

## **By-Laws: The International Tundra Experiment (ITEX)**

**September 25, 2000, Abisko, Sweden**

**Amended September 28, 2003, Fairbanks, Alaska**

The purpose of these By-Laws is to provide operational procedures for the International Tundra Experiment (ITEX). The purpose and scientific direction for ITEX are set out in the “Resolution” of December 1990, the “Abisko Accord” of September 2000, and future accords, resolutions, and other documents as developed by the Steering Committee in conjunction with the membership.

1. The program shall be guided by a Steering Committee, which will be led by a Chair.
2. **Steering Committee Purpose:** The Steering Committee purpose is to set philosophical and scientific direction for the program, to arrange meetings, to direct the Secretariat, to serve as a communication network, and to promote the program.
3. **Steering Committee Membership:** The Steering Committee shall consist of representative scientists from participating or interested countries and a student representative. The Chair and Deputy Chair serve as ex-officio members of the Steering Committee.
4. **Selection of Steering Committee Members:** Representative scientists are invited by the Steering Committee to serve for a period of 4 years (2 meetings), with the term expiring at the end of the year. Normally the outgoing member will recommend a replacement during their last meeting. Countries may be added or removed from Steering Committee membership as required according to scientific interest in the program. A representative will normally be a scientist whose primary research position and funding are from the represented country (which may differ from the countries in which they do research).
5. The countries represented as of the time of this writing, and the expiration of terms, are as follows:

<b>Country</b>	<b>Term ends</b>
Canada	2001
Finland	2001
US	2001
Sweden	2001
Denmark	2003
Japan	2003
Russia	2003
UK	2003
Norway	2005
Australia	2005
Iceland	2005

6. If a representative is unable to serve out his or her full term of four years, then the term for the replacement will extend four years beyond the new appointment date. It is the responsibility of the Secretariat to maintain records of Steering Committee appointments and to apprise the committee when new representatives are required.

7. If a representative is unable to attend a meeting, then he or she may elect to send a delegate who has full privileges in his or her place.
8. Chair: The role of the Chair is to direct the Steering Committee and to serve as the primary communication point to the ITEX Secretariat.
  - a. Term: The Chair normally serves for a term of 4 years, and normally expires in an even-numbered year. The current term will expire at the end of 2002.
  - b. Responsibilities:
    - i. To convene the Biannual meeting of the membership and the annual meeting of the Steering Committee.
    - ii. To preside at these meetings.
    - iii. To work with the Secretariat to assure that the business of ITEX is running smoothly.
  - c. Upon expiration as Chair, the Chair shall serve as Past Chair. The primary responsibility of the Past Chair is to assist the Chair in interpretation of his or her duties.
9. Deputy Chair: The role of the Deputy Chair is to assist the Chair as necessary.
  - a. Term: The Deputy Chair normally serves for a term of 4 years (2 meetings), and normally expires in an even-numbered year. The current term will expire at the end of 2002. The Deputy Chair will normally become Chair at the end of the 4-year term.
  - b. Responsibilities:
    - i. To preside over meetings when the Chair cannot be present.
    - ii. To assist the Chair as necessary with the business of the organization.
10. Steering Committee Meetings: The Steering Committee shall meet every year. In those years in which a meeting of the general membership is also held, the Steering Committee shall meet the day prior to the general meeting.
11. General Meetings: There shall be a biannual meeting of the general membership, open to all interested parties and including the opportunity for open exchange of scientific results, ideas, and debate.
12. Deputy Chair, Chair, and Past Chair may also serve simultaneously as Representative of their country. This is recommended in order to keep the size of the Steering Committee workable, but it is not a requirement.
13. The Chair and Vice Chair will normally be from different countries.
14. The Student Representative is chosen by a vote of all students present at the meeting in the year in which the position turns over. Student representatives normally serve for a period of 2 years.
15. Positions expire at the end of the calendar year in which they are slated to end.
16. Secretariat: The organization will maintain a Secretariat which may be located at any suitable location. Funding for the Secretariat will be coordinated through the Steering Committee. Responsibilities of the Secretariat are as follows:

- a. To maintain an up-to-date web page for promotion of the program.
  - b. To include the latest protocols (the “Manual”) as a part of that web page.
  - c. To maintain membership and Steering Committee records.
  - d. To attend the Steering Committee and general meetings.
  - e. To assist with other business of the organization as directed by the Steering Committee acting through the Chair.
  - f. To take minutes of meetings and to keep the records of the organization.
17. The Steering Committee will be considered to have reached quorum when more than half its current membership is present.
18. Decisions that require a vote of the Steering Committee may be made by ballot during a meeting at which quorum has been reached or by electronic means.
19. These By-Laws may be changed or amended by a 2/3 vote of the Steering Committee.