



International Society for Nutritional Research (ISNPR) Inc.

By-Laws

Under the Rules of the International Society for Nutritional Psychiatry Research (ISNPR) Inc (Society), the Committee of the Society has the power to make, alter and amend By-Laws with respect to the operation and procedures of the Society. The Committee may amend the By-Laws as it deemed necessary from time-to-time.

If a By-law listed in this document is inconsistent with a Rule, then the Rule will prevail. If any doubt arises as to the interpretation of any By-law, the decision of the Committee shall be binding, provided it is recorded in the minutes of a Committee meeting.

Membership

1. Application for membership

1.1. To apply to become a member of the Society, a person must submit on the form made available through the Society website stating that the person—

- (a) wishes to become a member of the Society; and
- (b) supports the purposes of the Society; and
- (c) agrees to comply with the Rules.

1.2. The application must be:

- (a) signed by the applicant; and
- (b) accompanied by the joining fee.

2. Membership classifications

2.1. Research

Shall be open to individuals who, at the time of their admission to membership and for the duration of their membership as a Research member, are active in the field of nutritional psychiatry research or a related scientific discipline, at institution recognised by the Committee. Retired researchers who wish to remain an active member in the field may also be admitted to this membership class by the Committee.

2.2. Clinical

Shall be open to individuals who at the time of their admission to membership are a health practitioner (general medical practitioners, dietitians, psychologists, psychiatrists, medical specialists) with a qualification recognised by the Committee and active in the field of nutritional psychiatry or a related scientific discipline.

2.3. Associate

Shall be open to individuals who have an interest in the field of nutritional psychiatry but are not necessarily research or clinically active. This includes representatives from industry, policy, public health, allied health professionals and other interested parties approved by the Committee.

2.4. Student

Shall be open to individuals who are engaged in undergraduate or graduate study related to nutritional psychiatry or another related scientific discipline, at institution recognised by the Committee. Verification of student status may be required.

3. Membership fees

3.1. For all memberships a joining fee of \$20 applies.

3.2. Schedule of annual membership subscriptions:

Membership Class	Fee
Research	\$100
Clinical	\$100
Associate	\$100
Student	\$50

3.3. All fees are quoted in Australian Dollars.

3.4. The membership year for the Society shall be from 1 January to 31 December.

3.5. The Committee may determine that any new member who joins after the start of the membership year must, for that membership year, pay a fee equal to—

- (a) the full annual subscription; or
- (b) a pro rata annual subscription based on the remaining part of the membership year; or
- (c) a fixed amount determined from time to time by the Society.

3.6. Membership subscriptions are due 14 days after the Member is admitted to the Society and 14 days after the start of each membership year.

4. Member benefits and privileges

Without limiting the rights of members under the Rules, admission to a class of membership shall confer on such Members thereof the following benefits and privileges.

4.1. Research members

Research members shall be entitled to:

- (a) receive notice of, to attend and be heard at all general meetings of the Company; and
- (b) vote at a general meeting and on a show of hands to one vote and on every poll to one vote; and
- (c) nominate a person to stand for election as a Committee Member; and

- (d) vote in the elections of Committee Members; and
- (e) apply for awards offered by the Society; and
- (f) receive discounted ISNPR conference registration; and
- (g) receive discounted (if any) access to the official journal of the ISNPR, dependent on the arrangement with the journal.

4.2. Clinical members

Clinical members shall be entitled to:

- (a) receive notice of, to attend and be heard at all general meetings of the Company; and
- (b) apply for awards offered by the Society; and
- (c) receive discounted ISNPR conference registration; and
- (d) receive discounted access to the official journal of the ISNPR, dependent on the arrangement with the journal; and
- (e) be listed on the ISNPR website as clinicians with a focus on nutritional approaches to clinical practice.

4.3. Associate members

Associate members shall be entitled to:

- (a) receive notice of, to attend and be heard at all general meetings of the Company; and
- (b) apply for awards offered by the Society; and
- (c) receive discounted ISNPR conference registration; and
- (d) receive discounted access to the official journal of the ISNPR, dependent on the arrangement with the journal.

4.4. Student members

Student members shall be entitled to:

- (a) apply for awards offered by the Society; and
- (b) receive discounted ISNPR conference registration; and
- (c) receive discounted access to the official journal of the ISNPR, dependent on the arrangement with the journal.

4.5. Voting rights

Members who are admitted to a class of membership that confers the entitlement to vote will only be able to exercise that right if:

- (a) more than 10 business days have passed since he or she became a Member of the Society; and
- (b) the Member's membership rights are not suspended for any reason.

Meetings

5. Order of business for general meetings

5.1. The business of a General Meeting will be transacted in the following order unless it be specially decided otherwise by the Chairperson:

- (a) Welcome from the Chairperson;
- (b) Attendance - is taken and apologies are read, called for and recorded;
- (c) Introduction of new committee members;
- (d) Corrections or additions to the preceding meeting's minutes are called for by the Chairperson after which the chair declares that the minutes are approved as read, delivered or corrected; or entertains a motion to that effect;
- (e) Matters arising -from the last minutes are discussed (discussion should be confined to specific questions arising from the minutes, or the action someone was asked to take);
- (f) Correspondence - is tabled. Discussion is limited to the essentials, and a motion put that inward correspondence be received, another that outward correspondence be approved;
- (g) Financial Statements - are presented by the Treasurer. A motion is needed on a list of accounts for payment;
- (h) Committee Reports - are presented and discussed. Do not need a motion unless specific recommendations are made in which case a motion is required for the specific recommendation(s) only;
- (i) Other Reports - (brief, on specific subjects, with recommendations attached for consideration) are presented. Recommendations are discussed, and approved or declined through a motion;
- (j) Motions Put – motions of which due notice has been given are put. Any motions proposed without sufficient notice may be rejected by the Chairperson and then accepted as notices of motion for the next meeting;
- (k) General Business - This is the time for minor items to be raised. The Chairperson should discourage the raising of major items at this point unless they are urgent. The Chairperson decides whether each matter will be discussed or deferred to the next meeting;
- (l) Next Meeting - is arranged, if not already set.

6. Conduct at general meetings

The following simplified set of rules of debate are provided as guidance for the conduct of business during a General Meeting. They are not specific to the Society and should be read against the Society's Rules. Where there is a difference between the two, the Rules apply.

- No discussion shall take place except on a motion or an amendment to a motion.
- At the meeting each motion must be moved and seconded.

- The member moving the motion has the first right to speak to the motion
- The seconder is then invited to speak to the motion.
- Any member can move, before the debate commences, for a specified period of time to be allocated for questions on the motion handed through the chair to the appropriate person for response (optional)
- The period of question time can be extended by a motion to do so.
- The chair indicates the end of questions and calls for commencement of debate on the motion.
- Debate then occurs alternating between a call for 'speaker against the motion' (cons) and 'speaker for the motion' (pros).
- When the debate is exhausted, the chair announces that the motion will be put and calls the mover "in reply" to make a final statement.
- The chair asks the secretary to read the final motion (including any amendments passed during the debate).
- The vote is then put by calling for a show of hands, or other method determined by the Chairperson.
- A person may move an amendment to the motion being considered (a change to words or insertion of new ideas) at any time during the debate. An amendment is debated and voted on as it occurs using the above format and then the debate returns to the main motion.

Financial Matters

7. Financial Year

The financial year for the Society shall be from 1 July to 30 June.

8. Events and activities income

Net income from any events or activities facilitated by the Society, such as the conference, will be held in the central bank account and will be allocated to the purposes of the Society in accordance with the annual budget.

9. Membership subscriptions

Member subscriptions will be held in the central bank account and will be allocated for the purposes of the Society's priorities in accordance with the annual budget.

10. Expense reimbursement

The Society may reimburse officers and committee Members for reasonable out-of-pocket expenses if pre-approved.

Elections

11. Returning officer

- 11.1. The Committee shall appoint a Returning Officer who will oversee all elections of Board Members and ballots of the Society.
- 11.2. The returning officer must not be a member nominated for the position.

12. Nominations

- 12.1. Prior to the election of each position, the President must call for nominations to fill that position.
- 12.2. Nominations must be made, with the Member's consent, by two other Members entitled to vote.
- 12.3. Each nomination shall provide a written statement addressing the skills and expertise of the nominee for the position they are nominated for.
- 12.4. Nominations shall be received in writing by the Secretary of the Society at least thirty five (35) days prior to the election.
- 12.5. A Member may only be nominated for more than one position.
- 12.6. If only one Member is nominated for a position of office, the President must declare the Member elected to the position.
- 12.7. If more than one Member is nominated for a position of office, a ballot must be held.
- 12.8. If the number of Members nominated for the position of ordinary Committee Member is less than or equal to the number to be elected, the President must declare each of those Members to be elected to the position.
- 12.9. If the number of Members nominated exceeds the number to be elected, a ballot must be held.
- 12.10. If there are no nominations for a position then the Committee may appoint a Member to the position under Rule 10.9.

13. Ballots

- 13.1. The election must be by secret ballot.
- 13.2. A ballot, including the option of an electronically transmitted ballot or use of an electronic voting system, shall be conducted for the elections of Committee Members pursuant to By-Law 12.9.
- 13.3. A notice referring to the ballot and each candidate for election (along with instructions for the voting and statements by candidates) shall be sent to all Members entitled to vote at least 21 days before the date fixed for holding the election.
- 13.4. All votes must be received by the time fixed for the close of the election.
- 13.5. The Returning Officer shall be responsible for the counting of the ballots and the reporting of the election results to the Committee.

- 13.6. The Members shall be notified officially of the election results at the next Annual General Meeting after the election.
- 13.7. The President shall notify all candidates of the results of the election at least five (5) days prior to the next Annual General Meeting after the election.
- 13.8. All ballots shall be available for audit by any Member for at least thirty (30) days following the close of the Annual General Meeting, after which ballot information may be destroyed.
- 13.9. In the case of tie votes, the returning officer must:
 - (a) conduct a further election for the position in accordance with these By-Laws to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

- 13.10. If a voting Member nominates for both a position of office and ordinary Committee Member is successful in polling for both positions, he/she takes up the office bearer position and the candidate with the next highest number of votes is elected as an ordinary Committee Member.