



C O N S T I T U T I O N
of the
International Association of
Environmental Mutagen Societies

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CONSTITUTION
OF THE
INTERNATIONAL ASSOCIATION OF ENVIRONMENTAL MUTAGEN SOCIETIES
- IAEMS -

PREAMBLE

The International Association of Environmental Mutagen Societies, IAEMS, is an international organization of national or regional Member Societies. Its primary purpose is to provide a means whereby those engaged in environmental mutagenesis research and related fields in all countries may communicate more readily with each other, and through this process, advance both basic and applied research in this area.

The IAEMS accepts only one Member Society in each country. It does not infringe upon the autonomy of the Member Societies leaving each Society free to function effectively in environmental mutagenesis activities of local, national or regional interest.

Administration of IAEMS affairs is vested in the Council and the Executive Committee. The Council includes the officers of the IAEMS plus representatives of all Member Societies. The number of representatives is determined by the number of active members in Member Societies. The Executive Committee includes the officers of the IAEMS.

IAEMS activities are financed from dues paid by the Member Societies, from

grants and gifts, and from the proceeds of IAEMS-sponsored conferences.

ARTICLE I: NAME

SECTION 1.

The name of this international body shall be the INTERNATIONAL ASSOCIATION OF ENVIRONMENTAL MUTAGEN SOCIETIES, which may be referred to in abbreviated form as the IAEMS, and is hereinafter designated as such.

ARTICLE II: OBJECTIVES

SECTION 1.

The primary objective of the IAEMS is to provide the means whereby international contacts and cooperation may be promoted among those engaged in all aspects of mutagenesis research.

SECTION 2.

Activities of the IAEMS that are appropriate to the accomplishment of its primary objective are to:

- (i) encourage the establishment of environmental mutagen societies throughout the world as a means of achieving international cooperation among those engaged in mutagenesis research;
- (ii) promote the organization of an International Conference on Environmental Mutagenesis (ICEM) at intervals as determined by the Council of the IAEMS, but preferably not exceeding four years;
- (iii) organize and encourage research, educational activities, meetings and

- conferences in those scientific and related disciplines which support the field of environmental mutagenesis world-wide;
- (iv) establish liaison with international organizations to promote and facilitate collaboration in the field of environmental mutagenesis and related fields; and
 - (v) undertake any other matters appropriate to the IAEMS.

SECTION 3.

The IAEMS is a not-for-profit organization. Its funds shall be used exclusively to further the objectives stated in Sections 1 and 2 above.

ARTICLE III: MEMBER SOCIETIES

SECTION 1.

Member Societies shall be professional organizations of a national or multinational character. Forty or more individuals in one or more countries may join together to form a Member Society. Where individuals join together in two or more countries to form a multinational Member Society, the individuals in any one of these countries may, at their discretion, apply for and be granted separate Member Society status, upon meeting the requirements of the IAEMS. No more than one Member Society will be recognized in any one country and no more than one multinational society may represent any country or group of countries.

SECTION 2.

The primary and stated objective of Member Societies shall be related to research and educational activities in the field of environmental mutagenesis.

Member Societies shall, upon application for membership, and on a continuing basis thereafter, submit to the IAEMS Secretary General a copy of the constitution of that society and a current list of society members, officers and IAEMS Councillors.

SECTION 3.

Member Society status may be obtained upon application to the IAEMS Secretary General at least 6 months before the next Conference at which a scheduled official meeting of the IAEMS Council is to be held. Member Society status shall follow approval of the Council in accordance with the published rules of the Council providing that the stated objectives and purposes of the Society are consistent with the provisions of the Constitution of the IAEMS.

SECTION 4.

A Member Society may terminate its affiliation with the IAEMS by submitting, in writing, a termination request to the IAEMS Secretary General. This request should be signed by the officers and two thirds of the Councillors of the Member Society.

SECTION 5. A Member Society may be expelled from the IAEMS by decision of the Council at any official meeting because of failure to pay its dues or for any other action judged to be detrimental to the primary objective and/or the activities of the IAEMS. When expulsion of a Member Society is considered by the IAEMS Council, the duly authorized representatives of the Member Society and all members of the IAEMS Council shall be given at least six months advance written notice that the matter shall be placed before the next regular meeting of the Council. The reasons

shall be indicated in the written notice. The authorized representatives of the society in question shall have an opportunity for a hearing at this council meeting. Expulsion requires a two thirds majority vote of the entire membership of the Council, or their representatives present at the meeting, with no absentee votes allowed.

ARTICLE IV: ADMINISTRATION

SECTION 1.

The affairs of the IAEMS shall be conducted by the Council and by the Executive Committee. Members of the Council include the IAEMS officers (President, two Vice-Presidents, Secretary General, Treasurer) and duly selected representatives of Member Societies (see Article VI, Section 2). The officers of IAEMS constitute the Executive Committee, which is operable when a quorum of members (President, and two other executive officers) are present.

SECTION 2.

All IAEMS officers and Member Society Representatives (IAEMS Councillors) shall assume office at the end of the ICEM and shall remain in office until the end of the following ICEM for one term of office only, except for the Treasurer. The Treasurer may be re-elected for a second term of office.

SECTION 3.

A Nominating Committee consisting of six persons from six different Member Societies shall be elected by those Councillors who shall assume office at the end of the ICEM. This Committee shall remain in office until the end of the following

ICEM. During the interim period this committee shall receive from Member Societies the names of at least two candidates for each IAEMS Officer position as prescribed in Article 5, Section 1. In the absence of such nominations from Member Societies, the Nominating Committee shall, by its own action, place into nomination the prescribed number of names.

SECTION 4.

Committees and Working Groups, other than provided for in the Constitution, may be appointed by the Council or by the Executive Committee to deal with the activities of the IAEMS and subject to any conditions specified by the Council.

ARTICLE V: OFFICERS

SECTION 1.

Nominations of two candidates each for the positions of President, Vice President and Secretary General should be submitted by the Member Societies to the Nominating Committee at least six months prior to the ICEM. One Vice-President should be the President of the member society responsible for the organization of the ICEM. The second Vice-President should be a member of the Society that will hold the next ICEM and two candidates shall be nominated by that Society. The Treasurer shall be nominated from Member Societies with a membership greater than 200 members.

SECTION 2.

Before each ICEM, officers shall be elected by the Council from amongst the

candidates whose names have been submitted for each office. Voting shall be by secret written ballot with a simple majority required for election. All officers shall take office at the close of the Conference at which they were elected and shall remain in office until the close of the following ICEM. An official meeting of the IAEMS Council shall normally follow the close of the Conference at which time the new officers and councillors shall assume their duties.

SECTION 3.

The duties of the President are:

- (i) The President shall be the executive officer of the IAEMS, and shall serve as chairman of the Council and the Executive Committee. The President may convene the Council between meetings of the ICEM when necessary. The President shall act on behalf of Council in all the business necessary to promote the aims of the IAEMS, and he/she or a member of the Executive Committee appointed by him/her shall represent the IAEMS on appropriate international occasions and at meetings of Member Societies.
- (ii) In the absence of the President, the Secretary General should serve as the chairman.
- (iii) The President shall report on the activities of the IAEMS to the attendees of the ICEM.
- (iv) The President is a member ex-officio of ICPEMC, the International Commission for Protection Against Environmental Mutagens and Carcinogens and its Executive Committee.

SECTION 4.

The duties of the Secretary General are:

- (i) to be responsible for the correspondence of the IAEMS;
- (ii) to keep a list of the members and officers of each Member Society with the names and addresses of the individual members; this list shall be revised at least yearly upon receipt of dues and membership information from the Societies;
- (iii) to keep minutes of all meetings and provide minutes to all IAEMS Councillors and Presidents and Secretaries of Member Societies; and
- (iv) to perform other Secretarial duties as may be requested by the Council.

SECTION 5.

The duties of the Treasurer are:

- (i) to remind the Treasurer of each Member Society not later than November 1st of each year (a) to calculate the annual dues, (b) to forward the dues to the IAEMS Treasurer on or before January 31, and (c) to include a current list of members and officers;
- (ii) to establish and maintain a mechanism for the receipt of all monies payable to the IAEMS and to cause such funds to be deposited in appropriate accounts of the IAEMS;
- (iii) to cause to be drawn all drafts and checks on the accounts of the IAEMS for the payment of bills against the IAEMS or the transfer of funds from the accounts of the IAEMS;
- (iv) to prepare a detailed financial report of IAEMS receipts and expenditures on an annual basis. This report shall be distributed to all

members of the IAEMS Council and to Presidents and Secretaries of Member Societies for the sake of accountability.

- (v) to appropriately invest reserve funds of the IAEMS as approved by the Executive Committee. Reserve funds can be invested only into guaranteed accounts.
- (vi) to prepare a financial statement for presentation to the Council at each ICEM.

SECTION 6.

If an officer becomes temporarily incapacitated and/or requires direct assistance in order to perform the duties of office more efficiently, the Executive Committee may appoint one or more deputies to assist the officer in carrying out the functions of office. When a deputy is appointed under these provisions, his/her (i) duties and authority to act on behalf of the officer shall be defined by the Council and (ii) tenure of office ends when (a) assistance is no longer required by the officer or (b) a new officer is chosen and installed in the office. If an officer leaves office for any reason during his/her tenure, the Executive Committee may appoint a member of the IAEMS to fill the vacancy thereby created until the next ICEM. In the case of the President, the appointment must be made from among representatives of the same Member Society.

ARTICLE VI: COUNCIL

SECTION 1.

The Council shall be responsible for the general management of the affairs of the IAEMS performing those functions as are provided for in the Constitution.

SECTION 2

Each Member Society shall determine the method for selection of its representatives to the Council. The number of representatives to which each Society is entitled is determined by the membership of the Society as follows:

<u># Members</u>	<u># Representatives</u>
40-200	1
201-400	2
401-800	3
>800	4

Society members, and hence the number of representatives, will be determined by the number of members for which dues are paid to the IAEMS.

SECTION 3

The names of Member Society Representatives (IAEMS Councillors) shall be provided to the Secretary General of the IAEMS at least six months prior to a scheduled meeting of the IAEMS Council.

When a vacancy occurs among the representatives, the relevant Society shall appoint a new representative to serve for the remainder of the term of office and notify the Secretary General.

Any action taken by the Council requires that a quorum of at least fifty percent of the Council be present. However, this minimum number can be composed of Council members present along with duly authorized proxies from Council members unable to attend. Decisions of the Council will be made by a

majority of the members present.

ARTICLE VII: ICEM

SECTION 1.

An ICEM shall normally be organized once every four years or at such intervals as determined by the Council. The time and place shall be decided by Council on the basis of invitations received from Member Societies. The location of the ICEM preferably will be decided two meetings in advance.

The primary purpose of the ICEM is to provide a means whereby the members may exchange scientific information, discuss their professional experiences, exchange ideas, and acquaint themselves with the scientific progress and technical problems of their international colleagues. The ICEM should also serve as a forum for periodic evaluation of the primary objectives of Member Societies world-wide, and as a mechanism to refocus research internationally and to provide new objectives for future research.

SECTION 2.

The ICEM may be held in any country, and one or more Member Societies may assume responsibility for hosting the Conference. Offers extended to the Council to host a future ICEM shall include (i) the name of the place at which it is proposed to hold the ICEM and its approximate date; and (ii) the Society or Societies which will assume responsibility for the organization of the ICEM. The time and place of future ICEM's shall be decided by Council and communicated to the member organizations at the ICEM.

SECTION 3.

The organization of the ICEM shall be the responsibility of a local organizing committee to be set up by the Member Society in the host country. The officers of this committee shall be nominated by this Member Society. The scientific program shall be the responsibility of an international scientific committee appointed jointly by the local organizing committee and the IAEMS Executive Committee.

SECTION 4.

A general assembly shall be convened during each ICEM to provide for communication among member societies and the Officers and Council of the IAEMS.

ARTICLE VIII: FINANCES

SECTION 1.

Member Societies shall pay annual dues to the IAEMS based on the number of their active members as laid down in the By-laws of the IAEMS. When any Member Society has failed to pay its dues for two consecutive years, Council may decide to terminate its membership.

SECTION 2.

The income of the IAEMS shall be devoted to:

- (i) The cost of administration.
- (ii) Educational and scientific purposes which are intended to promote the advancement of research in environmental mutagenesis and related subjects.

(iii) Travel assistance to IAEMS Conferences.

SECTION 3.

The President may at any time appoint a financial committee, with the approval of Council, to audit the accounts of the Treasurer.

SECTION 4.

A budget will be developed by the treasurer on request of the Executive Committee and/or IAEMS Council.

ARTICLE IX: IAEMS PUBLICATIONS

SECTION 1.

The Officers shall see to it that at regular intervals an IAEMS News Column is published via the IAEMS Internet Home Page and MUTATION RESEARCH. IAEMS Papers, Reports on IAEMS-sponsored symposia, conferences and workshops shall be published in MUTATION RESEARCH or other appropriate journals, leaflets, or electronic publications.

ARTICLE X: AMENDMENTS TO THE CONSTITUTION

SECTION 1.

Amendments to the Constitution may be initiated by the Council or by any Member Society. In the latter instance, the proposed amendments shall be in the hands of the Secretary General twelve months before the Council is due to meet.

SECTION 2.

Proposed amendments must be submitted by the Secretary General to the Member Societies at least six months before a Council meeting so that the actual vote on the proposed amendment(s) can be taken by the Council at the time of a meeting.

SECTION 3.

The Council shall vote on any amendments to the Constitution which have been submitted to it in accordance with Sections 1 and 2 above, but no such amendment shall be accepted unless two-thirds or more of the Members shall vote in favour of the amendment. Poll of votes may be during official meetings of the IAEMS Council or by mail or electronic means.

ARTICLE XI: BY-LAWS

SECTION 1.

The Council shall have power to draw up such By-laws as it may from time to time deem necessary for the efficient operation of the Council or for regulating its relations with the Member Societies and their financial contributions to the IAEMS.

SECTION 2.

Any new By-laws or any changes in existing By-laws which have been approved by Council shall come into force immediately.

SECTION 3.

A Member Society may protest against any new By-laws or any change in the existing By-laws, in which case the Council must reconsider the matter. The final

decision on any change in the By-laws shall be made by a simple majority of the Council.

SECTION 4.

The annual contribution from each Member Society shall be [\$US] \$0.50 for each of the first 200 members, \$0.75 each for the next 200 members, and \$1.00 each for the remaining members. A membership list and dues will be submitted to the Treasurer at the end of each calendar year or not later than January 31st of the following year.

SECTION 5.

Administrative expenses shall include postage, printing and any other communication costs, and other normal administrative expenses. Travel costs for Officers or Councillors shall not be considered administrative expenses and shall not be paid by the IAEMS.

SECTION 6.

To be considered as a host for an ICEM or Satellite meetings, the sponsoring Member Society should be current in their dues. A fixed amount of the budget of the ICEM and other IAEMS sponsored conferences shall be contributed to the IAEMS for the purpose of supporting IAEMS meetings, sponsoring educational activities, or other activities to promote the development and evolution of environmental mutagenesis research and education globally. The required conference contribution to the IAEMS should be zero to 10% of the budget of the meeting, depending upon the financial status of the sponsoring Member Society or group, and shall be determined by the IAEMS Executive Committee in consultation with the Member

Society or group. The contributed amount shall be based on audited financial records in the case of an ICEM or Satellite meetings. Payment to the IAEMS Treasurer shall not exceed 2/3 of the net income from any meeting. Upon request by a Member Society, the IAEMS may give a loan of maximum [\$US] \$10,000 to a Member Society for an ICEM. This loan becomes a financial obligation of the Member society but repayment may be waived if no profit is made from an ICEM. For IAEMS sponsored workshops and other educational activities economic support can be decided by the Executive Committee.

SECTION 7.

In order for a Member society to nominate an individual for the office of Treasurer, the Member society must provide the individual with the necessary banking support to allow him/her to perform the necessary duties and provide liability coverage to protect the individual during the performance of his/her duties.

Each Member society should also provide the necessary account to permit donations by individuals to be considered as tax free (deductible) to the individual making the donation. These donations could include money, donated travel expense, donated personal expense (telephone calls, mailings, *etc.*) and should be acknowledged by the individual society.

Funds for special purposes (not considered as restricted funds for accounting purposes) should be so identified but retained in the general funds of the IAEMS.

Restricted funds may also be established to promote specific educational or other IAEMS related functions.

SECTION 8.

The Officers of the IAEMS may not be held personally liable for their action or statements on behalf of the IAEMS.