

By-Laws: The International Tundra Experiment (ITEX)

September 25, 2000, Abisko, Sweden

Amended September 28, 2003, Fairbanks, Alaska

Amended January 23, 2006, Vancouver, Canada

Amended April 27, 2018, Stirling, Scotland

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 network shall be guided by a Steering Committee, which will be led by a Chair or Co-Chairs.
2. Steering Committee: The role of the Steering Committee is to set philosophical and scientific direction for active collaborations, to arrange meetings, to serve as a communication network, to promote the ITEX network, and to nominate a candidate or candidates from the membership for the position of Chair or Co-Chairs, and will conduct an election at the general meeting of the membership that coincides with the end of the term for these positions.
 - Membership: The Steering Committee shall consist of representative scientists from participating or interested countries and a student representative. The Chair or Co-Chairs serve as ex-officio members of the Steering Committee. No more than one member is allowed per country (excluding ex-officio members -Chair or Co-Chairs- and the Student Representative). 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). The Chair or Co-Chairs 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.
3. Selection: Members are invited by the Steering Committee to serve for a period of four years, with the term expiring at the end of the year. Normally the outgoing member will recommend a replacement during their last meeting. The Student Representative is chosen by a vote of all students present at a general meeting. The Student Representative serves until the next general meeting.
4. Chair: The role of the Chair or Co-Chairs is to direct the Steering Committee and to serve as the primary communication point for the ITEX network.
 - a. Term: The Chair or Co-Chairs serves for a term of four years.
 - b. Responsibilities:
 - i. To serve as spokesperson for the network.
 - ii. To convene and preside at meetings of the membership.
 - iii. To facilitate coordination of the network.

- iv. To ensure that an up-to-date webpage is maintained for promotion of the program.
 - v. To ensure that the latest protocols in the “Manual” are included as a part of that web page.
 - vi. To maintain membership and Steering Committee records.
- c. The responsibilities of the Chair may be assisted by a Secretariat established and maintained by funding through the network.
 - d. Upon expiration as Chair, the Chair shall serve as Past Chair on the Steering Committee. The primary responsibility of the Past Chair is to assist the Chair in interpretation of his or her duties.
5. Steering Committee Meetings: The Steering Committee shall meet every year, or as necessary. In those years in which a meeting of the general membership is also held, the Steering Committee shall meet during the general meeting.
 6. If a representative (member of the Steering Committee or Chair) is unable to serve out his or her full term, then the term for the replacement will extend four years beyond the new appointment date. Representatives may serve more than one term. Positions expire at the end of the calendar year in which they are slated to end.
 7. If a member of the Steering Committee 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. General Meetings: General meetings of the membership shall be held at least every two years. The meetings shall be open to all interested parties and including the opportunity for open exchange of scientific results, ideas, and debate.
 9. The Steering Committee will be considered to have reached quorum when more than half its current membership is present.
 10. 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.
 11. These By-Laws may be changed or amended by a 2/3 vote of the Steering Committee.