

INTERNATIONAL BIOMETRIC SOCIETY
POLICIES AND PROCEDURES

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Organization

Organizational Bylaws

The current International Biometric Society (IBS) bylaws are posted on the IBS website for access by “members only.”

Society Year

The membership year coincides with the fiscal year of IBS, which extends from January 1 to December 31 of the calendar year.

IBS Tagline

A tagline is a memorable phrase used in promoting IBS. For example, the society uses it on its letterhead and website. It is intended to reinforce a reader’s memory by characterizing an organization or a product in a short phrase.

On April 29, 1948, R.A. Fisher, then IBS president, addressed the inaugural meeting of the British Region held in London. The address was published in Volume 4 of *Biometrics*, pages 217-19. During the address, Dr. Fisher defined “biometry” in a clear and succinct manner. Council approved the R.A. Fisher quote as the IBS tag line: “*Biometry, the active pursuit of biological knowledge by quantitative methods.*”

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Membership

Regular Members

Qualifications: Regular members are those individuals who are interested in the scope and purpose of the society.

Benefits: Regular members are entitled to vote, hold elected office, receive all publications in electronic format and receive reduced registration fees at the International Biometric Conference (IBC). Regular members may also serve on the Representative Council and on Society committees.

Senior Retiree Members

Qualifications: A senior retiree member must have been a regular member for at least 10 years and be no longer gainfully employed prior to transferring to senior retiree member status.

Benefits: Senior retiree members have all the rights of regular members.

Student Members

Qualifications: During years in which they are full-time students attending accredited undergraduate or graduate schools or universities, students may become student members. Students joining IBS as direct members are eligible for student membership for up to three (3) years. After that time, to continue as a student member, the student must submit documentation that he/she is still enrolled in a college or university program.

Benefits: Student members have all the rights of regular members except they cannot vote, hold office or be appointed to the Representative Council.

Honorary Life Members

Qualifications: Regular and senior retiree members may be elected by the Representative Council through the following selection process as honorary life members of the society.

Nominations: A call for nominations for honorary life member is published on the IBS website and promoted through the *Biometric Bulletin* at least one year in advance of the IBC. Ideally, nominations shall be submitted at least 9 months and a decision made at least 6 months prior to the IBC.

Each nomination must be sponsored by five or more members, including at least two from outside the candidate's region (if the candidate belongs to a region). A statement of support for the nominee should be submitted by the sponsors. A region may support multiple nominations. However, no more than one (1) individual from each region should be nominated, unless otherwise agreed with the President.

Current Executive Board members are ineligible for nomination.

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Election: The Representative Council shall elect Honorary Life Members. Each Representative Council member may support any number of candidates, but no candidate shall be elected unless supported by at least 2/3s of those who vote. Up to four (4) individuals may be elected as an honorary life member in any two-year period.

- The president is to resolve any problem arising from a tie in the number of votes.
- The announcement of the newly elected honorary life member, if any, shall be made by the president at the next IBC.

Benefits: Honorary life members have all the rights of regular members but are dues exempt.

Institutional Members

Qualifications: Academic departments in educational institutions, non-profit research institutions or corporations may become institutional members of the society. Institutional members shall designate one representative as the contact for the institution.

Benefits: The person named as the representative for an institution has electronic access to all IBS publications. The institution's designee is not eligible to vote or hold elected office. The institutional member is listed in at least one issue of each volume of one of the official IBS scientific publications.

Supporting Members

Qualifications: A regular member who is a member of a region may elect to become a supporting member in another region. A regular member may become a supporting member of more than one region. A regular member at-large may also become a supporting member in a region of his or her choice.

Dues: Supporting members pay the international portion of the dues once and only pay the additional regional dues to the region which they wish to support.

Benefits: Supporting members may not vote or hold any office in regions they support.

Membership Year

For those members who join after the end of September, membership takes effect January 1 of the following year.

Membership Application

A membership application is always available on the website. All members initially complete a membership application through their region or, if an at-large member, directly through the IBO.

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Honors of the Society

Apart from Honorary Life Membership, the society provides two awards of recognition during the even-numbered years. These awards are the Rob Kempton Award for Outstanding Contribution to the Development of Biometry in the Developing World and the Award for Outstanding Contribution to the Development of IBS.

The call for nominations is issued 12 months prior to the next IBC. Ideally, nominations are due 9 months prior and decision made 6 months prior to the next IBC. During the initial nomination progress, the nominee is not made aware of the nomination that is being made on his or her behalf.

The Representative Council shall elect award recipients.

Rob Kempton Award for Outstanding Contribution to the Development of Biometry in the Developing World

Aim: To honor the contributions of biometricians both to and from the developing world.

Prize: Recognition Award, and payment of IBS dues for the next calendar year (which may be donated to a member of a Low - and Middle - Income Country, as designated by the World Bank. For more information on the current LMIC list, visit <https://datahelpdesk.worldbank.org/knowledgebase/>, then select “World Bank Country and Lending Groups” under “Country Classification” (link subject to change).

Eligibility: Any IBS member who has made or is making a significant contribution to the development of biometry in the developing world.

Application: Through nomination by a regional president or network coordinator with support from IBS members from at least two other regions. At this stage, the nominee is not made aware of the nomination that is being made on his or her behalf.

Award for Outstanding Contribution to the Development of IBS

Aim: To honor the contribution of IBS members to the development of the society and to promote participation of members in the development of the society.

Prize: Recognition Award, IBS dues for the next calendar year.

Eligibility: Any IBS member who has made or is making a significant contribution to the development of IBS.

Application: Through nomination by a regional president or network coordinator with support from IBS members from at least two other regions. At this stage, the nominee is not made aware of the nomination that is being made on his or her behalf.

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Individual Recognition Web Announcements

The Society may, from time to time, recognize and honor individuals to whom the organization owes an enormous debt, either as a result of specific actions that have resulted in direct benefits to the Society, or due to the significant involvement the individuals have had in Society affairs over many years. Examples include Honorary Life members, former Presidents, and others who have been recognized for their major IBS or IBC service. Such recognition may come in the form of an online post, a news entry, or a feature page on the IBS website. Such online posts may be accompanied by links to supplemental information. Recognition may also result in the naming of a session at IBC.

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Dues

International Dues

The dues of all member categories are fixed by the Executive Board at least 9 months in advance of the next fiscal year. This includes regular, senior retiree, student, honorary life and institutional dues.

Low - and Middle-Income Country (LMIC) Dues

A “Low - and Middle-Income Country (LMIC) ” is defined according to the World Bank classification (<https://datahelpdesk.worldbank.org/knowledgebase/>, then select “World Bank Country and Lending Groups” under “Country Classification”, link subject to change). The World Bank calculates per capita Gross National Income and then classifies each economy as low-, middle- (split into upper- and lower-middle) or high-income. Countries classified as low - or middle-income are recognized by IBS for the purpose of calculating dues and/or offering special benefit to the members living within those countries. A country loses its status of LMIC if it ceases to be in the low- or middle-income category for three consecutive years. Reduced dues may be established by the Executive Board for members residing in an LMIC.

Regional Dues

When authorized by a vote at the regional level, a region may assess an additional amount of dues to be used for purposes determined within that region.

Dues Collection Procedures

- All dues payments must be received by May 1. If a region is unable to make payment by that date, a list of renewing and new members must be received in the International Business Office (IBO) (as defined in Section VII) by May 1.
- All current members as of December 31 with print subscriptions to *Biometrics* and/or *Biometrics* and *Journal of Agricultural, Biological and Environmental Statistics (JABES)* will receive the first issue for the next year.
- Subscriptions must be paid by May 1 so that delivery is not interrupted. IBS does not back-order journals for subscriptions paid after May 1.
- Wire transfers should be sent to the IBS’s primary checking account with instructions provided by the IBO.
- A report of active members from the regions as of December 31 is sent to each region along with the invoice for payment of dues.
- The first dues notice is sent to regions by December 31. It is followed with dues notices sent in February, March and April to those regions and individuals that have not paid or reported members.

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Membership Dues Renewal (in U.S. Dollars)

	OPTION A	OPTION B	OPTION C	OPTION D
Membership Type	Base Rate	<i>Biometrics</i> (paper)	<i>JABES</i> (paper)	Both journals (paper)
Regular Membership	\$60.00	+ \$10.00	+ \$10.00	+ \$20.00
Low- and Middle-Income Country or LMIC (formerly DC) Membership	\$14.00	+ \$3.00	+ \$3.00	+ \$6.00
Senior Retiree Regular Membership	\$30.00	+ \$10.00	+ \$10.00	+ \$20.00
Senior Retiree DC Membership	\$7.00	+ \$3.00	+ \$3.00	+ \$6.00
Student Membership	Free	Not available	Not available	Not available
Institutional Membership *	\$500.00	Not available	Not available	Not available

*If the institutional member joins through a region, one-half of the dues are rebated to the region.

When regions forward new and renewal data to the IBO, it should include a list of paid members and any known non-renewing members with the payments. This information is critical. The printing and mailing of print subscriptions for *Biometrics* and *JABES* are based on this information.

Contact information for all active members should be submitted in a Microsoft Excel or Word electronic file that lists the following information.

- Given (first) name
- Middle name
- Family (last) name
- Member type
- Organization name
- Department
- Address, up to three lines
- Preferred city
- State, province (if applicable)
- Locale, area, territory (if applicable)
- Postal code (if applicable)
- Country
- Email address
- Office telephone and office fax
- Mobile phone

Submissions also should indicate what information is new or changed.

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IBS Executive Board

The overall responsibility for the governance and leadership of the society is in the hands of the 15-member Executive Board (three officers/directors (hereafter called officers) and twelve members/directors (hereafter called directors)). This Executive Board is supported by a Representative Council, which is representative of the IBS membership.

The chair of Representative Council is an *ex-officio* (non-voting) member of the Executive Board.

The Executive Director is an *ex officio* (non-voting) member of the Executive Board.

President

Automatically ascends from the office of president-elect.

Term: Two years.

Serves subsequent one-year term as outgoing president.

Financial Support: The president is provided an annual stipend of USD 3,000 for expenses incurred at their home institution.

Duties:

- Serves as presiding officer of IBS and as the official representative of the society.
- Chairs the Executive Board.
- Responsible for initiating the determination of future officers and Executive Board directors in odd-numbered years.
- Responsible for initiating the selection of a location for the IBC four years ahead of first year of presidency.
- Responsible for appointments to committees that are formed during the term of office or when resignations occur.
- If such occasion arises, may appoint people as needed to serve the society in an ad hoc capacity or to represent the society in an official capacity.
- Has the power to resolve any problem arising from a tie in the number of votes for honorary life members.

President-Elect

Elected by the membership. Automatically ascends to office of president after one year.

Term: One year. Serves subsequent two-year term as president and one year as outgoing president.

Qualification: Has not served a term as president.

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Duties:

- During the initial president-elect year, is responsible to ensure those committee appointments as designated in the bylaws are made in a timely fashion so committee members may assume office at the same time as the president-elect becomes president.
- During the initial year, assumes the role of organizing president for the biennial IBC to be held during the year serving as outgoing president; responsible for timely appointments in relation to this conference.

Outgoing President

Automatically ascends from the office of president.

Term: One year. This is the final year of a four-year term beginning with president-elect for one year, then president for two years and finally serving a one-year term as outgoing president.

Duties:

- Charged with reviewing and updating the Policies and Procedures of IBS.
- Reviews the contract and statement of work between IBS and the management company that provides services to IBS.
- Serves as the organizing president of the IBC held during that year.

Secretary/Treasurer

Elected by the membership.

Term: Three years. May be elected for a second three-year term subject to membership approval.

Term limit: Up to a maximum of two terms (six years).

Duties:

- Serves as financial officer of IBS, responsible for all finance-related activities of the society.
- Oversees the development of an annual IBS budget, with the assistance of the IBO, for approval by the Budget and Finance Committee and the Executive Board.
- Ensures the establishment of proper accounting procedures for the management of society funds.
- Arranges the conduct of a bi-annual audit by a certified public accountant in even numbered years and a review in odd numbered years.
- Reports regularly on the financial condition of the society at meetings of IBS and the Executive Board.
- Exercises such powers and performs such additional duties as shall from time to time be determined by the Executive Board.

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Executive Board Role

The IBS Executive Board provides overall governance and strategic direction for the society.

Qualifications: Members of the Executive Board must:

- Be knowledgeable about and supportive of the mission, policies and programs of IBS.
- Meet the commitment of the society to diversity in gender, ethnicity and geographical location.
- Exhibit a responsible and ethical commitment to giving the time needed.
- Possess the ability to unite behind common goals.

Where does the Nominating Committee find candidates?

- Regional officers and individuals suggest them.
- Nominating Committee members identify them.
- Active Committee members.

Responsibilities of individual Executive Board members:

- Attend up to two board meetings a year and participate in several conference calls with the board and committees. The Executive Board meets face-to-face at each IBC.
- Be informed about IBS mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve as liaison to committees or task forces and offer to take on special assignments.
- Inform others about IBS and speak on its behalf when called upon to do so.
- Suggest possible nominees to the Executive Board who can make a significant contribution to the work of the society and the board.
- Keep up to date on developments in the society's field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the society's annual financial statements.
- Represent the society at regional and network conferences.
- Have access to email and telephone and check/respond to messages in a timely fashion.

Certain expenses may be claimed by members of the Executive Board for Board meetings, as detailed in Appendix A.

IBS will provide an orientation program for newly elected Executive Board members.

Election Process

Election of Executive Board members will be by electronic means and by a vote of all voting members of the society.

Terms and Prohibitions

An Executive Board member may serve no more than two consecutive elected terms (up to a maximum of eight years). Executive Board members shall not simultaneously hold any other

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central IBS role such as serving on Representative Council or standing committees, serving as an editor of an IBS publication, or chair of the IPC or LOC.

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Representative Council

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Representative Council

Responsibilities

The Representative Council is representative of the IBS membership and supports the Executive Board. The Representative Council is comprised of members directly representing, and elected/appointed by, each of the different geographical components (regions) of the society. It provides the conduit between the geographical components and the Executive Board, is consulted on strategic and policy issues, and is responsible for bringing issues to the attention of the Executive Board.

The Representative Council:

1. will be responsible for overseeing the nomination of officers and directors to serve on the Executive Board via a Nominating Committee;
2. will be responsible for the nomination and election of recipients of IBS honors;
3. will be allocated an annual budget by the IBS for a program to support Network and Inter-regional Activities to enhance international interactions and cooperation. The Representative Council will be responsible for the administration and allocation of awards under this program (for program details see Appendix D).
4. Members will be expected to serve on standing committees if asked to do so.
5. Members may be asked to serve as chairs of the standing committees.

Membership

Every region of the society that reports and pays dues for its members by May 1 of each election year has representatives on the Representative Council. The number of representatives for each geographical component is determined as follows:

- 10-49 members = one representative
- 50-99 members = two representatives
- 100-499 members = three representatives
- 500 or more = four representatives

The membership count does not include student members for whom no dues are paid.

Regions should elect/appoint members to serve on the Representative Council. Regions can select the most appropriate method by which to elect/appoint members, although the Executive Board encourages election by the full membership of the region. The Representative Council members must be fully involved in the regional governance, so that they are able to represent the views of their region.

All representatives serve four-year terms, with approximately one-half of the membership of the Representative Council elected every two years. Regions are responsible for arranging the election of approximately one-half of their representatives every two years. Half of the regions with only one representative are to elect representatives at each biennial election point.

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Chair-Elect, Chair and Outgoing Chair

Chair-Elect

The Representative Council elects a Chair-Elect from among its members in the second half of each even-numbered / IBC year (after the IBC, if this occurs in July), to serve in the following odd-numbered year.

The Chair-Elect automatically ascends to office of Chair after one year.

Term: One year. Serves subsequent two-year term as Chair and one year as Outgoing Chair.

Duties: To support the Chair, including attending meetings of the Board, in the event the Chair is unable to do so.

Chair

Automatically ascends from the office of Chair-Elect on January 1 of an even-numbered year.

Term: Two years. Serves subsequent one-year term as outgoing Chair.

Duties:

The Representative Council Chair:

- serves as ex-officio (non-voting) member of the Executive Board.
- presides over the meeting of the Representative Council at each IBC.
- is responsible for communication between the Representative Council and the Executive Board.
- is responsible for conducting the election of the Nominating Committee from among the members of the Representative Council immediately after each election of new Representative Council members. (see Nominating Committee).
- is responsible for the organization of the selection of the awards of the society (Honorary Life Membership, Rob Kempton award, Award for Outstanding Contributions to the Development of the IBS).
- is responsible for forming a taskforce for the Network and Inter-regional Activities

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Funding Program.

- is responsible for overseeing other tasks and programs that the Board may assign to the Representative Council.

Outgoing Chair

Automatically ascends to office after two years as Chair, to serve in an even-numbered (IBC) year.

Term: One year. This is the final year of a four-year term beginning with Chair-Elect.

Duties:

The Outgoing Chair:

- supports the Chair, including attending meetings of the Board, in the event the Chair is unable to do so.
- presides over the meeting of Representative Council at the IBC, in the event the Chair is unable to do so.
- coordinates the election of the Chair-Elect by Representative Council Members in an even-numbered year (normally after a July IBC).

Meetings

The Representative Council meets face-to-face at each IBC, and otherwise communicates via email and through an online discussion forum.

Nominating Committee

The Representative Council chair is responsible for conducting the election of the Nominating Committee from among the members of the Representative Council immediately after each election of new Representative Council members. The committee, chaired by the Immediate Past President of IBS, is responsible for selecting a slate of nominees for officers and directors for election by all members of the Society. The committee should be mindful of gender and regional diversity as they develop their slate of candidates.

All discussions, suggestions and deliberations of the Nominating Committee are held in confidence.

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Committees

IBS is composed of standing committees and ad hoc committees. All committee members must be members of the society. Prior to their appointments by the Executive Board, committee chairs and members indicate, in writing, their willingness to serve and to adhere to the society's conflict-of-interest policy.

Standing Committees

- Awards Fund Committee
- Budget and Finance Committee
- Committee on Communications
- Conference Advisory Committee
- Editorial Advisory Committee
- Education Committee

Council Representation

Chairs of standing committees must be members of the Representative Council. No more than three additional members of the committee may be drawn from the council.

Composition

A standing committee should consist of 10 members including the chair. The Incoming President will review Committee Membership in the fourth quarter of each odd year, making recommendations to the Board regarding Committee Chairs and new Committee Members so that each Committee is appropriately constituted at the start of the following year. In doing so, the Incoming President should be mindful to ensure gender and regional diversity for all the Committees. The Incoming President will generally seek nominations from regional officers for suitable committee candidates.

It is the responsibility of the President to ensure that each Standing Committee includes two liaisons from the Executive Board. The President will work in collaboration with the Executive Board to make decisions regarding committee liaison assignments. To ensure continuity, Board liaison assignments will not have a fixed term and will generally only change after each biennial Executive Board election. In particular, the Board liaison positions of all Board members will be revisited by the President between January and March of every odd numbered year, as new Board members are added and/or as Board members are re-elected for a new term. Board members will be consulted regarding their desire to remain in or change their current liaison assignments, with the President making the final decision.

Reporting

Each standing committee submits a report annually to the Executive Board. The president may request additional reporting, as necessary.

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Vacancies

When vacancies occur before the end of a term, the unexpired term can be filled by presidential appointment. Such terms end at the time the original appointment was due to end. People appointed to complete such terms can be reappointed to a second full term but cannot be reappointed to a third consecutive term.

Meetings

A regular meeting of each standing committee is held during the biennial IBC. In between these meetings, the work of each standing committee is carried out by email or conference calls.

Quorum and Voting

A majority of committee members constitutes a quorum for the transaction of committee business and any such business thus transacted is valid, provided it is passed affirmatively by a majority of those voting. Approved recommendations are reported by the committee chair to the president for further action by the Executive Board.

Creation and Dissolution of Committees

The President shall monitor actions of IBS committees, consult the Representative Council members, and then recommend to the Executive Board, the creation, dissolution and consolidation of standing committees. The President is responsible for ad hoc committees.

Standing Committee Descriptions

Awards Fund Committee (AFC)

Responsibilities: The Awards Fund Committee (ACF) promotes biometric activity in those areas of the world approved by the council as “Low- and Middle-Income Countries (LMIC)”.

The AFC is encouraged to coordinate with the Education Committee in planning its work.

IBC Years (Even-numbered Years)

1. The AFC budget (referred to as the travel awards fund) will be used to support travel and accommodation for Society members in “Low- and Middle-Income Countries (LMIC)” to attend the IBC. No later than the Spring of the IBC year, the AFC will send a call for applications from DC members. The invitation should be publicized widely, including the IBS website, *Biometric Bulletin* and in an email to DC members.
2. The Awards Fund Committee is responsible for developing and implementing a procedure to allocate awards; this procedure should be sent to the IBO for circulation to the EB.
3. Awards recipients will be notified in a timely fashion after contributed paper proposals have been submitted and reviewed.
4. Following the IBC, those receiving awards will write a half-page report. These are to be collected by the AFC and sent to the IBO not more than two months after the IBC. The Editor of *Biometric Bulletin* may choose to publish some or all of these reports.

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Non-IBC Years

1. In non-IBC years, the AFC is responsible for writing to regions, inviting and encouraging them to donate to the travel awards fund for the coming IBC year. All donations from regions and individuals will normally be matched by the IBS from its general fund.
2. The AFC will be allocated a budget by the IBS, to support DC members in travelling to regional conferences sponsored by IBS Regions.
3. The AFC will invite applications from members. The invitation should be publicized widely, including IBS website, *Biometric Bulletin* and in emails to DC members.
4. The AFC is responsible for developing and implementing a procedure to allocate awards; this procedure should be sent to the IBO for circulation to the EB.

All those receiving awards should write a half-page report. These are to be collected by the AFC and sent to the IBO at the end of the year, together with a list of award recipients and how much they received.

Membership: Appointments to the Awards Fund Committee follow the same procedures as those for the other standing committees as described in Composition above, with the following exceptions:

- At least four (4) and not more than six (6) of the members of the Awards Fund Committee should come from “Low- and Middle-Income Countries (LMIC)”, eligible for awards. The committee shall include representatives from the five different continental areas: Africa, Asia/Australasia, Europe, North America, and South America.
- Members, including the Chair, from “Low- and Middle-Income Countries (LMIC)” shall not participate in the discussion of or the voting on their own grant request nor on candidate(s) from their own country who are requesting travel grants.

Budget and Finance Committee

Responsibilities: The Budget and Finance Committee is responsible for recommendations concerning finance-related matters of the society. The committee reviews the annual independent audit of the IBS’s books and the draft annual budget prepared by the secretary/treasurer and submits the recommended budget to the Executive Board for its approval by the end of November prior to the start of the new financial year. The committee chair reviews quarterly financial reports of the society to ensure consistency with the annual budget. The committee may undertake further tasks as determined from time to time by the Executive Board.

Membership: Appointments to the Budget and Finance Committee follow the same procedures as those for the other standing committees. Members of the Budget and Finance Committee should be experienced in managing budgets and funds. The secretary/treasurer is an *ex officio* member on the Budget and Finance Committee and the executive director serves in an advisory but non-voting capacity.

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Committee on Communications

Responsibilities: The Committee on Communications, in close cooperation with IBO and the regions, identifies and prioritizes communication issues and opportunities. The IBO is responsible for technical implementation, working with the committee to make recommendations to the Executive Board on required and desired features.

Areas of responsibility include, but are not limited to, the *Biometric Bulletin* (including advising the Executive Board on appointment of the editor), website, social media, and associated tasks.

Membership: Appointments to the Committee on Communications Committee follow the same procedures as those for the other standing committees. The *Biometric Bulletin* editor and the Social Media Coordinator serve as *ex-officio* members of the committee. The executive director serves in an advisory but non-voting capacity on the Committee on Communications.

Conference Advisory Committee

Responsibilities: The president requests proposals for future international conferences no less than six years prior to the conference year. A Conference Advisory Committee recommends dates and locations for future international conferences and, wherever possible, coordinates these with meetings of other statistical societies. A recommendation for an IBC should be made at least four years in advance of the recommended conference date. The committee recommends to the Executive Board policies regarding IBCs and maintains the Manual for the Organization of International Biometric Conferences.

Membership: Appointments to the Conference Advisory Committee follow the same procedures as those for the other standing committees.

In addition to the 10 members of the Committee, the chairs of the Local Organizing Committee of each of the immediate, past and next IBC serve as *ex officio* members. The executive director serves in an advisory but non-voting capacity on the Committee.

Editorial Advisory Committee

Responsibilities: The primary purpose of the Editorial Advisory Committee is to provide advice and recommendations on issues relating to IBS academic publications. This includes advising on general editorial policies for all IBS academic publications, identifying society members to serve in the various editorial positions necessary to produce these publications, and advising and making recommendations on the management of the publications. The committee may undertake further tasks as determined from time to time by the Executive Board.

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Membership: The committee membership should be representative of the various scientific interests of the society's members. In addition, the Editorial Advisory Committee includes the editors of Biometrics and JABES as *ex officio* members.

Education Committee

Responsibilities: The Education Committee is responsible for developing educational and training initiatives for IBS members and the biometric profession more generally.

The Education Committee:

1. will be allocated an annual budget by the IBS (typically greater in non-IBC years), to further the educational aims of the Society in appropriate ways, with particular emphasis on supporting biometricians in LMICs. The funds could be used to (a) facilitate short courses, (b) on-line journal clubs, (c) webinars *etc.* or (d) provide speakers to regions comprising LMICs;
2. is responsible for the program of short courses associated with the IBC. It has oversight of the Statistics in Practice session at the IBC. It interacts with the International Program Committee to ensure appropriate other educational activities are provided at each conference;
3. may organize competitions to promote and encourage educational initiatives within the IBS. The procedures and results of any such competitions should be sent to the IBO for distribution to the EB, and
4. should coordinate with the Awards Fund Committee in planning its work.

Membership: Appointments to the Education Committee follow the same procedures as those for the other standing committees.

Ad Hoc and Special Committees

With the approval of the Executive Board, the president may appoint ad hoc and special committees as needed to address short-term issues for the society. These committees are disbanded upon completion of the charge for which they were formed.

Club of Presidents

Upon completion of their four-year terms, past presidents become members of the Club of Presidents. The immediate past president serves as chair. The Club of Presidents exists as an advisory resource for the society. Recommendations from the Club of Presidents are made to the Executive Board.

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International Business Office

The management of the society is conducted through the International Business Office (IBO). This is the place of operation of the executive director.

Responsibilities

The executive director carries out the work of the society by managing and directing all activities of the society subject to the policies of the Executive Board. Services provided by the IBO are contained in the Statement of Work. The executive director is an *ex officio* (non-voting) member of the Executive Board and a non-voting advisory on committees as determined by the president and outlined in these policies.

The executive director cannot authorize spending of funds except within the approved budget and with the secretary/treasurer's approval. Authority to spend funds outside the approved budget requires approval by the Executive Board.

Review Process

The Outgoing President reviews the contract and statement of work between IBS and the management company that provides services to the IBS via the International Business Office.

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Section VIII

Regions, Networks and Society Affiliations

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Regions and Networks

Regions

A geographically defined area that has 10 or more IBS members may become a region of the society upon approval by the Executive Board. If a region's size falls below eight members, the region may be dissolved, subject to approval by the Executive Board.

Regional Officers: The officers of a Region shall be a president and a secretary or treasurer, and such officers as may be required by the Region's structure. The president and one additional officer from each Region shall be designated as the official points of contact for the Region and its communication with the Society and other regions. One officer from each Region shall be identified to maintain the membership list, collect annual dues and forward the membership list and dues to the International Business Office by May 1 of each year. Any changes to the Regional officers must be reported in a timely fashion to the International Business Office and the Executive Board to ensure that communication is maintained between each Region and the Society.

Reporting: The regions are expected to report their activities on a regular basis by way of their *Biometric Bulletin* (newsletter) correspondent.

Forming a Region: When membership in any geographically defined area outside an existing region reaches 10, a new region may be formed, provided that a list of the membership and payment of dues for all members are given to the IBO. The newly created region should identify the key contact for the region. Once the newly formed region has been approved by the Executive Board, the region will elect/appoint a representative to the Representative Council.

Activities of Regions: On behalf of the members in their region, the regional officers are expected to arrange meetings with a scientific program, keep the society advised of biometrical news and needs and strive to increase membership in the society. Regions may charge additional dues for such activities.

Networks

To encourage the activities of the society either in areas of the world where regional activities are limited because of the number of members in a region or where regions consider that organized, joint activities would benefit their members (such as when the diversity of interests in a region limit biometrical activities in particular specialist areas), a network may be established, subject to approval by the Executive Board.

Networks are not required to have any formal structure but proposals to establish a network must include the management processes for the network, procedures for expanding or dissolving the network, any financial procedures, and definition of the activities of the network, as agreed upon by all regions joining the network. There is no additional representation of a network on the Representative Council beyond the representatives of the constituent regions.

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IBS Officer Visitation to Regions/Networks

On an annual basis, IBS allocates funds for the Officer Visitation Program. The program is designed to encourage IBS officers to attend conferences sponsored by IBS regions and networks.

IBS Responsibilities: Before requesting an officer visit, the following responsibilities of IBS and the visiting officer should be noted:

- IBS sends a communication each January to all regions about the availability of officer visits.
- IBS sends one officer to attend a conference sponsored by an IBS region or network on a rotating basis.
- The visiting officer is generally the president of IBS, but it may be the president-elect, the outgoing president or secretary/treasurer, depending on schedules, costs and other factors. Regions or networks may specify that a particular officer attend.
- IBS makes travel arrangements for the visiting officer and pays for the airfare and land transportation costs of the officer who attends a sponsored conference.
- The officer is available to meet with representatives of the sponsoring organization, when needed.
- Priority for visitation is given to organizations that have been visited the least in recent years.

Region/Network (Inviting Organizations) Responsibilities: Before requesting an officer visit, the following responsibilities of the sponsoring/inviting organization should be noted:

- Inviting organizations must request attendance by an IBS officer at least two months in advance of a meeting/conference.
- Inviting organizations submit a request form to IBO with dates, activities, locations, etc.
- Inviting organizations provide one complimentary registration to the IBS visiting officer.
- Inviting organizations provide local accommodations for the IBS visiting officer.
- Inviting organizations provide at least a 10- to 15-minute time period for the officer to speak and provide an update of current IBS activities and topics. This may include a DVD presentation that requires appropriate audio-visual equipment.

IBS - ISI Liaison Specification of policy and procedure

Role: To act as a liaison between the IBS and ISI, collaborating with the corresponding ISI-designated person.

Purpose: To further the aims as set out in the *Memorandum of Understanding* between the IBS and the ISI. Specifically, to:

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- Promote joint activities such as scientific meetings, conferences, capacity building and similar activities, particularly in “Low- and Middle-Income Countries (LMIC)” ;
- Promote the sharing of news and information on statistical developments of mutual relevant interest;
- Promote the interaction between the members of both societies with a view to enriching the discussions within and across the two societies and strengthening the profile of statistics in the biosciences at regional and international levels.

Responsibilities:

- To keep the IBO and relevant IBS Committees informed of collaborative activities and developments.
- To act as the link in the planning of special sessions at the biennial main conferences of each society: IBS International Biometric Conference and ISI World Statistics Congress.
- To provide a written report, at least annually, to the IBS Officers and Executive Board (ideally in a form that can also be included in *Biometric Bulletin* newsletter).
- To coordinate the competition for awards to young ISI members, to participate in each IBS International Biometric Conference, and to serve on the selection committee for awards to young IBC members to participate in each ISI World Statistics Congress.

Term of Office: 2 years with possible renewal for *one further 2-year* period. The appointment to start in January of even-numbered (IBC) years.

Eligibility: The individual must be a current IBS member and preferably also a member of ISI.

Appointment: by the IBS Executive Board on the recommendation of the Officers.

IBS-ISI Young Ambassadors Inter-Society IBC/WSC Funding Program

Permanent funding, in the amount of \$5,000 each year, is provided by IBS to this Conference Travel funding program. The amount is to be matched by the same sum from ISI.

The funding is to be used for travel and accommodations for two members of IBS to attend and participate in ISI World Statistics Congress (WSC) in odd-numbered years, and for two members of ISI to attend IBS International Biometric Conference (IBC) in even-numbered years.

Each awardee may receive an award of up to \$5,000.

Award is by application to a competition. All members of IBS [ISI] who have obtained their most recent statistics qualification (PhD or other degree) in the preceding ten years are eligible for the competition to attend WSC [IBC].

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There should be a Committee to evaluate the applications, which shall include the ISI/IBS liaisons, and at least two additional members, one each from ISI and IBS.

Awardees should present a paper or poster at the relevant biennial conference (IBC or WSC), are expected to join the Society of the conference they are attending and are to continue to help promote collaboration between ISI and IBS.

Further details regarding the award competition and funding process are provided in Appendix C.

IBS - Friends of COPSS: Specification of policy and procedure

Purpose: Friends of COPSS provides a forum for IBS leadership to:

- Meet with presidents of many world-wide statistical societies at the special joint meeting of COPSS and Friends of COPSS at JSM
- Promote the sharing of news and information on statistical developments of mutual relevant interest;
- Become involved in initiatives that promote research and education in statistics in the biosciences at the international level.

Procedure: IBS should be represented at the annual JSM meeting of Friends of COPSS:

- The President may attend.
- The President may designate an alternate person, such as a President-Elect or a former President, to attend this meeting.
- In making this designation, the President should be mindful of the international focus of Friends of COPSS, and of the fact that the North American regions of IBS are already represented by the ENAR and WNAR Presidents who are full COPSS members.

Other

In odd-numbered years, IBS may designate one of its regional or network conferences as the venue for a meeting of IBS members. Regions may indicate an interest in being considered for such an event.

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Executive Board Election and Governance Timetable

- April 1 (year 1 of president-elect appointment)
 - IBO informs regions of the number of Representative Council (RC) members to which they are entitled and identifies the number of new representatives that each needs to elect/appoint.
 - Notification of newly elected/appointed members is sent to the IBO by May 1.
- May 1
 - President sends welcome to new and continuing RC members. The new members will serve a four-year term from July 1 but participate in the election of the chair of the RC before that date.
 - Immediate past-president requests nominations to serve as the RC Chair from July 1 for two years. Deadline for receipt of nominations by the IBO is June 1.
- June 1
 - IBO conducts ballot of RC members to elect RC Chair. Deadline for completion is July 1.
- July 1
 - RC chair sends call to all RC members for nominations to serve on the Nominating Committee. Deadline for receipt of nominations is September 1.
 - President-elect begins identification of potential Standing Committee chair and members from the newly constituted RC, taking into account continuing membership.
 - President-elect sends call for other nominations for Standing Committee members from regions and the wider membership of the society. Deadline for receipt of nominations is September 1.
- September 1
 - IBO conducts ballot of RC members to elect the Nominating Committee members to serve until the next election/appointment of RC members (not quite two years). Deadline for completion of the ballot is November 1.
- October 1
 - President-elect sends proposals for Standing Committee chair and membership to serve from the next January 1 (two-year term for Chair; four-year terms for members).
- November 1
 - Immediate past-president initiates Nominating Committee search process to identify candidates to serve as the next president-elect of the society (from January 1 of the year after next), with the deadline for the identification of nominations by the end of February (Year 2 of president-elect's appointment and first year of president's term).

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- In some years, there will be a simultaneous search for a new secretary/treasurer to serve from the same January 1, with the potential to involve an assessment of the performance of the current secretary/treasurer, if that person is in his or her first three-year term.
- March 1 (Year 2 of president-elect's appointment, first year of president's term)
 - IBO conducts ballot of the whole society to elect the new president-elect, with the ballot to be complete by the end of April. The new president-elect is identified in sufficient time to be able to join IBS business meetings at a summer IBC.
 - In some cycles the ballot will include election of the new secretary/treasurer.
- July 1
 - Immediate past-president initiates Nominating Committee search process to identify prospective new Executive Board members, with the slate of candidates to be identified by the end of September.
- November 1
 - IBO conducts ballot of the whole society to elect the new Executive Board members. Election is completed so that new members are in place by January 1 of the next year.
- January 1 (Year 3 of president-elect appointment, second year of president's term)
 - In some cycles, the new immediate past-president initiates Nominating Committee search process to identify a new secretary/treasurer to serve from the next January 1. This may involve an assessment of the performance of the current secretary/treasurer, if that person is in his or her first three-year term.
- April 1
 - In some cycles, a ballot of the whole society is conducted to elect the new secretary/treasurer, to be completed by the end of June.
 - START OF NEXT CYCLE as it is year three of the original president-elect, second year of president's term, and first year of new president-elect.

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Section X

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Publications

IBS has sole responsibility for its official publications, which are produced quarterly. Those publications include:

- Scientific journals: *Biometrics* and *Journal of Agricultural, Biological and Environmental Statistics (JABES)*
- Newsletter: *Biometric Bulletin*.

For specific information on the aims and scope of *Biometrics*, *JABES* and *Biometric Bulletin*, as well as a description of Editor roles, please see Appendix E.

Appointment of Editors

The Editorial Advisory Committee has primary responsibility for identifying the editors for the Society's academic publications as follows:

Biometrics

- *Biometrics* has one executive editor, three co-editors and a book review editor. The executive editor is appointed for three years and is eligible for reappointment to a maximum of 12 consecutive years. The executive editor represents *Biometrics* when a single representative is required. Each of the three co-editors serves a term of three years in a rotating system, with one co-editor replaced at the end of each calendar year. They are chosen to ensure geographical spread: one from North America, one from Europe, one from the Rest of the World. The co-editors choose a liaison editor from among themselves. The co-editors appoint the associate editors. The book review editor serves a term of three years. The president appoints one member of the Executive Board to serve as the business manager of *Biometrics*. All editors serve as ex officio members of the Editorial Advisory Committee.

For each appointment, the Editorial Advisory Committee makes a recommendation to the Executive Board for its approval.

Journal of Agricultural, Biological and Environmental Statistics (JABES)

- *JABES* is published by IBS. Scientific oversight is in cooperation with the American Statistical Association (ASA).
- The *JABES* Editorial Management Committee establishes an ad hoc committee for recommendation of an editor. This ad hoc committee is composed of IBS and ASA members and seeks the advice of the Editorial Advisory Committee. For the appointment of the editor, the Editorial Advisory Committee makes a recommendation to the Executive Board for its approval. This appointment also is subject to ASA approval. The editor serves a three-year term and may appoint associate editors.

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- For each appointment, the Editorial Advisory Committee makes a recommendation to the Executive Board for its approval.

Biometric Bulletin

The Communications Committee has primary responsibility for identifying the *Biometric Bulletin* editor and making a recommendation to the Executive Board. The editor of the *Biometric Bulletin* is appointed for a three-year term.

JABES Editorial Management Committee

The *JABES* Editorial Management Committee consists of five members, with two appointed by IBS from its membership and two appointed from ASA from its membership. The fifth member, selected jointly by both IBS and ASA, serves as Chair of the Editorial Management Committee and must be a member of both IBS and ASA. Each committee member serves for three years, with possible reappointment for one additional three-year term. The journal editor serves as an *ex officio* member of this committee.

The International Biometric Office is to notify the IBS Officers and Chair of the Editorial Advisory Committee in March of each year that an IBS member's term on the Editorial Management Committee is due to expire. The EAC Chair will reach out to the Chair of the Management Committee for input. The Chair of the Management Committee will make suggestions and recommendations to the IBS and ASA regarding new committee members around March or April of the year in which member terms expire. The Management Committee Chair will also offer suggestions to both IBS and ASA regarding who might be suitable to take over the role as Chair when their term is due to expire. The IBO will be asked to check the membership status of all candidates.

For the appointment of new IBS members to the Committee: Following the confirmation of membership, the IBS Editorial Advisory Committee Chair will share the recommendations with the EAC, which will consider these recommendations before making a final recommendation to the IBS President and Executive Director. The Executive Director will ask for Board approval and the President will inform the Management Committee Chair of the results of the vote.

For the appointment of a new Committee Chair: Following the confirmation of membership, the Editorial Advisory Committee Chair will discuss with the Officers and IBS President whether there is a desire/eligibility to offer the current chair another term. If this is agreed to, then the IBS Executive Director will communicate with the appropriate ASA Officer to see if they agree. If, however, an

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extension is either not desirable or allowable, then the EAC Chair communicates with Chair of the Management Committee seeking recommendations regarding a replacement. It is preferable to have the new Chair selected from among existing Committee members. The Chair must be a member of both Societies. The EAC will discuss the suggested additions to the Committee and then make a recommendation to the Executive Director and the IBS President. The Executive Director will ask for Board approval and will then inform the relevant ASA Officer of the result. If the ASA also approves the recommendation, then the proposed Chair will be invited to take on the new role as Chair by a joint request of the two Society Presidents.

The Editorial Management Committee has no fiscal responsibility for the operation of the journal.

The Editorial Management Committee has responsibility for editorial policy, publication time, efficiency of manuscript handling, adequacy of page allotment, impact on statistical community, and vigor and timeliness of editing and editorial control over journal quality.

JABES Business Manager

IBS assumed full financial responsibility for JABES at the beginning of 2010. The *JABES* Editorial Management Committee, composed of IBS and ASA members, works with the editor on scientific issues. The position of *JABES* business manager was created to provide oversight for the business side of the journal.

Responsibilities:

- Reviewing and managing the finances related to *JABES*.
- Acting as a liaison among the publisher, ASA and IBS to resolve issues, including publication times, subscriptions and access to the website.
- Working with the publisher in the development of promotional plans for the journal.
- Working to resolve editorial issues as they relate to the business of the journal, including review times, transition issues, etc.

Qualifications: The person who assumes this responsibility must understand editorial issues, publication processes and finances. In addition, because the journal is jointly published with ASA, a good knowledge of ASA and the ability to communicate effectively with that organization is important.

Timetable for Various Editor Searches

The following are the timelines for each search process, together with the number of ordinary Editorial Advisory Committee (EAC) members and EAC *ex officio* members to be included in each search subcommittee. For specific information on the aims and scope of the *Biometrics*, *JABES* and *Biometric Bulletin* Editor positions, please see Appendix E.

Biometrics

- *Executive Editor:* Search subcommittee includes EAC chair, *Biometrics* co-editors (3), *Biometrics* book review editor, plus two EAC members. Deadline is March 1 prior to the

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completion of the current three-year term of office, with completion of the selection process by September 30.

- *Co-Editor*: Search subcommittee includes EAC chair, *Biometrics* executive editor, *Biometrics* co-editors, plus two EAC members. Deadline is March 1 of each year, with completion of the selection process by September 30.
- *Book Review Editor*: Search subcommittee includes EAC chair, *Biometrics* book review editor, plus three EAC members. Deadline is March 1 prior to the completion of the current three-year term of office, with completion of the selection process by September 30.

JABES

- *Editor*: Search subcommittee includes *JABES* Management Committee chair, plus IBS and ASA representatives, in accordance with the agreement between the two societies. Deadline is October 1 of the second year of the current editor's term, with completion of the selection process by December 31. For more information on the aims and scope of this Editor position, please see Appendix E.

Note that the search committee for the *JABES* Editor fits with the current agreement with ASA, with the *JABES* Editorial Management Committee chair heading the search committee.

Biometric Bulletin

- *Editor*: Search subcommittee includes Communications Committee chair, *Biometric Bulletin* editor, plus three Communications Committee members. Deadline is March 1 prior to the end of the current three-year term, with completion of the selection process by September 30.

Responsibilities of *Biometric Bulletin* Editor and IBO

The Editor is responsible for soliciting and compiling contributed articles for the *Biometric Bulletin* and deciding on its content and format, and for proactively seeking out notices of international meetings to broaden the scope of the Meetings list in the *Bulletin*.

The International Business Office (IBO) is responsible for technical matters such as: receiving the initial draft in a Word document from the Editor; converting to Acrobat PDF; proof-reading the PDF version; distributing the PDF version for final proof-reading by the Editor and other contributors; implementing edits to the PDF version; posting the final version in PDF and HTML format to the Society website; posting abstracts and school program listings to the Society web site; and adding advertising in the *Bulletin* and to the Society web site. The IBO also maintains the list of Correspondents and communicates with Regions about expired terms and replacement Correspondents. Some of this information can flow through the Editor.

The four issues per year correspond to three-month periods (quarters): January-March, April-June, July-September, and October-December. The corresponding deadlines for contributions from Correspondents, Officers, Members, and invited guest contributors are finalized on a yearly basis, and are January 31, April 30, July 31, and October 31.

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Each region shall appoint a *Biometric Bulletin* correspondent whose role is to report on regional matters.

***Ex officio* Committee Membership**

The editors of *Biometrics* and *JABES*, including book review editors (if any), serve in an *ex officio* capacity on the Editorial Advisory Committee.

Associate editors are not members of the EAC.

The editor of the *Biometric Bulletin* serves in an *ex officio* capacity on the Communications Committee.

More specific information on the full responsibilities of the *Biometric Bulletin* Editor position is available in Appendix E.

Reports and Meetings

The publishers of society journals shall submit an annual report to the Executive Board. The executive editor of *Biometrics* and the editor of *JABES* shall submit an annual report to the Executive Board.

The Executive Board is responsible for making financial decisions, such as setting subscription rates.

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Reimbursement of Expenses for Editors

Given that editorial assistants are available for the editors of *Biometrics* (apart from the book editor) and *JABES*, and because most communications are electronic, the editor of the journal has limited need for funding. Thus, the following is made available for these editors:

- If requested, each editor may receive funding for equipment totaling up to USD 2,000 upon beginning service. The equipment is for publication use.
- Each editor is budgeted USD 2,000 per year. These funds are for reimbursement of documented expenses.

Advertising Rates for *Biometric Bulletin*

The advertising rates for the *Biometric Bulletin* are as follows:

- Full Page: USD 725.00
- Half Page: USD 510.00
- Quarter Page: USD 390.00
- Up to 150 words in house style: USD 140.00
- Up to 50 words in house style: USD 85.00

Camera-ready artwork in PDF, EPS or TIFF format is required. Logos should be sent in a separate file. If submitting via PDF file, artwork must be oriented properly. Material requiring typesetting will incur a surcharge.

Institutional Members of the International Biometric Society or their subsidiary companies will receive a 10 percent discount. Advertisement agencies will receive a 10 percent discount. Block bookings for four issues will receive a 10 percent discount. (Maximum combination discount 20 percent.)

<i>Mechanical Data</i>	<i>Depth x Width</i>	<i>Depth x Width</i>
Trim size (page)	270mm x 215mm	11" x 8-1/2"
Type page size	235mm x 185mm	10-1/2" x 8"
Half page (vertical)	235mm x 90mm	10-1/2" x 3-1/2"
Half page (horizontal)	115mm x 135mm	5" x 7"
Quarter	115mm x 90mm	5" x 3-1/2"

Copy Deadlines for *Biometric Bulletin*

The *Biometric Bulletin* is distributed electronically and published quarterly in PDF format and is available via download at www.biometricsociety.org. Copy deadlines are March 1, May 9, August 15, and November 15. Circulation: 6,000+ members worldwide.

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Prose Editing Project

Rationale and Description: Most major science and policy journals publish in English and require that manuscripts be submitted in that language. Because effective communication improves the chances that a submitted manuscript will be accepted, authors whose native language is not English and who don't have easy access to colleagues who can improve the writing are at a distinct disadvantage.

To reduce this inequity, IBS instituted the Prose Editing Project (PEP) to help IBS members polish up the prose in a manuscript that they intend to submit for publication. The target journal need not be *Biometrics* or *JABES*; the goal is to increase the publication success rate for IBS members irrespective of the intended journal.

An author who wants to take advantage of this service needs to prepare a very mature draft of the manuscript — one that is ready to submit once the prose has been polished. A volunteer edits the prose and may provide additional input, but editing is the only expectation. To keep the focus on this role, the volunteer editor cannot be included as a co-author.

The service is restricted to members of the International Biometric Society and to biometric manuscripts that are in very good shape before they are submitted to a journal.

Coordinator: Two-year, once renewable term. Recommended by the Editorial Advisory Committee and approved by the Executive Board.

Publicity: On IBS website; also, in *Biometrics* and *JABES*, all with the clear indication that at least one author is an IBS member and that the editing is pre-submission.

Subscription Sales of Paper Copies of *JABES* and *Biometrics*

Since 2010, the society provides electronic subscriptions to both journals for the base membership in all categories and offers members subsidized subscriptions to paper editions of *Biometrics* and *JABES*. Costs are outlined on page 35 of this Policies and Procedures. The subsidized subscription is an additional annual charge for each journal and differs for regular and LMIC members approximately in line with the differential of the main membership dues.

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International Biometric Conference

IBS organizes on a regular basis a meeting called the International Biometric Conference (IBC), following procedures set down by the Executive Board in the IBS Conference Manual.

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Reserve Policy

Goal

To achieve and maintain total organizational reserves in a range equal to 100-125 percent of the last audited year's total revenue.

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IBS Conflict-of-Interest Policy

Purpose

The purpose of the Conflict-of-Interest Policy is to protect the interests of the IBS when it is contemplating a transaction or arrangement that might benefit the private interest of an executive board member, Representative Council chair and committee chair, or staff member. This policy also applies to Executive Editor of Biometrics and the JABES business manager. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest applicable to non-profit and charitable organizations in the jurisdiction of incorporation.

Definitions

Conflict of Interest: A conflict of interest exists when an individual society executive board member, staff member, chair of Representative Council, or chair of a standing or ad hoc committee of the society has a direct or indirect business, professional or personal situation or relationship that might influence or that might be perceived to influence his or her judgment and decision-making ability when serving the society. It is imperative that all society Executive Board members, staff and Representative Council and committee chairs avoid situations in which they, family members or close acquaintances or business associates benefit or appear to benefit financially, or otherwise, from dealings with the society.

For this policy to work effectively, it is essential that individuals subject to this Conflict-of-Interest Policy promptly and fully disclose all real or perceived conflicts. It is essential to the effective operation of this policy that all individuals covered by this policy acknowledge and understand that they have a continuing obligation to bring to the attention of the Executive Board, or of a committee authorized by the Executive Board to consider potential conflicts of interest, any conflict or perceived conflict on their part or on the part of any other individual subject to this policy.

It should be noted that not all “interests” rise to the level of prohibited conflicts of interest. A person who has an interest may have a conflict of interest only if the Executive Board or appropriate committee determines that a conflict of interest exists based on a review of the facts, circumstances and this policy.

The society’s regions may have separate conflict-of-interest policies that apply to their officers, staff and committee members.

Interested Person: Any executive board member, staff member, chair of a committee, chair of the Representative Council, Executive Editor of Biometrics and JABES business manager who has a direct or indirect interest, financial or otherwise, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- an ownership or investment interest in any entity with which the society has a transaction or arrangement;

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- a compensation arrangement with the society or with any entity or individual with which the society has a transaction or arrangement; or
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the society is negotiating a transaction or arrangement.

Compensation shall be interpreted to include direct and indirect remuneration, as well as gifts, favors or benefits that are deemed substantial in nature.

Other Interests: Among the types of interests that could represent actual or potential conflicts are:

- interests that may affect economic transactions to which the society is a direct party;
- interests that might cause a representative of the society to abuse a society position in order to achieve objectives that are inconsistent with the purposes of the society;
- interests that do not relate directly to an interest of the society as an organization, but bear on issues of importance to the society membership and about which different components of society membership might hold widely differing views; or
- interests that include direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Procedures

Statement of Compliance: The Conflict-of-Interest Policy will be posted on the society website in the “Members Only” section. The policy will be signed by all individuals covered by this policy. Individuals will execute a statement that he or she:

- has received a copy of the Conflict-of-Interest Policy;
- has read and understands the policy;
- agrees to comply with and be bound by the terms and conditions of the policy; and
- understands his or her obligation to avoid conflicts of interest when making decisions and taking action on behalf of the society and his or her duty to disclose actual or potential conflict situations.

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**International Biometric Society
Conflict of Interest – Statement of Compliance**

I certify that I have read and understand the IBS Conflict of Interest Policy, including my obligation to avoid conflicts of interest when making decisions and taking action on behalf of the Society. I understand my duty to disclose all actual or potential conflict situations by submitting a Disclosure Form for Potential Conflicts of Interest that is available from the Member section of the IBS website.

I further certify that I agree to comply with and be bound by the terms and conditions of the IBS Policy on Conflict of Interest.

You are required to sign and return this form when nominated for an elected or appointed position.

Signature

Date

Printed Name

Please return the ORIGINAL of this form to:

International Biometric Society
1120 20th Street, NW Suite 750 Washington, D.C. 20036, USA
TEL: +1-202-712-9049 E-FAX +1-202-216-9646

Internal Code: 482/230

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Appendix A

Procedure for Funding Executive Board Meetings

Approved 17 November 2015 by the Finance Committee, and Executive Board.

Revised 19 March 2018.

1. In-person IBC Executive Board meetings
 - a. In IBC years, the Executive Board meets at the IBC, and Executive Board members are expected to attend the IBC;
 - b. In non-IBC years, the Executive Board typically meets in Europe, before or after a regional conference, which members are encouraged to attend.

2. The strong expectation is that members of the Executive Board (EB) (including the officers) will make every reasonable effort to fund at least part if not all of their travel and hotel accommodation for executive board meetings, for example by submitting an abstract to the conference and thus using grant funding. This is especially the case for IBC meetings where it is expected that most EB members would have attended anyway.

3. Nevertheless, this may well not be possible for some; in this case, IBS funding will be available for:
 - a. For IBC meetings: either i) up to 7 nights' accommodation or ii) Travel support plus up to two nights' accommodation.
 - b. Travel support and up to two nights' accommodation for non-IBC meetings

4. When requesting travel support, the following options are available:
 - a. Book your own flight and then claim full/partial reimbursement from the IBS Full receipts are needed and it is expected that EB members will make every effort to book the most economical flights;
 - b. Have the IBS office book your flight.

In either case, please approach the Executive Director (who will consult with the Treasurer) for agreement prior to spending any money. The finance committee may be asked for additional guidance if appropriate.

5. For the accommodation, IBO will reserve the hotel rooms in order to take advantage of a group discount. The options for payment (in order of preference, and by prior agreement with the IBO) are:
 1. Pay yourself on check out and cover all or some by personal funds, claiming from IBS for the balance (again, receipts are required).
 2. The IBS will settle the bill. Note IBS will only cover accommodation costs, not extras such as mini bar, etc.

6. For conference registration, each Executive Board member pays for themselves.

Appendix B



New Region Checklist

Adopted by the Executive Board 24 October 2017.

As stated in the IBS Bylaws, the Society may, from time to time, “establish an official Region in a geographically defined area in accordance with the procedures set forth in the Policies and Procedures of the Society”.

To be recognized as an official Region of the Society, a new Region applicant must:

- 1) Have 10 or more Society members at the time of application, not including student members.
 - 2) Forward the appropriate portion of the membership fees for 10 or more members to the IBS, so that the Region’s members may be properly recognized and served by the International Biometric Office. Fees are set per the fee schedule posted at <https://www.biometricsociety.org/membership/join/>,
 - 3) Submit all contact information for their members to the IBS,
 - 4) Select officers, in accordance with the Region’s structure,
 - 5) Identify at least one primary contact who is a current member of the IBS, through whom information from the IBS will be shared with other volunteers,
 - 6) Submit a brief document outlining the governance procedures of the proposed region. This document should include information on the proposed:
 - process for selection of Region officers, and lengths of terms of appointment,
 - process for selection of the Region’s IBS Representative Council member(s),
 - procedures for administering Region finances, including finances of IBS Regional meetings, if applicable, and
 - reporting of the Region’s financial and governance information to the Region’s executive and/or members.
- Note: If the Region plans to have Bylaws addressing these items, submission of a copy of the draft bylaws suffices and is encouraged.
- 7) Receive approval from the Executive Board of the IBS.

The International Biometric Society, founded in 1947 and with its business office located in Washington, DC USA, is incorporated in the District of Columbia and officially recognized as a non-profit in the United States of America, exempt from income tax per section 501(c)3 of the Internal Revenue Code.

Appendix C

IBS-ISI Young Ambassadors Inter-Society Conference Travel Awards

This appendix gives additional details of administration of the award competition.

- The processes of competition announcement, formation of the evaluation committee, and awardee selection are the responsibility of the ISI/IBS liaisons.
- The competition criteria should be announced before the end of each calendar year, with deadlines enabling awardees to submit a paper or poster to the IBC or WSC
- The competition is open to all members of IBS (for WSC) and of ISI (for IBC) who are within 10 years of their PhD (or other last Statistics degree) at the time of the competition submission deadline.
- The documents required to be submitted by applicants may be determined by the separate societies (ISI for IBC; IBS for WSC), but may include
 - An abstract or paper for the proposed conference
 - A CV
 - A brief statement of how the Conference participation will enhance the career of the applicant,
 - A brief statement how the applicant will help to promote interaction of Young Statisticians between the two Societies.
 - a statement of financial need.
- Any document required to be submitted should be considered by the evaluating Committee in making their decisions.
- Unless the ISI-IBS liaisons make alternate approved arrangements, the Committee to evaluate the submissions should
 - be chaired by the IBS liaison to ISI for IBC, and by the ISI liaison to IBS for the WSC,
 - should include both ISI-IBS liaisons
 - should include at least two additional members, one designated by ISI and the other by IBC
- It is expected that
 - IBS awardees to WSC will join ISI Young Statisticians
 - ISI awardees to IBC will join IBS
- Funding awarded may be used for:
 - conference registration.
 - return economy airfare to the conference's host country.
 - an amount to cover six (6) nights' accommodation (to be used as the successful applicant wishes).
 - Registration fee for attending a short course or satellite meeting (chosen by the successful applicant).
 - An amount to cover up to two additional nights' accommodation, if needed due to extended travel itineraries.

Appendix D:

Network and Inter-regional Activities Funding Program

Introduction

In 2016, this funding program was launched to enhance interactions among networks or regions. To date, there have been several activities that were funded through this program as for instance

- a joint session of the Spanish, Eastern Mediterranean and Italian Regions in the framework of the 10th Conference of the Eastern Mediterranean Region in Jerusalem, December 2018.
- Young Statisticians Showcase (YSS) as part of the XVII Spanish Biometric Conference and the VII Ibero-American Biometric Meeting which brings together the Argentinian, Central American and Caribbean, Chilean and Equatorial Regions in Valencia, June 2019.

This program establishes a funding mechanism for such activities on a more formal and regular basis. The above examples illustrate the types of activities that can be considered, but there are many other possible activities that could be funded under the program, so regions should be creative in their proposals. For instance, inter-regional activities like organizing a symposium or a workshop at a conference being organized by a scientific organization other than the IBS could be funded which would also increase the outreach activities of our society. The guiding principle is that the activity must involve and encourage inter-region interaction. The expectation is that there should be some contribution, maybe in-kind, from the participating regions and some general benefit to the Society at large.

Guidelines for the funding program

Amount: The Executive Board allocates \$20,000 in total per year to this funding program. Each activity award is subject to a maximum of \$5,000.

Eligibility:

- Applications can be submitted twice a year: by March 31 for activities that are scheduled to start in the second half of the same year (July 1 – December 31) and by September 30 for activities scheduled to start in the first half of the following year (January 1 – June

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30).

- Regions or Networks should send their proposal for a Network or inter-regional activity to the Taskforce of the Representative Council, using the email below
- In general, a Region or a Network can apply for only one activity in a single funding round. Deviations from this rule need a particular justification.
- Regions or Networks must demonstrate how funded activities will reinforce links between regions.

Guidelines for proposals

- In the proposal Regions/Networks should give a detailed explanation of the financial needs, the scientific value, and, of course, the potential benefit to the IBS.
- Proposals must be submitted electronically and sent to regions@biometricsociety.org.
- The Taskforce, with assistance from the IBS International Business Office, will be responsible for managing the review process.
- The outcome of applications will be sent to the Regions/Networks within a month.
- Confidentiality of the reviews is assured.
- Successful proposals must provide a meeting report and photographs, which shall be published in the Biometric Bulletin and shall be used in social media communications. Other benefits for the society (like webinars, videos of key sessions for the conference/workshop website) are welcomed and encouraged.

Conditions and Criteria

Please note that (a) priority will be given to new activities and (b) regions can apply for repeated activities no more frequently than every other year.

When rank-ordering proposals, consideration will be given to:

- Merit
 - Activity itself – form new network, network activities, inter-regional activities.
 - Benefit for Society as a whole – webinars, etc.
 - Activities for Young Statisticians
- Funding

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- Travel expenses and costs for lodging may be reimbursed
- Conference fees should be an in-kind contribution.

Taskforce of the Representative Council

- The Taskforce will be appointed by the Chair of the Representative Council for a two-year period.
- include 5-6 members of the Representative Council (incl. Chair).
- be approved by the whole Representative Council.

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Appendix E – IBS Publications Aims and Scope, plus Editor Responsibilities

Information is current as of May 23, 2019

Biometrics

Biometrics is a publication of the International Biometric Society. Biometrics is published quarterly by Wiley in March, June, September, and December. The Biometrics Editorial Team consists of an Executive Editor (EE), three Co-editors (CE), Editorial Managers (EM), and a Book Review Editor (BRE), whose joint primary responsibility is toward the fulfilment of the editorial aims of the journal, as agreed to by the Editorial Advisory Committee (EAC) and approved by the IBS Executive Board. The IBS has sole financial responsibility for Biometrics, and the IBS Secretary/Treasurer is the Executive Editor's primary point of contact for all financial requests.

Aims and Scope

Published on behalf of the International Biometric Society, Biometrics emphasizes the role of statistics and mathematics in the biosciences. Its objectives are to promote and extend the use of statistical and mathematical methods in the principal disciplines of the biosciences by reporting on the development and application of these methods. A centerpiece of most Biometrics articles is scientific application that sets scientific or policy objectives, motivates methods development, and demonstrates the operations of new methods. Papers in the journal appear in one of four sections. The Biometric Methodology section presents papers that focus on the development of new methods and results of use in the biosciences. The Biometric Practice section contains papers involving innovative applications of methods and providing practical contributions and guidance, biological insight, and/or significant new findings. Reader Reaction papers refer directly to articles previously published in the journal, and Letters to the Editors provide comments and suggestions on the journal and its content.

The Executive Editor is appointed for three years and is eligible for reappointment to a maximum of 12 consecutive years. The Executive Editor represents Biometrics when a single representative is required. Each of the three Co-editors serves a term of three years in a rotating system, with one co-editor replaced at the end of each calendar year. They are chosen to ensure geographical spread: one from North America, one from Europe, one from the Rest of the World. The Co-editors appoint the Associate Editors. The Book Review Editor serves a term of three years. The president appoints one member of the Executive Board to serve as the Business Manager of Biometrics. All editors serve as ex officio members of the Editorial Advisory Committee. For each appointment, the Editorial Advisory Committee makes a recommendation to the Executive Board for its approval. Details about the search procedures are described elsewhere in the Policies & Procedures.

Specific responsibilities of the Editorial Team are:

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- The CE and BRE ensure that the Journal stays aligned with its editorial Aims and Scope.
- The EE and EM serve as a key point of contact for the editorial office at Wiley.
- The EE and EM oversee the flow of papers under consideration using Wiley's editorial tracking system. The EE dispatches new submissions to the CE. The CE are responsible for reviewing new submissions and, as appropriate, assigning them to Associate Editors. The EM and EE proactively set up, maintain, and operate a reminder system to prompt any CE, Associate Editors or reviewers who are falling behind. The EM and EE will involve CE in the reminder system when appropriate.
- The EM check-in new submissions, i.e., check on format, lay-out, page-count, tables and figures, etc.
- The EE creates the Table of Contents for each issue of the Journal.
- The EE selects a cover image for each Journal issue.
- The EE and EM work with Wiley's production editor to ensure timely production and publication of each issue and notify the EAC and Executive Board if any concerns are not being addressed in a timely manner.
- The EE and EM regularly communicate with the EAC on all administrative matters associated with running the Journal, including procedural questions or concerns.
- The EE and EM maintain a system of performance review for internal (i.e., towards CE, EAC, Associate Editors) and external communication (e.g., made public via the IBS and Journal's web pages) and follow up.
- The EE and EM actively monitor the backlog of articles and explore ways to minimize it whenever needed.
- The Editorial team maintains the established norms (in terms of content [CE, BRE] and flow [EE, EM]) for the Journal, adjusting as necessary and in consultation with the EAC and relevant representatives at IBS.
- EE and EM regularly interface with members of the EAC, to keep abreast of adjustments to policy and/or suggested changes in scope.
- The EE writes a quarterly report for the IBS Biometric Bulletin.
- The CE elects' best papers in Biometrics and/or papers for Biometrics showcase sessions. This process is facilitated by the EE and EM, as well as the practical organization of Biometrics Showcase Sessions at the IBC during even-numbered years. As considered appropriate by the CE, the EE and EM may facilitate the selection and nomination of papers published in the Journal for prizes and awards.
- The EE and EM organize and facilitate Editorial Board Meetings, in even-numbered years during IBS and at selected other meetings (routinely, yearly at Joint Statistical Meetings).
- The EE, jointly with the CE, writes the Annual Report for publication in the March Issue of the Journal.
- The EE and EMs maintain detailed procedures manuals describing the roles of the EE, the CE, and the EM, respectively.
- The BRE proactively commands and ensures refereeing of book reviews.

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JABES

The Journal of Agricultural, Biological and Environmental Statistics (JABES) is a joint publication of the International Biometric Society and the American Statistical Association. JABES is published quarterly by Springer in March, June, September, and December. The JABES Editor's primary responsibility is toward the fulfilment of the editorial aims of the journal, as agreed to by the JABES Editorial Management Committee and approved by the IBS Executive Board with input as needed from the IBS Editorial Advisory Committee, and the ASA Board of Directors. The IBS has sole financial responsibility for JABES, and the JABES Business Manager is the editor's primary point of contact for all financial matters.

Aims and Scope: The Journal of Agricultural, Biological and Environmental Statistics (JABES) publishes papers that introduce new statistical methods to solve practical problems in the agricultural sciences, the biological sciences (including biotechnology), and the environmental sciences (including those dealing with natural resources). Papers that apply existing methods in a novel context are also encouraged. Interdisciplinary papers and papers that illustrate the application of new and important statistical methods using real data are strongly encouraged. The journal does not normally publish papers that have a primary focus on human genetics, human health, or medical statistics.

The term of the JABES Editor is three years. Specific responsibilities are to:

- Ensure that the Journal stays aligned with its editorial Aims and Scope
- Maintain the established norms (in terms of content, flow and backlog) for the Journal, adjusting as necessary and in consultation with the JABES Editorial Management Committee and relevant representatives at ASA and IBS.
- Serve as a key point of contact for the editorial office at Springer, though recognizing that the primary contact is the JABES Business Manager.
- Oversee the flow of papers under consideration using Springer's editorial tracking system. This includes reviewing new submissions and, as appropriate, assigning to Associate Editors, as well as keeping track of and prompting any associate editors or reviewers who are falling behind
- Identify and recruit new Associate Editors as appropriate, drawing on the JABES Editorial Management Committee for help as needed.
- Create the table of contents for each issue of the Journal.
- Work with Springer's production editor to ensure timely production and publication of each issue and notify the Business Manager if any concerns are not being addressed in a timely manner.

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- Regularly communicate with the Business Manager on all administrative matters associated with running the Journal, including procedural questions or concerns. Operational assistance is available through an agreement with the University of St. Andrews, Scotland, UK.
- Regular review of Journal statistics, as provided by Springer in the JABES's annual report.
- Regularly interface with members of the JABES Editorial Management Committee
- Write a quarterly report for the IBS Biometric Bulletin.
- Oversee the selection of best papers in JABES and organize the JABES Showcase Session at the IBC during even-numbered years and at JSM annually.

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Biometric Bulletin

The Society publishes a newsletter quarterly, with distribution to approximately 6,000 members worldwide in electronic format. The four issues per year correspond to three-month periods (quarters): January-March, April-June, July-September, and October-December. The *Biometric Bulletin* is available to members of the Society as part of their annual dues. The views of contributions to this publication should not be ascribed to the International Biometric Society.

The Editor is responsible for deciding on its content and format and ensuring that it is produced accurately and on time with assistance from the IBO. Read on for more details related to this position. The International Business Office (IBO) is responsible for more technical matters. See Section X – Publications for more detailed information on the role of the IBO. The IBO also maintains the list of Correspondents.

Aims and Scope: The *Bulletin* shall contain news about membership activities, letters to the editor, reports from local and regional events, and membership and editorial commentaries. It also provides a means for expressing ideas on statistical and biometrical matters.

The term of the *Biometric Bulletin* Editor is three years. Specific responsibilities are to:

- Solicit for and compile contributed articles. On at least a quarterly basis, reach out to *Bulletin* Correspondents, the Editors of the International Biometrics Society's (IBS's) journals, Officers and Members of the Society, and occasionally guest contributors.
- Proactively seek out notices of international meetings to broaden the scope of the Meetings list in the *Bulletin*.
- Oversee the flow of articles under consideration for inclusion and review new submissions with the staff liaison and Associate Editor.
- Review and approve reports from Awards Fund Committee recipients for inclusion in the *Bulletin*.
- Ensure that the *Bulletin* stays aligned with its editorial Aims and Scope.
- Maintain the established norms (in terms of content, flow and backlog) for the *Bulletin*, adjusting as necessary and in consultation with the Committee on Communications.
- Approve the table of contents for each issue of the *Bulletin*.
- Work with the IBO's staff liaison to ensure timely production and publication of each issue.
- Regularly communicate with the staff liaison on all administrative matters associated with producing the *Bulletin*, sharing any procedural questions or concerns.
- Regularly review *Bulletin* statistics, as provided by the IBO's marketing staff.
- Regularly interface with members of the Committee on Communications.
- Serve as an ex-officio member of the Committee on Communications.