

**BYLAWS OF INTERNATIONAL SOCIETY OF TRACE ELEMENT  
BIOGEOCHEMISTRY (ISTEB)  
As Revised July 26, 2011**

ARTICLE I. NAME

Section 1. The name of this organization is the International Society of Trace Element Biogeochemistry hereinafter referred to as the ISTEb.

ARTICLE II. OBJECTIVES

Section 1 The objectives of the ISTEb shall be the following scientific and educational endeavours:

- (1) the first and foremost aim is to promote and sustain the success of biennial international conferences on trace element biogeochemistry (ICOBTE).
- (2) planning, organization, and management of ICOBTE and its associated special symposia, other meetings and publications for the advancement of scientific know-how in this field.
- (3) promotion and stimulation of scientific research on trace element biogeochemistry;
- (4) promotion of the role of trace element biogeochemistry in enhancing the quality of the environment, and life, in general, including those in countries with currency problems and specific environmental situations;
- (5) enhancement of education and training through workshops in TE biogeochemistry and related subjects;

Section 2 The ISTEb has been formed exclusively for the aforementioned scientific and educational purposes and no part of its assets, income or profit shall be used to the benefit of any of its members, directors or officers. No substantial part of the activities of the ISTEb shall include the dissemination of propaganda or otherwise attempting to influence legislation; nor shall the ISTEb participate in or intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE III. MEMBERSHIP

Section 1 An individual who endorses the objectives of the ISTEb and who is professionally active in environmental science, soil science, plant science, ecology, biochemistry, microbiology, limnology, marine sciences, atmospheric sciences, analytical chemistry, animal science, environmental ethics, or a related field shall be eligible to become a Member. Registered Members shall be eligible to vote, hold an elective office, serve on Boards and Committees, and to enjoy other rights and privileges. A person who registers in accordance with Article III, Section 4 will be designated an official member upon approval by the Executive Board. The amount of the regular membership fee and services to be offered to the members have to be determined, reviewed and adjusted biennially by the Executive Board (EB).

Section 2 In addition to the regular active membership, there shall be the following additional membership classes:

- (a) HONORARY
- (b) SPONSORING
- (c) STUDENT
- (d) RETIRED

HONORARY MEMBERS shall be persons who have made exceptional contributions to the understanding of the biogeochemistry of trace elements and have been elected into this membership by the Executive Board (EB) together with the International Committee (IC). There shall be not more than ten (10) Honorary Members on the rolls of the ISTEb at any one time and no more than two can be elected in a two-year period (January to December of any given two years).

SPONSORING MEMBERS of The Society shall be corporate bodies or private companies actively interested in promoting the objectives of ISTEb and who have supported the preceding ICOBTE conference in the ICOBTE series. Sponsoring membership lapses with each ICOBTE conference and is only renewed by continuing sponsorship for the next ICOBTE meeting. Each sponsor shall have one (1) vote cast by a duly authorized delegate in regular meetings and elections of The Society. The biennial dues for the sponsoring member shall be assessed by the EB after consultation with the Local Organising Committee.

STUDENT MEMBERS shall be full-time undergraduate or graduate students engaged in the study of use of trace element biogeochemistry and/or interested in the purposes of The Society. A student who registers in accordance with Article III, Section 4 will be designated a student member upon approval by the Executive Board.

RETIRED MEMBERS shall be persons who have contributed to the study of trace element biogeochemistry and now have retired from active scientific endeavours. The eligibility for retired membership shall be determined by the EB.

Section 3 Membership privileges and obligations shall be established in accordance with the Bylaws of ISTEb. All active members except student members shall have the right to vote and hold office.

Section 4 All registrants for each ICOBTE meeting can register as members of ISTEb until the next ICOBTE meeting through the ICOBTE registration form. They are approved members only if they explicitly apply for membership using the appropriate section of the registration form and submit the appropriate dues along with the registration fee. The membership fees collected by the ICOBTE organiser are to be transferred to the ISTEb treasurer immediately after the conference.

Alternatively, scientists and students who attended one of the previous two ICOBTE conferences but are unable to attend the current ICOBTE may submit a membership application, together with appropriate dues, to the ISTEb Secretary and, upon approval by the EB, membership shall be granted.

Section 5 A member who seriously contravenes the bylaws and/or damages the reputation of ISTEb may be expelled upon a vote of two-thirds of the ISTEb members at a duly called meeting.

## ARTICLE IV DUES

Section 1 The membership period shall comprise the period between the five days before the immediate incoming ICOBTE conference until five days before the next ICOBE conference. Membership is not valid until dues are paid and approved by the EB.

Section 2 Biennial dues as determined by the EB shall be payable following the procedure described in Article III, Section 4.

Section 3 Members who are prevented from paying dues because of currency restrictions in their country of residence may have their dues waived by petitioning the EB.

## ARTICLE V LEGISLATIVE

Section 1 The legislative powers of the ISTEb shall be vested in the Members of the ISTEb. It is the prerogative of the EB to initiate legislative measures for adoption, such as amendments to Bylaws and other related items.

## ARTICLE VI JUDICIARY

Section 1 The judiciary and executive powers of the ISTEb shall be vested in and exercised by the EB.

## ARTICLE VII EXECUTIVE BOARD

Section 1 There shall be an Executive Board, hereinafter referred to as EB, composed of the following officers:

- (a) President
- (b) Vice-President
- (c) Past President
- (d) Secretary
- (e) Members-at-large (total of 4)
- (f) Chairperson of the immediate incoming Conference
- (g) Chairperson of the past Conference
- (h) Treasurer
- (i) Chair, International Committee

Section 2 The EB shall conduct the affairs of the ISTEb and shall be charged with the nomination of the locations and of the Chairpersons of the next two Conferences. The EB conducts the operation of ISTEb, providing a meaningful dialogue with the Conference Organizers.

Section 3 The officers of the EB shall be elected for the term of two (2) to six (6) years in a staggered sequence. After two years, the President steps down, and the Vice-President becomes President. The chairperson of the following incoming conference becomes the chairperson of the immediate incoming conference, who becomes chairperson of the past conference. After a total of four (4) years, two (2) members-at-large step down, to be replaced by two (2) new members-at-large.

Section 4 Eligibility for office. It is desirable that the President and Vice-President shall not be from the same region and that the Officers of the EB reflect an international character of The Society. To be eligible for election as an Officer, an individual must have been a registered member and thus active in TE biogeochemistry discipline.

Section 5 Duties of Officers.

- A. President. The President shall be the Chief Executive Officer of ISTEb, he/she shall preside at all meetings of ISTEb and at those of the EB. he/she shall serve as the presiding officer of the EB and shall perform such duties as usually pertain to the office; of special responsibility for this officer is as a co-signer along with the Vice President, of the agreed "Memorandum of Understanding" between the ICoBTE Organizers and ISTEb Further, the President early on sets the Calendar of Events coordinated with the Incoming Conference Chairperson.
- B. Vice-President/President Elect. In case of the inability of the President to be present or to perform the duties, the Vice President/President Elect shall assume the duties of President. At the end of the second year, the Vice-President shall automatically assume the office of the President and shall perform such other duties as they arise. The Vice President also assumes the responsibility as a co-signee, along with the President, of the agreed "Memorandum of Understanding" between the organizers and the ISTEb.
- C. Past President. The Past President shall automatically serve for a term of two years after termination of her/his term as President. The Past President shall support the President in all matters to ensure continuity of ISTEb business and to pass on her/his experience to the EB.
- D. Secretary. The Secretary shall be custodian of the records of ISTEb, maintains minutes of all meetings of ISTEb and of the EB and conduct the correspondence of ISTEb; shall serve as Editor and coordinator of the Newsletter and custodian of the Website, shall serve as coordinator for election/voting such as officer election and adoption/amendment of the Bylaws and shall perform such other duties relevant to this position as they arise.
- E. Treasurer. The Treasurer shall be bonded and insured in such amount as the Executive Board shall determine, cost of said bond and insurance to be defrayed by ISTEb; shall receive all monies of ISTEb; shall maintain accurate records thereof and of disbursements made on voucher signed by the President and the person responsible for incurring the expenditure. The Treasurer shall present a financial report (oral and written) at each ICoBTE and at such other times as the EB shall require, said report having been audited by an Auditing Committee of at least four (4) members appointed by the membership of ISTEb during the biennial meetings or by electronic ballot. At the conclusion of the term of office, the Treasurer shall present a comprehensive report of all financial transactions that occurred during the term of office with the books of ISTEb and report of the audit made on them by the Auditing Committee.
- F. Members-at-large. These members (4 total) shall propose members for the International Committee, Nominating and Sponsorship Committees. The members shall also assist the EB on the calendar of events for the forthcoming conference, participate in the conduct of operation of the EB and in other operations or activities assigned by the EB.
- G. Honorary President. The Honorary President, bestowed to the Founding Chairman of the Conference series, shall serve as the General Counsel to the Executive Board.

H. Conference Chairperson. Are expected to serve as chair of the National Organizing Committee. The Past and Following Incoming Chairpersons are expected to share/observe (respectively) experiences with the Immediate Incoming Chairperson. No Officer may serve more than six (6) consecutive years on the Executive Board.

## ARTICLE VIII NOMINATIONS AND ELECTION

Section 1. Nominations. The election will be announced on the ISTEb web site one month before the Nominating Committee is constituted. There shall be a Nominating Committee of at least three (3) members proposed by the Members-at-large. It shall be the duty of the Nominating Committee to *solicit* nominations from the membership, to consider all suggested nominees for elective offices and positions for the Executive Board and the Auditing Committee to be filled for the succeeding term. At that stage, members are able to put forward their names as candidates for any vacant positions on the Executive Board. The Nominating committee shall submit the names of at least two (2) nominees for each office to be filed to the Secretary no later than three (3) months before the biennial election. Additional self-nominations for any elective office of ISTEb may be made and received by the Secretary no later than 3 months before the biennial elections.

Section 2. Elections. Elections of officers to the Executive Board and the Auditing Committee should be held biennially and preferably should be conducted electronically before the ICOBTE. The ballot shall be forwarded by the Secretary to eligible voters 50 days before the election date. Eligible voters include attendees at the previous two ICOBTE, all honorary members, all past and present members of the EB, and all IC members. The ballots should be returned to the Secretary and two Members-at-large to be nominated by the EB within 30 days after the ballot mailing, unless the Secretary is a candidate, in which case a Member of the EB appointed by the President should take over all of the election process, counting and reporting to the President. The candidates who received the highest number of votes for each position will be declared duly elected by the President, and the Secretary shall inform the membership of those names. In the event of a tie, the EB shall select the winner. All elected officers shall assume their duties immediately following the adjournment (closing ceremony) of the biennial ICOBTE. A special "passing of the gavel" ceremony will be conducted at this time to signify the ascension of the officers of the EB.

Section 3. Vacancies. With the exception of the office of President and Members of the Auditing Committee, vacancies occurring in any elective office shall be filled by appointees chosen by the Executive Board, and the officer or officers so chosen shall serve until the next regular election of ISTEb. If for any reason the office of President becomes vacant, the Vice-President/President Elect shall assume that office and shall serve as President for the remainder of the unexpired term. A new acting Vice President will be immediately elected by the EB. In the case of a vacancy in the Auditing Committee, the Chairperson of this Committee shall fill this position after consultation with all other Members of the Auditing Committee and the officer so chosen shall serve until the next regular election of ISTEb. If for any reason the office of the Chairperson of the Auditing Committee becomes vacant, the remaining Members of this Committee shall fill this position with one of those Members for the remainder of the unexpired term.

## ARTICLE IX COMMITTEES

Section 1. An International Committee (IC) shall be appointed by the EB. The IC shall be involved in setting the policies and structure for symposia, meetings, publications, and educational policies as set forth in the objectives of the ISTEb (Art. II). The IC shall also be involved in the review process of Extended Abstracts for the ICoBTE. The Chairperson and the members of the IC shall be elected for a term to be decided by the EB. The IC shall meet biennially during the ICoBTE, to conduct the affairs delegated by the EB. Criteria for selecting members of the IC shall be set and regularly reviewed by the EB, but should in any case include:

1. Broad-base disciplinary representation
2. More or less balanced regional/national representation; also age representation
3. More or less balanced gender representation
4. Willingness of appointees to promote the ISTEb/ICoBTE in their respective regions/country
5. Willingness to assist the EB and the Chairperson of the incoming ICoBTE in the "Conduct of operations"
6. Representation of professionals in the early stage of their careers (advanced graduate students and postdoctoral associates)

Duration of appointment is typically 4-6 years, with the exception of those from underrepresented disciplines (e.g., engineering, aquatic chemistry, fish and wildlife, toxicology, risk assessment, etc.). A few of the current members could be retired (or shifted to other Committees) immediately. This necessitates identification and election of the new members before and during the biennial ICoBTE.

Section 2. Nominating Committee. The Members-at-large shall appoint at least three members for this Committee at least 12 months before the next regular (biennial) election of officers to the EB and the Auditing Committee. In the event any of the Members-at-large wishes to aspire for other officer position, she/he needs to excuse herself/himself from nominating members for this committee.

Section 3. Auditing Committee. The membership of ISTEb shall elect a Chairperson and three (3) additional members of this Committee. Members of the Auditing Committee shall serve for four years maximum. It shall require adequate accounting of funds received into and disposed from the treasury of the ISTEb. It shall audit the biennial budgets and required fiscal reports presented by the Treasurer, and present the results of the auditing process to the biennial meetings of the ISTEb general membership for scrutiny.

Section 4. Hosting Committee. The Executive Board shall appoint a Chairperson and at least three (3) additional members to this Committee. This Committee is charged with coordinating all activities associated with the identification and solicitation of potential future ICoBTE hosts, including the establishment and review of criteria and budget projections. The results of this process shall be reported to the President of the EB. The final decision on future hosts of ICoBTE shall be vested in the EB (Article VII, section 2).

Section 5. Awards Committee. The Chairperson of the Immediate Incoming Conference together with the Chairperson of the IC shall appoint members to this Committee. This

Committee is charged with the selection of outstanding posters and/or presentations during the biennial conferences.

Section 6. Sponsorship Committee. The EB shall appoint at least 4 members to this Committee. This Committee is charged with helping the organizers/EB identify/raise funds.

## ARTICLE X MEETINGS

Section 1. There shall be a regular biennial meeting of the ISTEb. Such meetings shall be for the purposes of electing EB Officers, and members of the Auditing Committee, receiving reports of the EB Officers, and for any other business that may arise.

Section 2. The time and place of the next incoming biennial ICOBTE shall be decided by the EB and it shall be announced to the ISTEb members by the Secretary of the EB on the first day of registration for the present ICOBTE.

Section 3. Meetings of the EB may be called annually, as arranged by the President, or as requested by the Members-at-large, or at any other time when 30 percent of the EB shall request such a meeting. Notice of such additional meetings shall be given to the EB by the President of the EB at least 1 month in advance of the meeting. Such meetings may be conducted electronically.

Section 4. The EB members present at the duly called biennial meeting of the ISTEb during the biennial ICOBTE conferences constitute a quorum for the transaction of business. Official members may also be represented in absentia by delegation to another official colleague or by direct electronic communication to the secretary.

## ARTICLE XI FINANCES

Section 1. There shall be a periodic audit of the ISTEb accounts by a Certified Public Accountant in concert with the Auditing Committee. This audit shall be presented by the Auditing Committee to the biennial meeting of the ISTEb during ICOBTE.

Section 2. Request for financial assistance for participants/agency/society in excess of \$500 per item should be discussed by the EB for approval.

## ARTICLE XII TAX EXEMPT STATUS

Section 1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. The ISTEBS shall engage only in those activities permitted by a corporation exempt from the country of residence.

### ARTICLE XIII DISPOSITION OF ASSETS

Section 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### ARTICLE XIV PARLIAMENTARY PRACTICES

Section 1. Robert's Rules of Order (Revised), shall govern parliamentary practices in the meetings of the ISTEBS, its Boards and Committees. In voting, nay stands for no, yea for yes, and silence for abstain. A lack of majority vote indicates a lack of mandate, which means a need to further discuss and make changes, if needed, for another vote, or a need to table further action. The current Conference Chairman is the liaison between the EB and the IC.

### ARTICLE XV ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1. An amendment to the Bylaws may be proposed in writing by at least ten (10) members of the IC/EB. Such an amendment shall be submitted to the President of the EB; the adoption/amendment shall be published and submitted by the Secretary to the membership of ISTEBS for a vote. The amendment shall be declared adopted if it is ratified by the majority (2/3 vote) of the ISTEBS members.