

PROPOSED
BY-LAWS
OF THE
INTERNATIONAL TREE-RING DATA BANK

ARTICLE I
NAME AND OFFICES

1. Name. The name of this organization is the International Tree-Ring Data Bank.
2. Offices. The international headquarters of this organization shall be located at the Laboratory of Tree-Ring Research, University of Arizona, Tucson, Arizona, United States of America. The Data Bank may also have offices at such other places as the Executive Committee may appoint or as the services of the Data Bank require.

ARTICLE II
PURPOSE

1. The purpose of the International Tree-Ring Data Bank is to serve as a storage and retrieval center for high-quality tree-ring data from around the world.
2. Data processing needs are outside the scope of the project and are not considered to be a responsibility of the Data Bank.

ARTICLE III
MEMBERSHIP

1. Any person who currently has acceptable data in the International Tree-Ring Data Bank is considered to be a member of the organization.
2. Each member shall receive the *Newsletter* and shall have one vote in the transaction of the business of the organization. He shall also be eligible for any elective or appointive office in the organization.

3. An institution having acceptable data in the ITRDB is considered to be a member of the organization and shall have one vote in the transaction of business. Each member institution shall select its own representative who shall cast that institution's vote and who shall also receive the *Newsletter*. This person shall also be eligible to hold elective or appointive office.

4. The title of honorary member may be conferred for life upon a person by a two-thirds vote by ballot of all those voting the membership. The title of honorary member shall carry with it none of the obligations of the organization, but shall entitle the holder to all of the privileges except those of making motions, of voting, and of holding office.

ARTICLE IV MEETINGS

1. Due to distances between members, regular meetings usually cannot be held by the organization. Special meetings may be called by the Executive Committee or at the request of at least two members, providing such a request is reasonable and is made in writing to the Executive Committee and receives permission for such a meeting by a majority vote of the entire Executive Committee (including the Chairman). Membership notification and arrangements for such a meeting are the responsibility of the Executive Committee or of those members initiating the request.

2. Business and Quorum. The entire membership shall constitute a quorum, and the organization's business requiring a vote shall be conducted by mail.

3. Referendum. In general, most business will be conducted by the Manager or Executive Committee. However, matters of business of the organization may also be decided by means of a referendum vote by mail ballot at any time upon invitation of the Executive Committee or a petition to the Executive Committee signed by 25% of the members. Ballots shall be mailed first class mail by the Data Bank Manager. In order that they be considered as votes, ballots must be postmarked by members not more than 60 days after the date when they were

mailed to the members by the Manager. A majority of votes received shall constitute the deciding vote, except By-Laws shall be amended as set forth in Article XIII.

ARTICLE V
EXECUTIVE COMMITTEE

1. The Executive Committee shall be the administrative body of the organization and shall be made up of the Chairman and four additional persons. It shall approve fees schedules recommended by the Manager, authorize all meetings, plan the undertakings of the organization, advise the Chairman in the appointment of standing committees as necessary, and conduct all necessary business within the limitations set forth in these By-Laws.

2. The Executive Committee shall meet at the call of the Chairman at such times and places as he may designate. The Executive Committee may, however, conduct its business including voting on issues entirely by mail or through individual, personal contacts. The entire membership of the Executive Committee shall constitute a quorum for business. A majority of votes shall be required for the passage of any item.

3. In the event of a vacancy on the Executive Committee, the Chairman shall have the authority to appoint a replacement for the remainder of the unexpired term. Only members of the International Tree-Ring Data Bank may serve as members of the Executive Committee. All committee members shall be eligible for re-election. Resignations of Executive Committee members shall be submitted in writing to the Chairman.

4. Each member of the Executive Committee (including the Chairman) shall serve a term of five years beginning in _____. Terms of office will be staggered so that one new committee member is elected each year.

5. If the Chairman of the Executive Committee resigns, a replacement will be appointed for the remainder of the term by a majority vote of the Executive Committee.

ARTICLE VI
CHAIRMAN OF THE EXECUTIVE COMMITTEE

1. The Chairman of the Executive Committee shall be the presiding officer and a voting member at all meetings of the International Tree-Ring Data Bank and of the Executive Committee. He shall have the usual appointive power and shall see that all undertakings authorized by the Executive Committee are carried out. Acting on the advice and consent of the Executive Committee, the Chairman shall appoint all necessary committees and define their duties. The Chairman shall be responsible for the appointment or employment of the Data Bank Manager and *Newsletter* Editor and for the general oversight of the International Tree-Ring Data Bank. The Chairman shall also be responsible for the establishment of the fee schedule and shall have the authority to grant exceptions to the established fee schedule and to the requirements for data entry or removal or to make operational decisions when, in his opinion, circumstances warrant such action.

2. The Chairman of the Executive Committee must be sufficiently associated with the official headquarters of the International Tree-Ring Data Bank to conduct the necessary business of the organization.

ARTICLE VII
ELECTIONS

1. In _____ of each year the Chairman of the Executive Committee shall appoint a Nominating Committee to be composed of three members of the International Tree-Ring Data Bank.

2. By _____ of the same year the Nominating Committee shall submit no fewer than two names for each position to be filled. This slate shall be mailed by the Manager to the members immediately.

3. Further nominations may be made by mail from any member of the organization who shall submit his nomination to the Chairman of the Executive Committee not later than _____.

4. Members of the Executive Committee shall be elected from among those nominated by a majority vote by mail ballot in _____.

ARTICLE IX
THE ITRDB MANAGER

1. The Manager shall have the authority to make management decisions and to take any action necessary to the daily operation of the ITRDB (subject to the limitations set forth in these By-Laws) including the following: hiring of support staff, solicitation and receipt of data, editing of the ITRDB *Newsletter* (or delegation of this responsibility), acceptance or rejection of contributions, as set forth in Article X, initiation and maintenance of all necessary records and correspondence, recommendation of all fee schedules, or changes in established fee schedules, administration of all funds, and all other related tasks as outlined in the appropriate job description.

2. The Manager shall be appointed by and responsible to the Chairman of the Executive Committee.

ARTICLE X
CONTRIBUTIONS OF DATA

1. Data Solicitation. Acceptable Data Bank entries shall include the following materials: ring widths, densitometric, and other ring features that are accurately dated by dendrochronological techniques. Indices may also be

accepted if they are accompanied by all of the original ring-width or other measurements.

2. Data Entry Requirements. There shall be two classes (A and B) of data which are acceptable for entry into the Data Bank. Basic requirements which are applicable to both classes of data are:

- A. Original ring-width or other measurements must be included with each contribution and may include indices, when available.
- B. All materials must be crossdated.
- C. A completed Site Information Sheet including the signature of the contributor must accompany each site.

Additional requirements which are applicable to Class A materials only are:

- A. There must be a minimum number of 10 trees per species and site.
- B. There must be two measured radii per tree.
- C. Ring measurements must have a minimum length of 100 years.

Additional requirements which are applicable to Class B materials only are:

- A. There must be a minimum of three trees per species and site, although larger samples are encouraged.

Supplementary materials such as statistical analyses, maps, photographs, etc. will be accepted if they are accompanied by the required data.

3. Indices. If indices are calculated from ITRDB materials by someone other than the original contributor, they will be held in conjunction with the original data, but the responsibility for their accuracy is that of the person who calculated them. Donation of indices does not qualify one as a member of the ITRDB. If the original data are withdrawn, the indices may remain in the Data Bank (provided that the original data were not withdrawn because of errors). The availability of indices may not be restricted by the contributor.

4. It is assumed that each submitter will contribute his own work. Contributions of other peoples' work are acceptable if the appropriate permission is provided and if the site information, accuracy, and quality of the data can be verified. Such situations should be fully explained in a letter accompanying the contribution. Contribution of someone else's data does not qualify one as a member of the ITRDB.

5. The ITRDB takes no responsibility for the accuracy or quality of the data contributed beyond the screening of the data to insure that they meet the minimum requirements for data entry and that all data keypunched for entry into the ITRDB have been verified.

6. In the event that a contributor discovers an error in data contributed to the Data Bank, he should submit the corrections to the ITRDB. He may request a list of all those who have obtained his data from the ITRDB, and he will then be responsible for contacting those individuals himself.

7. In the case of duplications of data or conflicting data, all data will be made available (according to the contributor's classification) to potential users, and the individual requesting the data will be responsible for selecting which data he wishes to use.

8. Updated or improved chronologies will be treated as new chronologies. The ITRDB takes no responsibility for informing users of improvements in data which have already been distributed (except to provide lists of current holdings and to publish appropriate articles in the *Newsletter*, when possible).

9. For each site contributed the contributor may specify whether the data are available to all ITRDB members upon request or whether the contributor's written permission must be obtained before the data are released. The Manager may inquire periodically of those whose data are restricted if they wish to continue this restriction, especially after publication of the data.

10. In case of the death of a contributor, all materials will be removed from the restricted classification.

ARTICLE XI REQUESTS FOR DATA

1. All requests must be made in writing preferably using the ITRDB Request for Data Form.

2. The requestor must agree not to transfer the data to other individuals or institutions (except for the purposes of data processing) and to acknowledge the contributor in all publications resulting from the use of the data. Acknowledgement of the ITRDB is not necessary, although it is helpful in publications to specify that the original data are available through the ITRDB.

3. The requestor must agree not to hold the ITRDB responsible for the content of the data.

4. The requestor is encouraged to contribute to the ITRDB any statistics or indices derived from ITRDB data. These materials will be kept with the original data and will be available to all ITRDB members.

5. It shall be possible for a contributor to release any or all of his restricted data to an individual, a group of named individuals, or to all members of a named institution for a specified time or until further notice, thus eliminating the need for written permission each time that the data are requested. It will be assumed, however, that permission is granted for one-time use only of all data unless otherwise clearly stated in writing by the contributor.

6. Only members of the ITRDB (as defined in these By-Laws) may request data held by the Data Bank, and all such materials will be made available according to the classification of availability assigned by the contributor and according to the ITRDB fee schedule.

ARTICLE XII
REMOVAL OF A CONTRIBUTION

1. A contributor may remove his contribution at any time by submitting his request in writing to the Data Bank Manager.
2. The ITRDB reserves the right to remove a contribution if at any time the Manager or the Chairman determines that the contribution does not meet the requirements for data entry.

ARTICLE XIII
SECURITY OF INFORMATION

1. Data will be released only to qualified users and only according to the contributor's data classification as set forth in these By-Laws.
2. Personal information regarding the contributor will be confidential except as it is included in the Site Information Sheet.
3. All information on the Site Information Sheet and all derived statistics will be available to all interested persons on an unrestricted basis.

ARTICLE XIV
AMENDMENTS

These By-Laws may be amended by mail ballot provided that a proposed amendment is approved by two-thirds of the votes cast as set forth in Article IV. All proposed amendments shall be submitted in writing to the Executive Committee who shall prepare and mail ballots within _____ days after receipt of the proposal.

ARTICLE XV
PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order Revised" shall govern this organization in all cases to which they are applicable in which they are not inconsistent with these By-Laws.