

# BYLAWS OF THE INTERNATIONAL SOCIETY FOR ENVIRONMENTAL EPIDEMIOLOGY – ASIA AND WESTERN PACIFIC CHAPTER

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## ARTICLE I - NAME AND OFFICES

### Section 1 - Name

The name of this Chapter shall be: International Society for Environmental Epidemiology Asia and Western Pacific Chapter. The abbreviation of the name shall be ISEE - Asia Chapter.

### Section 2 - Offices

The principal office of the Chapter and the mailing address shall be located in the city of residence of the Chair or Secretariat. The Chapter may also have offices at such other places as the Officers and Chapter Council may from time to time establish as the purposes of the Chapter may require.

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## ARTICLE II - OBJECTIVE

The objective of the Chapter shall follow that of ISEE, and also pay attention to the special issues and background of the Chapter region. The objectives shall be to foster and strengthen epidemiological studies on the effects of environmental exposures to human populations, stimulate communication among epidemiologists, toxicologists, exposure scientists and others in related fields, recommend approaches to substantive or methodological problems, and strengthen the impact of environmental epidemiology on environmental health policy. Special emphases shall be on the Chapter region's environmental issues (including chemical, physical, biological and ergonomic environmental hazards, as well as climate change), cultural characteristics, ethnic and genetic

susceptibility, occupational infrastructure and safety and health concerns, education and training needs, and technological advancement.

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## **ARTICLE III - GEOGRAPHICAL EXTENT**

The Chapter includes all countries in Asia and the Western Pacific except for those in the ISEE Eastern Mediterranean Chapter. ([Annex](#))

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## **ARTICLE IV - MEMBERSHIP**

### **Section 1 - Membership**

The members of the Chapter shall include the following categories:

(a) Regular Member

Any person residing in the Asia Chapter region with active ISEE membership shall be a Regular Member of the Chapter, and this membership starts as soon as the person becomes an ISEE member.

(b) Associate Member

Any ISEE member residing in the region of another ISEE Chapter, but currently conducting research in an Asia Chapter country, shall be eligible for Chapter Associate Membership. Written application for becoming an Associate Member with valid contact information shall be approved by the Chapter Council before such Membership is granted. Associate Members do not have any voting rights in the Asia Chapter.

### **Section 2 - Termination of Membership**

Regular Membership shall cease when any of the following occurs:

(a) Upon termination of the ISEE membership;

(b) By resignation; or

(c) Upon proposal by the Chapter Council, and by a majority affirmative of the members present at the general business meeting, because of conduct detrimental to the Chapter.

Associate Membership shall cease when any of the following occurs:

(a) Upon termination of the ISEE membership;

(b) By resignation; or

(c) Upon proposal by the Chapter Council, and by a majority affirmative of the members present at the general business meeting, because of conduct detrimental to the Chapter.

### **Section 3 - Rights of Members**

The rights of a Chapter Regular Member to vote and all rights, titles and interests, both legal and equitable, of a member in and to the property of the Chapter shall cease on termination of the Chapter's Regular Membership.

An Associate Member may participate in the meetings and activities that are opened to all the Regular Members and receive discounts on the registration for the Asia Chapter Conference of the ISEE, but does not have the right to vote.

### **Section 4 - Dues, Financial Contributions and Other Regulations**

No additional dues to the ISEE membership due. The Chapter operates in accordance with and subject to the guidelines and Bylaws of ISEE. Any monies raised to support the Chapter shall be managed by the Chapter Council with involvement of the ISEE Secretary-Treasurer.

## **ARTICLE V - OFFICERS**

### **Section 1 - Member**

The Officers of the Chapter shall be a Chair, a Chair-Elect, a Secretary-Treasurer, and a Past Chair.

The Chapter Council shall be comprised of the Officers and seven Councilors elected from Regular Members of the Chapter. No more than two candidates from the same country can be elected as Councilors.

The Council Members shall be elected individually by a majority vote of Regular Chapter Members and voting in a ballot by mail, electronic mail or other electronic means. Any member of ISEE registered by ISEE as residing in a country listed in the Annex shall be included in such ballot if:

- (a) their nomination is proposed by a Chapter Regular Member and seconded by another, and they accept such nomination;
- (b) by self-nomination (note self-nominations would require the nomination to be seconded by another Asia Chapter Regular member);
- (c) the nomination is received by the Chapter no less than 21 days before the commencement of such ballot.

The members of the ISEE Executive Council who are members of the Asia Chapter are invited to attend the Asia Chapter's Council as Associate Council Members. Associate Council Members are required to make active contributions to the activities of the Chapter, as well as attend its meetings, in the same manner as elected members. In cases that there are no Members of the ISEE Executive

Council residing in the Asia Chapter region, the ISEE Executive Council may appoint one Regular Member of the ISEE Asia Chapter as an Associate Council Member of the Asia Chapter.

## **Section 2 - Election and Qualifications**

The Officers and Councilors of the Chapter shall be Regular Members of the Chapter.

The Chair shall be elected individually by majority vote of the members voting by mail online (including e-mail) ballot unless the Chapter Council decides otherwise.

Members of the Chapter shall be given at least 21 days' notice of such ballot, and the voting period shall not be given less than 21 days. The election shall not be held during the meeting period (i.e. Council or Annual meetings).

(a) The Chair shall serve for three years, and then serve an additional one year as the Past Chair, but shall not serve two consecutive terms.

(b) The Chair-Elect shall serve on the Chapter Council for one year prior to becoming the Chair. The Chair-Elect shall automatically assume the office of the Chair at the end of a regular term of the office of the Chair or at any time the office of Chair becomes vacant. In the latter instance the Chair-Elect may succeed as Chair the following year.

(c) The Secretary-Treasurer shall be elected on alternate election years of the Chair and shall serve for a period of three years and is eligible to succeed him/herself.

(d) Except for the first group of Councilors, a Councilor shall serve for staggered terms of three years and shall not be eligible to be re-elected as a Councilor for two years.

## **Section 3 - Duties**

The Officers of the Chapter shall perform the duties usually performed by such officers, together with such duties as shall be prescribed by the Bylaws or operating procedures of the Chapter.

## **Section 4 - Vacancies**

If an office (other than the Chair or Past Chair) becomes vacant it shall be filled by the members of the Chapter by mail (including e-mail) ballot or by majority of those present at the next General Meeting. During the interval between a mail ballot or General Meeting, the Chapter Council shall elect a member to fill such a vacancy.

(a) The Chair-Elect shall automatically assume the office of the Chair at the end of a regular term of the office of the Chair or at any time the office of Chair becomes vacant. In the latter instance the Chair-Elect may succeed as Chair the following year.

(b) If the Secretary-Treasurer cannot complete the term of office, the Secretary-Treasurer-Elect shall succeed.

(c) If a Councilor cannot complete the term of office or is elected/appointed as an Officer, the Chapter shall have a member to fill such a vacancy via nomination and approval same as shown in Section 4 of Article V (Election and Qualifications).

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## **ARTICLE VI - CONTROL AND ADMINISTRATION OF THE ASIA CHAPTER**

The control and administration of the Chapter affairs shall be vested in a Chapter Council consisting of the Officers and elected Councilor.

The Chair of the Chapter shall be the Chair of the Chapter Council. The Chapter Council shall determine the nature and conduct of meetings, advise on policies of the Chapter, be custodian of the funds of the Chapter, with involvement of the ISEE Secretary-Treasurer, and shall conduct other business of the Chapter.

The Officers will have the authority to establish other committees at the directive of the Chapter Council and as deemed necessary.

### **Section 1 - Meetings**

The Chapter Council may meet in person or via conference call, the time and place set by the Chair. Meetings of the Chapter Council shall also be called by the Secretary-Treasurer upon the written request of four members of the Council or by order of the Executive Council of the ISEE. Notice of special meetings must be made to all members of the Chapter Council 30 days prior to the date of the meeting. The ISEE President, President-Elect, Secretary-Treasurer, and Council members may be invited to attend regular Asia Chapter Council meetings as ad hoc members.

### **Section 2 - Quorum**

At all meetings of the Asia Chapter Council a majority of the elected Officers/Councilors thereof shall be necessary and sufficient to constitute a quorum for the transaction of business, and any act of such quorum shall be the act of the Chapter Council except as may be otherwise specified by law.

### **Section 3 - Contracts and Services**

The Council of the Chapter may be interested directly or indirectly in any contract relating to the operations conducted by the Chapter or in any contract for furnishing supplies thereto. No transaction entered into by the Chapter shall be affected by the fact that the Council members were personally interested in it and every Council member is hereby relieved from any disability resulting from holding such office that might otherwise prevent his/her contracting with the Chapter for the benefit of himself/herself or of any firm, association or corporation in which he/she has any interest, provided that such information is revealed to the Chapter Council.

### **Section 4 - Compensation**

Asia Chapter Council members, as such, shall not receive any stated salary for their services, but by resolution of the Chapter Council expenses, if any, may be allowed for participation at each regular or special meeting of the Chapter Council; provided that the Chapter Council shall have power at its discretion to contract for and to pay to Council members rendering unusual or exceptional services to the Chapter special compensation appropriate to the value of such services.

## **Section 5 - Contracts**

The Officers with approval of the Chapter Council, except as in these Bylaws otherwise provided, may authorize any Officers, agent or agents, to enter into any contract to execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or confined to specific instances; and unless so authorized by the Chapter Council, no Officer, agent, or employee shall have power or authority to bind the Chapter by a contract or engagement or to pledge its credit or render it liable pecuniary for any purpose or to any amount.

## **Section 6 - Secretariat**

Duties of the Secretariat include:

- (a) To keep in constant contact with members, in order to exchange information and literature and to promote supply and exchange of scientific appliances as needed.
- (b) To publish annual reports of the activities of the Chapter.
- (c) To administer the finances of the Chapter.
- (d) To maintain the internet homepage for the Chapter.
- (e) To hold the Chapter meetings.

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# **ARTICLE VII - COMMUNICATION**

## **Section 1 – Asia Chapter Scientific Meetings**

Asia Conferences of the ISEE shall normally be held no less frequently than every two years. The Conferences shall be held jointly with the regional conference of the International Societies of Exposure Science (ISES) Asia Chapter whenever feasible. Other Scientific Meetings may be held at the discretion of the Chapter Council.

## **Section 2 – Asia Chapter Business Meeting**

There shall be a General Meeting of the Chapter to include both a meeting of the Chapter Council and a meeting of the members. This will be held on the occasion of each General Scientific Meeting (Asia Conference of the ISEE).

## **Section 3 - Special Meetings**

Special meetings of the Chapter may be called (a) at any time by the Chair or (b) by the Secretary-Treasurer at the request of a majority of the Chapter Council or (c) on receipt of the written request of not less than one fourth of the Chapter Regular Members.

#### **Section 4 - Quorum**

At any General Meeting of the Chapter, 15% of the Regular Membership shall be a quorum for voting purposes except as otherwise provided by law. Whether or not quorum is present, a meeting may be adjourned by vote of a majority of the Regular Members present without further notice.

#### **Section 5 - Voting**

For every election or other proposition to be voted upon by Asia Chapter each Regular Member in good standing shall be entitled to one vote. Mail (including e-mail) ballots as well as electronic ballots will be used for the election of officers and for other matters deemed appropriate by Asia Chapter Council.

#### **Section 6 - Business of the General Meeting**

The Officers shall inform or comment to the general membership about the following topics at the annual meeting or through mail (including e-mail) ballot:

- (a) To announce the results of the election of officers and members of the Chapter Council.
- (b) To determine the place and time of the Chapter meeting.
- (c) To consider the annual financial statement and the balance sheet presented by the Officers and to arrange for such action to be taken thereon as may seem appropriate.
- (d) To consider reports of the Chapter Council and other committees and motions relating to the adoption of such reports in whole or in part and to arrange for such action to be taken thereon as may seem appropriate; if a 15% quorum is not present, a mail (including e-mail) ballot may be conducted.
- (e) To instruct the Officers and Asia Chapter Council concerning investigations to be taken in the pursuit of the objective of the Chapter.
- (f) To consider such resolutions as can be properly considered by the Chapter which relate to the objectives of the Chapter.

The minutes of any meeting will be distributed to all members by mail (including e-mail).

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**The bylaws of Asia Chapter shall follow the bylaws of the International Society of Environmental Epidemiology (ISEE). In any case there is a conflict, the ISEE bylaws shall prevail.**

**ANNEX. List of Countries/Territories Included in the Asia Chapter within ISEE**

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Afghanistan	Laos	Republic of Korea
Armenia	Malaysia	Samoa
Australia	Maldives	Singapore
Azerbaijan	Marshall Islands	Solomon Islands
Bangladesh	Micronesia	Sri Lanka
Bhutan	Mongolia	Tajikistan
Brunei	Myanmar	Thailand
Cambodia	Nauru	Timor-Leste
Cook Islands	Nepal	Tonga
Democratic People's Republic of Korea	New Caledonia	Turkey
Fiji	New Zealand	Tuvalu
Georgia	Niue	Turkmenistan
India	New Caledonia	Uzbekistan
Indonesia	Palau	Vanuatu
Japan	Papua New Guinea	Viet Nam
Kazakhstan	People's Republic of China	Wallis and Futuna
Kiribati	Philippines	
Kyrgyzstan	Republic of China (Taiwan)	

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