

A formal Constitution and set of Bylaws were first adopted at the International Meeting in Princeton in 1964 and later revised at Primosten in 1968 and again in 1971. Following an extensive review by a Council-appointed sub-committee in 1974 along with a full membership consultation - a newly revised Constitution was overwhelmingly approved through a secret postal ballot in October 1976. These updated governing documents came into effect at the 1977 meeting in Puerto Rico. Their purpose was to make the organization more open in its membership, ideas, and activities, and to ensure that IEA leadership remains responsive to the needs and insight of its members.

IEA Bylaws

Revised 8/26/2021

1. Introduction

1.1. The International Epidemiological Association (“the Association”) is constituted as a 501 (c) (3) nonprofit corporation in the State of Maryland, USA. It is governed by its Articles of Incorporation (“the Articles”) and its Constitution. These Bylaws set out the rules for the day-to-day running of the Association.

1.2. In the event of a conflict between the Bylaws and the Constitution or the Articles, the Constitution or the Articles shall prevail.

2. Membership

2.1. The categories of membership are as set out in the Constitution.

2.2. Applications for Membership, except for Honorary Membership:

2.2.1. The format of applications and the supporting documentation required (if any) shall be set by Council and details shall be published on the Association’s web site.

2.2.2. Applications for membership shall be reviewed by the relevant Regional Councilor or one or more members of the Executive Committee.

2.2.3. No person shall be deemed to be a Member of the Association unless the procedure has been followed correctly, acceptance has been notified to the Member by the Association, and any membership dues have been paid.

2.2.4. The Council, acting in the best interests of the Association, may refuse to admit any person as a member, provided the Council has communicated reasons for refusal and the applicant has been given reasonable opportunity to appeal against the refusal.

2.2.5. Senior Members shall pay a reduced membership fee as set by Council.

2.3. Honorary Members:

2.3.1. A person may be nominated for Honorary Membership by a member of Council, with a deadline set by Council and at least two months before the next World Congress of Epidemiology.

2.3.2. Honorary Members shall be elected by a unanimous vote of those members of Council present at the meeting at which the vote is taken.

2.3.3. The total number of Honorary Members shall not exceed two per cent of the total membership. Should the percentage exceed this due to a drop in membership totals, then no new Honorary Members may be elected until the proportion is once again below two per cent.

2.4. Membership fees and benefits:

2.4.1. Membership fees for all categories of membership shall be determined from time to time by Council, except for Honorary Members, who shall not pay a membership fee.

2.4.2. All members are entitled to receive online access to the International Journal of Epidemiology as part of their membership benefits.

2.4.3. Membership shall be deemed to lapse three months after expiration of any paid dues period but may be reinstated by paying any dues outstanding without re-application.

2.4.4. Notwithstanding clause 2.4.3 above, benefits of membership such as discounted registration fees for IEA meetings, voting rights and journal access shall cease as soon as payment is in arrears.

2.4.5. In exceptional circumstances, and if requested, the Executive Committee may allow continuation of membership, with or without benefits, for a specified period after the expiration of a paid membership period.

3. Council

3.1. The Council is charged with the management of the Association in all subjects not reserved to the vote of members in the Constitution.

3.2. Council shall comprise not more than 17 members, being the five Officers and not less than eight nor more than twelve other members as specified in the Constitution, clause 5.2.

3.3. As designated in the Constitution, Council shall meet twice (incoming and outgoing) at the Association's congress and at other times as they may decide, but not less than three times in total in each term of office.

3.4. Meetings may be held face to face, by email, by telephone or by any other means whereby all members can communicate with each other.

3.5. The dates, locations and attendance lists of such meetings shall be included in the Secretary's report at each Business Meeting.

3.6. Council may invite people to attend its meetings in a non-voting, advisory capacity.

4. Executive Committee

4.1. The Executive Committee shall consist of the duly elected President, Past President, President Elect, Secretary and Treasurer of the Association. Other people may be invited to attend on a non-voting basis.

4.2. The President's role shall include leading the Association strategically, representing the Association externally, and chairing Council, Executive Committee and Business Meetings, as well as reporting to Business Meetings. A full role description shall be included in the Handbook.

4.3. The immediate Past President's role will be to take part in meetings of Council and Executive Committee to ensure continuity of knowledge and experience; also, to take a leading role in Council elections by chairing the Nominating Committee. The immediate Past President also stands in for the President if the President is not available. A full role description shall be included in the Handbook.

4.4. The President-Elect's role is to take part in meetings of Council and Executive Committee. A full role description shall be included in the Handbook.

4.5. The Secretary is responsible for ensuring correct notice of meetings, preparation and circulation of agendas in advance and preparation and circulation of minutes; also, for the correct running of elections and General Meetings, and to report to Business Meetings. A full role description shall be included in the Handbook.

4.6. The Treasurer's role is to manage the finances of the Association to ensure its financial health, by preparing budgets, ensuring annual accounts are prepared and audited, presenting these to Council for approval, and reporting to Business Meetings; also to ensure that the association has in place good financial management procedures and adheres to them. A full role description shall be included in the Handbook.

4.7. The Executive Committee shall operate according to terms set up by Council and published in the Association's Handbook. Its primary role shall be to progress operational issues between Council meetings and to resolve urgent issues insofar as this can reasonably be done without the agreement of the full Council.

4.8. The Executive Committee shall meet annually in years when there is no WCE, and at such other times as they may determine.

4.9. Meetings may be held face to face, by email, by telephone or by any other means whereby all members can communicate with each other.

5. Committees and delegation

5.1. The Council may form committees consisting of members of the Association and may delegate specific aspects of the Association's work to such committees, subject to setting up formal terms for such committees consisting, at least, of the committee's responsibilities and its terms of reference.5.2. Any such committee shall have at least one Council member among its number.5.3. Council shall have the authority to disband any such committee or dismiss any or all of its members.5.4. Each committee shall

report to the Council through its chair.

5.5. Council shall convene a Nominating Committee at each appropriate time as designated in the Constitution.

5.6. Council shall convene a Congress Committee to organize each Congress in association with the Congress host organization. The Congress Committee shall include at least one member of the Executive Committee. The composition and remit of this committee shall be set by Council and published in the Association's Handbook.

5.7. Council may delegate specified operational tasks to one or more persons or organizations ("Contractors") appointed by Council, to operate on such a basis and with such fees as Council may decide.

5.8. No decisions shall be taken by committees or Contractors that should properly be taken by members, Council or the Executive Committee.

6. Regions

6.1. The Association is organized into seven regions: Europe, Eastern Mediterranean, Southeast Asia, Africa, Western Pacific, North America, and Latin America and the Caribbean. 6.2. Members shall be classified geographically by their place of employment, or by their place of residence if unemployed or retired.

6.3. The purpose of regional activities is to promote at a regional level the Association's mission, aims and objectives as set out in clause 2 of the Constitution.

6.4. The Councillor for each region shall be encouraged to strengthen epidemiology in his or her region, with support by the Association's contractors as appropriate, by:

6.4.1. Actively working to recruit and retain members.

6.4.2. Organizing scientific meetings and training events in the region, ideally in collaboration with local professional epidemiology, medical, or public health organizations.

6.4.3. Carrying out other activities aimed at fulfilling the purpose defined in clause 6.3 above.

6.4.4. Collaborating with other regional organizations and/or setting up temporary or permanent regional groups chaired by the Regional Councillor.

6.5. Membership of any regional group of the Association is open only to members of the Association.

6.6. Each Regional Councillor shall put forward a plan of activities for his or her term of office and such plan must be presented at the incoming Council meeting that coincides with the World Congress of Epidemiology and needs to be approved by the Council. Plans should generally be self-funding, but the Council or Executive Committee may make funds available from time to time.

7. Scientific meetings

7.1. World Congress of Epidemiology ("the Congress"):

7.1.1. The Congress shall be held as specified in the Constitution, normally every three

years.

7.1.2. The Congress shall be held in each region in turn. If no bids are received from the region whose turn it is, or if no bids are deemed suitable, then the next region shall be invited to submit bids.

7.1.3. Organizations may apply to host a Congress if supported by a member or members from that area. Expressions of interest and/or bids should be sent to an address advised by the Association's Secretary or by its Contractor, according to a timescale determined by Council, and must be responsive to the requirements set forth in the Call for Proposals issued by the Council, which shall include that preference shall be given to organizations that provide evidence of having successfully produced similar scientific meetings.

7.1.4. All bids shall be reviewed by the Executive Committee to determine whether they comply with the requirements in the Call for Proposals, and only bids that comply will progress to voting by Members.

7.1.5. An election will be held approximately five years before each Congress in which all Voting Members (as defined in the Constitution) are eligible to vote. The successful bid will be the one with the highest number of votes. In the case of a tie for the highest number, Council will make the final decision.

7.1.6. The terms under which the Congress will be held shall be agreed between Council and the host organization, and shall be set out in a written agreement, which shall include that all financial and legal responsibility for the Congress rests with the host organization and that all insurances shall be taken out and maintained by the host organization.

7.1.7. All plans for commercial support of the Congress (including but not limited to sponsorship, exhibitors, satellite meetings) must be submitted for approval to the Executive Committee.

7.1.8. No sponsor of the Congress shall have a role in defining the scientific program or in selecting speakers or presenters to participate in the program.

7.1.9. Any Council member involved in preparing a bid or advising as to the preparation of a bid shall be recused from discussions about that bid by Executive Committee or Council.

7.2. Regional Meetings:

7.2.1. Regional Councillors are encouraged to organize regional congresses, seminars, courses or other meetings between Congresses.

7.2.2. All regional meetings supported by the Association are subject to written agreement between the Association and the organizers, stating clearly which party carries the responsibility for financial and other risks. Ordinarily, responsibility for all risks will rest with the organizers.

7.2.3. Where possible, regional meetings should be organized in collaboration with a local host organization, which host should take full responsibility for the meeting.

7.2.4. The Association will not normally accept financial responsibility for such

meetings but may, at Council's discretion, provide financial support to meetings.

7.2.5. Where the Association is providing funding for Regional Meetings, the program and budget must be approved by the Executive Committee, and a final report and accounts must be submitted to the Executive Committee.

7.2.6. Where the Association is not providing funding but will support the Regional Meeting and allow use of its name in association with the meeting, a proposal must be approved in advance by the Executive Committee, and a brief report submitted afterwards.

7.2.7. The Regional Councilor is responsible for ensuring that the meeting is well organized and is covered by appropriate insurance policies.

7.3. Other meetings

7.3.1. Council may organize, or approve others to organize, any other congresses, seminars, workshops, training courses or other meetings under the same general rules as for Regional Meetings.

7.4. All agreements must be signed by a member of Council authorized to do so.

8. Publications

8.1. The Association's flagship journal, the International Journal of Epidemiology ("the Journal"), shall be published by a publisher appointed by Council.

8.2. The Association may publish any other journal, book or other publication as decided by Council.

8.3. The Editor(s)-in-Chief of the Journal(s) shall be appointed by Council, subject to a written agreement between the two parties.

8.4. The term of office of the Editor(s)-in-Chief shall be three years, and a maximum of three terms may be served, as for other office holders of the Association.

8.5. Council shall determine the terms of reference of editors and editorial boards.

8.6. The Editor(s)-in-Chief may appoint a co-editor, deputy editor and associate editors subject to approval by Council.

8.7. The Editor(s)-in-Chief may appoint an editorial board, considering a balance as regards gender, geographical location and subject.

8.8. At appropriate times, a Search Committee shall be established, comprising the members of the Executive Committee and up to two other Association members, for the purpose of identifying one or more new Editor(s)-in-Chief.

8.9. The Association may be involved with publications in a range of capacities, including but not limited to sole ownership, co-ownership, or non-owning participation.

9. Prizes, awards and bursaries

9.1. The Richard Doll Prize:

9.1.1. This may be awarded at each World Congress of Epidemiology to an epidemiologist of the highest scientific standard. The recipient shall be honoured for scientific achievements that have advanced the understanding of the determinants of a

disease of importance for health in populations through a body of research.

9.1.2. Nominations shall close not less than nine months prior to the date of the next World Congress of Epidemiology. Judging shall be completed, and the winner of the prize notified, not less than six months prior to the World Congress of Epidemiology.

9.1.3. The jury for the prize will comprise the President, President-elect, immediate Past President and two other members of the Association. Past winners of the prize are eligible to participate as part of the jury for the current prize.

9.1.4. Any member of the jury who has been nominated or has made a nomination shall be recused from participation in discussions or voting.

9.1.5. In the first round of voting, any candidates with no votes shall be excluded. In subsequent rounds, the candidate with the lowest vote count shall be excluded. In order to win, a candidate has to receive an overall majority of the jury votes (ie at least three). If no majority is reached after six rounds of voting, the prize shall not be awarded.

9.1.6. The prize winner shall give a plenary presentation at the World Congress of Epidemiology and shall receive a prize of \$5000 or equivalent in addition to free registration and reimbursement of reasonable travel and accommodation expenses.

9.2. Travel bursaries for the World Congress of Epidemiology:

9.2.1. Applicants' place of employment (or residence if unemployed) should be low income as defined by the World Health Organization.

9.2.2. Applicants should be currently active in practice, teaching or research and should meet the definition of Early Career Epidemiologists.

9.2.3. Other than in exceptional circumstances, applicants should be members of the Association.

9.2.4. Selection of candidates will be carried out by the Council or a subset appointed by Council.

9.2.5. The bursary shall normally cover registration fee, accommodation, and travel at the lowest economy fare. Payment will be the responsibility of the Association, not the Congress organizing body.

9.2.6. Bursaries may cover all the costs of attendance, or only partial reimbursement.

9.2.7. Successful applicants will be expected to submit an abstract to the Congress.

9.3. Council may establish other awards, prizes or bursaries as permitted by the Constitution.

10. Working with other organizations

The Association has the status of an NGO (Non-governmental Organization) in official relation with the World Health Organization.