

THE BYLAWS OF  
INTERNATIONAL NETWORK FOR SOCIAL NETWORK ANALYSIS

**ARTICLE I: NAME AND PURPOSE**

Section 1: Name. The name of the Association is “International Network for Social Network Analysis,” hereinafter referred to as INSNA.

Section 2: Purpose. INSNA is a professional association for researchers, practitioners, and students of social network analysis in any discipline, worldwide. It aims to stimulate research, education, and application in the field of social networks through accumulation and dissemination of knowledge by organizing conferences, facilitating publications, providing discussion fora, and other means.

**ARTICLE II: MEMBERSHIP**

Section 1: Membership. Membership is open to all individuals and organizations who hold an interest in furthering the purposes of INSNA, and who agree to follow and adhere to the purposes, Bylaws, and Policies & Procedures of INSNA.

In addition to Regular Members, the Board of Directors may establish various categories of membership; the criteria for eligibility therein; the process for determining membership eligibility, admission, suspension and expulsion; and rights and privileges of each member type.

Section 2: Fees and Dues. The Board of Directors establishes the amounts of fees or dues required to be paid by Members and any category of membership. Fees and dues are non-refundable. Any Member in arrears in the payment of dues shall lose all membership privileges.

Section 3: Voting Rights. Voting rights are associated with membership categories. Only Members in good standing of INSNA are entitled to vote and then only on matters provided for in these Bylaws or on matters submitted by the Board of Directors to a vote of the membership.

Section 4: Resignation. Any Member may resign by filing a written notice of resignation with the Treasurer of INSNA or with such other person as the Board of Directors shall designate. However, such resignation shall not relieve the Member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

Section 5: Revocation. Any Member may be suspended for a period of time, or have membership revoked, for causes of professional or public misconduct as outlined in the Bylaws or Policies & Procedures. Suspension or revocation of membership includes removal from INSNA offices, if any, and requires a two-thirds majority vote of the Board of Directors, prior to which the accused Member must be given the opportunity to formally refute the charge if they so desire.

Section 6: Assignment and Transfer of Membership. Individual INSNA memberships are neither transferable nor assignable.

## **ARTICLE III: MEETINGS OF MEMBERS AND VOTING**

Section 1: Annual Scientific Meeting. An annual scientific meeting of the Association is held on a date to be fixed by the Board at the time, place and/or manner as stated in the notice of the meeting. The Association may also hold, sponsor, or endorse other scientific meetings such as meetings with a regional or topical focus. The process for proposing to host an annual scientific meeting or requesting endorsement for an additional scientific meeting, along with logistics involved in hosting said meetings, are outlined in the Policies & Procedures.

Section 2: Annual members' business meeting. A members' business meeting is held annually, preferably during the Association's annual scientific meeting. At the members' business meeting, newly elected Officers of the Association are announced, and such other business as may properly come before the meeting is transacted. The members' business meeting is limited to Members of the Association in good standing and any other persons that the Board of Directors may designate.

Section 3: Special business meetings. Special meetings of the Members to conduct INSNA business may be called by the President or the Board of Directors whenever they deem it proper and shall be called by the President or by the Board of Directors upon written request (or email) of fifty (50) Members in good standing. The notice of a special meeting shall state the purpose(s) of the meeting, and at such meeting, business may be transacted that is related to the purpose(s) set forth in the notice.

Section 4: Voting Procedures.

*Voting*. Voting is conducted via electronic means. Except as otherwise provided in these Bylaws or under applicable law, a majority of the number of votes cast by a quorum constitutes action of the Members.

*Quorum*. The lesser of one hundred (100) Members entitled to vote or one-tenth (1/10) of the total number of Members with voting rights constitutes the quorum necessary for transaction of business. A majority of the Board of Directors constitutes a quorum for transacting business during a formal board meeting.

Section 5: Nomination of Board Members and Officers.

When offices for the President or Board Member delegates are vacant or about to expire, a Nominating Committee is appointed by the Board of Directors and made known to Members. This committee is tasked with ensuring membership is involved in the nominations, and that nominated candidates are representative of the INSNA membership.

Each year, the Nominating Committee submits to the membership at least one (1) candidate for each elected Board member position to be filled; and in the year requiring an election of the INSNA President, at least one (1) candidate for President is nominated. Members with voting rights are given at least one (1) month to vote; procedures for voting and determining election results are detailed in the Policies & Procedures. The results are communicated to the Members via email. Elected members of the Board of Directors shall take office on January 1<sup>st</sup> of the following calendar year.

## **ARTICLE IV: BOARD OF DIRECTORS/GOVERNANCE**

Section 1. Functions. The Board of Directors (Board) is the governing body of the Association. The Board directs the affairs of the Association, its Committees and publications; determines its policies; and supervises the disbursement of funds.

Section 2. Composition of the Board. The Board is comprised of the following Members with voting rights: the President, Immediate Past-President, Vice-President, Treasurer, and no more than 10 elected Member delegates. Special Interest Chairs (e.g., Communications & Publications, Education & Training) may also be appointed to the Board. A Board Member may not concurrently hold more than one position on the Board.

Section 3. Terms of office. The term of service for members of the Board of Directors in a given position is three (3) years. Persons may be re-elected to a given position for one consecutive term (six (6) years total). Repeated failure to fulfill the duties of the office, such as attending Board meetings, serving on committees, and advising on affairs of the Association, may be grounds for a vote for removal from office. A member of the Board of Directors is given four (4) weeks prior written notice of the Board's intention to remove them, and given the opportunity to present a response.

Section 4. Selection process. The President and Board Member delegates are elected by a vote from the Association Members. The Vice-President, Treasurer, and Special Interest Chairs are nominated by the President, and approved by a majority vote from the Board of Directors.

Section 5. Meetings. The Board meets at least one time per year, in association with the annual scientific meeting. Other meetings of the Board may be called by the President, by providing notice to each member of the Board not less than one week before the meeting is held. Board Members may participate in a meeting of the Board in person, or via telephone or similar communications equipment allowing all persons participating in the meeting to hear each other.

Section 6. Executive Committee. The Executive Committee consists of the following members of the Board of Directors: President, Vice President, and Treasurer. The Executive Committee may act in place of the Board of Directors between Board meetings on all matters, except those specifically reserved to the Board by these Bylaws. Actions of the Executive Committee are reported to the Board. The President calls meetings of the Executive Committee as required.

Section 7. Compensation. No member of the Board of Directors may receive a fee for any services rendered to the Association, except for situations expressly approved by the Board of Directors.

## **ARTICLE V: OFFICERS**

Section 1: Officers. The officers of INSNA are the President, Vice-President, and Treasurer of the Association. The election of officers is in accordance with the INSNA Policy and Procedures. These three officers constitute the Executive Committee.

Section 2: Terms of Office. The term of service for INSNA elected officers in a given office is three (3) years. Persons may be re-elected one consecutive term (six (6) years total).

Section 3: Qualification for Office. Any Member whose membership is current is eligible for nomination and election to any elective office.

Section 4: Vacancies. If the office of Vice-President or Treasurer becomes vacant with more than one (1) year remaining in the term of office, a special election will be held and the successful candidate will be installed within three (3) months of when the vacancy occurred to serve the remainder of the term. If the office of Vice-President or Treasurer becomes vacant with less than one (1) year remaining in the term of office, the Board may appoint a Member with voting rights to fill the position for the balance of the term.

Section 5: Duties of Officers.

- (a) President. The President is the spokesperson for INSNA. They have general charge and supervision of the affairs of INSNA. The President presides at all meetings of the Executive Committee, Board of Directors, annual business meeting, and any other official meeting.
- (b) Vice President. The Vice-President may be delegated by the President to perform duties in the event of their temporary disability. The Vice President works as closely as possible with the President on all executive matters.
- (c) Treasurer. The Treasurer is the principal elected financial officer; they provide oversight for the financial affairs of INSNA and serve as Chair of the Finance Committee. This responsibility includes the preparation, interpretation and dissemination of periodic financial reports to the Board.
- (d) Immediate Past-President. The Immediate Past-President presides at meetings in the absence of both the President and the Vice-President.

#### **ARTICLE VI: COMMITTEES**

The President, with the advice of the Board of Directors, may appoint one (1) or more committees as desired and necessary for the fulfillment of the aims of the Association. Such appointments terminate with the termination of the President who made the appointment(s). All such appointees are eligible for re-appointment by the incoming President. All Chairpersons of committees are required to present a report of activities to the Board during its annual meeting.

#### **ARTICLE VII: AMENDMENTS**

Amendments to the Bylaws may be proposed to the membership by the Board or may originate from the membership. In the latter case, they must be proposed in writing to the Board by at least 10 sponsoring Members, at least (90) days prior to an annual business meeting where the proposed amendments will be discussed.

The proposed amendment(s) must receive affirmative votes from two-thirds (2/3) of ballots returned from Members with voting rights in order for the amendment to be adopted. Approved amendments are announced to the membership via email. A bylaw amendment may not contradict the Articles of Incorporation.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of The Standard Code of Parliamentary Procedure govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

## **ARTICLE IX: NON-DISCRIMINATION**

INSNA does not and shall not discriminate on the basis of race, color, national or ethnic origin (ancestry), religion (creed), age, gender, gender expression, sexual orientation, marital status, disability, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.

## **ARTICLE X: CONFLICTS OF INTEREST**

Board Members who believe that a matter to be voted on would involve them in a conflict or possible conflict of interest, will recuse themselves from discussions of and voting on the matter.

Any Member may raise a question of conflict of interest or possible conflict of interest with respect to any Board Member prior to discussion of a voting matter. The Board will then vote as to whether an actual conflict of interest exists. If a conflict of interest is deemed to exist, the person is excluded from discussion of and voting on the matter.

## **ARTICLE XI: INDEMNIFICATION OF LIABILITY FOR OFFICERS AND DIRECTORS**

To the extent and in the manner prescribed by law, INSNA shall indemnify any person who is or was an Officer or other member of the Executive Committee of INSNA from and against any action, suit, proceeding, claim, damage, liability, obligation, cost and expense by reason of any act or failure to act by that person in connection with INSNA business.

## **ARTICLE XII: LEGAL STATUS**

Section 1. This Association is a corporation that is organized exclusively for scientific, scholarly, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2. This Association is not organized for profit, and no part of the net earnings shall inure to the benefit of any private share-holder.

Section 3. The Board has the authority to dissolve the Association if and when the Association no longer serves a viable purpose. Dissolution is achieved by a two-thirds (2/3) majority vote by the Board at a meeting duly designated for that purpose.

Section 4. Upon the dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to an organization or organizations determined by the Board of Directors which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.