



BY-LAWS of the AMERICAN COLLEGE OF EPIDEMIOLOGY

Revised: September 2025

The American College of Epidemiology is a professional organization of epidemiologists that serves the interests of its members through sponsorship of scientific meetings, publications and educational activities, recognizing outstanding contributions to the field and advocating for issues pertinent to epidemiology.

ARTICLE I. Membership

Section 1. There shall be six classes of membership: 1) Member, 2) Fellow, 3) Honorary Fellow, 4) Emeritus, 5) Associate Member, and 6) Affiliate Member

Section 2. Any person who has been deemed by the Admissions Committee to have satisfied the following criteria shall be eligible to be a Member: 1) a doctoral degree in epidemiology; or 2) a doctoral degree in a field relevant to epidemiology and specific formal training in epidemiology of at least one year's duration equivalent to a Master of Science degree; or 3) a doctoral degree in a field relevant to epidemiology and at least two years of supervised and structured experience in the practice of epidemiology; or 4) a doctoral degree in a field relevant to epidemiology, or a masters degree in epidemiology, and demonstrated sustained experience and productivity in the practice of epidemiology.

Section 3. Any person who has been deemed by the Committee on Admissions to have satisfied the following criteria shall be eligible to be a Fellow: 1) the criteria for Member, and 2) clear evidence of significant and sustained academic and/or other professional contributions to the field of epidemiology. Any Member who has been deemed by the Committee on Admissions to have made sufficient contributions to the field of epidemiology shall be eligible to be a Fellow.

Section 4. Any distinguished epidemiologist may be elected as an Honorary Fellow. Candidates shall be chosen by a committee consisting of the President, the Secretary, the Treasurer, and two other members of the Board of Directors appointed by the President annually. Honorary Fellows shall be entitled to all the privileges of Fellows except voting and serving as officers or directors and shall be exempt from the payment of dues.

Section 5. Any Fellow or Member in good standing who has transitioned out of full-time professional work may apply for Emeritus status, regardless of age. Transition from full-time work may be self-defined by the applicant and should be supported by a brief written statement outlining the change in professional role or workload. Each application shall be considered individually by the Admissions Committee with recommendation to the Board of Directors. Emeritus Fellows and Members shall be exempt from the payment of dues, if so desired. Only one Emeritus Fellow or

Member may occupy a seat on the Board of Directors or as a Chairperson for any standing committee.

Section 6. Individuals engaged in training that is expected to lead to qualifications for full membership in the College are eligible to apply for Associate Membership, as determined by the Admissions Committee. Associate Membership may be held for a maximum term of ten (10) years. To remain in good standing beyond five (5) years, Associate Members must affirm their continued training or early-career status, as defined by the Admissions Committee. The Committee may request additional information if needed.

Section 7. Members shall be entitled to all the privileges of Fellows except those of serving as officers; they may serve on the Board of Directors of the College, or as Chair of any standing committee in the College. Associate Members shall be entitled to all the privileges of membership except those of serving as officers or chairpersons of committees; they may serve on the Board of Directors of the College or as members of any standing committee of the College. Any person who practices epidemiology in any capacity but may not meet the minimum criteria for admission to Member status may be deemed eligible for Affiliate member by the Admissions Committee.

Section 8. The qualifying training and experience of each applicant will be reviewed by the Admissions Committee, who in turn will make one of the following recommendations to the Board of Directors: election as a Member, or Associate Member; election as a Fellow; or not eligible for election.

Section 9. The Board of Directors, after receiving the report of the Admissions Committee, may extend or deny membership to an applicant based on professional standards, integrity, and alignment with the mission of the College. These reasons shall be made known to the applicant. Membership shall not be denied because of sex, race, ethnicity, religion or other prohibited grounds. Applicants who are denied admission may reapply after a period of two years from the date of the previous application.

ARTICLE II. Election to Membership

Section 1. An applicant for the rank of Fellow, Member, or Associate Member shall complete an application form. The application shall be sent to the Administrative Office of the College.

Section 2. At least three times each year, the Committee on Admissions shall make its recommendations to the Board of Directors. A majority vote of the Board of Directors shall be necessary for election to Fellow or promotion to Fellow.

ARTICLE III. Termination of Membership

Section 1. Any Member or Fellow in arrears of dues for two years, or more, will have his/her Membership or Fellowship in the College revoked. Reactivation will be by payment of current dues, unless dues have not been paid for four (4) or more years. When this occurs, a new application for membership to Member or Fellow status must be submitted.

Section 2. Any Associate Member who is in arrears of dues for one year will have his/her membership revoked. Reactivation will be by payment of current dues and submission of proof of continuance of training. If training has completed, Associate Members should apply for Member status.

ARTICLE IV. Board of Directors

Section 1. The affairs of the College shall be managed by the Board of Directors. The Board shall consist of twelve (12) Members or Fellows elected by the membership. In addition, the President, President-Elect, Immediate Past-President, Secretary, and Treasurer shall serve as voting members of the Board. If the individual elected as President is already serving as one of the twelve elected Directors, they shall continue in that role while serving as President. The Secretary and Treasurer, elected by the Board of Directors, shall not be among the 12 elected Directors. The Board of Directors shall have and may exercise all the powers of the College except as indicated by statute or by these Bylaws which require them to be exercised by other than the Directors.

Section 2. Each year, four individuals (Members or Fellows) shall be elected by the membership to the Board to serve three-year terms. These Directors shall be selected from a slate of up to eight nominees, developed by the Nominating Committee. A maximum of one of the four newly elected Directors may be a Member (i.e., not a Fellow). No Director shall serve for more than two consecutive full three-year full terms. Directors shall assume office at the close of the annual meeting following their election and shall serve until their successors are elected. If a vacancy occurs during a Director's term, the Board may appoint a replacement to serve until the next annual election. At that time, a Director shall be elected to serve the remainder of the unexpired term, if applicable.

Section 3. The President and President-Elect shall each be Fellows, elected by the membership via mail, email, or internet ballot, from among current or past Members of the Board. The President-Elect shall succeed the President upon completion of the President's one-year term. The Secretary and Treasurer shall be elected by the Board of Directors from among current or Emeritus Fellows.

Section 4. The Officers of the College include individuals who serve on the Board of Directors as defined in Article IV, Section 1. See Article V for details on officer elections, terms, responsibilities, and succession procedures.

Section 5. A quorum for a meeting of the Board of Directors shall consist of a majority (51%) of Directors, including at least one Officer. Meetings of the Board may be held in person, by video conference, telephone, or other electronic means, provided that all participants can communicate effectively in real time. The Board may also conduct business by mail or email, so long as a quorum is confirmed and voting procedures align with these Bylaws.

Section 6. Chairs of Standing Committees are expected to attend Board meetings or send a representative to report Committee activities to the Board as requested.

Section 7. Any member of the Board who has two unexcused absences without prior notice or acceptable explanation may be removed from the Board by majority vote.

Section 8. The Board of Directors shall include two Associate Members, referred to as Associate Directors. Each Associate Director serves a two-year term. The Incoming Associate Director, in their first year, participates fully but does not have a vote. The Outgoing Associate Director, in their second year, holds full voting rights. To be eligible, a candidate must be Associate Members in good standing for at least one full year and endorsed by a Fellow of the College. One new Associate Director shall be elected by the current Board of Directors, prior to the Annual Meeting. Terms begin at the close of the Annual Meeting.

The Outgoing Associate Director shall serve as Chair of the Associate Member Committee, and the Incoming Associate Director shall serve as Vice Chair. Each Associate Director shall also serve as a liaison to one additional College committee during their term.

Section 9 (New). Each elected member of the Board of Directors shall serve as a liaison to at least one Standing or Special Committee of the College during their term, in coordination with the President and Committee Chairs.

ARTICLE V. Officers (Full Rewrite for Consolidation and Clarity)

Section 1. The Officers of the College shall be a President, a President-Elect, an Immediate Past-President, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be combined at the discretion of the Board.

Section 2. The President and President-Elect shall be Fellows, elected by the membership via mail, email, or internet ballot from among current or past Board members. The Secretary and Treasurer shall be elected by the Board of Directors from among current or Emeritus Fellows.

Section 3. The President and President-Elect shall serve one-year terms and are not eligible for re-election to the same role. The President-Elect shall automatically succeed the President. The Immediate Past-President shall serve a one-year term following their presidency. The Secretary and Treasurer shall each serve five-year terms or until successors are elected.

Section 4. Officers shall enter upon their duties at the close of the annual meeting following their election.

Section 5. If a vacancy occurs in any Officer role, the Board of Directors shall appoint a replacement to serve the unexpired term.

Section 6. Officers shall perform duties customarily associated with their roles and responsibilities, including but not limited to:

President: Presides over College and Board meetings; appoints committee chairs; represents the College publicly.

President-Elect: Assists the President; prepares to assume the presidency; supports strategic initiatives.

Immediate Past-President: Serves in an advisory role and chairs the Nominating Committee.

Secretary: Maintains official records, including by-laws; oversees communication of key decisions.

Treasurer: Oversees financial operations; provides financial reports to the Board; ensures audits are completed by a qualified accountant.

Section 7. Officers may act on behalf of the College between meetings of the Board, as needed.

ARTICLE VI. Dues

Section 1. The amount of annual dues shall be determined by the College by vote of the majority of Fellows and Members present at any regular meeting as determined by the Board of Directors. Any member who has paid annual dues shall be said to be a member “in good standing.”

Section 2. Any Fellow, or Member, in good standing may, for sufficient reason and with his/her consent be absolved by the Board of Directors from the payment of dues.

Section 3. The Board of Directors shall have the power to collect fees as necessary for education courses to remunerate instructors and pay other such expenses essential to the education program.

ARTICLE VII. Annual and Special Meetings of the Membership

This Article pertains to meetings of the full College membership, including the Annual Meeting and any special membership meetings, and does not apply to meetings of the Board of Directors.

Section 1. The time and place of the annual meeting shall be decided by the Board of Directors.

Section 2. A quorum shall consist of twenty-five Fellows or Members, including at least a majority of the members of the Board of Directors and one Officer.

Section 3. The duration of the meeting shall be decided by the Board of Directors.

Section 4. Special meetings of the membership may be called by the President or a majority of the Board of Directors.

Section 5 (New). Meetings of the College may be held in person, virtually, or in a hybrid format. Participation via remote means shall count toward quorum and voting.

ARTICLE VIII. Standing Committees

Section 1. Standing Committees of the College are Admissions, Associate Member, Awards, Communication, Ethics and Policy, Equity and Inclusion, Finance, Membership, Professional Development, and Publications. Each Standing Committee, with the exception of the Associate Member Committee, shall comprise at least 5 Fellows or Members, and one Associate Member. At least one Fellow or Member shall be a member of the Board of Directors. Standing Committees shall report to the Board as requested by the President. The chair of each Standing Committee (other than Associate Member) shall be appointed by the President, renewable for up to three consecutive years. The chair of each Standing Committee will appoint Committee members as needed, in consultation with, and with the approval of, the President. Committee members may serve a maximum of two three-year terms per committee. After serving the maximum allowable term, any Committee chair or member may be reappointed to that Committee after a one-year hiatus. One ACE Fellow, appointed by the current ACE President, will serve as Advisor to the Associate Member Committee for a two-year term.

Section 2. The Admissions Committee shall receive and judge applications for the various classes of membership, and shall make admission recommendations for positions above the level of Member to the Board of Directors.

Section 3. The Associate Member Committee shall lead the development, implementation, and progression of tasks and activities that promote the professional development of Associate Members and their involvement within the College. This includes events at the annual meeting as well as ongoing activities throughout the year.

Section 4. The Awards Committee shall select recipients for awards issued by the College.

Section 5. The Communications Committee shall serve as a liaison between the Board of Directors and Members/Fellows to ensure a timely and mutual exchange of information on matters pertaining to the practice of epidemiology. Representation on the Committee shall include individuals from academia, industry, and federal and state government to ensure the fullest representation of practicing epidemiologists.

Section 6. The Ethics and Policy Committee shall develop and propose policy positions and statements for approval by the Board of Directors. It shall also address ethical issues encountered in epidemiologic research and practice; provide educational resources related to ethics in epidemiology and the responsible conduct of research; and organize consultations or programming to promote ethical practices in the profession.

Section 7. The Equity and Inclusion Committee shall assess the status of underrepresented populations in the profession of epidemiology, assess the role of the College in promoting increased representation, recommend strategies for increasing the number of epidemiologists from diverse backgrounds affiliated with the College, and recommend actions to increase research on health concerns of historically marginalized populations.

Section 8. The Finance Committee, including the Treasurer serving ex officio, shall develop long-range planning and commitment of funds of the College, but the Committee will in no way assume the duties of either the Secretary or the Treasurer. The Committee shall make recommendations to the Board of Directors regarding the investment of funds. It shall formulate proposals for the expenditure of funds in the form of a budget. The Committee shall advise the Treasurer and the Board of Directors on the disbursement of funds.

Section 9. The Membership Committee shall be responsible for developing policies and procedures to increase membership, to retain existing Members and Fellows, and to address issues related to member services.

Section 10. The Professional Development Committee shall provide mentoring, training, and continuing education opportunities for College members. This includes overseeing development of educational courses, organizing mentorship programs, and contributing to the scientific programming of the annual meeting.

Section 11. The Publications Committee shall be responsible for all scientific publications issued by the College.

ARTICLE IX. Special Committees

Section 1. A Nominating Committee shall be appointed annually. The Immediate Past President, shall serve as Chair of the Nominating Committee. This committee shall consist of between three and six (inclusive) Fellows or Members, in addition to the President-Elect. The remaining members, none of whom should be a member of the Board of Directors, shall be appointed by the Chair and include at least one member of the Membership Committee and an Associate Member. It shall be the duty of this Committee to present the names of at least two candidates for each vacancy on the Board of Directors. The nominees shall be selected with due regard to geographic representation and other considerations including gender and race/ethnicity. Additional names for consideration may be submitted by electronic mail by any Fellow or Member six months prior to the annual meeting; this opportunity shall be publicized through the College's customary channels.

The names of those agreeing to serve and a brief curriculum vitae for these candidates shall be distributed by electronic mail ballot at least six weeks prior to the annual meeting.

Section 2. The Program Committee for each annual meeting shall consist of three Fellows or Members, appointed annually by the President, who shall also designate the Chair. One Member of the Professional Development Committee will serve as a liaison to the Program Committee.

Section 3. The Board of Directors may, by majority vote, establish any other committee deemed necessary for the welfare of the College. The members of each such committee shall be appointed by the President.

Section 4. All special committees shall report to the Board of Directors at least once a year.

ARTICLE X. Amendments

These Bylaws may be amended by a majority of those Fellows, Members and Associate Members present and voting at any annual meeting of the College, providing that the proposed amendments shall have been submitted in writing to the Board at least two months prior to the annual meeting and distributed in writing to the membership at least one month prior to that meeting. The Bylaws also may be amended by mail, email, or internet ballots. Notice of the proposed changes shall be submitted in writing at least two months prior to voting and specific changes distributed to the membership at least one month prior to voting. A majority of Members, Associate Members, and Fellows casting mail, email, or internet ballots is needed to amend the Bylaws.

ARTICLE XI. Rules of Order

The rules contained in Robert's "Rules of Order" shall govern the College in any and all cases to which they are applicable.

ARTICLE XII. Corporate Seal

The Corporate Seal of the Corporation shall consist of the following words and figures inscribed in a circle:

The American College of Epidemiology
1979
Corporate Seal

ARTICLE XIII. Fiscal Year

The fiscal year shall run from January 1 to December 31 each year.

Previous Revisions:

September 2021
September 2019
September 2018
December 2017
April 2015