

# BYLAWS OF THE INTERNATIONAL SOCIETY OF TRACE ELEMENTS IN THE ENVIRONMENT (ISTEE)

November 2024

## ARTICLE I. NAME AND CREATION

**Section 1.1. Organization Name:** The name of the organization is the International Society of Trace Elements in the Environment, hereinafter referred to as the ISTEE.

**Section 1.2. Office:** The ISTEE offices are housed at all Executive Board (also referred to herein as “EB”) member locations. The principal mailing address of ISTEE shall be the address of the Treasurer.

## ARTICLE II. PURPOSE AND OBJECTIVES

**Section 2.1. Purpose:** The ISTEE was created in 2024 by joining the International Society of Trace Element Biogeochemistry [(“ISTEB”); organizer of the International Conference on Biogeochemistry of Trace Elements (ICOBTE)] and the International Conference on Heavy Metals in the Environment (ICHMET) for the purpose of bringing together, from a global perspective, scientists, researchers, early career scientists, end-users, industry, policy makers, and other professionals to exchange ideas, advance knowledge and discuss key topics related to environmental pollution, with a focus on trace element and heavy metal contamination in the environment. The purpose of the ISTEE combines the twin aims of:

- (a) the ISTEB’s ICOBTE conference aimed to pursue a better understanding of the complex processes controlling trace element mobility, bioavailability, and toxicity in ecosystems, including the diverse interactions between all environmental compartments such as soils, sediments, plants, water, air, organisms, and humans.

To this end, there have been 17 total ICOBTE conferences:

Edition	Year	Town/City	Country/Region	Chairperson
1 <sup>st</sup>	1990	Orlando	USA	Domy Adriano
2 <sup>nd</sup>	1993	Taipei	Taiwan	S.S. Yang, Dar-Yuan Lee, Zueng-Sang Chen
3 <sup>rd</sup>	1995	Paris	France	Rene Prost
4 <sup>th</sup>	1997	Berkeley	USA	Alex Iskandar, Andrew Chang
5 <sup>th</sup>	1999	Vienna	Austria	Walter Wenzel
6 <sup>th</sup>	2001	Guelph	Canada	Les Evans
7 <sup>th</sup>	2003	Uppsala	Sweden	George Gobran
8 <sup>th</sup>	2005	Adelaide	Australia	Mike McLaughlin
9 <sup>th</sup>	2007	Beijing	China	Yong-Guan Zhu
10 <sup>th</sup>	2009	Chihuahua	Mexico	Maria Teresa Alarcon
11 <sup>th</sup>	2011	Florence	Italy	Giancarlo Renella, Roberto Gabbrielli
12 <sup>th</sup>	2013	Athens	USA	John Seaman, Magdi Selim, Jason

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13 <sup>th</sup>	2015	Fukuoka	Japan	Shinjiro Kanazawa
14 <sup>th</sup>	2017	Zürich	Switzerland	Rainer Schulin
15 <sup>th</sup>	2019	Nanjing	China	Fangjie Zhao
16 <sup>th</sup>	2023	Wuppertal	Germany	Jörg Rinklebe
17 <sup>th</sup>	2025	Busan	South Korea	Yong Sik Ok

- (b) the ICHMET conference series covered the latest findings on the behavior, cycling and pathways of metals and metalloids in the environment, processes of contamination and environmental impacts to ecosystems, the environment and humans, and approaches for remediation.

To this end, there have been 22 total ICHMET conferences:

Edition	Year	Town/City	Country/Region	Chairperson
1 <sup>st</sup>	1975	Toronto	Canada	Tom Hutchinson
2 <sup>nd</sup>	1979	London	UK	Peterson
3 <sup>rd</sup>	1981	Amsterdam	The Netherlands	W H O Ernst
4 <sup>th</sup>	1983	Heidelberg	Germany	German Müller
5 <sup>th</sup>	1985	Athens	Greece	T D Lekkas
6 <sup>th</sup>	1987	New Orleans	Louisiana, USA	Steve Lindberg & Tom Hutchinson
7 <sup>th</sup>	1989	Geneva	Switzerland	Jean-Pierre Vernet
8 <sup>th</sup>	1991	Edinburgh	Scotland	John Farmer
9 <sup>th</sup>	1993	Toronto	Canada	Jerome Nriagu & Rod Allan
10 <sup>th</sup>	1995	Hamburg	Germany	Ulrich Förstner
11 <sup>th</sup>	2000	Ann Arbor	Michigan, USA	Jerome Nriagu
12 <sup>th</sup>	2003	Grenoble	France	Claude Boutron
13 <sup>th</sup>	2005	Rio de Janeiro	Brazil	Luiz Drude Lacerda
14 <sup>th</sup>	2008	Taipei	Taiwan	Zueng-Sang Chen
15 <sup>th</sup>	2010	Gdansk	Poland	Jacek Namieśnik
16 <sup>th</sup>	2012	Rome	Italy	Nicola Pirrone
17 <sup>th</sup>	2014	Guiyang	China	Xinbin Feng
18 <sup>th</sup>	2016	Gent	Belgium	Filip Tack
19 <sup>th</sup>	2018	Athens	USA	John C. Seaman & Anna Knox
20 <sup>th</sup>	2020	Seoul	Korea	Yong Sik Ok
21 <sup>st</sup>	2023	Wuppertal	Germany	Jörg Rinklebe
22 <sup>nd</sup>	2025	Busan	South Korea	Yong Sik Ok

The first and second jointly held conferences comprised of the 16<sup>th</sup> ICOBTE/21<sup>st</sup> ICHMET and 17<sup>th</sup> ICOTBE/22<sup>nd</sup> ICHMET conferences occurred in Wuppertal, Germany (from September 6-10, 2023) and in Busan, South Korea (from September 22-26, 2025). Both ICOBTE and ICHMET, and both 2023 and 2025 joint conferences focused on similar topics related to trace elements and heavy metals in the environment, and it was deemed advantageous and efficient for the conferences to merge under one leading entity, the ISTEE.

**Section 2.2. Objectives:** The objectives of the ISTEED shall be the following scientific and educational endeavors:

- (a) first and foremost, promoting and sustaining the success of the biennial International Society on Trace Elements in the Environment Conference (“ISTEE conference”);
- (b) planning, organizing, and managing of the ISTEED conference and its associated special symposia, and other meetings and publications for the advancement of scientific knowledge in this field;
- (c) promoting and stimulating scientific research on trace elements in the environment;
- (d) promoting the role of trace elements in enhancing the quality of the environment, and life in general;
- (e) enhancing education, training, and diversity in trace element sciences; and
- (f) promoting scientists from developing countries through workshops on trace elements and related subjects.

**Section 2.3. Prohibition Against Private Benefit:** The ISTEED has been formed exclusively for the aforementioned scientific and educational purposes and no part of its assets or income shall be used to the benefit of any of its members, board members, committee members, or officers except that the ISTEED 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 Article II hereof.

**Section 2.4. Additional Limitations:** The ISTEED shall not be involved in the dissemination of propaganda or other activities that attempt to influence legislation; nor shall the ISTEED participate in or intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office.

**Section 2.5. Exempt Activities:** Notwithstanding any other provision of these Bylaws, no officer, Executive Board member, Committee member, employee or representative of the ISTEED shall take any action or carry on any activity by or on behalf of the ISTEED not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the U.S. Internal Revenue Code and its Regulations as they now exist or as they may be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of the U.S. Internal Revenue Code and Regulations as they now exist or as they may be amended.

**Section 2.6. Operating Policies, Procedures, and Guidelines:** From time to time, the Executive Board may adopt, amend, or restate operating policies, procedures, and guidelines to carry out the purposes and objectives of the ISTEED.

**Section 2.7. Non-discrimination:** The ISTEED will comply with all applicable laws and regulations prohibiting discrimination based on race, national origin, ethnicity, sex, gender, religion, age, disability, marital status, sexual orientation, veteran status, and other protected characteristics.

**Section 2.8. Relevant Acronyms:** Relevant acronyms include the following: EB, Executive Board; IC, International Committee; ISTEED, International Society of Trace Elements in the Environment; LOC, Local Organizing Committee.

### **ARTICLE III. MEMBERSHIP**

**Section 3.1. Qualifications for Membership:** An individual who endorses the objectives of the ISTEЕ and who is 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 registered ISTEЕ member upon either of the following:

- (a) ISTEЕ conference registration.
  - i. Membership will be automatically granted through payment of dues submitted at the same time through the ISTEЕ conference registration, except student members who must also follow the requirements of Section 3.2.b. below.
  - ii. Such ISTEЕ membership will be granted through the beginning of the next ISTEЕ conference.
  - iii. Membership dues collected by the ISTEЕ Conference Chair must be promptly transferred to the ISTEЕ Treasurer following the conclusion of the ISTEЕ Conference.
  - iv. ISTEЕ members who have attended the immediate past ISTEЕ conference but are unable to attend the next ISTEЕ conference may re-apply for ISTEЕ membership through petition to the EB members.
  
- (b) Submission of a completed application form with applicable membership dues.
  - i. The membership application form will be available on the ISTEЕ website.
  - ii. The completed application form with applicable membership dues will be submitted via the website, or by mail, to the EB Treasurer;
  - iii. The Treasurer shall forward new member names and contact information to the EB;
  - iv. The EB Secretary will record new membership information in the active membership database.
  - v. Regular membership (section 3.2.a) will be active as of the date of recording by the Secretary, through the next ISTEЕ conference.
  - vi. Student membership (section 3.2.b) will be active on the date of approval by the EB.

**Section 3.2. Membership Classes:** There shall be three (3) ISTEЕ membership classes.

- (a) Regular: REGULAR MEMBERS shall be scientists, staff, faculty, and postdoctoral candidates engaged in the study of trace elements in the environment and/or interested in the purposes of the ISTEЕ. Non-student Members who register in accordance with, Section 3.1 will be designated as a regular member of ISTEЕ.
- (b) Student: STUDENT MEMBERS shall be full-time undergraduate or graduate students engaged in the study of trace elements in the environment and/or interested in the purposes of the Society. A student who registers in accordance with Section 3.1 and provides a photo of their student identification card, proof of enrollment as an (under)graduate at a college or university, or any other forms or proofs that the EB may deem adequate for joining ISTEЕ as a student will be designated as student member upon approval by the EB.
- (c) Fellows: FELLOWS shall be persons who have made exceptional contributions to the science of trace elements in the environment and have been elected to this membership category by the EB. Up to three (3) of the ISTEЕ's active members may be elected Fellow within a two-year period (January to December of any given two years). See Section 7.8 for specific details regarding Fellow nominations.

**Section 3.3. Biennial Membership:** Biennial ISTEET membership shall commence upon payment of dues and expire just prior to the commencement of the next ISTEET conference (i.e., two years from the most current conference for which membership dues were paid). Membership is not valid until the corresponding dues are paid and recorded by the Secretary (for Regular membership; section 3.2.a) or approved by the EB (for Student membership; section 3.2.b).

**Section 3.4. Biennial Dues:** The EB shall establish the membership dues and services to be offered to members.

- (a) The regular membership and fellows dues will be a nominal fee as voted upon by the EB.
- (b) The student membership fee will be one-half (1/2) of the regular membership fee.
- (c) The ISTEET membership dues and services to be offered to the members will be determined, reviewed, and adjusted biennially by the EB.
- (d) Members who are unable to fulfill their financial obligations due to currency restrictions in their country of residence may request a waiver of dues by submitting a petition to the ISTEET Conference Chair who shall decide to grant or deny the petition. The ISTEET Conference Chair shall notify the EB of such a decision.

**Section 3.5. Membership Privileges:** All regular members, student members, and fellows shall have the right to vote at membership meetings.

- (a) All regular members and fellows shall have the right to hold an elective office and serve on the EB and Committees.
- (b) Student members shall not have the right to hold an elective office or serve on the EB and Committees.
- (c) Additional membership privileges and obligations shall be established by the EB in accordance with these Bylaws.

**Section 3.6. Revoking Membership Privileges:** Any member who seriously contravenes the bylaws and/or damages the scientific reputation of ISTEET may be expelled upon a two-thirds vote of the ISTEET EB at a duly called meeting.

- (a) The consideration for revoking membership privileges may be considered for items such as, but not limited to, the following:
  - i. Discrimination - unequal or unfair treatment in professional opportunities. Discriminatory practices can be explicit or implicit, intentional, or unconscious.
  - ii. Harassment - a type of discrimination that consists of a single intense and severe act, or of multiple persistent or pervasive acts, which are unwanted, unwelcome, demeaning, abusive, or offensive. Offensive conduct constitutes harassment when it becomes a condition of an opportunity, education, benefit, or evaluation, or the conduct is severe or pervasive enough to create an environment that most people would consider intimidating, hostile, or abusive. These acts may include epithets, slurs, or negative stereotyping based on gender, race, sexual identity, or other categories. Also included are threatening, intimidating, or hostile acts; denigrating jokes and displays; or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or a group.
  - iii. Sexual Harassment - unwanted and/or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
  - iv. Bullying - the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others in the professional environment that involves a real or perceived power

imbalance. These actions can include abusive criticism, humiliation, the spreading of rumors, physical and verbal attacks, isolation, undermining, and professional exclusion of individuals through any means.

- v. Scientific Misconduct – including fabrication of data or results or reporting them, falsification such as manipulating research materials to not accurately represent the research record, and plagiarism such as the appropriation of someone else’s thoughts, processes, results, etc., without giving appropriate credit.
  - vi. Financial misconduct.
  - vii. Criminal or unethical conduct.
- (b) Allegations of misconduct are to be submitted to the ISTE E President, or if the President is involved, the EB Secretary, when the alleged action is directly connected to programs overseen by the ISTE E and must contain the following information:
- i. The name and affiliation of the person(s) submitting the allegation and the name and identifying information of the person(s) alleged to have committed the scientific misconduct.
  - ii. A description of the allegation that includes the date(s) and circumstances of the alleged misconduct.
  - iii. Any documents or other relevant items (such as data, scientific papers, memos, diaries, etc.) with annotation showing specifically how the item relates to the allegation.
  - iv. An explanation of how the allegation relates to scientific misconduct as defined in this Policy.
  - v. A statement explaining any conflict(s) of interest the person making the allegation has with the subject(s), entity(ies), or situation(s) named in the allegation although such conflict of interest does not preclude the filing of an allegation.
  - vi. Allegations may be returned if they do not contain the above information. It is advisable for anyone experiencing unacceptable behavior to keep detailed records of such incidents, including dates and names of any potential witnesses. Any documentation submitted to the EB will remain confidential to the extent practicable and in accordance with applicable law.
- (d) When allegations of a member’s conduct in serious contravention of these bylaws and/or damage to the scientific reputation of ISTE E are brought to the EB President or Secretary, the matter shall be placed for discussion at an EB Board meeting.
- i. The member shall be provided written notice of the allegations constituting possible grounds for removal and reasons therefore not less than 15 days prior to the EB meeting on the matter;
  - ii. The member shall have the right and opportunity to be heard either orally or in writing by the EB;
  - iii. The member may be removed upon a two-thirds vote of the ISTE E EB.

#### **ARTICLE IV. ADMINISTRATION**

**Section 4.1. Control and Administration of the ISTE E:** The EB shall have the control and administration of the ISTE E affairs through the framework and responsibilities of the EB, its Officers, and the ISTE E Committees. The judiciary and executive powers of the ISTE E shall be vested in and exercised by the EB.

**Section 4.2. Membership Privileges:** Members shall elect the EB offices of Vice-President/President-Elect, Secretary, Treasurer, and Members-at-Large and the members of the Auditing Committee. The legislative powers of the ISTEED shall be vested in the members of the ISTEED; however, it is the prerogative of the EB to initiate legislative measures for membership vote for adoption, such as amendments to Bylaws and other related items.

## **ARTICLE V. EXECUTIVE BOARD**

**Section 5.1. Executive Board Structure:** There shall be an Executive Board composed of the following members:

- (a) President
- (b) Vice-President/President-Elect
- (c) Past President
- (d) Secretary
- (e) Treasurer
- (f) Members-at-Large (4 total)
- (g) Next Conference Chair
- (h) Conference Chair
- (i) Past Conference Chair

**Section 5.2. Officers:** Officers comprise the President, Vice-President/President-Elect, Past President, Secretary, and Treasurer.

**Section 5.3. International Composition:** The members of the EB should reflect the international character of ISTEED and should represent the diversity, equity, and inclusivity of ISTEED members. Accordingly, the EB members should represent the following geographic regions:

- (a) Americas (North, Central, South America)
- (b) Asia
- (c) Europe
- (d) Global Communities (i.e., the remainder of the globe)

**Section 5.4. ISTEED Conference:** The EB shall conduct the affairs of the ISTEED with the major function to organize and lead the ISTEED conference, and correspondingly is structured to include three separate conference chairpersons (Next Conference Chair, Conference Chair, Past Conference Chair).

- (a) The EB shall be charged with soliciting nominations for and selecting an ISTEED conference location, and appointment of the Next Conference Chair.
- (b) The EB provides a meaningful dialogue with the Conference Organizers.

**Section 5.5. Terms of Office:** The members of the EB shall serve for the set terms set forth below.

- (a) The President term is two (2) years. However, this position encompasses a total of six (6) years, initiating from election as Vice-President (2 years), moving to President (2 years), and finally Past President (2 years).
- (b) The Vice-President/President-Elect term is two (2) years.

- (c) The Past President term is two (2) years.
- (d) The Secretary term is six (6) years.
- (e) The Treasurer term is six (6) years.
- (f) The Members-at-Large term is four (4) offset-year terms so that two new Members-at-Large are nominated and elected every two (2) years to ensure committee overlap and to promote continuity of knowledge and service.
- (g) The Next Conference Chair term is two (2) years. However, this position encompasses a total of six (6) years, initiating with a two (2) year term as Next Conference Chair, a two (2) year term as Conference Chair, and a two (2) year term as Past Conference Chair.
- (h) The Conference Chair term is two (2) years. However, this position encompasses a total of six (6) years, initiating with a two (2) year term as Next Conference Chair, a two (2) year term as Conference Chair, and a two (2) year term as Past Conference Chair.
- (i) The Past Conference Chair is a two (2) year term. However, this position encompasses a total of six (6) years, initiating with a two (2) year term as Next Conference Chair, a two (2) year term as Conference Chair, and a two (2) year term as Past Conference Chair.

**Section 5.6. Eligibility for Executive Board:** The EB should be composed in accordance with guidelines outlined in Section 5.3 above to the extent practicable. Within those parameters, to be eligible for election/selection as a member of the EB, an individual preferably will have past ISTEE experiences and/or similar experiences in other societies (e.g., chairing sessions, symposia, presenting research results, holding an ISTEE office or similar positions, etc.); and must:

- (a) be a registered member of the ISTEE, not delinquent in dues, and active in a trace element biogeochemistry discipline; and,
- (b) in regards to the Vice-President/President-Elect, not be from the same geographic region (as defined in Section 5.3 above) as the incoming President.

**Section 5.7. Duties of Executive Board Members:**

- (a) President. The President shall be the Chief Executive Officer of ISTEE and serves a two (2) year term. He/she shall preside at all meetings of ISTEE 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; a special responsibility of this officer is as a co-signer along with the Vice-President, of the agreed “Memorandum of Understanding” between upcoming ISTEE conference organizers and ISTEE. Further, the President helps set the upcoming conference calendar of events coordinated with the Conference Chair, the Next Conference Chair, and the Past Conference Chair and shall perform such other duties as they arise.
- (b) Vice-President/President-Elect. The Vice-President shall assume the duties of the President if the President is unavailable or unable to be present or perform the duties and shall perform such other duties as they arise. The Vice-President/President-Elect also assumes the responsibility as a co-signee, along with the President, of the agreed “Memorandum of Understanding” between the ISTEE conference organizers and the ISTEE.
- (c) Past President. The Past President serves beginning immediately following expiration of his/her term as President. The Past President shall support the President in all matters to ensure continuity of ISTEE business and to pass on his/her experience to the EB.
- (d) Secretary. The Secretary serves as custodian of the records of ISTEE. The secretary is also responsible for maintaining minutes of all ISTEE and EB meetings, and to conduct correspondence of ISTEE to ISTEE members. The Secretary shall serve as lead coordinator/editor of the ISTEE website. The Secretary shall serve as coordinator for election/voting/selection of identified EB and committee members. The Secretary shall

coordinate ISTEE membership motions, proposals, and votes including but not limited to adoption/amendment of the ISTEE Bylaws. The Secretary shall also perform other duties relevant to this position as they arise.

- (e) Treasurer. The Treasurer shall be bonded and insured in such amount as the EB shall determine, cost of said bond and insurance to be defrayed by ISTEE. The Treasurer shall receive all monies of ISTEE and shall maintain accurate records thereof. The Treasurer is responsible for disbursements including ensuring any disbursement is made on a 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 biennial meeting and at such other times as the EB shall require, said report having been audited by the Auditing Committee. 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 ISTEE and report of the audit made on them by the Auditing Committee.
- (f) Members-at-Large. Members-at-Large will also serve as the Nominating Committee for upcoming elections. If necessary, Members-at-Large shall also assist 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) Next Conference Chair. The Next Conference Chair works closely with the Conference Chair and the Past Conference Chair in order to gain the experience required to successfully host the ISTEE conference.
- (h) Conference Chair. The Conference Chair leads the development and execution of the upcoming ISTEE conference. These responsibilities include but are not limited to:
  - a. the formation of an international committee and local organizing committee as set forth in Sections 6.1 and 6.2 below to create immediate ISTEE conference structure for the opening session, keynote addresses, symposia, sessions, special events, the closing session, etc.;
  - b. the formation of a sponsorship committee charged with helping to raise sponsorship funds for the ISTEE conference;
  - c. the creation of and overseeing of an abstract review committee for the immediate ISTEE conference; and
  - d. the formation of a conference awards committee, tasked with reviewing and selecting outstanding posters and/or presentations during the conference.

The Next and Past Conference Chairs, and the President, are expected to share/observe (respectively) experiences and provide guidance on past conference policies and structure with the Conference Chair.

- (i) Past Conference Chair. The Past Conference Chair serves as a valuable resource for the Next Conference Chair and Conference Chair to ensure the ISTEE conference is successfully coordinated.

No Officer may serve more than six (6) consecutive years in one office or the continuation of offices (e.g. Vice-President/President-Elect through Past President) on the EB, except for the Treasurer as detailed in Section 7.7 below.

## ARTICLE VI. COMMITTEES

**Section 6.1. International Committee:** The International Committee (“IC”) shall be involved in setting both the policies and structure for the next ISTEE conference including symposia, meetings, publications, and educational policies as set forth in the objectives of the ISTEE bylaws and in the review process of abstracts for the next ISTEE conference.

- (a) The IC shall be appointed by the President and the Conference Chair.
- (b) The IC members shall serve a two (2) year term, with the option to be reappointed.
- (c) When selecting IC members, the President and the Conference Chair should consider the following criteria:
  - i. broad-base disciplinary representation; global representation: Americas (North, Central, South America), Asia, Europe, and Global Communities (i.e., the remainder of the globe); and representation of diversity, equity, and inclusivity;
  - ii. representation of professionals in the early career stage (e.g., graduate students and postdoctoral candidates);
  - iii. willingness to promote the ISTEE in their respective geographic regions; and
  - iv. willingness to assist the Conference Chair with upcoming conference activities.
- (d) The IC shall meet when necessary to conduct the affairs delegated by the EB.

**Section 6.2. Local Organizing Committee:** A Local Organizing Committee (“LOC”) shall be appointed by the Conference Chair. The LOC shall be involved in conference logistics, such as conference website development, pre-conference registration and on-site registration, room assignments for keynote speeches, symposia and sessions, photography, and other special conference events (e.g., welcome reception, gala dinners, etc.) as requested by the President and the Conference Chair.

**Section 6.3. Nominating Committee:** Members-at-Large shall serve as the Nominating Committee beginning 12 months prior to the next ISTEE conference.

- (a) The Nominating Committee will:
  - i. solicit nominations for all open positions following guidelines outlined in Section 5.3 and Article VII;
  - ii. look towards past conference organizers, symposia/session chairs, and others committed to the ISTEE as candidates for open positions;
  - iii. make decisions on where any nominee may fit best for any open position; ensure that only two (2) candidates are found for every open position; and ensure that nominees only run for one (1) open position.
- (b) In the event any Member-at-Large wishes to be nominated for another EB position, he/she will excuse themselves from the Nominating Committee.
- (c) The Nominating Committee must be comprised of at least three (3) Members-at-Large.
- (d) If the Nominating Committee consists of two (2) or less Members-at-Large, then the EB will appoint committee member(s) to bring the Nominating Committee to a total of three (3) members.

**Section 6.4. Auditing Committee:** The Auditing Committee audits the biennial budgets (i.e., funds received and disbursed) and required fiscal reports presented by the Treasurer and presents the results of the auditing process to the EB.

- (a) The auditing committee will be comprised of four (4) members elected by the ISTEE membership.
- (b) Auditing Committee members will serve a four (4) year offset term, so that two new auditing committee members are nominated and elected every two (2) years to ensure committee overlap and to promote continuity of knowledge and service.
- (c) Committee members shall choose a Chairperson for this committee upon reconstitution after elections.

**Section 6.5. Standing, Ad Hoc, and Special Committees:** The EB or the President may establish such standing committees, special committees, and ad hoc committees, as each of them shall from time to time determine. Each committee so established shall be tasked with a mission, which is consistent with the objectives and purpose of the ISTEE. Each committee shall be composed of such persons, whether EB members or not, as shall be determined by the EB or President.

## **ARTICLE VII. NOMINATIONS, ELECTIONS, AND SELECTIONS**

**Section 7.1. Nominations for Auditing Committee Positions and Open EB Positions Except for Vice-President/President-Elect:** The Members-at-Large shall convene the Nominating Committee commencing from twelve (12) months prior to the next ISTEE Conference.

- (a) For the immediate three (3) months after formation, the Nominating Committee will solicit nominations that will encompass the acceptance of self-nominations for all open EB positions (except for the Vice-President/President-Elect) and Auditing Committee positions.
- (b) Two candidates for each open position should be identified in accordance with the following considerations:
  - i. geographical representation pursuant to Section 5.3 and diversity/equity/inclusivity;
  - ii. past ISTEE experience or similar experiences in other similar scientific societies; and
  - iii. each candidate can only run for one open position.
- (c) The Nomination Committee will collect the names and short CVs (no more than two (2) pages) of each of the two (2) candidates for each open position and file those names/CVs with the Secretary no later than nine (9) months before the ISTEE conference for coordination and holding of the election in accordance with Section 7.3.

**Section 7.2. Nominations for Vice-President/President-Elect:** Beginning twelve (12) months prior to the next ISTEE Conference, the EB will commence the process to select the nominees for Vice-President/President-Elect.

- (a) The Vice-President/President-Elect nominees should be from a different geographic region as defined in Section 5.3 than the incoming President.
- (b) Two (2) individuals will be nominated for this position.
- (c) The EB will collect full CVs and a cover letter describing the nominee's desire to fill this position from the two (2) candidates,
- (d) The EB will deliver the two (2) nominee names along with the collected CVs and cover letters to the Secretary no later than nine (9) months prior to the next conference for inclusion in the election as detailed in Section 7.3.

**Section 7.3. Elections:** Elections of open electable positions to the EB and the Auditing Committee shall be held electronically every two (2) years. Elections will be initiated and conducted by the Secretary. If the Secretary is a candidate for an open position, the EB President

shall appoint a member of the EB to assume the Secretary's role in the election process and transition.

**Section 7.4. Election Process:** The Secretary, in conjunction with the Nominating Committee, beginning eight (8) months before and closing six (6) months before the next ISTEED conference, shall compile a ballot of the nominated candidates for each open electable position. The ballot shall be forwarded via email by the Secretary to all ISTEED members not delinquent in dues. At the closure of voting, the Secretary and Nominating Committee will verify election results. The Secretary will report the election results to the President within two (2) weeks after the election closes for verification.

**Section 7.5. Election Tie:** In the event of a tie for any position, the Secretary shall forward the tied candidates' names and CV's to the President who will bring the matter before the EB to select the candidate by majority vote of EB members. In the event of a tie vote by the EB members, the tie will be broken by the Chairperson of the Auditing Committee.

**Section 7.6. Election Transition:** Once the President verifies the election results, the Secretary will contact newly elected individuals to confirm acceptance of the position. Once all candidates have accepted their elected positions, the Secretary will announce the names, via email, of the newly elected individuals to the membership. All elected officers shall assume their duties immediately following the adjournment (closing ceremony) of the biennial ISTEED conference. A special "passing of the gavel" ceremony will be conducted at this time to signify the ascension of the officers of the EB and to thank those who served and are rotating off the EB.

**Section 7.7. Appointment and Election of Treasurer:** At twelve (12) months prior to the end of the Treasurer's six-year term, the EB must hold a vote to determine whether to extend the Treasurer's term for an additional six (6) years or open the nomination of Treasurer for the upcoming election. If the Treasurer's term will not be extended, the position will be open for nomination and election as detailed in Section 7.1 and 7.3 through 7.6 with the additional requirement that the Treasurer must be a U.S. Citizen due to the ISTEED bank account being housed in the U.S.

**Section 7.8. Selection of Fellows:** Beginning twelve (12) months prior to the next ISTEED conference, the Nominating Committee will solicit nominations for Fellow of the ISTEED. Self-nominations are allowed. To be nominated and selected as a Fellow, the individual must be an active member of ISTEED, not delinquent in dues. Current active EB members are not allowed to apply or be nominated for Fellow. The nomination packet information for applying for Fellow, and the rubric used by the EB to evaluate nomination packets, can be found on the ISTEED website and are subject to biennial review and modification upon a majority vote of EB members. To be considered, candidates for Fellow shall submit to the nominating committee a nomination packet and two supporting letters from individuals who can speak on behalf of the candidate's stature regarding trace elements in the environment. Nine (9) months prior to the next ISTEED conference, the nominating committee will submit Fellow nomination information to the EB. The EB will review nomination information and six (6) months prior to the next ISTEED conference will select from those nominations up to three (3) of the ISTEED's active members as Fellow by majority vote of EB members.

**Section 7.9. Timeline:** A timeline for elections is presented here:

*Timeline for Elections:*

<b>Membership</b>	<b>Actions</b>	<b>Timeline before ISTE conference</b>
Nominating Committee (i.e., Members-at-Large Committee)	<ol style="list-style-type: none"> <li>1. Solicit nominations for all open EB and committee positions, collect names and short CVs (2-page max).</li> <li>2. Self-nominations are allowed.</li> <li>3. All nominees must meet guidelines outlined in Article VII, section 1.</li> <li>4. Need only two names for each open position. If more than two names, reduce to two names.</li> <li>5. Vice-President/President-elect candidate names solicitation occurs via the EB.</li> <li>6. Keep in mind a potential exception for Treasurer position. If Treasurer position is nearing the end of their 6-year term, contact the EB to find out if the EB has decided to extend the Treasurer's position for another term.</li> <li>7. Solicit Fellow nominations and collect full CVs.</li> </ol>	12 months
Nominating Committee (i.e., Members-at-Large Committee)	<ol style="list-style-type: none"> <li>1. Close nominations for all open EB and committee positions, then submit names/CVs of all candidates to the Secretary.</li> <li>2. Close nominations for Fellow, then submit names/CVs to the EB.</li> </ol>	9 months
Secretary and Nominating Committee	<ol style="list-style-type: none"> <li>1. Prepare for electronic election.</li> </ol>	8 to 9 months
Secretary and Nominating Committee	<ol style="list-style-type: none"> <li>1. Open electronic election to all active ISTE members.</li> </ol>	8 months
Secretary and Nominating Committee	<ol style="list-style-type: none"> <li>1. Close electronic elections to all active ISTE members.</li> <li>2. Verify election results. Ensure representation is met as best as possible. See Article VI, section 1.</li> <li>3. In the event of a tie, the EB selects the candidate.</li> </ol>	6 months
Secretary and President	<ol style="list-style-type: none"> <li>1. Report election results to the President.</li> <li>2. The President verifies the results.</li> <li>3. Secretary contacts newly elected individuals.</li> <li>4. Secretary announces names via email of newly elected EB and committee members.</li> </ol>	5 to 5.5 months
President	<ol style="list-style-type: none"> <li>1. Announces names of all EB and committee members at closing ISTE ceremony and thank past committee members.</li> </ol>	At Conference
Executive Board	<ol style="list-style-type: none"> <li>1. Solicit nominations for Vice-President/President- Elect.</li> <li>2. Nominees should be from a different geographic region than the President.</li> <li>3. Two names, full CVs, and cover letter for the position are required for the ballot.</li> <li>4. If Treasurer is nearing the end of their 6-year term, consider extending for another term.</li> </ol>	12 months
Executive Board	<ol style="list-style-type: none"> <li>1. Close nominations for Vice-President/President- Elect.</li> <li>2. Collect Fellow nominations from Nominating Committee.</li> </ol>	9 months
Executive Board	<ol style="list-style-type: none"> <li>1. Review and select up to three (3) of ISTE's active members as Fellow.</li> </ol>	6 to 9 months
President	<ol style="list-style-type: none"> <li>1. Announces names of all new ISTE Fellows.</li> </ol>	At Conference

**Section 7.10. Vacancies:**

- (a) Except for the members of the Auditing Committee, vacancies occurring in any elective office [e.g., Vice-President/President-Elect, Secretary, Treasurer, Members-at-Large) shall be filled by appointees chosen by the EB, and the member so chosen shall serve the remainder of the vacated term.
- (b) 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.
- (c) In the case of a vacancy in the Auditing Committee, remaining members of the Auditing Committee shall appoint an ISTE member, not delinquent in dues, to the Auditing Committee. The person so chosen shall serve the remainder of the vacated term. If for any reason the office of the Chairperson of the Auditing Committee becomes vacant, the remaining members of the Auditing Committee shall fill this position with one of the Committee members for the remainder of the unexpired term.
- (d) ISTE members that fill vacated positions will be allowed to run for the same position or any other position for which they are eligible during the next ISTE election.

**Section 7.11. EB and Committee Member Removal:** An EB or committee member may be removed in accordance with the procedure detailed in Section 3.6 above. An EB or committee member may further be removed for neglect or incompetence of fulfilling duties including absences from three (3) consecutive meetings, and/or at any time with or without cause at a meeting of the EB called for that purpose by the affirmative vote of two-thirds (2/3rds) of all of the voting EB members.

Any EB or committee member proposed to be removed shall be entitled to at least seven (7) days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

**Section 7.12. Resignation:** Any EB or committee member may resign at any time by serving written notice to the President or Secretary. Such resignation shall take effect at the time specified therein or, if no time is specified, upon receipt of the notice.

**Section 7.13. Conflicts of Interest:** The ISTE will maintain a Conflicts of Interest Policy. In accordance with that policy, any EB or committee member shall abstain from voting on any matter in which said EB or committee member may be considered to have a conflict of interest. Such abstention shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any Committee member participating in any committee vote.

**ARTICLE VIII. MEETINGS**

**Section 8.1. ISTE Meeting of Membership:** There shall be a regular biennial meeting of the ISTE membership during the biennial ISTE conference. If this is not possible, a virtual ISTE meeting will be held within two months of the normally scheduled ISTE conference. Such a meeting shall be for the purposes of introducing new EB members, to receive reports from the EB Officers, for members of the Auditing Committee to present auditing reports to the EB, and for any other business that may arise.

- (a) Special meetings of the membership may be called (i) at any time by the President or (ii) by the Secretary at the request of a majority of the EB or (iii) on receipt of the written request of not less than one third of the members. The Secretary shall provide notice as to the time, location, and subject matter to voting members not delinquent in dues at least fifteen (15) days prior to the special called meeting.
- (b) A quorum of a meeting of the membership shall be thirty (30) percent of all members eligible to vote.

**Section 8.2. Executive Board Meetings:**

- (a) Biennial Meeting. There shall be a regular meeting of the EB held during the biennial ISTEE conference. If this is not possible, a virtual EB meeting shall be held within two months of the normally scheduled biennial ISTEE conference.
- (b) Additional EB Meetings. Meetings of the EB may be called when necessary, as arranged by the President, or as requested by the Members-at-Large, or at any other time when thirty (30) percent of the EB shall request such a meeting. Notice of such additional meetings shall be given to the EB by the Secretary at least fifteen (15) days prior to the meeting. Such meetings may be conducted virtually.

**Section 8.3. Executive Board Quorum:** Two-thirds (2/3) of the EB members (in person, virtual, or representation by absentia or via proxy) at any duly called ISTEE EB meeting constitutes a quorum for the transaction of business.

**Section 8.4. Representation in Absentia and Voting by Proxy:** EB members may be represented in absentia or via proxy by delegation of that absent EB member's vote or voting authority to another EB member who is present, or vote by direct electronic communication to the Secretary.

**Section 8.5. Voting Through Telephonic and Electronic Means:** EB business and votes can be conducted through video, telephonic, digital, and electronic means.

**Section 8.6. Parliamentary Governance Practices:** Robert's Rules of Order (Revised) shall govern parliamentary practices in the meetings of the ISTEE, EB, and Committees.

- (a) In voting, nay stands for no, yea for yes, and silence for abstain.
- (b) If quorum is attained, a lack of majority vote (i.e., less than one-half (1/2) of EB members voting) indicates a lack of mandate. Further discussion may be required to make changes. If needed, another vote can be held or there may be a need to table further action.

**ARTICLE IX. SUBSEQUENT INCOMING BIENNIAL ISTEE CONFERENCE**

**Section 9.1. Time and Place:** The time and place of the subsequent incoming ISTEE conference (e.g., in four (4) years from the current conference) shall be decided by the EB during the current ISTEE biennial conference.

**Section 9.2. Timeline:** A timeline for soliciting, discussing, presenting, and voting upon the subsequent incoming conference is presented here:

Timeline before ISTEED conference	Actions
	<p>It is suggested that members wishing to host the subsequent incoming biennial ISTEED conference to begin preparations as soon as possible, as hosting a conference can take years to plan. It may be ideal to contact the ISTEED President 12 months prior to the start of the most recent ISTEED conference.</p>
12 to 9 months prior to the ISTEED conference	<p>The EB solicits membership for informal bids to host the subsequent incoming ISTEED conference. The ISTEED Vice President initiates the solicitation and collects all submitted documents.</p>
9 months prior to the ISTEED conference	<p>The ISTEED Vice President shares all documents with the EB.</p>
9 to 6 months prior to the ISTEED conference	<p>The EB reviews all documents, provides comments, concerns, and any additional information.</p>
6 months prior to the ISTEED conference	<p>The ISTEED Vice President returns informal bids that appear promising, asking that individuals clarify and improve any information (if required). The ISTEED Vice President asks those individuals to prepare for a formal bid at the ISTEED conference.</p> <p>The ISTEED Vice President returns other informal bids that are unacceptable.</p>
During the ISTEED conference	<p>During the current ISTEED conference, a formal presentation shall be made to the EB by those members wishing to host the subsequent incoming ISTEED conference.</p> <p>After the presentation, the EB will hold a formal vote on whether to accept the bid, with majority vote necessary to accept the bid.</p> <p>If more than one bid is presented, the EB will hold a formal vote to decide who wins the bid for the subsequent incoming ISTEED conference, with the most EB votes winning the bid.</p> <p>The subsequent incoming ISTEED conference shall be announced to the ISTEED members, by the President, during the closing ceremony of the current ISTEED conference.</p>

## **ARTICLE X. FINANCES**

**Section 10.1. Financial Assistance Internal to the ISTE**: Requests for financial assistance for participants/agency/society of more than \$500 per item should be presented to the EB for discussion and approval.

**Section 10.2. Accounting, Books and Records**: The ISTE will maintain appropriate accounting records.

**Section 10.3. Audit**: There shall be a periodic audit (every 10 years) of the ISTE accounts by a Certified Public Accountant in concert with the Auditing Committee. This audit shall be presented by the Auditing Committee at the next biennial meeting of the ISTE membership. The EB is authorized to develop an appropriate audit policy of the ISTE, consistent with these Bylaws and applicable law, and commensurate with the scope of the ISTE's activities.

**Section 10.4. Fiscal Year**: The fiscal year of the ISTE shall be a year ending June 30th but may be changed from time to time by the EB.

## **ARTICLE XI. TAX EXEMPT STATUS**

**Section 11.1. Organization Earnings**: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, EB member, 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 11.2: Restrictions and Donations**: The ISTE may receive as its sources of income, gifts, bequests from wills, and restricted and unrestricted monies or properties of any kind or description from any and all sources, but no gift, bequest or devise of any such property shall be received and accepted if it be for other than charitable purposes as limited to and including charitable, scientific, literary, or other educational purposes within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code of 1986 as now in force or afterwards amended or as shall, in the opinion of the EB, jeopardize the federal income tax exemption of the ISTE pursuant to Section 501(c)(3) of the U.S. Internal Revenue Code of 1986 as now in force or afterwards amended.

## **ARTICLE XII. DISPOSITION OF ASSETS ON DISSOLUTION**

**Section 12.1: Organization Dissolution**: 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

country 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 XIII. ADOPTION AND AMENDMENTS TO THE BYLAWS**

**Section 13.1: Amendments to Bylaws:** An amendment to the Bylaws may be proposed in writing by any EB member. Such an amendment shall be submitted to the President. The President shall hold an EB meeting to discuss the proposed Bylaws changes provided that each EB member is given at least fourteen (14) days prior written notice of the proposed amendment and/or restatement to the Bylaws prior to any vote.

If acceptable by majority vote of all EB members currently in office, the suggested amendment shall be published and submitted by the Secretary to the ISTEEM membership for a vote. The amendment shall be declared adopted if it is ratified by two-thirds (2/3) of those members that voted provided that each member is given at least fourteen (14) days prior written notice of the proposed amendment and/or restatement to the Bylaws.

The change to the Bylaws will become immediately effective.