

**BYLAWS
OF
BIOSTATISTICS, EPIDEMIOLOGY, AND RESEARCH DESIGN SPECIAL INTEREST GROUP
OF
ASSOCIATION FOR CLINICAL AND TRANSLATIONAL SCIENCE**

ARTICLE I – DESCRIPTION

The mission of the Biostatistics, Epidemiology, and Research Design (BERD) Special Interest Group (SIG) is to provide a forum for the exchange of information on current approaches to the integration of biostatistics, epidemiology, and research design into clinical and translational science research programs. This encompasses integration into the practice of research as well as into training and education. The BERD SIG also serves as a resource connecting the biostatistics, epidemiology and research methods community to the broader spectrum of clinical and translational scientists (e.g. trainees, CTSA principal investigators, and clinical research coordinators) through activities such as the development and maintenance of professional networks and online materials.

ARTICLE II – MEMBERSHIP

SECTION 1. MEMBERSHIP.

Any member of the Association for Clinical and Translational Science (ACTS) is eligible to join the BERD SIG. Applications for membership will be reviewed and approved by the BERD SIG Chair. An application shall be withheld only upon a majority vote of the BERD SIG Executive Committee, hereafter referred to as the Executive Committee.

SECTION 2. VOTING MEMBERS.

All BERD SIG members are voting members. There may be multiple voting members from an institution.

ARTICLE III – TERMINATION OF MEMBERSHIP

SECTION 1. VOLUNTARY TERMINATION OF MEMBERSHIP.

Any member may resign from the BERD SIG and such resignation shall be made in writing to the BERD SIG Chair.

SECTION 2. INVOLUNTARY TERMINATION OF MEMBERSHIP.

A member's membership may be terminated by the Executive Committee if the Executive Committee determines that the member's conduct is disruptive or detrimental to the BERD SIG.

ARTICLE IV – MEETINGS OF MEMBERS

SECTION 1. TIME AND PLACE.

An annual business meeting of members shall be held during the Translational Science conference, sponsored by ACTS, at a time and location mutually agreed upon by the Executive Committee and ACTS.

Regular conference calls of members will be held, typically monthly.

SECTION 2. NOTICE.

Notice of the time and place of the annual meeting shall be indicated by electronic means to each member at least sixty days prior to the Translational Science conference. Notice of the time of a monthly conference call shall be indicated by electronic means to each member at least fourteen days prior to such conference call.

SECTION 3. SPECIAL MEETINGS.

Special meetings or conference calls of members may be held at any time or place with the approval of the Executive Committee. Notice of special meetings shall state the time, place, and purpose of the meeting or conference call and shall be sent electronically to each member at least fourteen days prior to the meeting or conference call. Business transacted at any special meeting shall be limited to the purpose stated in the notice thereof.

SECTION 4. QUORUM.

A quorum must exist for the transaction of any business at any meeting of members. Twenty-five percent of the votes of the BERD SIG membership constitutes a quorum to conduct business. Participation by means of a conference telephone or similar equipment allowing all persons participating in the meeting to hear each other at the same time may constitute presence at such meeting.

SECTION 5. ACTION(S) OF THE MEMBERSHIP.

The vote of a majority of the members present at the time of the vote shall be an official act of membership, subject to at least twenty-five percent of the BERD SIG membership having voted.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. AUTHORITY.

The business and affairs of the BERD SIG, including but not limited to approval of BERD SIG policies and creation of committee charges, shall be managed by or under the direction of the Executive Committee.

SECTION 2. COMPOSITION OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the Chair, Chair-Elect, Past Chair, two Members at Large, and the BERD SIG Representative on the Translational Science Planning Committee. Any member of the BERD SIG who holds a position on the ACTS Board of Directors may also be appointed to the Executive Committee by majority vote of the Executive Committee. All Executive Committee members must be members of the BERD SIG. The Chair may, from time to time, appoint non-voting ex-officio members of the Executive Committee; all non-voting ex-officio members must be members of the BERD SIG.

SECTION 3. TERMS OF SERVICE.

The term of service for the Chair, Chair-Elect, Past Chair, and the two Members at Large is two years, with terms beginning at the start of the annual BERD SIG in-person meeting. Any individual who is a member of the Executive Committee by virtue of being a member of the ACTS Board of Directors may remain a member until their term of service on the ACTS Board of Directors is completed. The term of service for the BERD SIG Representative on the Translational Science Planning Committee is one year and is renewable.

SECTION 4. RESIGNATIONS.

A member of the Executive Committee may resign at any time, by written notice to the Chair, upon the date specified in the notice. Resignation by the Chair is accomplished through written notice to the Chair-Elect.

SECTION 5. VACANCIES.

Any vacancy of an Executive Committee position shall be filled by appointment by the Chair, upon majority approval of the Executive Committee. An Executive Committee member selected according to this provision shall serve the unexpired portion of the term. If the Chair's position becomes vacant, the Chair-Elect shall become Chair. If the Chair position and the Chair-Elect position both become vacant, the Executive Committee shall appoint successors to these positions for the remainder of the term.

SECTION 6. ACTION(S) OF THE EXECUTIVE COMMITTEE.

The vote of a majority of the members of the Executive Committee present at the time of the vote shall be the act of the Executive Committee. Each Executive Committee member shall have one vote.

SECTION 7. OFFICERS.

Five members of the Executive Committee shall serve as officers: Chair-Elect, Chair, Immediate Past Chair, and two Members-at-Large. No person may hold more than one office simultaneously.

SECTION 8. DUTIES OF OFFICERS.

The duties of each officer shall include, but not be limited to, the following:

a.1. Chair-Elect: The Chair-Elect shall:

- Work with the BERD SIG representative to the Translational Science Planning Committee to plan BERD SIG events for Translational Science for the meeting that takes place during his or her first year as Chair (the planning will take place during the second year of his or her term as Chair-Elect)
- Work with the Chair to draft minutes for BERD SIG teleconferences and BERD SIG meetings (held during Translational Science meetings)
- Review BERD SIG relevant materials as directed by the Chair
- Assist the Chair with other responsibilities as needed

a.2. Chair: The Chair shall:

- Provide leadership and direction for the BERD SIG
- Finalize and disseminate agendas and minutes for all BERD SIG meetings, including Executive Committee meetings
- Retain and update BERD SIG files, including the roster, leadership structure, and leadership roles and responsibilities
- Work with the BERD SIG representative to the Translational Science Planning Committee to plan BERD SIG events for Translational Science for the meeting that takes place during his or her second year as Chair (the planning will take place during the first year of his or her term as Chair)
- Lead the BERD SIG annual meeting at the Translational Science conference
- Work with the Chair-Elect to draft minutes for BERD SIG teleconferences and BERD SIG meetings (held during Translational Science meetings)

a.3. Immediate Past Chair: The Immediate Past Chair shall:

- Serve as a source of wisdom and insights to the Executive Committee
- Ensure any activities started during his or her tenure as Chair are carried forward to completion or appropriately handed off to other BERD SIG members

- Review BERD SIG relevant materials as directed by the Chair
- Submit nominees for BERD SIG Chair-Elect and Member at Large positions to the Chair
- Assist the Chair with other responsibilities as needed

a.4. **Member at Large:** The Members at Large shall:

- Act as a resource for BERD SIG members engaged in surveys, manuscripts, and other projects
- Help guide specific BERD SIG projects to completion, as directed by the Chair
- Lead discussion during conference calls on specific BERD SIG projects, as directed by the Chair
- Submit items for minutes of conference calls to the Chair-Elect and Chair as needed
- Review BERD SIG relevant materials as directed by the Chair
- Assist the Chair with other responsibilities as needed

ARTICLE VI – COMMITTEES

SECTION 1. CREATION AND DISSOLUTION OF COMMITTEES.

The Executive Committee shall create and dissolve committees, as deemed necessary, and shall prescribe the duties of such committees.

SECTION 2. COMMITTEE CHAIRPERSONS.

The committee chairpersons shall be appointed by the Chair of the Executive Committee, upon majority approval of the Executive Committee, and shall hold office for a two-year renewable term or until the committee is dissolved. The Chair of the Executive Committee, in consultation with the committee chairperson and upon majority vote of the Executive Committee, shall appoint a successor. Members of the committee shall be appointed by the committee chairperson.

SECTION 3. VACANCY OF COMMITTEE CHAIRPERSON.

Any vacancy of a committee chairperson position shall be filled by an appointment of the Chair of the Executive Committee, upon majority approval of the Executive Committee. A Committee Chairperson selected according to this provision shall serve the unexpired portion of the term.

ARTICLE VII – ELECTIONS

SECTION 1. NOMINATIONS.

The Immediate Past Chair shall solicit nominations for Chair-Elect and for one Member at Large in even-numbered years, and for one Member at Large in odd-numbered years. The Immediate Past Chair shall present a slate of candidates to the Executive Committee for approval.

SECTION 2. ELECTION OF OFFICERS.

The President-Elect and one Member at Large shall be elected by majority vote of the membership participating in the election that will be held in even-numbered years, subject to at least twenty-five percent of the BERD SIG membership having voted, and one Member at Large shall be elected by majority vote of the membership participating in the election that will be held in odd-numbered years, subject to at least twenty-five percent of the BERD SIG membership having voted. The election will be by electronic mail ballot or website ballot.

ARTICLE VIII – ADOPTION AND AMENDMENT

SECTION 1. ADOPTION OF BYLAWS.

Adoption of these bylaws shall require a majority vote of the membership participating in the election that will be held during 2018 to adopt these, subject to at least twenty-five percent of the BERD SIG membership having voted.

SECTION 2. AMENDMENT OF BYLAWS.

Any member may propose changes to these bylaws. The Executive Committee shall review proposed changes and shall distribute them to the BERD SIG membership at least thirty days in advance of a vote. A subsequent period of thirty days will be allowed for the voting. Voting will be by electronic mail ballot or website ballot by voting members. The bylaws will be amended as proposed if a majority of those voting are in favor, subject to at least twenty-five percent of the BERD SIG membership having voted.

Approved on October 15, 2018.