



## **Bylaws of the Dust Alliance for North America (DANA)**

### **Article 1. Name:**

The name of the organization is Dust Alliance for North America, and the official acronym is DANA.

### **Article 2. Purpose:**

DANA is an organization of scientists and practitioners from academic institutions, Federal, State and Local action agencies, private industry, citizen scientists, and other interested persons. DANA addresses the physical, chemical, and biological characteristics of mineral and solid organic dust in the atmosphere, the impacts and effects of atmospheric dust, and the transfer of information required to mitigate their harmful consequences. The inclusive nature of the membership reflects the many ways that dust affects human and environmental health, economy, and Earth's climate.

DANA is dedicated to the idea that scientific discovery should benefit human quality of life and environmental health. Thus, DANA members consult to prioritize research activities and investigations. Ideally, the final product of scientific investigation should be a tool of use by practitioners to bring improvements in policy and associated outcomes. To this end, DANA has adopted the slogan 'From Science to Service'.

DANA exists to encourage collaboration among the membership and to provide encouragement and resources for early career members. All members, regardless of education, age, or position shall be treated as equals as per the Code of Conduct (Article 6.).

DANA maintains a website at [www.dustalliance.org](http://www.dustalliance.org) for exchange of information and posting and archiving of items of interest to the membership.

DANA may plan and execute webinars, workshops, and symposia as well as sessions in meetings of other scientific and professional organizations and societies that focus on issues related to atmospheric dust in North America.

DANA may organize special issues and/or special sections of academic and professional journals with contributed manuscripts from presenters at meetings sponsored by DANA or when noteworthy events provide a unique focus for such endeavors. Any journal special issue or special

section bearing the name or logo of DANA should be approved by majority vote of the Executive Committee prior to guest authors or editors contacting the journal of interest.

DANA may organize social events, open to all members and invited guests, at various meetings. Although DANA may organize such social events, the participants may be responsible for expenses incurred.

DANA may produce media releases and white papers as needed to augment public and policymaker awareness or understanding of North American dust issues.

DANA shall be incorporated as a 501 (c) (3) not for profit corporation in the State of Texas.

All media releases and publications, including white papers, bearing the name or logo of DANA must be approved by a majority vote of the Executive Committee.

### **Article 3. Membership:**

DANA Membership is open to all with an interest in North American dust and dust from other locations impinging on North America. Although the DANA focus is the study and control of dust in North America, membership is open to scientists, practitioners, consultants, and students from regions other than North America.

Membership rolls shall consist of the names and email addresses of all who have communicated an interest in DANA functions including monthly webinars and other meetings.

There are no fees associated with membership in DANA.

Members shall be sensitive to the open academic and practical aspects of DANA and proactively endeavor to respect fellow members.

Members shall not act or speak in a way that would misrepresent positions taken by DANA or that would disparage the organization.

Members of DANA should abide by the DANA Code of Conduct (Article 6) during DANA-sponsored events.

Members shall not be held personally liable for debts, liabilities, or other obligations of DANA.

Membership in DANA shall terminate upon the written request of the member by mail or email delivered to the Secretary of the Executive Committee.

### **Article 4. Governance:**

DANA shall be governed by the Executive Committee (EC) in consultation with the Steering Committee (SC). Members of the EC and SC shall serve without compensation.

The Executive Committee Officers include a President, President-Elect, Secretary, Treasurer, four At-Large Members, and Chair of the Steering Committee.

The calendar year shall be the official measure of elapsed time in DANA, and official duties of officers will begin at 12:00 am Central Standard Time (CST) on January 1 of a given year and

terminate or roll over at 11:59 pm CST on December 31 of the same year unless their scheduled term continues.

#### **4.A. Executive Committee:**

The EC holds the final say in decisions affecting DANA operations.

The EC approves all communications bearing the name or logo of DANA including, but not limited to, media releases, white papers, journal special issues and/or special sections, and virtual or physical meetings.

The EC may appoint special committees to explore membership awards, the development of media releases or white papers, and special opportunities including, but not limited to, workshops, symposia, publications, and meeting sessions of other scientific and professional organizations or societies.

The EC approves or rejects changes to the DANA bylaws proposed by the SC.

The SC may recommend, but EC approves, nominations to the SC as necessary to fill vacancies.

Voting members of the EC are limited to the President, President-Elect, Secretary, Treasurer, SC Chair, and three at-large members.

With the exception of the founding members of the EC as detailed in the paragraph below, membership on the EC is limited to four years from the time of initial membership and may not be renewed until the member has four years away from EC membership and is duly elected by members of the SC.

The original EC, formed in 2022, will each serve a four (4) year term of service and, at the end of that four-year term will be renewed by twos to staggering terms of from one (1) to four (4) years. Thus, every year, two EC members will rotate off and be replaced.

EC members are replaced by SC members elected by SC membership to at-large EC positions.

EC President and President Elect are elected for terms of two (2) years with the President-Elect assuming the office of President at 12:00 am CST on January 1 following the biennial term. Following the President's term, the out-going President shall serve in an advisory capacity for two (2) years.

EC Secretary may serve a term of up to four (4) years.

EC Treasurer may serve a term of up to four (4) years.

SC chair may serve a term of up to four (4) years.

All EC officers are elected by EC members from the EC membership at the time of vote.

Any EC officer may be removed from their office by the unanimous vote of other EC members.

The EC shall meet once monthly in closed session and twice a year, in January and July, a second EC meeting shall be held one week following the closed session that would be a session open to membership and announced 30 days ahead of time on the DANA website.

Decisions of the EC shall be deemed formal only when adopted at a meeting in which a quorum of the EC is present, a quorum being defined as greater than 50% of the EC. Except as otherwise provided in these Bylaws, no official decisions shall be considered by the EC at any meeting at which a quorum, as previously defined, is not present,

EC members serve as ex-officio members of the SC with the exception of the SC chair who has voting privileges on the SC.

Members of the EC shall not be held personally liable for debts, liabilities, or other obligations of DANA.

#### **4.B. Steering Committee:**

The SC is composed of scientists, practitioners, consultants and students or early career representatives that represent the geography, genders, ethnicities, and breadth commensurate with the dust science, service, and policy community of North America. The role of the SC is to propose changes to the structure and policies of DANA and to propose activities and action items including speakers, workshops, symposia, and sessions at the meetings of affiliated organizations and societies as well as proposing special issues and/or special journal sections of Earth Science and affiliated professions, as well as proposed white papers and policy statements.

The original SC members will serve a term not to exceed four years. New members will be nominated to serve two, three, or four-year terms in order to preserve “corporate memory” and SC membership of between fifteen and thirty experts. This will provide for rotation of members on the SC.

The SC nominates replacement members as necessary to retain a membership not to exceed 30 representatives.

The SC, from within its membership, elects at-large members to the EC as necessary to replace EC members who resign or have completed their terms of service.

Members of the SC shall not be held personally liable for debts, liabilities, or other obligations of DANA.

#### **4.C. Subcommittees**

Subcommittees may be formed within DANA to facilitate the functions of the Alliance.

The subcommittees will be formed of members of the SC along with general members as volunteers with an advisory member from the EC.

Under special circumstances, such as when a large conference is being planned, additional members may be recruited from the general membership according to the experience and expertise needed to balance the subcommittee.

#### **4.C.1. Duration of Subcommittees**

Subcommittees shall be deemed ‘Standing’ or ‘temporary’.

Standing subcommittees shall be permanently active with member service of at least two (2) years. Upon official formation of the subcommittee, one third of the members will serve for two (2) years, one third shall serve for three (3) years, and the final third shall serve for four (4) years. Thereafter, the terms of membership will rotate with the members with full four (4) year terms of service rotating off the subcommittee and an equal number of new members shall be nominated and affirmed by a majority vote of the subcommittee to replace the emeritus members. The EC member on the subcommittee shall serve as initial subcommittee chair and during the first meeting the chair will be elected from the body of the subcommittee.

Examples of standing subcommittees include but are not limited to:

- 1.) Webinar Planning and Execution
- 2.) Website Maintenance
- 3.) Membership coordination (SC and membership)
- 4.) Professional Awards
- 5.) Finance
- 6.) Communication and Outreach

Temporary subcommittees may also be termed ‘working groups’ and are formed as necessary to address opportunity-based tasks such as conferences, workshops, or special outreach activity planning. Upon completion of the task, the temporary subcommittee shall disband, and members’ service celebrated by presentation of a certificate commemorating member contributions. The EC member of the subcommittee shall serve as chair for the first meeting, where a working subcommittee chair will be duly elected.

#### **4.C.2. Duties of Standing Subcommittees**

##### **1.) The Webinar Planning and Execution Subcommittee**

The Webinar Planning and Execution Subcommittee shall ensure four topical webinars in the spring semester and three topical webinars in the fall semester of each academic/calendar year. In addition to securing topical speakers, the subcommittee will advertise the webinars monthly, accenting the next webinar, and ensure that the schedule is made available to the Website Maintenance Subcommittee prior to the beginning of the academic semester. The Webinar Planning and Execution Subcommittee will also ensure that the latest and/or most widely used version of cyber-meeting software is used for making the webinar available to interested members and the public.

##### **2.) The Website Maintenance Subcommittee**

The Website Maintenance Subcommittee shall ensure that the DANA website is current and used to the greatest benefit for Alliance members. The Subcommittee will monitor the site at least weekly for signs of tampering, for up-to-date content and, if necessary, will forward inquiries and messages of concern to the appropriate member of the EC. The website format and layout may be

changed by majority vote of the Website Maintenance Subcommittee only if the critical functions of information transfer and collaboration facilitation are not compromised by the format or layout changes.

### **3.) The Membership Subcommittee**

The Nominations Subcommittee shall ensure the continuity of EC and SC membership and functions, selecting new slates of prospective members, contacting the prospective members to verify willingness to serve and passing the slate to the SC for vote and approval. Since official terms of EC and SC members coincide with the temporal boundaries of the calendar year, the Nominations Subcommittee should meet in October of each year to make selections and finish all necessary business prior to the last SC meeting of the calendar year. If a quorum of SC members is not present at the last yearly meeting, the remaining votes may be cast by email which will be retained by the SC secretary for future records. Self-nomination is permitted and encouraged. The Membership Subcommittee will also manage DANA email lists and maintain a database of DANA members.

### **4.) The Professional Awards Subcommittee**

The Professional Awards Subcommittee shall meet yearly and select one or possibly two members from the general membership nominated DANA members who are at least 60 years of age for a Lifetime Achievement Award. In addition, the subcommittee may select up to three 'Alliance Fellows' per year from DANA members nominated by the general membership. The Subcommittee will determine dates and protocols for the annual nominations of prospective professional award winners. The third category of professional award would be the early career award that would recognize outstanding contributions of members within ten years of entering their career.

### **5.) The Finance Subcommittee**

The Finance Subcommittee will manage Alliance funds as needed to host conferences and workshops and attend to other financial needs that might arise such as costs for awards and certificates, and expenses necessary to meet the administrative costs of DANA. The Finance Subcommittee is the only standing subcommittee that will be active with the temporary subcommittees planning these events. The Subcommittee shall consist of the Treasurer, an EC member, responsible for making deposits, writing checks, and other matters concerning maintenance of a bank account, a Financial Secretary from the SC to maintain receipts and other financial records and authorize checks, and three at-large members from the SC to provide consulting, oversight, and communication. DANA is a not-for-profit organization and, as such, will maintain minimal bank balances necessary to maintain the account or \$1,000.00 if another event is planned within the next 12 months. Profits in excess of conference, workshop or sponsored project expenses shall be donated to an allied organization at the discretion of the Finance Subcommittee and approval of the EC.

The sources of incoming funds may be from donations and funded grant proposals. If a specific activity is stipulated in the donation or funded grant, the funds can only be used for the stipulated activity.

DANA is a not-for-profit organization and maintains a bank account under the auspices of the Finance Subcommittee for the sole purpose of handling funds necessary for the hosting of conferences and workshops. Although the bank account is necessary to handle conference and workshop-related income and expenses, the balance should not exceed \$1,000.00 after all expenses have been covered for a given event. That balance shall be used to pay account maintenance fees and as early seed money for the next event only. There is no monetary limit to the budget of any event and the only requirement is that any profits in excess of event expenses minus the \$1,000.00 post-event bank balance shall be donated to an allied organization or student and professional awards to be chosen by the Finance Subcommittee as allowed by the terms of the source of the funds. DANA may not assume debt for any reason without the unanimous consent of the EC.

#### **6.) The Communication and Outreach Subcommittee:**

The Communication and Outreach Subcommittee develops and coordinates internal and external communication, public education, community outreach and media inquiry directed to DANA. The Subcommittee publishes DANA newsletters and public announcements/press releases, manages social media accounts, and supports DANA members in media communication upon request with available resources and capacity. Communication and Outreach Subcommittee will have access to the email listservs DANA email and google drive

#### **7.) The Nominations Subcommittee**

The Nominations Subcommittee shall exist for the purpose of replacing members of the SC as needed due to SC member resignation, election to the EC, or removal by the body. This subcommittee should consider the breadth of membership expertise when nominating new members.

#### **Article 5. Changes to Bylaws:**

The bylaws may be changed as necessary to reflect changes in circumstances or government regulations. Changes shall be suggested by the SC by majority vote and forwarded to the EC for consideration, amendments, and final approval by majority vote.

#### **Article 6. Code of Conduct:**

DANA is a partnership of scientists and practitioners with the purpose of accelerating the transition of dust-related research into service, with a focus on North America. DANA's mission is to inspire, support, and promote global science and service collaboration to uncover and adapt knowledge of airborne dust particulates to mitigate health, safety, and quality of life risks.

DANA seeks to create an inclusive and supporting environment for all who would like to participate and contribute, regardless of age, sex, gender identity and expression, sexual

orientation, disability, physical appearance, ethnicity, nationality, race, or religion (or lack thereof), education, career stage, or socio-economic status<sup>1</sup>.

The DANA Code of Conduct applies to all activities or spaces hosted by DANA (in-person, virtual, or hybrid). DANA events should foster the community between scientists and practitioners and beyond. Participants should aim to:

- Have open and constructive discussions with other community members.
- Be open to both being the expert and learner and be flexible to switch between these roles when appropriate.
- Engage in authentic, expressive discussions, but maintain confidentiality of sensitive and private information.

Everyone participating in DANA events should treat each other with respect. This behavior looks like, but is not limited to:

- Not interrupting those who are speaking.
- Being kind to yourself and others.
- Striving to understand different perspectives.
- Keeping the focus on ideas, rather than criticism, during discussions.
- Being open to learning and being corrected.
- Keeping discussions appropriate for the context and audience.

DANA events should feel welcoming to all participants. We aim to use tools and technology for universal access and to facilitate participation for everyone (e.g., text chat, closed captioning). The events will be open to a broad audience as practically possible. We aim to create a space where everyone's voice is heard and to use inclusive language (e.g., offering opportunities to share pronouns), as well as engage in secure virtual meeting practices to ensure safe spaces (e.g., use of a waiting room and pre-registration).

## Reporting Procedures

Unacceptable behavior as described below must be reported to the organizer of the event and messaged to the meeting host and the DANA Executive Committee ([dustalliance.na@gmail.com](mailto:dustalliance.na@gmail.com)).

Unacceptable and Intolerable Behaviors include:

**Violence or Threats of Violence** online or offline, including encouraging a person to commit self-harm, or posting or threatening to post another's personally identifying information ("doxxing") online.

**Personal Attacks** are not acceptable, including insults, demeaning comments, or belittling another person.

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<sup>1</sup> We adopt language put forth by the Center for Scientific Collaboration and Community Engagement (CSCCE), <https://www.cscce.org/cscce-community-participation-guidelines/> and the Earth Science Women's Network (ESWN, <https://eswnonline.org/welcome/eswn-code-of-conduct/>)

## Derogatory Language

Includes hurtful or harmful language related to:

• Ability	• National origin
• Age	• Native language
• Background	• Physical appearance
• Body size	• Political affiliations
• Caste	• Race
• Ethnicity	• Religion
• Family status	• Sex
• Gender Identity or expression	• Sexual orientation
• Geographic location	• Socioeconomic status
• Marital status	• Other attributes

This language also includes deliberately misgendering someone, deadnaming, and/or questioning the legitimacy of an individual's gender identity.

**Unwelcome Sexual Attention or Physical Contact** is not acceptable and includes, but not limited to sexualized comments, jokes or imagery in interactions, communications, or presentation materials, as well as inappropriate touching, groping, or sexual advances. Additionally, touching a person without permission, including but not limited to their hair, pregnant stomach, mobility device (wheelchair, scooter, etc.), or tattoos is unacceptable. This also includes physically blocking or intimidating another person. Physical contact or simulated physical contact (such as emojis like “kiss”) without affirmative consent is not acceptable. The sharing or distribution of sexualized images or text is unacceptable.

## Disruptive Behavior or Influencing Unacceptable Behavior

Continued disruption of events or meetings, including talks and presentations (“talking over”), will not be tolerated. This disruption includes heckling or harassing speakers (verbally or in writing), direct messaging hosts or participants with unfavorable conversations, excess use of alcohol or recreational drugs, influencing actions that cause hostility in a session or meeting.

Anyone who violates the DANA Code of Conduct, as outlined above, will not be tolerated. The person will be invited to leave or will be removed from the meeting. Additional or future consequences (including participation in or attendance at future DANA events, both in-person or virtual) will be determined at the Executive Committee's discretion.