

# Bylaws of the International Heliophysics Data Environment Alliance

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## ARTICLE I NAME

The name of this Organization shall be the International Heliophysics Data Environment Alliance (IHDEA).

## ARTICLE II PURPOSES

The purpose of the IHDEA organization is to achieve the goals and objectives set forth in the IHDEA Charter. The IHDEA shall be led by an Executive Committee. The Executive Committee may revise the Charter.

## ARTICLE III MEMBERSHIP

**Section 1. Membership.** Membership is open to all organizations and individuals who are users, experts, researchers, and those otherwise involved in activities related to the heliophysics domain as defined in the Charter. Anyone may request and be granted membership by agreeing to both the IHDEA Charter and these Bylaws.

**Section 2. Executive Committee.** Members who are representatives of national and international agencies, substantial data providers, or other major stakeholders may serve on the Executive Committee (Article IV).

**Section 3. Meetings.** All members can attend any open meeting or telecon and may offer their opinion or advice in accordance with the rules established for the meeting.

## ARTICLE IV REPRESENTATIVES

**Section 1. Powers.** There shall be an Executive Committee of the Organization, which shall supervise and direct the affairs of the Organization, except as otherwise expressly provided by law or these Bylaws.

**Section 2. Number and Qualifications.** The Executive Committee of the Organization shall have an international composition made up of members who represent international and national space agencies, or major stakeholders (including ground-based network and observatories). In order to ensure a balanced international composition, the IHDEA Executive Committee will be composed of representatives from (1) IHDEA member agencies and major stakeholders (see IHDEA Charter) in general with up to two representative from each organization serving concurrently on the IHDEA EC; or (2) if/when a member agency has multiple (more than 2) major stakeholder activities, then that agency can have one EC member representing each of their major stakeholder activities. Initial space agencies and major stakeholders are defined in section 15.

**Section 3. Representation.** The Executive Committee may invite any substantial stakeholder to designate a representative to serve on the Executive Committee. Additionally, any substantial stakeholder may request to have a representative on the Executive Committee. The Executive Committee must approve the addition of a new representative in the same manner as other actions (Article IV, Section 14)

**Section 4. Officers.** The Officers of the Executive Committee shall consist of:

(a) Chair. The Chair shall preside at Executive Committee meetings and shall perform such other duties incident to the office of Chair, as well as those that may be designated by the Executive Committee.

(b) Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence and shall perform such other duties as may be assigned by the Executive Committee. The Vice-Chair shall be, on the expiration of the term of the Chair, the succeeding Chair of the Executive Committee.

(d) Secretary. The Secretary shall have oversight responsibility for the minutes of the meetings of the Organization; ensure that notices are duly given in accordance with the provisions of these Bylaws; review the activities of staff members that are responsible for organization records; and perform those duties incident to the office of Secretary and others that may be assigned by the Executive Committee.

**Section 5. Election of officers.** When an Officer position becomes vacant, either by ending of a term or other circumstances, any representative on the Executive Committee may nominate a representative to the position. The election of an Officer shall be by the same manner as other actions (Article IV, Section 14)

**Section 6. Term of Office.** Each officer shall serve for two (2) years. The offices of Chair and Vice-Chair shall rotate among the representatives of the Executive Committee. However, the Executive Committee may reappoint an officer in the same manner as other actions (Article IV, Section 14)

**Section 7. Resignation.** Any Chair may resign at any time by giving written notice to the Executive Committee. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Executive Committee

**Section 8. Removal.** Any Officer may be removed from such office, with cause, by a two-thirds vote of the remaining members of the Executive Committee at any regular meeting or at a special meeting of the Executive Committee called expressly for that purpose. "Cause" shall include a serious breach of an Officer's duties, unexcused absences from two consecutive Executive Committee meetings, or any action that brings discredit upon the Organization.

**Section 9. Vacancies.** Vacancies of the chair or vice-chair position shall be filled for the remaining term by a vote of the Executive Committee in the same manner as other actions (Article IV, Section 14).

**Section 10. General Meetings.** General IHDEA meetings are open to all IHDEA members (see IHDEA Charter) and interested parties. The meetings will nominally take place once per year and will include both topical and business sessions. Location, date, and duration will be set by the Executive Committee. Attendance can be in person or by telecon.

**Section 11. Executive Committee Meetings.** The Executive Committee shall meet at least once per year at a location, on a day and time as set by the Executive Committee. In addition, the Executive Committee may meet electronically as it deems necessary to conduct the business of the Organization. Normally, the Executive Committee holds closed meetings. If necessary, the Executive Committee may invite regular IHDEA members to attend, in person or by telecon. Minutes with a

summary of decisions and actions taken during the Executive Committee meetings will be made available to all IHDEA members.

**Section 12. Notice.** Notice of open meeting of the Executive Committee shall be given electronically to the general IHDEA members or by other methods at least seven days prior. The purpose for which a meeting is called shall be stated in the notice.

**Section 13. Quorum.** A majority of all representatives of the Executive Committee shall constitute a quorum.

**Section 14. Manner of Acting.** Except as otherwise expressly required by these Bylaws, decisions of the Executive Committee shall be made by unanimous consensus of the Representatives participating at any Executive Committee meeting at which there is a quorum. If no consensus is reached, the issue is not approved and further discussion is postponed to future meetings.

**Section 15. Initial Representatives.** The initial representatives on the Executive Committee are designated individuals from the following space agencies: CNES, ESA, JAXA (represented by the major stakeholder: ISAS), Nagoya University-ISEE, NASA (represented by the following major stakeholders: SPDF, SDAC, HPDE, SPASE, CCMC).

## **ARTICLE V**

### **SUBCOMMITTEES**

**Section 1. Formation.** The Executive Committee, by resolution stating the purpose of the subcommittee and adopting by the same manner as other actions (Article IV, Section 14), may create subcommittees to provide advice to the Executive Committee on relevant matters. Each subcommittee shall have one Lead member selected by the Executive committee. The Executive Committee may designate other members of the subcommittee. The Lead member may also designate members of the subcommittee as necessary to meet the goals defined for the subcommittee. However, no subcommittee shall have the authority to amend or repeal these Bylaws; elect or remove any Officer; adopt a plan; or authorize any other subcommittee. No more than two people from the same primary affiliation should serve concurrently on any given subcommittee.

**Section 2. Committee Policy Statements and Reports.** The members of each subcommittee shall prepare a document outlining its objectives, methods and expected results, with proposed timelines. Each Lead of a subcommittee shall provide progress reports (written or verbal) to the Executive Committee at each Executive Committee meeting.

**Section 3. Vacancies.** Vacancies in the membership of subcommittees may be filled by the Executive Committee or subcommittee Lead.

**Section 4. Rules.** Each subcommittee may not adopt rules for its meetings inconsistent with these Bylaws or with any rules adopted by the Executive Committee.

**Section 5. Dissolution.** When a subcommittee completes the task assigned by the Executive Committee it will be dissolved and disbanded.

## **ARTICLE VI**

### **AMENDMENTS**

Amendments to these Bylaws may be proposed by any member of the IHDEA. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a 2/3 majority of all IHDEA members on the one-vote-per-individual member basis at the next regular open IHDEA

meeting. For this purpose, the number of IHDEA members attending a given IHDEA meeting must first be determined before voting can proceed.

**Approved by the IHDEA Initial Representatives on December 04, 2019, via email.**