

This document lays out the by-laws and operating procedures for conducting the business of the International Society of Urban Health. This document was approved in February of 2015 by two-thirds of the votes cast by current ISUH dues-paying members in person or by proxy.

1. Mission

Mission: The International Society for Urban Health is an interdisciplinary organization that advances the generation, exchange, and application of high quality urban health knowledge across academics, policy makers, implementers, and communities to attain health equity in urban settings worldwide.

2. Vision

Urban Health is supported by a wide and growing array of specialists who, through research and exchange of knowledge, promote and apply more effective policy and strategies to achieve health equity in urban settings worldwide.

3. Name

The official name of the organization shall be the International Society for Urban Health, abbreviated ISUH.

4. Governance

4.1. Executive Board: The ISUH will be led by an Executive Board consisting of the following Officers as well as six to eight Members-at-Large, all with expertise in urban health:

4.1.1. President: The President, with the input of the Executive Board, is responsible for chairing Executive Board meetings, establishing and overseeing implementation of the organization's agenda and undertaking activities to advance its mission.

4.1.2. The President-Elect shall support the President and the Secretariat as requested by the President and familiarize her/himself with ISUH activities and assume the role of President when the President's term expires.

4.1.3. The Past-President shall support the President and the Secretariat as requested by the President. The role of Past-President shall be eliminated beginning in 2016.

4.1.4. Secretary/Treasurer: Responsible to the President for overseeing the preparation and maintenance of accurate meeting and financial records of the Society's activities by the Secretariat.

4.1.5. Members-at-Large: Six to eight members at large shall be elected, responsible for carrying out activities assigned by the President.

- 4.2. Ex-officio Members:** The Executive Board shall, from time to time, designate the holder of an office external to ISUH as an *ex-officio* member of the ISUH Executive Board by virtue of that office's significance for advancing the work of the Society and urban health.
- 4.3. President Emeritus:** The founder of ISUH, Dr. David Vlahov, shall be recognized as President Emeritus. The *President Emeritus* shall have a lead role in the International Conference on Urban Health and may be invited to join selected Board meetings to speak to strategic items. Regular attendance at Board meetings will not be required.
- 4.4.** The Executive Board may, by a two-thirds' majority vote, decide to change the number or roles of Officers and/or Members-At-Large, and to change the length of terms.

5. Terms

- 5.1.** The term length for officers and Members-At-Large is two years, renewable once, except for the office of President which shall be for one term.
- 5.2.** The term length for an *ex-officio* member is the length of her/his term in the external office to which the membership refers.
- 5.3.** Staggering of terms: in the interest of balancing the interests of continuity and new membership, the Executive Board may, on occasion, decide to adjust the terms above to implement staggered terms among Executive Board members.
- 5.4.** Executive Board members who have served two terms may stand again for election to the Board after a one-year hiatus.

6. Elections

- 6.1.** The purpose of elections is to fill seats on the Executive Board

6.2. Nominations

- 6.2.1.** The President shall appoint a Nominating Committee from among current Executive Board members.
- 6.2.2.** On behalf of the Nominating Committee, the Secretariat shall solicit nominations from the ISUH membership for consideration by the Nominating Committee.
- 6.2.3.** The Nominating Committee shall recommend to the Executive Board a slate of candidates for open positions approximately 3-6 months before elections

8. Membership

- 8.1.** Membership opportunities are open to any individual or organization that is interested in the health of urban populations. Members are expected to pay dues according to the fee schedule approved by the Executive Board
- 8.2.** The Board may, by a two-thirds' majority vote, designate honorary members of the ISUH.
- 8.3.** The yearly membership fees for individuals and institutions shall be set with the aim of ensuring a balance between the need for revenues, benefits provided, and equitable access for persons and institutions in less wealthy countries, as well as low income individuals, full- time students, persons in training programs), and retirees.
- 8.4.** The Executive Board shall review the fees periodically and adjust the rates or membership categories as it sees fit upon the approval of a majority of the Board.
- 8.5.** Responsibilities of Membership: Members are expected to comply with the spirit of ISUH's mission and with any operating procedures governing the role of members.

8.6. Benefits of Membership

- 8.6.1.** The International Society for Urban Health endorses the Journal of Urban Health, created and owned by the New York Academy of Medicine. Members will receive a subscription to the Journal of Urban Health published bimonthly through NYAM.
- 8.6.2.** Members will receive periodic newsletters through the listserv.
- 8.6.3.** Members will receive a discount to the International Conference on Urban Health at a rate to be determined by the conference host institution.
- 8.6.4.** The Executive Board shall determine any other benefits.

9. Host Institution

- 9.1.** The International Society for Urban Health is a program of the New York Academy of Medicine (NYAM), the host institution for the ISUH.
- 9.2.** As host institution, NYAM serves as the Secretariat for ISUH, supporting the work of the Board, maintaining records of ISUH activities and finances, and engaging in activities that promote ISUH's mission.

10. Meetings

10.1. The Executive Board shall meet by phone at least four times per year and meet in person for a Business Meeting at the International Conference on Urban Health open to all attendees.

10.1.1. In consultation with the President, the Secretariat will organize Executive Board meetings and prepare minutes of the proceedings.

10.1.2. The purpose of the Business Meeting at the International Conference for Urban Health is to provide an opportunity for Executive Board members to meet in person, to update the membership on activities and to introduce the ISUH to potential new members.

10.1.3. The President may convene additional meetings of the entire Board or a part thereof as needed to successfully pursue ISUH activities.

10.2. Meeting Records: The Secretariat will make records of Board meetings available to members upon request.

11. Activities

11.1. Conference: The Executive Board shall arrange for a scientific conference to be held regularly, preferably on an annual basis. This conference shall be called the International Conference on Urban Health (ICUH).

11.1.1. The Executive Board will select a host institution for the ICUH based on factors such as proven capacity to host large academic gatherings, ease of access to the proposed location and consideration for highlighting scholars and issues of particular global regions.

11.1.2. The host institution will be responsible for conference planning, organization, fundraising, and all details pertaining to the conference execution as agreed to in a Memorandum of Understanding to be executed by the Secretariat with the host institution.

11.2. Additional Activities: In addition to arranging for a regular International Conference on Urban Health, the ISUH shall undertake activities consistent with its mission of advancing the generation, exchange, and application of high quality urban health knowledge across academics, policy makers, practitioners, and communities to attain health equity in urban settings worldwide.

11.2.1. Committees: The President will from time to time designate ad hoc committees and working groups to carry out ISUH activities. These committees and working groups will be chaired by a member of the Board or member of the ISUH designated by the Board; participants need not be members of ISUH.

12. Financial Support

12.1. The Secretariat will maintain a separate account for ISUH at NYAM.

13. By-Law Changes

13.1. Changes to these by-laws can be made with the approval of two-thirds of the votes cast by current ISUH dues-paying members in person or by proxy.

14. Dissolution

14.1. Upon dissolution of the ISUH any remaining assets of the organization shall be transferred to the New York Academy of Medicine (NYAM), a more than century old tax- exempt organization whose mission, goals, and purposes are in alignment with the mission and vision of ISUH. The NYAM will use these assets exclusively for tax exempt purposes.