



## 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  
العربي 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
  - 3.2.2. Senior Members
  - 3.2.3. Honorary Members
  - 3.2.4. 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. 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 ballot of all active Ordinary Members be conducted. The results of a postal ballot shall be binding on the Association if 50 per cent or more such members cast their vote. The vote will be counted 90 days after the ballots are posted, by an Officer of the Association, date of counting being clearly stated on the ballot. 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 ten other Members. Amongst the other Members of Council shall be at least one from each of the continents (regions).
- 7.2. Council shall appoint an Editor-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, 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 at a General Business Meeting and 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 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 for more than three full terms in succession.
- 8.4. 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 in writing to the Secretary at least 48 hours before the date of the next General Business Meeting or at a Special Business Meeting called for the election of Officers. The written agreement of all nominees shall be obtained in advance.
- 8.5. The Nominating Committee shall consist of four members: one of whom shall be a current Member of Council, one a former Member of Council, one who has never been a Member of Council and another Member.
- 8.6. If there is more than one candidate for any position of Officer (Executive Committee) then there shall be a secret ballot taken from the active Ordinary Members present at the business meeting during which the elections are held. 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.
  - 8.6.1. 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). 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.

*Note by-law 2.4*

## **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 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 must be included in the announcement of a General or Special Business meeting.
- 10.2. The quorum for amendments to the Constitution shall be 20 per cent of all active Ordinary members of the Association present at the Business Meeting.
- 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 vote be conducted. The results of a postal ballot shall be binding to the Association if 50 per cent or more of active Ordinary Members cast their vote. The vote will be counted 90 days after the ballots are posted by an Officer of the Association, the date of counting being clearly stated on the ballot.
- 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**

- 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. Endorsement by one member is required.
- 1.1.2. Applications for Ordinary Membership shall 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 annual membership dues for Ordinary Members shall be determined by Council.
- 1.1.5. 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.
- 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 Council at the time of an International Scientific Meeting; 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. Other categories**

- 1.4.1. Application for membership under this category may be considered from Associations, Societies and other groups of epidemiologists in economically disadvantaged countries. Applications may also be considered from countries where restrictions on transmission of currency to another country prevent payment of dues or render it very difficult.
- 1.4.2. Associations, Societies or other groups wishing to apply under the 'other categories' will need to supply details of their formal organisational framework and full membership lists in English and the original language to the Executive Committee. They will also need to document the financial justification for their application.
- 1.4.3. The Executive Committee will review the application paying particular regard to the objectives of the applicant body, the age and number of members. The EC will also review the applicant's documentation concerning the economic need for membership under this category. If the need, the objectives and the organisational framework are considered appropriate by the Executive Committee the applicant body will be admitted to membership.
- 1.4.4. The dues payable under 'other categories' will be fixed by the Council but they shall not be less than those for an Ordinary Member.
- 1.4.5. Members of bodies (associations, societies, and groups of epidemiologists) admitted for membership under this category may register and attend all scientific meetings of the association under the same conditions as ordinary members.
- 1.4.6. Associations and societies as defined above will have no vote.
- 1.4.7. Membership under this category must be reviewed by the Council every three years.

## 2. Conduct of Affairs

- 2.1. Council 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 Chairmen in consultation with the Officers of the **Association**: such meetings may consist of telephone conference calls. More than half the Committee membership shall form a quorum. Minutes and notes of meetings shall be available to Council.
- 2.3. A list of dates, places and **attendances** of all Council and Committee meetings during a term shall be included in the Officer's reports given at General Business Meetings.
- 2.4. 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.

## 3. Scientific Meetings

- 3.1. An International Scientific Meeting shall be organized 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 co-opted for the purpose.
- 3.2. The Convening committee may invite guests to participate in the proceedings of the meeting.
- 3.3. A Member of 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 Council Members, the 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 Business Meeting at which the election takes place.
- 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 or by other support funds available regionally.