

Bylaws of the International Heliophysics Data Environment Alliance

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 (or EC). 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 representatives 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 only two EC representatives able to vote, IHDEA member agencies and major stakeholders, as permitted by majority vote (51% or greater)

of the Executive Committee, may have non-voting members of their institution sit in on the executive meetings. 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 if a quorum is reached. The Executive Committee members will have two weeks to vote anonymously online. If no quorum 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), Observatoire de Paris.

ARTICLE V

WORKING GROUPS

Section 1. Formation. The Executive Committee, by resolution stating the purpose of the working group and adopting by the same manner as other actions (Article IV, Section 14), may approve the creation of a new working group to define standards or provide recommendations to the Executive Committee. At least two members of the IHDEA community shall propose the creation of a new working group to the Executive Committee. As part of the proposal, this group shall indicate a lead person who will be responsible for organizing and reporting on the working group activity. The proposal shall also indicate one or more objectives of the working group. If a quorum of the Executive Committee votes in favor of the proposal, the working group will be created with a default duration of 2 years.

Section 2. Committee Policy Statements and Reports. The members of each working group (WG) shall decide on the frequency of their meetings. The lead person shall be responsible for presenting the Executive Committee with a yearly report on the working group activities and a short summary of their activities for the website (ihdea.net). A yearly report of the working group activity shall be presented by a member of the working group at the yearly IHDEA community meeting. If the working group would like to propose a new lead person then they must inform the Executive Committee of the change.

Section 3. Vacancies. Vacancies in the membership of a working group may be filled by the Executive Committee or the working group Lead.

Section 4. Rules. Each working group shall adopt rules for its meetings inline with these Bylaws.

Section 5. Continuation and Dissolution. A working group may propose a continuation of the working group to the Executive Committee, for an extra year, as long as needed, at least a few weeks before the end of the 2 years. If the Executive Committee quorum votes in favor, then the working group is continued. A working group lead shall remain chair for a maximum of 3 years. When a working group completes the tasks proposed to 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 Representatives on December 05, 2025, via email.