

# STATUTES

## INTERNATIONAL SOCIETY OF BIOMETEOROLOGY

Last modified and approved: 11 October 2021

---

Contents	
ARTICLE I: Name and Office .....	1
ARTICLE II: Purpose.....	1
ARTICLE III: Membership .....	2
ARTICLE IV: Dues.....	2
ARTICLE V: Executive Board .....	3
ARTICLE VI: Commissions, Study Groups and Special Interests.....	4
ARTICLE VII: Standing Committees .....	4
ARTICLE VIII: Meetings .....	5
ARTICLE IX: Voting .....	5
ARTICLE X: By-Laws .....	6
ARTICLE XI: Affiliation .....	6
ARTICLE XII: Amendments.....	6
Appendix A: Duties and Responsibilities of the Executive Board.....	7
Appendix B: Duties of the Standing Committees:.....	9
Appendix C: Students and New Professional Group.....	10
Appendix D: Duties of Commission/Study Group Chairs and Co-Chairs:.....	12
Appendix E: Definitions.....	12

# STATUTES

Adopted 29 August, 1956; Amended 27 September 1957; 10 September 1960; 7 September 1963; 6 September 1969; 12 November 1973; 1 January 1983; 1 April 1996; 4 April 2003; 29 August 2014; 11 October 2021.

## ARTICLE I: Name and Office

**Section 1:** The name of the Society is “International Society of Biometeorology.” It was founded on 1 January 1956.

**Section 2:** The points of contact for the Society shall be the Secretary and the webpage.

## ARTICLE II: Purpose

**Section 1:** The purpose of the Society is to provide one international organization for the promotion of interdisciplinary collaboration of scientists concerned with the direct or indirect interaction between the atmosphere and all living organisms, and the development of the field of meteorology in relation to humans, other animals, and plants.

**Section 2:** The Society shall endeavor to achieve this purpose by:

- (a) Organizing or supporting symposia, workshops and congresses in the field of biometeorology;
- (b) Facilitating the interchange of biometeorological information;
- (c) Supporting the International Journal of Biometeorology;
- (d) Promoting Commissions, the Students and New Professional Group and study groups in the various fields of biometeorology;
- (e) Obtaining funds to promote research and educational activities in biometeorology;
- (f) Fostering the development of national and local groups of biometeorology and related sciences and their international cooperation;
- (g) Assisting in selecting and granting awards for outstanding work in the field of biometeorology.
- (h) Providing support for members to attend relevant scientific meetings which will benefit the goals and objectives of the Society.

**Section 3:** Non-Profit Clause. The assets and income of the Society shall be applied solely in furtherance of its above-mentioned objectives (Section 2). No portion shall be distributed directly or indirectly to the members of the Society except as bona fide compensation for services rendered, expenses incurred on behalf of the Society, or as approved travel and conference grants.

**Section 4:** Dissolution Clause. In the event of the Society being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the S.W. Tromp Foundation - an organization of similar purpose which is not carried on for profit or gain of its individual members.

## ARTICLE III: Membership

**Section 1:** The Society has four categories for individual membership:

1. Regular
2. Student
3. Retired
4. Honorary

An individual shall be admitted to a particular membership upon meeting conditions 1 -3:

1. Confirming that they will uphold the Statutes and the Diversity and Inclusion Statement (or their named equivalent).
2. *Students* confirming that they are engaged in full-time studies.
3. Payment of the appropriate dues.
  - a. Different membership dues may be set by the Executive Board for Low, Middle and High income countries as defined by the World Bank. Therefore, members must confirm whether they reside in Low, Middle and High income country.
  - b. Different membership dues may also be set by the Executive Board for Students and Retired members. However, they cannot a hard copy of the journal.
4. *Honorary* - Satisfaction of the majority of the Executive Board that they have made an outstanding contribution to the advancement of Biometeorology. Honorary members are not required to pay dues.

*Affiliate Membership* is available for an organization or society which meets the following conditions:

1. Signing of a declaration by a responsible officer of the organization or society that it will uphold the scientific stature of the Society as indicated in the Society's definition of the subjects;
2. Satisfying the Executive Board that the organization or society subscribes to the sciences of biometeorology;
3. Payment of the affiliate member dues if such dues have been set.

**Section 3:** A member may have their membership withdrawn for activities contrary to the best interests of the Society if (i) at least five members submit a request in writing to the Executive Board, and (ii) two-thirds of the members of the Executive Board approve of the request, and (iii) the proposal is supported by the Society as prescribed in Article IX, Section 3, exception (c). Notice of such withdrawal will be circulated to members.

## ARTICLE IV: Dues

**Section 1:** Dues for each category shall be determined from time to time by resolution of the Executive Board and approved by the Society as prescribed by Article X.

**Section 2:** The fiscal period of the Society shall be the calendar year commencing January 1st and ending December 31st.

**Section 3:** The date on which yearly dues are payable for each member may be set by the Executive Board. They shall be paid via a method directed by the Treasurer.

In the event of non-payment of dues on or before four months after the date for payment, a member will no longer be considered in good standing and shall not be entitled to vote, either in person or by proxy or by letter ballot or by electronic means, in matters pertaining to the affairs of the Society. However, if the dues are paid after this date membership and voting rights may be granted with approval of the Executive Board.

**Section 4:** Any member may withdraw from the Society by informing the Secretary of the Society or other member of the Executive in writing but without any refund of dues.

## **ARTICLE V: Executive Board**

**Section 1:** The Executive Board shall consist of nine to twelve elected individuals being the President, the President Elect, the Secretary, the Treasurer, two Vice-Presidents, and three to six Councilors (with no more than one Councilor from each of the following regions: Africa, Asia, Europe, Latin America and the Caribbean, Oceania, and Northern America)\*, plus the Immediate Past President and the Editor-in-Chief. Duties members of the Executive Board are detailed in Appendix A: Duties and Responsibilities of the Executive Board.

\*As defined by the United Nations Statistics Division's "Standard country or area codes for statistical use (M49)- Geographic regions" at the close of nominations for each forthcoming Executive Board election.

**Section 2:** Nominations for the Executive Board can be made by (a) The Standing Committee on Nominations, or (b) any ten Members of good standing. All nominations are to be submitted to the Secretary six months ahead of the Congress, a brief curriculum vitae of the candidate and including agreement of acceptance of nomination if not self-nominated. The list of candidates and the curricula will be submitted to the Society for election in accordance with the provisions of Article IX. Persons elected shall hold office for three years and be eligible for re-election.

**Section 3:** The Executive Board is empowered to carry out the executive tasks of the Society and shall represent the Society in all legal and scientific matters; it shall have power to authorize expenditures on behalf of the Society.

**Section 4:** The Secretary is permitted to engage, after approval by the majority of the Executive Board, an Executive Assistant Secretary or other administrative assistance required for the efficient operation of the Secretariat.

**Section 5:** Vacancies in the Executive Board which fall outside of the normal election period may be filled by persons selected by the remaining members of the Board to serve until the next regular election.

**Section 6:** The position of the Editor-in-Chief is approved by the Executive Board for a three-year renewable term in consultation with the publisher of the Journal.

**Section 7:** Decisions within the Executive Board Meetings and by the Executive Board will be made by democratic voting procedures. A vote is decided by simple majority as long a quorum participates. A quorum is considered 70% of Executive Board members. Executives may request closed voting.

**ARTICLE VI: Commissions, Study Groups and Special Interests**

**Section 1:** Commissions and Study Groups may be established on the initiative of the Executive Board to work on important specified scientific and technical problems. Members will work by correspondence between Regular Meetings of the Society, meet in discussion at Regular Meetings and furnish a report to the Executive Board on an annual basis.

**Section 2:** Commissions and Study Groups may be established by the Executive Board to serve special interests of members of the Society in response to a request by five or more members in good standing.

**Section 3:** The Students and New Professional Group is a permanent Group of the Society. The criteria for membership, positions and their duties and responsibilities are provided in Appendix C.

**Section 4:** Chairpersons of the Commissions and Study Groups initiated by the Executive Board shall be appointed by the Executive Board and hold office for the duration of the Board. The duties and responsibilities for Chairpersons and Co-chairs are provided in Appendix D.

**Section 5:** A Commission or Study Group serving special interests of any group of members shall retain its official status in the Society for a three-year term renewable at the conclusion of the regular business meeting of the Society with the filing of a record of its officers and participants with the Secretary of the Society. A Commission or Study Group may be disbanded at the discretion of the Executive Board when the need ceases to exist.

**ARTICLE VII: Standing Committees**

**Section 1:** There shall be the following Standing Committees: Membership, Commissions and Study Groups, Conferences, Nomination, Elections, Finance, and such others as may be found necessary by the Executive Board.

**Section 2:** The Chairs (first listed position) and co-Chairs of the Standing Committees will be as follows:

Membership	Treasurer, President-Elect
Commissions, Study Groups and Students and New Professional Group	1 <sup>st</sup> Vice-President, a Regional Councilor
Conferences	President-Elect, 1 <sup>st</sup> Vice-President
Nominations	Past-President, Ordinary member
Elections	Past-President, Secretary
Finance	Treasurer, President-Elect
Biometeorology Bulletin and Publications	2 <sup>nd</sup> Vice-President and Editor-in-Chief
Journal	Editor-in-Chief and appointed Field Editors
Grants and Awards	Past-President, 1 <sup>st</sup> and 2 <sup>nd</sup> Vice-president

## **ARTICLE VIII: Meetings**

**Section 1:** Meetings of the Society shall be held at times and places as determined by the Executive Board.

**Section 2:** There shall be a general Congress at least once every three years. Signed proposals and invitations for future congresses are to be submitted to the Board at least three months prior to a Congress.

**Section 3:** At each Congress, there shall be a Regular Meeting with business session at which the President shall preside. Members may propose matters for the Agenda, however, they must be submitted in writing to the Executive at least three months prior to the date of the Congress. The Agenda of the Regular Meeting shall be prepared by the Executive Board and circulated to the members of the Society at least one month prior to the date of the Congress.

**Section 4:** Members present at a Regular Meeting may decide on matters touching that meeting, but resolutions concerning the affairs of the Society generally shall not be binding until submitted to the members for vote in accordance with Article IX.

**Section 5:** A Special General Meeting of the Society may be proposed on the initiative of the Executive Board, or on written request by fifteen members. The proposal will be submitted to vote by the members in accordance with Article IX and action taken accordingly. Notwithstanding anything to the contrary elsewhere in these Statutes, the Special General Meeting shall have such powers as are prescribed in the proposal.

**Section 6:** At the discretion of the Executive Board or on motion approved by a majority of members in good standing and present, any regular or special business meeting of the Society may be closed to all but members in good standing.

**Section 7:** The Special Agencies of the United Nations whose interests and objectives overlap the purposes and aims of this Society, shall be invited to send observers to the Regular Meetings of the Society.

## **ARTICLE IX: Voting**

**Section 1:** In all Society matters only regular, retired, student and honorary members in good standing shall each have the right to exercise one vote.

**Section 2:** Voting by the Society shall be conducted by web ballot, with sufficient time allowed for reply. The deadline for receipt of votes shall be clearly indicated when the election is announced.

**Section 3:** Voting by the Society or any of its constituent Boards, Committees or Councils shall be decided by a simple majority of the votes received except: (a) for amendment of Statutes; (b) election to Honorary Membership; (c) suspension of membership, or (d) any matter declared by the Executive Board to be of sufficient importance, when two-thirds majority of the votes received will be required.

## **ARTICLE X: By-Laws**

**Section 1:** The Executive Board may establish such by-laws, not in conflict with the Statutes, as may be necessary and proper for the government of the Society and may amend them from time to time as therein provided.

## **ARTICLE XI: Affiliation**

**Section 1:** To foster the development of biometeorology as described in Article II (f), national or local groups may petition the Society for affiliation.

**Section 2:** Affiliation shall entitle the group to indicate such in its official documents, but shall not entitle it to a vote or special representation in the affairs of the Society.

**Section 3:** A majority of the officers of the group should be members in good standing of the Society.

**Section 4:** The petition should be accompanied by a copy of the constitution or statutes of the group, and indicate the desired designation as “national society” or “local society”.

**Section 5:** The petition will be granted if: (a) approved by the Executive Board, and (b) subsequently by the Society in accordance with Article IX.

**Section 6:** The Society may seek affiliation with international organizations if this is in the interest of the purpose of the Society as stated in Article II, Section 1.

## **ARTICLE XII: Amendments**

**Section 1:** These Statutes may be amended by a vote of not less than two-thirds of the members participating in the voting who are in good standing. The Secretary shall email a copy of the amendment proposed by the Executive Board to each member entitled to vote, at least three months before the time set by the Board for the voting to close.

## **Appendix A: Duties and Responsibilities of the Executive Board**

**Section 1:** The President is responsible for the general achievement of the general aims of the Society, and for the implementation of the policies determined at the Congress Meeting of the Society and at Executive Board Meetings in accordance with Statutes Article II.

**Section 2:** The President in consultation with the Executive Board formally appoints ISB Representatives to special agencies of the United Nations, other relevant International Council for Science (ICSU) organizations, and national biometeorological societies.

ISB Representatives will be ISB Members in good standing, and report directly to the President. All ISB representatives are expected to be proactive in their liaison capacities, and report annually to the Executive.

**Section 3:** In each inter-Congress year, the President will report on ISB activities and promote discussion of ISB problems at Executive Board Meetings by electronic conference methods and/or by circulars to the Executive Board.

**Section 4:** The President-elect and the 1<sup>st</sup> Vice President are responsible for Conferences.

**Section 5:** The 2<sup>nd</sup> Vice President is responsible for the production of the Biometeorology Bulletin and other publications that the Executive Board deems necessary.

**Section 6:** The Past-President is responsible for the oversight and organization of the Society's Awards and Grants programs for members should the Society have the financial capacity to do so.

**Section 7:** The Secretary shall operate and maintain the Secretariat, and carry out all correspondence as required by the Executive Board, including that necessary for the fulfillment of responsibilities by the Standing Committees. They shall preserve a record of all transactions in the Executive Board and of all correspondence and documents pertaining to the Society. They shall also have custody of the archives of the Society. They shall receive and be accountable for funds of the Society necessary to operate the Secretariat and to provide the editorial and publication services required by the Society.

**Section 8:** The Secretary will provide the minutes of each Executive Board Meeting on the ISB electronic bulletin board within two months of each Meeting.

**Section 9:** The Treasurer and at least one other member of the Board (usually the President-elect) shall have the custody of the funds and securities of the Society. The Treasurer shall keep full and accurate accounts of receipts and disbursements in records accessible to the Society and shall deposit all moneys and other valuable effects in the name to the credit of the Society and in such depositories as may be designated by the members of the Executive Board. The Treasurer shall disburse the funds of the Society as may be ordered by the Board taking proper vouchers and shall render to other members of the Board at meetings of the Board, or whenever they may require it, an account of all their transactions as Treasurer and of the financial position of the Society. The Board is to give authorization for any financial risk.



**Section 10:***(a) Regional Councilors*

1. Regional Councilors should evaluate the current regional status of biometeorology, identifying relevant issues to be submitted to the Executive Board for further actions, promote selected ISB initiatives, projects or events concerned with enhancing regional visibility and relevant impacts of ISB activities, and promote capacity building for a better understanding between professionals involved in the field of biometeorology.
2. Regional Councilors may be elected from nominations for each forthcoming Executive Board period, from members of the Society in good standing.
3. A Regional Councilor may be replaced at the discretion of the Executive Board when (or if): a Councilor does not perform properly their functions; a Councilor asks to step down from the role; due to extraordinary circumstances or if they have their membership withdrawn as per Article III Section 4.
4. Regional Councilors may identify national authorities or institutions able to support the development of interdisciplinary research, climate services, capacity building or international cooperation in the field of biometeorology, looking at the mitigation of significant weather impacts on humans, animals and plants or the adaptation to climate variability.
5. Regional Councilors may be a regional link between ISB and international regional organizations, especially those into the United Nations system such as WMO, WHO/PAHO, CLIVAR, UNDP and others, to promote joint initiatives or specific cooperation on regional relevant activities.
6. To meet the objectives of (1) above, Regional Councilors may travel through their regions. Each year they are encouraged to present a well-based work plan for financial support of their regional activities. Financial support is dependent on the financial situation of ISB. Executive Board members (or a sub-committee) will approve or modify the budget for their travels and foreign activities, considering regional characteristics and ISB priorities.
7. Regional Councilors will report to regular meetings of the Society and submit in December an annual report on their activities to the Executive Board via the Secretary.
8. Regional Councilors will be part of the Committee which reviews any Awards and Grants provided by the Society.

**Appendix B: Duties of the Standing Committees:**

Each Chairperson will submit nominations for the membership of their Standing Committee to the President for approval by the Executive Board within six months of the Congress. The President is *ex officio* member of all Standing Committees.

The Chairperson of each Standing Committee will report on the activities and accomplishments of their committee at each Regular Meeting of the Society or whenever the Executive Board may so require. Such reports will be circulated to members of the Society.

**Membership:** examine applications for conformity with Article III, and actively foster increases in applications.

**Commissions, Students and New Professional Group and Study Groups:** maintain liaison with Commission and Study Group Chairpersons, and actively foster group sessions at the Congress in accordance with Article VI.

**Conferences:** plan and promote conferences and workshops and assist local organizers in mounting of the General Congress according to Article VIII.

**Nominations:** search for persons amongst members qualified to fulfill the offices of the Society, submit to the Board names of at least two candidates for each position together with their *curriculum vitae* at six months ahead of the Congress according to Article IX.

**Elections:** conduct elections according to Article IX.

**Finance:** collect dues according to Article IV and ensure that adequate funding is available for envisaged ISB activities as determined by annual budgets prepared by Treasurer in response to the Board's instructions.

**Biometeorology Bulletin and Publications:** foster research and publish, the Biometeorology Bulletin and other materials as determined by the Board, in accordance with Article II. The Biometeorology Bulletin should be provided to members twice a year and published on the Society's website.

**Journal:** foster research and publish The International Journal of Biometeorology, in accordance with Article II.

**Grants and Awards:** oversee the announcement and assessment of any grants and awards of the Society. Regional Councilors will also be part of the Committee.

A list of grantees and/or awardees will be provided to the Executive Board within one month of the Standing Committee's decision. This Standing Committee does not award Honorary membership.

## **Appendix C: Students and New Professional Group**

### **Membership Criteria**

The Students and New Professionals Group (SNPG) includes active ISB members in good standing who are either within 6 years from leaving education (e.g. Ph.D. study) or under 35 years of age. The group is made up of diverse researchers and educators working to share our knowledge of Biometeorology from the past, present, and future, bringing energy and new insights into our work.

### **Mission**

The mission of the SNPG is to provide a foundation for career-building in all academic disciplines connected to the field of biometeorology. By collaborating across countries, institutions, and disciplines, SNPG members will further develop and integrate different research and pedagogical approaches into research and teaching.

### **Positions and Descriptions of Commitments**

*Note: An SNPG member cannot hold the same position for more than one 3-year cycle.*

#### **1. Chair:**

- Lead the SNP group through organizing academic, professional, and social events. This may include organizing a workshop between congresses, organizing a workshop or social function at a meeting (e.g., AMS, EMS, EGU, AGU) where ISB members are attending.
- Maintain a full and updated list of members and communicate their list to the EB. Secretary/Treasurer to help ensure that memberships are up to date.
- Lead collaborative grant proposals by SNPG members.
- Manage funds from any proposals and lead reports back to funders in collaboration with SNPG Executive Board and ISB Executive Board.
- Communicate frequently to the ISB Executive Board regarding activities, proposals, use of funds, or with any relevant questions.
- Communicate to the Tromp Foundation as needed to maintain relationship (e.g., reporting on use of funds, sharing newsletter, etc.).
- Provide updates to the full ISB through 1–2 short communications to the International Journal of Biometeorology.
- Help advertise the ISB and the SNP globally to grow both groups.
- Provide information as available to the Communications Director for Quarterly Newsletters as well as to the Vice Presidents who run the ISB Newsletter.
- Provide materials, content, and information to update the ISB website as needed.
- Provide direction to the SNP executive board members (below).

#### **2. Secretary:**

- Ensure phone/video conference meetings (~2–3 per year, or as needed) are effectively organized for the SNPG EB.
- Maintain minutes at meetings.

- Maintain list of outputs created by SNPG (e.g., newsletters, funds obtained)
- Maintain effective records and administration of funds.
- Uphold requirements of the SNPG roles, where relevant.
- Communicate frequently with Chair on all of the above.

### **3. Director of Communications\*:**

- Run social media feeds (Twitter, Facebook) in collaboration with the ISB Executive Board
  - Compile Biometeorology Quarterly (ISB SNPG's official newsletter); share content with the ISB newsletter put together by Vice-Presidents.
  - Send out relevant news and opportunities between newsletters depending on timeliness and importance.
  - Provide materials, content, and updates to ISB EB to update website as needed.
  - Coordinate with ISB EB with respect to communications.
- \*The Director of Communications may have 1-2 content curator assistant to help with the Quarterly Newsletter. These are not elected positions. These should be internationally representative to ensure diverse submissions of news, events, awards, jobs, etc. from global perspectives.*

### **4. Outgoing Chair (note: this is not an elected position – this outgoing chair will fill this role in their 3 years after being Chair).**

- Be responsible for SNPG election.
- Support the Chair in their efforts through sharing past materials, lists, newsletters; provide feedback and advice where needed or sought.
- Support research and educational initiatives across the SNPG, as needed.
- Help with grant proposal(s).
- Support communication transitions (e.g., connection or introduction to Tromp Foundation or EB).
- Communicate regularly through email to answer any questions.
- Organize the election process with on EB member at the end of term to elect new SNPG board.
- Participate in SNPG group activities as able.
- Continue to represent and help grow SNPG and ISB at international conferences and events.
- Provide support to paper writing or short communication efforts.
- Support the provision of materials, content, and updates to ISB Communication Rep to update website as needed.
- \*No nominations are needed for this position.

#### **Appendix D: Duties of Commission/Study Group Chairs and Co-Chairs:**

- Lead the respective Commission or Study group through organizing academic, professional, and/or social events. This may include organizing a conference or workshop between congresses, organizing a workshop or social function at a meeting (e.g., AMS, EMS, EGU, AGU) where ISB members are attending.
- Chairs will manage funds from any proposals and lead reports back to funders and/or the Executive Board in collaboration with Co-Chairs.
- Chairs will report to regular meetings of the Society and submit in December an annual report on their activities to the Executive Board via the Secretary. These reports will be published in the Biometeorology Bulletin.
- In collaboration with the Secretary maintain a full and updated list of members
- Provide and/or coordinate materials, content, and information to update the ISB website as needed.

#### **Appendix E: Definitions**

**Member in good standing:** shall mean a member who has duly paid their dues in full and who has not been found to be in contravention of the Diversity and Inclusion Statement (or its named equivalent) and never done any harm to the scientific standing of the Society.

**Ordinary member:** is a member in good standing who has been not held an Executive role for the previous three years.

**Regular meeting of the Society** is a business meeting held at each Congress at which the President shall preside.

**1<sup>st</sup> Vice-president:** Is the person who held the position for the longer period. If both Vice-president positions are filled for the first time at the same election, then the person who receives the most votes will be the 1<sup>st</sup> Vice-President.