпидемиологическая Ассоциация

الإتحاد  
العالمي للوبائيات

Asociación  
Internacional de  
Epidemiología

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# The Constitution and By-Laws of the Association

Revised 18 August 2002

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*Council changed by-law 1.1.5 on 12 September 1998 and added by-law 2.4 on 18 August 2002 . The previous version of the Constitution was dated 12 September, 1998.*

## 1. Name

The Association shall be called the International Epidemiological Association and herein after referred to as the Association.

## 2. Aims and Objectives

- 2.1. The aims of the Association are to facilitate communication among those engaged in research and teaching in epidemiology throughout the world, and to engage in the development and use of epidemiological methods in all fields of health including social, community and preventive medicine and health services administration.
- 2.2. These aims are to be achieved by holding scientific meetings and seminars, by publication of journals, reports, monographs, transactions or books, by contact among Members, and by other activities consistent with these aims.

## 3. Membership

- 3.1. Membership shall be open to those who subscribe to the objectives of the Association; members shall be elected without regard to race, religion, sex, political affiliation, or country of origin.
- 3.2. Membership as defined in the by-laws shall be in the following categories:
  - 3.2.1. Ordinary Members, including joint members
  - 3.2.2. Senior Members
  - 3.2.3. Student Members
  - 3.2.4. Honorary Members
  - 3.2.5. Other categories
- 3.3. The procedure for nomination to, privileges of; subscriptions and designation of active status shall be determined in the by-laws.

## **4. Scientific Meetings**

- 4.1. International Scientific Meetings shall normally be held every three years and not less frequently than every five years.
- 4.2. An announcement of an International Scientific Meeting shall be made to the Membership at least 180 days before the scheduled date.
- 4.3. Regional Scientific Meetings may be held at the discretion of Council.

## **5. Business Meetings**

- 5.1. A General Business Meeting shall be held on the occasion of each International Scientific Meeting. The business to be transacted shall include:
  - 5.1.1. Officer's reports, including an audited statement of accounts.
  - 5.1.2. Communication of the results of the electronic election of Officers and Council Members.
  - 5.1.3. Items of business as shall have been notified to the Secretary at least 48 hours before the date of the Meeting.
  - 5.1.4. Other items accepted as matters of urgency by a majority of the active Ordinary Members present and voting.
- 5.2. Special Business Meetings may be convened at any time by the Council; and shall be convened by the Council on the requisition of not less than 10 per cent of active ordinary Members. This requisition must state the purpose for which the meeting is required.
- 5.3. Notice of a Special Business Meeting shall be sent to the Membership at least 120 days before the scheduled date.
- 5.4. A quorum for any Business Meeting shall consist of 10 per cent of all active Ordinary Members. Motions shall be passed by a simple majority of all such Members present and voting.
- 5.5. The Council, or a simple majority of all active Ordinary Members present and voting at a Business Meeting, or any 10 per cent of active Ordinary Members may direct that a postal or electronic ballot of all active Ordinary Members be conducted. The results of this ballot shall be binding on the Association if 50 per cent or more such members cast their vote. The vote will be counted within 30 days after the voting period expires by an Officer of the Association, and all deadlines will be clearly communicated to all members.. Questions shall be decided by a simple majority of the Members voting.

## **6. Officers**

- 6.1. The Officers of the Association shall be: President, President-elect, Secretary and Treasurer.

## **7. Council**

- 7.1. The governing body of the Association shall be a Council elected from the active Ordinary Members of the Association, consisting of the President, President-elect, Secretary and Treasurer, and at least seven and not more than twelve other Members. Amongst the other Members of Council shall be at least one from each of the continents (regions), and an early career researcher.

- 7.2. Council shall appoint one or more Editors-in-Chief. Current elected Council Members of the Association shall not be eligible and any person so appointed shall be an ex-officio, non-voting Member of Council.
- 7.3. The immediate Past President shall be an ex-officio voting Member of Council.
- 7.4. More than half the Council so constituted shall form a quorum and decisions shall be made by a simple majority of those present.
- 7.5. Council shall establish an Executive Committee of its Members comprising at least the President, President-elect, Past-president, Secretary and Treasurer. It may also set up other committees (including an audit committee and regional committees) and name their officers responsible.
- 7.6. Casual vacancies of Office or Council Membership shall be filled from the active ordinary membership at the discretion of Council for the remainder of the term.

## **8. Elections (Officers and Regional Councillors)**

- 8.1. Officers and Council Members shall be elected from active Ordinary Members by postal or electronic ballot prior to a General Business Meeting. A term of Office shall extend from the end of one International Scientific Meeting until the end of the next.
- 8.2. The President-elect shall serve one term after which he/she shall take on the Office of President without a new election. The President-elect and the President shall serve one term and shall not be eligible for re-election to this Office.
- 8.3. No Member shall be elected to serve the Association as a Council Member more than three times in succession (in most instances this would involve a maximum of three three-year terms; the exception is the post of President-elect/President/Past President which involves a nine-year term which can be served in addition to at most two previous consecutive terms in other positions on the Council).
- 8.4. The overall responsibility for running the elections will rest with the Past-president, together with the current President and President-Elect, because all other council members may be standing for re-election. The operational responsibility will be taken by the Past-President together with the Nominating Committee.
- 8.5. Nominations for Office or Council Membership may be made by a Nominating Committee appointed by Council or by any two members, provided that such nominations are delivered to the Nominating Committee before the date of closure of the nomination period. The Nominating Committee will determine eligibility of each nominee based on membership in good standing for at least 12 months and consistency with Section 8.x (above) with the exception of ECE. . The agreement of all nominees shall be obtained in advance.
- 8.6. The Nominating Committee shall consist of four members: one of whom shall be the Past-President, one a former Member of Council, one who has never been a Member of Council and another Member appointed by the President and Past-President.
- 8.7. The Nominating Committee will strive to identify at least two candidates per post, ensuring as much as possible that there is regional, gender and career stage balance in the nominees. The period for the acceptance of nominations will be clearly communicated to the membership.
- 8.8. If there is more than one candidate for any position of Officer (Executive Committee) then there shall be a secret postal or electronic ballot taken from the active Ordinary Members. For each vacancy the candidate receiving the largest number of votes shall be elected provided that the number of votes cast for that candidate exceeds

one third of the number of votes cast for the position. Otherwise, a second vote shall be held between the two candidates receiving the highest number of votes. The candidate receiving the most votes will, then, be elected to the position.

- 8.8.1. The right to vote in the election of the Council member representing a particular continent (region) will be confined to those members residing in that particular continent (region) who have been members in good standing at the time of the close of the nominations. There must be one Councillor from each region. The procedures to be followed in the event that more than one candidate for a region is nominated will be the same as those for the Officers except that only members from that region will be eligible to vote for a Council member to represent that region.
- 8.8.2. If two or more candidates for Council membership each receive the same number of votes such that there is no clear winner, a second ballot among the tied candidates will be held among the members of the candidates' constituency. If the second ballot results in a draw, Council will select the winner from the tied candidates by majority vote.

## **9. By-laws**

- 9.1. By-laws for the conduct of the affairs of the Association shall be made and/or amended by a simple majority vote at a General or Special Business Meeting, by a postal or electronic ballot, or by at least a two-thirds majority of all Council Members.

## **10. Amendments to the Constitution**

- 10.1. Notice of any proposal to amend or alter the Constitution at a General or Special Business meeting must be included in the announcement of the corresponding meeting.
- 10.2. The quorum for amendments to the Constitution at a General or Special Business meeting shall be 20 per cent of all active Ordinary members of the Association.
- 10.3. The Council, or a simple majority of all active Ordinary members present and voting at a General or Special Meeting convened to alter the Constitution, may direct that a postal or electronic vote be conducted.

The results of the electronic ballot shall be binding on the Association if 50 per cent or more such members cast their vote. If less than 50% of the members cast a ballot, the results are not binding the EC will be informed by the vote and implement changes at its discretion. The vote will be counted within 30 days after the voting period expires by an Officer of the Association, and all deadlines will be clearly communicated to all members. Questions shall be decided by a simple majority of the Members voting

- 10.4. In each case, notwithstanding the method used, a two-thirds majority of those voting will be required for the passing of an amendment

## **11. Fiscal Agent**

The International Epidemiological Association, Incorporated shall act as the fiscal agent for the Association and shall be bound by the decisions of Council. The Officers and Members of Council shall be the sole Officers and Directors respectively of the International Epidemiological Association, Incorporated.

## BY-LAWS

### 1. Membership

#### 1.1. Ordinary Members, including joint members

- 1.1.1. Applications for Ordinary Membership shall be sent directly to the Secretary by anyone who qualified under paragraph 3.1. of the Constitution, using the form approved by Council.
- 1.1.2. Applications for Ordinary Membership may be reviewed by one or more Members of the Executive Committee.
- 1.1.3. Ordinary members shall receive such publications as are authorised by Council.
- 1.1.4. The benefits to joint members include all benefits of ordinary membership except the printed version of the International Journal of Epidemiology. The Council will define guidelines for joint memberships.
- 1.1.5. The annual membership dues for Ordinary Members, including joint members, shall be determined by Council.
- 1.1.6. An ordinary member whose dues payment is in arrears, and who has been so notified, shall be designated to be inactive and shall have all privileges of membership withdrawn unless, due to exceptional circumstances, the Secretary in consultation with the Executive Committee decides to the contrary.

#### 1.2. Senior Members

- 1.2.1. Active Ordinary Members who have retired from full-time employment and who have advised the Secretary accordingly may be designated to be Senior Members by the Council and shall pay reduced Membership dues at a rate determined by the Council and shall receive such publications as are authorised by Council.
- 1.2.2. Senior Members whose annual dues payment is more than 24 months in arrears shall be considered to have resigned from the Association unless the Council decides otherwise.

#### 1.3. Honorary Members

- 1.3.1. Honorary Members are those persons who are elected as a mark of esteem for their contribution to science, or the cause of epidemiology, or the Association and will be limited to no more than two per cent of the membership.
- 1.3.2. A person may be nominated for Honorary Membership by a member of Council.
- 1.3.3. Honorary Members shall be elected by a unanimous vote of the Executive Committee.; they shall not exceed two per cent of the current Membership, they shall pay no membership fee and may receive such publications as authorised by Council.

#### 1.4. Student Members

Students members are those persons currently enrolled in epidemiology training programs at the graduate or post graduate levels and should provide information that allows the IEA to verify their student status if required.

## **2. Conduct of Affairs**

- 2.1. Council of the IEA shall meet at least once between each International Scientific Meeting, if determined by the President.
- 2.2. Committees of Council shall meet as determined by their Chair in consultation with the Officers of the Association: such meetings may consist of telephone conference calls or electronic communications. More than half the Committee membership shall form a quorum. Minutes and notes of committee meetings shall be available to Council.
- 2.3. A list of dates, places and attendances of all IEA Council and Committee meetings during a term shall be included in the Officer's reports given at General Business Meetings and posted on the IEA website.

## **3. Scientific Meetings**

- 3.1. An international scientific meeting (World Congress of Epidemiology- WCE) shall be organized on a triennial basis by a Convening Committee appointed by the Council consisting of at least one Member of the Executive Committee and such other persons as may be recruited for the purpose.
- 3.2. The IEA WCE Convening committee may invite guests to participate in the proceedings of the meeting.
- 3.3. A member of IEA Council shall be present at every Regional Scientific Meeting.
- 3.4. The Council shall determine policies and arrangements for all other meetings conducted under the name of the Association.

## **4. Publications**

- 4.1. The Council will determine policies and arrangements for the publication of journals.
- 4.2. The Council will appoint and determine the responsibilities of Editors, Editorial Boards and the definition of their terms of Office.

## **5. Definitions**

- 5.1. For the purpose of the election of IEA Council Members, the seven regions shall be: Europe, Eastern Mediterranean, Southeast Asia, Africa, Western Pacific, North America and Latin America and the Caribbean. The precise boundaries of these regions shall be the responsibility of the Chairman of the Nominating Committee. .
- 5.2. Country for the purpose of classification of Members shall be the country of current residence.

## **6. Regional Organisation**

Regional activities may be promoted by establishing temporary or permanent regional groups chaired by the IEA Council member for the region. Membership of an IEA regional group is only open to IEA members. The aim of regional groups is to strengthen epidemiology at the regional level in its aspects of research, public health application and training. Regional groups should organize such activities as regional meetings and training programmes. The plan of the activities has to be approved by the IEA Executive Committee. The activities are financed by separate regional membership dues, by other support funds available regionally or funds provided by IEA upon the approval of the Executive Committee.



## Duties of:

### The President

The President:

- ) chairs Council, the Executive Committee of Association Officers, and General Business meetings.
- ) gives leadership to the IEA Council by guiding the development of the Association according to its policy statements and the constitution.
- ) ensures that the functions of the Executive Committee, embodied in the duties of the Secretary and Treasurer, are carried out appropriately and with probity.
- ) maintains informal communication with IEA Regional Councillors to stimulate and support the spirit of volunteerism among members
- ) ensures that the International Journal of Epidemiology Editor's policy is consistent with the aims and policies of the Association, in collaboration with the Editor in Chief.
- ) ensures continuity of the collaborations with the World Health Organization and other relevant international organizations or initiatives, either directly or via a representative appointed from among the Councillors.
- ) prepares the agenda for the meetings of the IEA Council, Executive Committee and Business meetings in collaboration with the Secretary.

## 2. Events in the life of a President

### 2.1. Incoming President

At the first World Congress of Epidemiology (WCE) after appointment as president elect, you must attend various meetings and, on day 1, assume the responsibilities of the President.

WCE - Day	
-1	Outgoing Council Meeting (if no satellite meetings, otherwise <i>before</i> satellite meetings if members of Council involved). All day
0	Continue Outgoing Council meeting – Half day. Open conference in the evening
1	<i>First day of Conference.</i> Attend Business Meeting. Take chair as new President at end of the Business Meeting. Give short speech on intentions for the coming three years.
2	
3	
4	Morning: If requested, give closing speech. <i>Conference ends.</i>
5	All day – Chair Incoming Council meeting

## During the WCE

- ) Prepare the agenda for the New Council meeting.

## At the Incoming Council meeting:

- ) Nominate members for the Nominating Committee (Past president is usually the Chair, see para 8.5 of the constitution)
- ) Arrange dates for one Council meeting in the middle year of the 3 year inter-WCE period, preferably at a regional meeting or site of a future WCE..
- ) Arrange date of one meeting of the Executive Committee , preferably at the next WCE site one year before the WCE.
- ) Ensure that Council receives the Handbook and Councillors are aware of their duties and the conditions for IEA support of regional meetings and travel on Association business.
- ) Ensure the current financial position is presented and discussed.
- ) Make a list of actions to be taken by individual EC members and Councillors, with deadlines.
- ) As soon after the meeting as possible, post a message from the president on the IEA web site briefly outlining the decisions of Council.

## Interim meetings of the Council and Executive Committee

- ) One month before each meeting, send papers and agenda items to the Secretary. All circulation should be by email.
- ) Ensure that you ask for reports to be available at the meeting from the Secretary, the Treasurer, the Editor and yourself.
- ) Spend 1 to 1½ days on Council/EC business. If the meeting is EC only and in the city where the next WCE is to take place, extend the meeting for up to 1 further day to review the arrangements for the next WCE with the Local Organizing Committee.

## 2.2 Outgoing President

### Nominating Committee

Ensure that the Councillors have been nominated in time for an electronic or postal ballot **six months before** the next WCE. Nominations for the positions of IEA Officers must be received by the Past-President by the pre-specified closure date for the nomination process (see 2<sup>nd</sup> Business Meeting below and para 8.4 of the constitution).

WCE - Day	
-1	Chair Outgoing Council Meeting. If there are no satellite meetings before the conference, the Old Council Meeting is on the day before the beginning of the conference, otherwise it is <i>before</i> satellite meetings if members of Council involved
0	Continue Old Council meeting – Half day. Open conference in the evening
1	Chair Business Meeting. Hand over chair to new President You may be expected to give an after dinner speech at the gala dinner. Ask the organisers in advance.
2	
3	
4	
5	All day – Incoming Council meeting

Write thank you letters to outgoing members of Council and to WCE organizers.

Write letters informing new Honorary Members of their approval by the IEA Council

The last formal duty, as Past President, is to Chair the Nomination Committee upon approval by Council.





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## Outline Agenda for Council Meeting

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### IEA Council Meeting

To be held in (location), at (time), on (date)

### Agenda

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- |  | Paper |
|--|-------|
| 1. <b>Apologies</b>  |       |
| 2. <b>Approval of Minutes of Council Meetings held on Date</b>                 |       |
| <b>Approval of EC minutes held on Date</b>                                     |       |
| 3. <b>Matters arising from the minutes not mentioned elsewhere</b>             |       |
| 1.   |       |
| 4. <b>Applications for the next WCE</b>  |       |
| 5. <b>Report of the President</b>  |       |
| 6. <b>Report of the Secretary</b>  |       |
| 7. <b>Report of the Treasurer</b>  |       |
| 8. <b>Report of the Editor</b>   |       |
| 9. <b>Reports from Councillors</b>   |       |
| Africa   |       |
| EMR  |       |
| Europe   |       |
| Latin America  |       |
| North America  |       |
| SE Asia  |       |
| Western Pacific  |       |
| 10. <b>Relations with WHO etc</b>  |       |
| 11. <b>Nominating Committee</b>  |       |
| To nominate the membership of the Nominating Committee                         |       |
| 12. <b>Honorary Membership</b>   |       |
| To nominate honorary members of the Association, according to the constitution |       |
| 13. <b>Confirm agendas of the forthcoming two business meetings</b>            |       |
| 14. <b>Any other Business</b>  |       |
| 15. <b>Date of Next Meeting</b>  |       |



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### Outline Agenda for Business Meeting

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#### **IEA Business Meeting**

To be held in (location), at (time), on (date)  
*(allow at least 1 ½ hours)*

#### **Agenda**

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1. **Apologies for absence of any Officer**
2. **Approval of Minutes of the two Business meetings held at the last WCE and any others during the triennium**
3. **Matters arising from the minutes not mentioned elsewhere**
4. **Report of the President**
5. **Report of the Secretary**
6. **Report of the Treasurer**
7. **Report of the Editor**
8. **Report of the Nominating Committee**
9. **Presentation of proposals for next WCE (allow 15 min each)**
10. **The next President's vision for the coming triennium (15 min)**
11. **Announcements of any Awards, recognitions etc.**
12. **Any other Business**



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## The Secretary

- 1) Oversee the operation of membership.

Membership functions include:

- a) Review new member applications
  - b) Update current membership lists
  - c) Send reminders for dues
  - d) Collect dues and transmit to the Treasurer
  - e) Maintain membership correspondence
  - f) Develop the record system, as required
  - g) Correspond with Oxford University Press to ensure continuous identity between the databases of the membership and the journal subscriptions
  - h) Revise the membership application form periodically as needed. ....
  - i) Maintain communication with Regional Councillors about issues such as new applications from people who have registered directly with the Secretary, and regional administrative problems.
- 2) Seek proposals for the hosting of the World Congress of Epidemiology consistent with the revised guidelines for local hosts and coordinated with the IEA events manager.
  - 3) Arrange with potential WCE hosts to present and discuss their proposals at the first IEA Council meeting, just prior to the WCE, and to present their proposals before a vote by the membership at the Business Meeting.
  - 4) Request, prepare and distribute the papers for the IEA Council and EC meetings.
  - 5) Prepare the minutes of all the General Business, Council and Executive meetings.
  - 6) Oversee the production of the IEA Newsletter for posting on the IEA website.
  - 7) Be responsible for the preparation of the Triennial Report
  - 8) Conduct elections of Officers
  - 9) Respond to enquiries about hosting a World Congress of Epidemiology.
  - 10) Participate in the decision process of the Association as a member of the Executive Committee.
  - 11) Represent the Association at Regional Meetings whenever possible.
  - 12) Keep the President informed of Secretarial activities.
  - 13) Other assignments as decided by the Executive or Council.



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## The Treasurer

- 1) Revise the budget for the current triennium and develop a triennial budget for the following triennium for approval by the Council.
- 2) Ensure that the Council's financial policies are being followed.
- 3) Prepare regular financial reports, with commentary, for the Council and the Executive Committee  
Financial reports in advance council meetings.
- 4) Monitor the Association's financial information on a periodic basis, Advise the Council on the appropriateness of unplanned expenditures. Final decision on these expenditure to be taken by a majority vote of the Executive Committee.
- 5) Explore opportunities to invest conservatively a portion of the Association's funds to build resources to help increase the association's revenues
- 6) In consultation with the President, supervise the efficient transfer of funds as appropriate to reimburse approved expenditures.
- 7) Modify the request for reimbursement form as required, including its online version.
- 8) In consultation with the President, review and recommend action on regional councillor financial plans.

Above functions are carried out in coordination with a professional management company per decision of the IEA Council during 2010-2011



## IEA Councillors

Council members have two major roles as representatives of members of the Association in their region. They report to Council on the needs and aspirations of the members in their regions and they guide and supervise the activities of the Association. Council can be regarded as a task force of senior members who promote epidemiology and the IEA throughout the world and in collaboration with other organizations having the same objectives.

## Duties

Council members are expected to promote epidemiology in their region. A Regional Councillor should:

### 1) Recruit new members

- a) Review current IEA members within region.
- b) Assemble an informal database of established and younger expert epidemiologists in their country and region listing their skills, training and interests and possible availability for various activities. These individuals could be proposed for participation in various workshops, seminars and expert groups, or act as consultants when a request is received from a national or international organization.
- c) Conduct and annually update a full census of all national epidemiological (or related) associations in their region, and contact these associations with a view of establishing joint membership schemes and promoting joint activities.
- d) Give priority to attracting applicants from countries with few existing members, and/or where the number of current members is small relative to the country's population.
- e) Attract early career epidemiologists into the Association where they can play a role at national and international levels.
- f) Keep in contact with IEA members and other epidemiologists in their region.

### 2) Organize and conduct regional meetings

- a) Organize a scientific meeting within their region, or failing that, a workshop or seminar, at least once every three years. The meetings may be in collaboration with local epidemiological associations.
- b) Inform the Secretary of future activities in their region in which members may wish to take part or be aware for inclusion in the Associations web page and newsletters.
- c) Assist in obtaining funds for the work of the IEA to promote regional and international activities. They should also identify sources for funds that would enable younger epidemiologists to attend IEA meetings, in particular the World Congress of Epidemiology.

### **3) Identify Training Possibilities**

- a) Assist Council to identify and evaluate training possibilities in epidemiology.
- b) Develop co-operation between national societies within the region, and international societies and organizations with headquarters or regional offices within the region, particularly for training, education and application in epidemiology.

### **4) Engage in the following Council activities**

- a) Attend Council meetings.
- b) Appoint an early career epidemiologist to represent the region in the corresponding IEA committee.
- c) Provide the Executive Committee with an action plan within three months of appointment. The plan should describe proposed activities to be performed on behalf of the Association including a detailed financial plan. This plan will be the basis for the funds provided annually for each Regional Councillor (currently \$5,000.00/year)..
- d) Provide a report every year to the Executive Committee on his/her activities, including a financial report for the Treasurer. This report will be made available to the membership in the same way as the reports of the Officers.
- e) Promote the development of a regional subcommittee of the IEA with the aim of organizing annual conferences, developing opportunities for teaching in epidemiology and preparing regional consensus documents.
- f) Actively seek bids from the region for hosting forthcoming World Congress of Epidemiology meetings.



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*Please complete this form by typing in the boxes, which will expand as you type. The report should be submitted to the Secretary, preferably by email.*

**Councillor's Report**

Region (delete those not applicable)  
Period (month/year)

Africa EMR Europe Latin America North America Pacific  
From: To:

**Current activities**

(e.g. Recruitment and updating regional membership; Regional IEA meetings/ workshops etc; interaction with other regional organizations)

**Future plans**

**Issues of concern (for discussion at Council meeting)**

Continue on another page if required.



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**Councillor Claim for Reimbursement of Expenses**

Payment will be made by bank transfer directly to the account you indicate on this form, unless an alternative method is specified. Only actual expenditure supported by receipts may be claimed except for those expenditures for which receipts are not offered, such as travel on a metropolitan railway (e.g. London Underground).

**PAYEE DETAILS**

Title	Full first name	Surname
Bank name	Bank Sort Code	Bank address
	Account number	Account name

**TRAVEL DETAILS**

Start date & time	End date & time	Travel from	Travel to	Purpose of journey
-------------------	-----------------	-------------	-----------	--------------------

**DETAILS OF EXPENDITURE** (For travel by car, please give mileage. Continue on a second sheet if necessary)

Receipt number	Date of transaction	Description	Original currency	Exchange rate	Currency for payment (please state)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Claimant's signature	Date (mm/dd/yy)	Authorised for payment by	Date (mm/dd/yy)
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## The IEA Archive

John Pemberton was the first archivist. On his retirement in 1987, Roy Acheson took over. In 1990, Charles Florey was appointed to the post. Until 1990 the records had been physically held in the Kings Fund buildings in London, but they were maintained by the archivist. By 1994 it had become clear that the archive required some degree of professional maintenance. It was transferred to the Wellcome Library of the History of Medicine (now the Wellcome Library for the History and Understanding of Medicine). The contents have been listed and are available for legitimate purposes to members of the IEA.

In 2003 the Archive consisted of:

- ) Minutes of Council, the EC, and Business meetings
- ) History
- ) Constitution
- ) Financial statements
- ) ISM/WCE and Regional meeting programmes and abstracts
- ) Important historical documents
- ) Articles of association (documents on Incorporation in the state of Maryland)
- ) Various unsorted correspondence
- ) Books produced by the IEA (incomplete)
- ) IEA Bulletin 1955-1970
- ) Some copies of the journal.

The current Archive is not consistent over the years, some triennia being covered by substantial papers which have not been sorted into any meaningful order and others having little in the way of supplementary papers. It does however have a complete collection of minutes for meetings of the Council and the EC since 1956. These have now been transferred to CD-ROM and are therefore much more accessible than in the past. They include papers up to 2002. The CDROM is part of the archive.

In the future it should be much easier to maintain the archive as most of the archival material will be in electronic form. These include the minutes, the triennial report and the handbook.

Council has agreed (2003) that the following documents be collected for the archive:

1. Minutes of Council, the EC, and Business meetings. These should appear in the Triennial Report, so should not add to the burden of maintaining the archive.
2. History – The first history of the Association, published in 1974, was written by Kerr White and John Pemberton. It was updated twice to cover the years until 1984. A further history for the period 1984-95 was written by Roger Detels, Walter Holland and Johannes Mosbeck.
3. Constitution – Changes in the constitution should be reflected in updates of the Handbook.
4. ISM/WCE and Regional meeting programmes and abstracts.
5. Financial statements – The full financial report from the treasurer will be held as a separate electronic document for archiving purposes only. A summary report will appear in the triennial report.
6. Important historical documents – These include policy documents and documentation of important negotiations such as with Oxford University Press.
7. Articles of association – These refer to the Incorporation of the Association in the State of Maryland, the originals of which are in the Archive.

8. Key correspondence. It is difficult to select correspondence for the archive. Members of the EC should select the correspondence they believe is of historical importance and submit it every three years. This is likely to be in electronic form so could easily be collected for submission to the archivist by email or on CDROM.
9. Books produced by the IEA – Only a modest proportion of the books produced under the logo of the IEA are in the archive. In future a copy of all books with the IEA logo should be submitted by the first author to the archive.
10. Newsletters – Newsletters are a relatively recent addition to the output of the IEA. Very few copies are in the archive. Because newsletters contain information about the IEA not found elsewhere they are included.
11. Selected photographs of Council members at IEA meetings. – Some are included on the CDROM.
12. Key papers produced by Regional Groups e.g. Good Epidemiological Practice.
13. Copies of the addresses by the recipients of the Richard Doll Prize commencing in 2008 when the first Richard Doll prize was awarded.
14. IEA Bulletin 1955-1970 – The Bulletin ceased to be produced in about 1970. A set is held in the archive.
15. The Bulletin was superseded by the International Journal of Epidemiology. The IJE is available in many libraries around the world and there is an Editor's copy, so it does *NOT* form part of the archive.

## The Archivist

The Archivist is responsible for collecting the archival material approved by Council and ensuring its submission to the Wellcome Library of the History and Understanding of Medicine.

The archivist is responsible to the President and through the President, to Council, but is not a member of Council. He/she is appointed by Council for an initial period of 6 years and, thereafter, for a rolling period renewed every 3 years. The triennial periods should be coterminous with the periods of appointment of Council members. The archivist is responsible for collecting the archival material and ensuring that the members of Council who hold the material submit it to the Wellcome Library of the History and Understanding of Medicine at the following address:

Archives & Manuscripts Section,  
Wellcome Library for the History and Understanding of Medicine,  
210 Euston Rd,  
London NW1 2BE,  
UK.

Contact person: Dr Leslie Hall

Telephone +44 (0)207 611 8483 (Dr Hall) or  
+44 (0)207 611 8486 (departmental administrator)

Email [l.hall@wellcome.ac.uk](mailto:l.hall@wellcome.ac.uk) (Dr Hall)  
[archs+mss@wellcome.ac.uk](mailto:archs+mss@wellcome.ac.uk) (departmental administrator)

## Regional IEA Groups

### Template for Internal Regulations and By-laws

IEA Regional Groups may be set up according to Article 6 of the IEA By-laws. Council must approve the regional regulations before a Regional Group may act in an official IEA capacity. The regional Councillor must present to Council the regulations and the names of proposed members of the Regional Council. Once created, future regional Councillors are expected to chair the Group.

At present only one approved Regional Group exists, in Europe.

The following wording is suggested for the regulations governing IEA Regional Groups.

Words in square brackets should be replaced by the appropriate local terms. Additions of local relevance should be added as required.

#### 1. Nature

The [REGION NAME] Regional IEA Group (RIG) is a regional structure of the International Epidemiological Association, established in accordance with article 6 of the IEA By-laws.

#### 2. Aims

Within the aims and objectives of IEA encompassing, and in accordance with Article 1 of the Constitution, "the development of epidemiological methods in all fields of health", the aims of the Regional Group (Society) are:

- ) To network professionals working in the field of epidemiology in the region
- ) To encourage and improve the quality of epidemiological research
- ) To foster the use of such research in public health and clinical medicine domains
- ) To encourage establishment of or join forces with national groups / societies, of similar aims and objectives, within the region
- ) To capitalize on national and regional resources to achieve such objectives

Such objectives are pursued by:

- ) Holding regional meetings, seminars, workshops, training programs, in collaboration with local and regional societies
- ) Discussing, preparing and distributing concept papers.
- ) Preparing and producing newsletters, reflecting ongoing research and major activities in the Region
- ) Promoting opportunities, conditions and resources conducive of sound epidemiological research

#### 3. Members and voting rights

Members of the [RIG] must be members of the IEA and resident in the [REGION] region. As IEA members, they may vote for the election of the IEA Councillor for [Region], according to the procedures of the IEA constitution and by-laws, and have a right to vote at the [RIG] business meetings.

#### **4. Business meetings**

[RIG] business meetings shall normally be held at the regional meetings, and not less frequently than every three years.

A [RIG] business meeting will be announced to [Regional] members of the IEA at least 120 days before the scheduled date. The business to be transacted shall include the Officers' reports and any other items accepted by a majority of the present members and voting.

Special business meetings may be convened at any time by the IEA Regional Councillor or a majority of the Board. Notice of this meeting shall be sent to the voting membership at least 70 days before the scheduled date for the meeting.

#### **6. Board**

The Board of the [RIG] is composed of the chairman, vice-chairman, past chairman, secretary and treasurer. The IEA Regional Councillor is *ex officio* the chairman. The vice-chairman, treasurer and secretary are elected by the regional membership. Nominations may be made by any [RIG] member 48 hours before the date of the Election Business Meeting.

The term of office is 3 years, coterminous with the period of the IEA Council. Officers may be re-elected for a maximum of three terms.

IEA Executive Committee members resident in [REGION] are also *ex officio* voting members of the Board.

#### **7. Voting at business meetings and in the Board**

Motions are passed by a simple majority of members present and voting. At special business meetings at least 10% of all [RIG] members must be present to pass a motion. Motions may also be passed by simple majority through means of a mailed ballot among [RIG] members. A minimum of one month should be allowed for the return of a mailed vote.

#### **8. Funding**

Funds of the [RIG] are composed of:

- ) Funds from the IEA councillor's budget
- ) A supplement to the IEA subscription, agreed by the IEA Council
- ) Income gained through activities of the [RIG]

Financial liability rests with the [RIG].

#### **9. Conduct of affairs**

At every business meeting an activity report and plans for the next term must be presented to the members and the IEA Executive Committee by the chairman.

The secretary is responsible for: encouraging membership, registering members, preparing a regional database, and communicating information / newsletters to all regional members.

The treasurer is responsible for fiscal matters. The account and future budget must be submitted to the Board and the IEA treasurer for approval, and presented to the members during the business meetings

#### **10. Other matters**

When experience shows that procedures have been omitted from the regulations, the procedures in the IEA constitution will apply until the Regional By-laws have been amended and approved by Council.

## The Nominating Committee

The Nominating Committee is composed, according to paragraph 8.5 of the constitution, of four members:

- ) a current Member of Council
- ) a former Member of Council
- ) one who has never been a Member of Council
- ) another Member.

It is usual that the current member of Council is the chairman and the position is held by the immediate past president.

### Actions

1. Council will suggest names of people to invite to serve on the Nominating Committee at its 2<sup>nd</sup> meeting, immediately after the World Congress of Epidemiology.
2. The chairman of the Nominating Committee, on behalf of the President, will invite those nominated by Council to serve on the committee.
3. The Past President, together with the President and President Elect, will have overall responsibility for the elections.
4. The chair of the Nominating Committee shall inform the Executive Committee of the nominations for councillors by December 1 in the year preceding the year of the World Congress of Epidemiology.
5. After approval by the EC, the President will inform all Councillors of the nominations.
6. The Past President will conduct the election of Regional Councillors.  
Examples of dates are: **January 5** for nominations received by Secretary; **February 1** for opening the electronic ballot system; **April 1** for closing the electronic ballot system; ; and **May 1** for announcing results to the Council.
7. The Past President will inform the President of the result of the ballot.
8. The President will write to all regional candidates informing them of the result of their regional ballot.
9. Immediately after the President has written to the candidates, the Secretary will inform all Councillors of the result of the ballot, but omit the number of votes cast. At the same time the Secretary will inform Councillors of the names of those nominated as candidates for positions of Officer. The number of votes cast will be made available to Councillors at the WCE.

The Committee should aim to have at least two candidates for each region, ensuring as much as possible that there is diversity in terms of country, gender and career stage. Candidates may include the current councillors if they have not served the maximum of three terms. Although there is no upper limit to the number of candidates, it should not exceed five to avoid fragmentation of votes with the consequence that a person may be elected with very few votes.

**At least one year in advance of the next World Congress of Epidemiology (WCE)**, the Chair of the Nominating Committee should ask the membership (by email, through the journal and newsletter,