

# **ISIE Section Material Flow Analysis - ConAccount**

## **Bylaws**

### Article I. Name

The Section shall be called ISIE Section Material Flow Analysis – ConAccount, and may be abbreviated as MFA Section.

### Article II. Purpose

The purpose of this Section is to develop material flow analysis internationally in academia and to promote its application in policy and businesses. This includes establishing and maintaining cooperation with international organizations, companies, and government organizations.

### Article III. Membership

Regular membership in the Section shall be open to all ISIE members with an interest in material flow analysis.

### Article IV. Governance

The primary governing body of the section is the Section Board. The Board establishes the policies and procedures for the Section.

The Board consists of minimal four (4) and maximal eight (8) elected Board members, including a Chair, a Vice-Chair, a Secretary, and a Treasurer, all of whom shall be elected by the membership. The Section Board determines the specific functions of all members with exception of the chair, who is elected by the membership. All Board members are elected for terms of two (2) years, and may be re-elected for additional terms. The Chair may serve for no more than two (2) successive terms.

The Chair acts as the liaison of the Section to the ISIE Council. It shall be the duty of the Chair to preside over the annual business meeting of the Section and to attend the meetings of the ISIE Council. The chair may, with the approval of the Board, install committees as it may deemed advisable, with such membership, duration, functions and authority as may be delegated to it or prescribed to it. The chair acts as the representative of the Section toward other organizational units inside and outside the ISIE.

The Secretary shall be responsible for keeping the minutes of the Section meetings and shall perform such other duties as may be prescribed by the Board. The Treasurer shall be responsible for the custody of all funds and securities of the Section and shall report annually, within 60 days after the close of the fiscal year, to the Board as to the financial condition of the Section.

Any Board member may resign at any time by giving written notice to the Council. The Council may fill the office temporarily until the next election is held.

### Article V. Nominations & Elections

Elections for all Board members shall be held biennially. Elected Board members shall assume their responsibilities on January 1 of the uneven years. Exceptions of the timing may be approved by the Board.

The procedure of the elections shall be announced by the Board at least two (2) months prior to the election date. Nominations may be made either by the Board or by self-nomination, and shall be communicated to the Chair at least four (4) weeks prior to the election date. The Chair

shall prepare and transmit a ballot listing all candidates whose nominations have been properly made at least three (3) weeks prior to the election date.

If the election is done by email, all ballots must be received no later than three (3) weeks after being circulated. The Chair shall appoint at least two tellers to oversee the opening and counting of the ballots. A plurality of the votes cast shall be necessary to elect, and in case of a tie vote, the decision shall be made by lot under direction of the Chair.

#### Article VI. Financial Operations

Beyond the expenditures required by the ordinary activities of the Section, no money from the Section accounts shall be disbursed except by the express authority of the Board.

All fiscal affairs of the Section shall be conducted on a fiscal year basis, starting on July 1 of each year.

#### Article VII. Dues

The Section Board may decide to prescribe annual dues for section membership in addition to the general ISIE membership dues and determine their amount.

#### Article VIII. Meetings

The Section is authorized to hold scientific meetings, internationally, nationally, and regionally. There shall be held, as the major scientific meeting of the Section, a conference called ISIE ConAccount at least biennially in even years, at a time and place approved by the Board. The Section is authorized to hold a business meeting of the general membership in connection with a major scientific meeting of the Section.

Unless otherwise restricted by the by-laws, members of the Board or of any Committee of the Section may participate in a meeting by means of a conference telephone or similar communications equipment approved by the Board. Board actions determined in the course of such meetings shall be considered as official proceedings of the Section and shall be entered into the minutes.

#### Article IX. Amendments

Amendments to these by-laws may be proposed by any member who obtains the signatures of at least 10 Section members supporting the proposed changes. The Board may also propose any changes to these by-laws upon a majority vote in favor of such changes. The proposed amendments shall be submitted to all members on an individual basis. Adoption shall require a vote exceeding three-fifths of the members responding within 30 days after submission to the membership.

As amended July 15, 2010