



**THE SOCIETY FOR CLINICAL  
NUTRITION AND METABOLISM**

**2014**

**CONSTITUTION**

**&**

**BYLAWS**

**Constitution & Bylaws**  
**of**  
**THE SOCIETY FOR CLINICAL NUTRITION AND METABOLISM**  
(To be registered under Societies Registration Act 1860)

**CONSTITUTION**

Article I

The name of the of the society shall be “The Society for Clinical Nutrition and Metabolism” herein after referred to as the “IAPEN” an independent scientific body operating on a not-for-profit basis and not aligning with any particular political party or religion.

Article II

Office of the society

The office of the society shall be situated in the city where the Honorary Secretary resides.

Article III

**Mission statement**

1. To help ensure that those suffering from malnutrition or other nutritional problems are appropriately recognised and managed (adopted from BAPEN, UK)
2. To help ensure that proper nutrition is supplied to children in orphanages, anganwadis and schools, students in hostels, patients in hospitals, senior citizens in old age homes and in all nutrition care settings.

**Aim**

1. To improve the nutritional care of people at risk of malnutrition whether in hospitals or in the community.
2. To improve the basic and advanced clinical research and to organize the consensus statements about clinical care and care quality control.

**Objectives (Adopted from BAPEN, UK)**

1. To support individual patients and groups needing nutritional intervention
  1. IAPEN will listen to patients'/carers' nutritional concerns and will act appropriately.
  2. IAPEN will lobby for patient centred policies relating to nutritional care.
  3. IAPEN will promote equity of access to nutritional care for all patients.
2. To establish a sound basis to enable realisation of the above objectives.
  1. IAPEN will initiate and maintain regular meetings with the relevant government departments, specialist societies and other key stakeholders at national level.
  2. IAPEN will develop a robust financial structure.

3. IAPEN will describe and implement a formal mechanism for raising funds for specific nutritional initiatives.
4. IAPEN will identify a formal administrative infrastructure.
3. To raise awareness about IAPEN and its role in the healthcare agenda
  1. IAPEN will actively seek to increase its membership by recruiting new Individual Affiliates and new Associate Clinical Interest Groups.
  2. IAPEN will develop a commercially viable regular publication to share and disseminate good practice.
  3. IAPEN will develop effective links with other similar organisations while maintaining its singular position of expertise.
  4. IAPEN will establish regular meetings at regional level to encourage networking/information sharing.
4. To develop a robust and cohesive approach to information gathering about nutrition provision at national level and to identify/redress any gaps.
  1. IAPEN will support FOCUS initiatives targeted at identified areas of practice so that information can be collected and disseminated.
  2. IAPEN will produce regular reports and promote national standards of practice.
5. To identify which people are at risk of malnutrition
  1. IAPEN activities, related to under-nutrition, will be fully integrated in both hospital and community settings.
  2. IAPEN will try developing a systematic protocol to fight malnutrition.
  3. IAPEN will ensure that its expertise and experience in the metabolic and practical management of patients with disease-related malnutrition is recognised and disseminated
  4. IAPEN will identify and disseminate best practice in the nutritional repletion of malnourished patients of all ages
6. To provide support for multi-professional / disciplinary groups wishing to develop a clinical Nutrition Support Team
  1. IAPEN will promote the Education and Training Committee course and other such initiatives
  2. IAPEN will develop standards through which the support team can identify good practice and benchmark their own activity.
  3. IAPEN will lead other clinical governance initiatives related to nutritional intervention.
7. To contribute to enhanced multi-professional education and research in clinical nutrition
  1. IAPEN will have clearly described and appropriately funded programmes for scientific research/development
  2. IAPEN will have an explicit development programme to enhance education and clinical practice
  3. IAPEN will host an Annual Conference reflecting current trends in research and clinical practice
8. IAPEN will give guidelines for monitoring the nutrition intake in Hostels in educational institutes, Restaurants, Mid-day meals scheme and anganwadis, Government and private organizations (Food Safety and Standards Authority of India), Patients in hospitals, Media and television, Food industries, Parents, Orphanages and old age homes, Police stations and prisons, NGOs in food sector, Film Industries, Street vendors, Nutrition institutes, Retailers, Farmers, Cold storage units, Food transportation, Railway stations and other places.

## Article IV

### **Membership:**

There shall be following class of members

1. Student Members
2. Ordinary Member
3. Life Member
4. Corporate Member
5. Overseas Member
6. Any other type of Members which may be decided in future as per the rules of the Society

### **Ordinary Member**

A person shall be qualified to be admitted as an ordinary member of the Society if has shown a sustained interest in the field of clinical nutrition, dietetics, medical and allied areas and has obtained a professional Degree / Diploma in any branch of Medicine, paramedical field, Engineering, Life Science and agriculture fields recognized by appropriate licensing bodies.

### **Life Member**

Any person, who is qualified to be admitted as an ordinary member may by a single payment of an amount as laid down in the bylaws, be admitted as a Life Member.

### **Student Member**

Any person who is a student and does not fulfill the criteria for ordinary membership but has shown interest in nutrition may apply for student membership of the Society to become a student Member.

### **Overseas Member**

Shall consist of individuals from countries outside India who meet all the same qualifications of Life member. They are not eligible for election as officers, shall not have attendance requirements and will be subject to dues at Life member rate.

### **Corporate Member**

The corporate membership has to be submitted by the head of the organization. A minimum of two IAPEN life members are required from the organization for becoming a corporate member of IAPEN.

Article V:

### **Officers and Executive Committee**

The members from among themselves shall elect the officers of the Society for Clinical Nutrition and Metabolism. They shall be -

1. President
2. Immediate Past President
3. Vice-President
4. Honorary Secretary
5. Joint secretary cum Treasurer
6. Executive Directors
7. Associate Members of the Executive Council/Executive Committee
8. Regional Officers/Chapter Secretary

The above office bearers will have full power to act on all matters except to change the constitution and bylaws.

### **Article VI: Funds and Assets**

The funds of the Society shall consists of –

1. Application Fees
2. Membership Fees
3. Proceeds of the events
4. Contributions, donations, and grants from any source
5. Income from investments
6. Gifts or legacies of immovable or movable property

### **Article VII Amendments**

This constitution may be amended by two-third affirmative votes of the Chapter Secretary present at the annual assembly. The proposed change has been circulated to each regional coordinator 60 days in advance of the general body meeting.

### **ARTICLE – VIII**

There shall be awards and prizes instituted by the Association and/or other donors.

## **ARTICLE – IX**

The Association may be dissolved through a specific resolution by a three-fourths majority of the voting members present at a regular Council meeting or one called specially for the purpose after giving the Council members sufficient due notice.

## **BYLAWS**

### **Article I**

#### **Financial Year**

The financial year of the Society shall be from 1<sup>st</sup> April to March 31<sup>st</sup> of the next year.

### **Article II**

#### **Membership**

##### **1. Admission to Membership**

Persons / organizations fulfilling the constitutional membership requirements are eligible for membership. Application for admission to membership of the Society as an Ordinary Member or Life Member, Student Member, or as Organization Member, or as Overseas Member shall ordinarily be made in writing on the prescribed form and shall be accompanied by payment of the Application fee as fixed by the Associate Members of the Executive Council/Executive Committee, and the amount of subscription due for the category of membership. Every application must be duly filled in and signed. Completed application forms shall be delivered to the Office of the Secretary at least one month before the Annual General Assembly. Such application shall be considered by the Executive Committee who may accept or reject or deal otherwise with the same. The decision of the Executive Committee will be final. The Executive Committee shall not be bound to give reasons for its decisions. Membership in the Society shall commence from the date of acceptance by the Executive Committee.

##### **2. Election to Honorary Membership**

Prospective members for the honorary life membership of the Society shall be proposed by the Chapter Secretary of the IAPEN. Such proposals should be submitted in writing with the signatures of the proposers to the Secretary at least four months before the annual meeting of the Executive committee. The same will be included in the agenda of the Executive committee meeting. A two-thirds vote of those present and voting at the Executive committee meeting shall be required to elect such a member.

##### **3. Membership Fee**

All Ordinary, Life, Student/Associate, Institution and Overseas / Corresponding Members shall pay membership fee of such an amount as is determined from time to time by the Executive committee and approved by the General Body meeting. The membership fee shall be as follows-

Yearly Student Membership - INR 300/-

Yearly Retired Members/Trainee Doctors Membership: Rs. 800/-

Yearly Dietitian, Pharmacists, Therapists, Faculty and Health Care and Care Quality Control Membership: INR 1000/-

Yearly Scientists, Senior Researches, Doctors, Industry, Commercial and other Membership: INR 3000/-

Life Member - Nutritionists, Dietitians or Clinical Nutritionists, Doctors - INR 2500.00;  
Life Member - Doctors/Nutritionists/Dietitians Interested in ESPEN Membership/ASPEN Membership, IAPEN - ESPEN Council Members, UK, International Services/International Members, International PEN Members – INR 15000/-

Corporate Member (<10 Employees) - INR 10,000.00

Corporate Member (11 to 300 Employees) - INR 50,000.00

Corporate Member (>300 Employees) - INR 100,000.00

Overseas Member - USD 300

Every member shall pay the annual subscription for the whole year irrespective of the actual date of his/her admission to or cessation of membership of the Society. The annual fee shall be payable at the beginning of the financial year. Members who fail to pay the subscription by October 1st will be deemed to be in arrears.

#### **4. Cessation and Termination of Membership**

The Secretary/Treasurer of the Society shall send not more than two reminders by e-mail at an interval of not more than two months and one reminder by registered post at the time of sending the second e-mail to any members whose subscription is in arrears. These reminders will be considered as adequate notices, and if the subscription is not received within two months from the date of dispatch of the last notice, the member shall cease to be a member of the Society after the Executive committee resolves to that effect. It is the responsibility of the member to notify the Office of the Society, any change in corresponding address and e-mail time to time.

Any member, who wishes to resign from the Society, can do so by giving notice in writing to the Secretary of his intention to do so and thereupon he shall cease to be a member provided all his dues to the Society are paid.

The Executive committee by a decision of two-third majority of the members present and voting may take any disciplinary action against any member on its own, or in pursuance of a notice signed by at least two members received by the Executive committee or Secretary. The membership can also be terminated by The President or The Secretary based on the written notice signed by two Executive Directors or two third majorities of The Executive Committee Members or 10 Chapter Secretaries. Any person, who ceases to be a member for any reason, shall nevertheless remain liable for and shall pay to the Secretary all debts owing, including the subscription dues.

#### **5. Re-admission to the Society:**

Any person, who ceases to be a member of the Society, may be re-admitted to the membership on such terms as the Executive committee may determine as per rules of the Society. Every such applicant will have to pay the specified application fee unless otherwise decided by the Executive committee.

## **6. Privileges of Membership:**

a) All ordinary and Life Members shall be entitled to participate in all activities of the Society. Only life members will be eligible to be an officer of the society. Associate/Student, Institution, Honorary and Overseas Members, organization members will have all the privileges of an Ordinary Member but will not have the right to vote or nominate or to serve on the Executive committee or stand for any election.

b) Only life members, who take the position of Regional officers/Chapter Secretaries will have the right to vote in the governing body meeting by taking suggestions from the other life members/ordinary members. No member will be allowed to propose or second a nomination or stand as a candidate for any election unless his dues are cleared before the last date of receipt of nomination papers. No member who is in arrear of his dues will have the right to vote until his dues are paid before the time of voting. Life Members without becoming Regional officers/Chapter Secretary are not eligible for voting. Regional officers/Chapter Secretary can recommend any individual for becoming the members of the executive committee.

c) Regional officers/Chapter Secretary, whose dues are not complete will not be allowed neither to vote, nor to present a paper in the annual conference and will be required to register as non-member for the annual conference. The receipt of payment of the annual subscription or a Xerox copy of the same will have to be produced at the time of the registration.

d) Organization Member: During the period of valid membership Institution member can nominate two individuals (Life Members of IAPEN) to represent the company. They will be considered as Life members and enjoy all the privilege of the said category but cannot vote directly.

## **7. Register of Members:**

A register of the members shall be kept by the Secretary in which membership in the various categories will be recorded setting down the names and addresses of the members. The same will be posted in the Society website and will also be secured with a password. For the purpose of the Society, the address and e-mail Id as mentioned in the register will be considered as the valid one. Any change in address and e-mail must be intimated to the Secretary and confirmation must be received from the Secretary that the necessary change in the register has been effected.

## **Article III**

### **Terms and Functions of the Office bearers of the Society:**

#### **Terms of Office bearers:**

The members of the Executive committee will be elected at the Annual General Body Meeting of the Society for Clinical Nutrition and Metabolism, which will be held annually during the National Conference of the Society. The term of the office bearers will be as follows:-

1. Immediate past president – Five year
2. President - Five year
3. Vice-President - Five year
4. Hony. Secretary - Five years



5. Jt. Secretary cum Treasurer - Five years
6. Executive Directors - Five years
7. Regional officers/Chapter Secretary - No time limit
8. Associate Members of the Executive Council/Executive Committee - One Year

#### **Functions of the Office bearers:**

##### ***President:***

1. Shall preside at and conduct meetings of the Society and its Executive committee and shall have a casting vote if necessary.
2. Shall supervise the general activities of the Society
3. Shall exert himself /herself to improve the finances of the Society
4. May appoint sub-committees if and when necessary with terms of references decided by the Society or the executive committee.
5. S/he shall have the right to call executive committee and general body meeting in times of emergency.
6. The President shall prepare an address to the Annual General Assembly of the Society

##### ***Vice President***

Shall be the chairman of the scientific committee and be responsible for organizing the scientific programme during the annual conferences. In the absence of the President the Vice president shall perform the duties of the President. He/She will also be the returning officer.

##### ***Hony. Secretary***

1. Shall call meetings of the Executive Committee whenever necessary (minimum once a year), or on a written requisition of not less than 4 members of the Executive Committee or not less than 1/3 of the required members to hold an extraordinary meeting of the General Body.
2. Shall prepare agenda for and keep a record of the minutes of the meetings of the Executive Committee and the General Body.
3. Shall see that decisions made by the Executive Committee are carried out by the persons concerned.
4. Shall carry out all correspondence on behalf of the Society.
5. Shall prepare and issue to all members a written report of the preceding year's transactions to be read at the General Body Meeting held during Annual Conference of the Society.
6. Shall organize activities for the fulfillment of the aims and objectives of the Society.
7. May call for from any office bearer, any paper pertaining to the work of the Society, for inspection and necessary action.
8. Will take steps to improve the funds of the Society.
9. Shall issue notices for the meetings (postal and e mail information will be enough).
10. Will bring out a newsletter at least twice a year which will be electronically sent to all members

##### ***Jt. Secretary & Treasurer***

1. Shall, in the absence of the Secretary, have the powers and rights and duties as those of the Secretary.

2. Shall assist the Secretary in day-to-day business.
3. Will arrange collection of funds necessary for maintenance of the Society and its activities and keep them in deposit with a bank approved by the Society.
4. Shall issue receipts for all values received for the Society.
5. Shall keep bills or vouchers and also payees receipts whenever possible for payments made by him/her and maintain a regular record of Society accounts.
6. Shall operate accounts of the Society jointly with the Secretary or the President.
7. Shall prepare and make available to the Secretary the annual statements of income and expenditure for the annual report. Also, to be responsible for getting the audit of the accounts by authorized Auditor.
8. Will be authorized to make expenses available to members for scientific, academic and administrative activities of the Society.
9. Changes of office bearers shall be notified to the bank as per banking laws.

The local Organizing Secretary of any Conference/Workshop organized under the auspices of the Society shall submit the audited account within six months of the Conference/Workshop and 50% of the savings should be deposited with IAPEN.

### **Executive Directors**

The executive directors will be working under the guidance of the president and vice president for the development of IAPEN in different core areas identified in the governing body or Associate Members of the Executive Council.

### **Regional officers/Chapter Secretary**

There will be one regional officer per one district (As per the district borders defined by the Government of India). The Regional officers/Chapter Secretary will be working under the guidance of the executive directors for the development of IAPEN in different core areas identified in the general body meeting. The Regional officers/Chapter Secretary will have the right to vote and will also have the right to invite any individual for becoming the associate members of the executive council. Regional officers/Chapter Secretary are also called as secretaries of the local chapter.

### **Associate Members of the Executive Council/Executive Committee**

The Regional officers/Chapter Secretary can recommend any candidate for becoming the associate members of the executive council but the approval of the Hon Secretary or vice president or president is required before accepting the recommendation.

Associate members of the executive council/Executive committee will be the advisory board of the IAPEN. Executive directors and Regional officers/Chapter Secretary will have to take suggestions and advises from the associate members of the executive council and will be working under the directions given by the associate members of the executive council. The associate members of the executive council will have the right to remove any regional coordinator/executive director/Associate members of the executive council without giving prior notice or reason, but two third majority of all the associate member of the governing body approval is mandatory.

## **Article IV**

### **Elections:**

The Elections to the Executive Committee shall be held after every five years.

The persons who holds the post of Immediate past president at the time the election process to elect the New EC is to begin shall be the National Election Officer and she/he shall be responsible for the conduct of the Elections.

The National Election Officer shall not be eligible to contest for any post in the elections conducted by her. No member is eligible to contest for more than one post in the same election.

Elections shall be held by voting done during the Annual Council Meeting of the Fifth Year.

The EC shall have the right to change the logistics of the election process in the face of exigencies or introduce byelaws for other modes of voting like electronic voting as and when required, after the approval of the General Body.

### **Election Process:**

1. Nomination for the Office bearers of the Executive Committee will be invited in the prescribed form three months prior to the general body meeting by the Secretary. The form must bear the signatures of nominee signifying his/her approval and of proposer and seconder. Any nominations received after the fixed dead line will be invalid. The announcement for the election, deadline for submission of nomination forms will be made available at the society website. The form should be downloaded from the website.
2. Last date for submitting the nominations will be one month before the date of the general body meeting.
3. The nominated candidates, the proposer and the seconder should be life members of the Society.
4. Withdrawal will be allowed till the time of election.
5. Election, if necessary, will be held at the general body meeting by secret ballot. E-Voting/Postal Voting may be introduced in future.
6. If the nomination for any post is not received the name could be proposed by members from the floor at the time of the General Body meeting.
7. In any election in the event of a tie, the President shall have a casting vote in addition to the vote s/he has already exercised.
8. Voting will be done only by the members
9. Due to some unavoidable circumstances, if the member cannot attend the annual body meeting, the member can nominate a person for attending the meeting and the nominated person will also have the right to vote. The nominated person should show a letter duly signed by the regional officer/chapter secretary before voting.

### **Article V**

#### **Meetings**

1. The Annual General Body meeting will be held once in each calendar year at the time and place of the National/International Conference of The Society for Clinical Nutrition and Metabolism.

a) Notice of the time and place of such meeting shall be communicated by the Honorary Secretary to every member of the Society at least two months in advance.

b) Quorum: **50 persons** shall form the quorum for a General Body Meeting

c) Adjournment: If within half an hour from the time scheduled for the General Body meeting there is no quorum the meeting shall be adjourned. The meeting can be reconvened 30 minutes later and business for which the meeting was called can be transacted. . No quorum

is necessary for such an adjourned meeting. Every motion submitted to the meeting shall be decided by voting.

Chairman: In the absence of the President, the Vice President, the members of the General Body shall elect from among the members of the Society a Chairman preterm.

(d) The Agenda shall be circulated to all the members at least three weeks before the meeting.

The Agenda of the Annual General Body meeting will be:-

- To receive and adopt the Annual Report of the Society as given by the Secretary on the activities of the Society for the preceding year.
- To receive and adopt the Balance Sheet and Auditor's Report for the preceding year.
- To approve the appointment of Auditor as recommended by the Executive Committee.
- To receive and adopt the budget for the coming year.
- Declaration of the results of the election held. In case elections are incomplete the same may be completed as per rules and regulations.
- To transact such other business as may be brought forward by the Executive Committee or any other business that may be permitted by the chairman of which seven days notice has been given in writing.
- To consider any other business brought forward by or with the consent of the chairman.
- Installation of the New Office Bearers.

### 2. Extraordinary General Body meeting:

Extraordinary General Body meeting may be called by the President or in his absence by the President Elect or the Vice- President upon the request of the Executive Committee or the request of 1/3 of the members of the Society. Request for such a meeting must state its objectives and must be signed by the requisitioner and be deposited with the Hon. Secretary of the Society.

- Notice for Extra-ordinary meeting should be sent within two weeks of receipt of request.

### 3. Meeting of the Executive Committee:

- a) The committee will meet at least once a year and at the call of the President. The President or in his/ her absence the President Elect, shall preside at the Committee meeting and shall have a casting vote if necessary.
- b) The quorum for the Executive Committee will be one third of the total number of members.
- c) The Hony. Secretary and Jt. Secretary cum Treasurer shall summon the meeting, operate the bank account, keep the books of account and present the audited accounts in the Annual General Body Meeting of the Society.
- d) Function of the Executive Committee:

The Executive Committee shall have the following functions and powers:

- To receive and dispose of the applications for membership and resignations.
- To take all steps necessary for the administration of the Institutions under the control of the society and to appoint, employ, dismiss, suspend staff as also to appoint, employ or remove agents, lawyers, attorneys, architects, values for any of the purposes of the society.
- To appoint the Regional officers/Chapter Secretary.

3. To regulate and sanction an expenditure which the Committee may consider to be necessary or desirable in furthering the objectives of the society.

4. To delegate any of its powers to such persons, officers, or employees of this section as it may deem fit for the proper and smooth conduct of the section as well as to further the objectives of the society.

5. To accept donations, subscriptions, endowments for any specific purposes consistent with the objectives of the society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the memory of any person or persons whose memory the donor may like to perpetuate with objectives not inconsistent with the objective of society.

6. To make bylaws and rules inconsistent with these rules.

7. To appoint sub-committees if necessary from out of the members of the section for any specific purpose and to fix the scope of activities of these sub-committees. The Secretary or the Jt. Secretary of the Committee shall be ex-office members of such sub-committees.

## **Article VI Chapters of the Society**

The Association shall facilitate the organization of its Members into Chapters. Such Chapters shall not have a separate legal status and are organized only for the purposes of administrative convenience and efficient functioning.

The Chapters shall have its organization similar to the Association as stated under these bye-laws. The Chapters shall not have separate Bye-laws. The Chapters or Regions will be headed by the Chapter President and Regional Officers/chapter secretaries.

A Chapter can be formed if 50 Life Members residing within a geographical area apply to the Executive Committee for recognition as a chapter of the Association.

The Application should include a detailed list of the number and type of members, together with the affiliation fees. To form chapter members may be new or existing ones. In case of new members, their filled in membership forms together with their entire membership and registration fees should be submitted with the application.

The Executive Committee will rule on whether the applying group/organization satisfactorily meets the criteria for recognition as a Chapter.

If the Chapter President/Regional Head is not able to attend any general and/or special meeting of the Association, she may depute before the said meeting, in writing, the name of the officer/member who will substitute her as official representative at the said meeting. However, such official representative shall not exercise the voting rights.

The chapter shall appoint an auditor every year at the beginning of every year and such information shall be conveyed to the President for forwarding the same to the executive committee.

Each chapter shall help the Head Quarters in collecting all the dues from the members belonging to their chapter and shall take turns in hosting the Annual Convention of the Association. They shall also remit 25% only from the Registration fees collected during the convention to the accounts of the Headquarters.

Each chapter shall remit 50% of the membership fees collected from life members enrolled in the current calendar year to Headquarters, which in any case, shall not be less than the amount equivalent to 50% of the membership fees of Five life members and such amount shall be paid by the chapter even if it unable to enroll new Life Members.

Each Chapter shall send the updated membership list as on March 31st of every year to the HQ.

At every Annual General meeting the Secretary of each chapter should present the report of the activities of the chapter for the past one year and the treasurer should present the audited financial report for the past financial year. In the event of their inabilities to attend the A.G.M. they may nominate a member of the chapter to attend the meeting and present the reports. Each chapter shall conduct periodic academic meetings and symposiums on its own or in collaboration with other scientific organizations. It shall also endeavor to carry out other activities such as those outlined earlier.

Each chapter shall have its own Executive Committee consisting of President (Regional Head), Vice-President, Secretary, Joint Secretary, Treasurer and at least three Executive Committee members.

There will be no elections for individual chapters for election of President, Vice President, Secretary, Joint Secretary, Treasurer etc. and the regional officer will be the secretary of the chapter and he/she will select IAPEN life members as President, Vice President, Joint Secretary, Treasurer etc.

The selected members should be present within the district border, defined by the Government of India.

The Chapters shall actively promote the participation by all their members in the activities of the Association at the National level.

## **Article VII**

### **Annual Conference**

1. Conference of the Society shall usually be organized at least once each year. The venue of the conference shall be decided in the General Body meeting.
2. Secretary of the Society shall notify the date, venue of the annual conference and call for papers to all the members and post the same in the website. The conference website once established will be announced through the Society website and a link provided.
3. The Vice President will be authorized to constitute a Committee to scrutinize the papers.
4. On each day of the conference the pre-lunch sessions should be devoted to Plenary lectures, Guest lectures, Symposia and Panel discussion which will be joint session. Screening of the papers for these sessions will be carried out by the committee as above. All the free paper session will be held in the afternoon. The poster session should be allotted appropriate time.

5. Each member will be allowed to present only one paper. S/he may be a joint author on the papers presented by others.

6. All the members have to register for the conference. Accepted papers will not be printed in the Scientific Programme Book unless the member has registered for the conference. Members whose papers are accepted and who default in presentation without at least 48 hours notice prior to the conference will be debarred from presenting any paper for one year. The final programme of the Conference will be uploaded on the website by the Secretary at least a month before the conference.

7. The Organizing Secretary shall be responsible for making all other arrangements for the conference, including the budget according to the procedure laid down from time to time by the Executive Committee. The Organizing Secretary shall submit an audited statement of accounts within 6 months of the completion of the conference. The expenses of the conference shall not be met normally from the finances of the Society. Fifty percent of the savings from the conference should be paid back to the Society and rest fifty percent should be made available to the local chapter of the Society for their use in furthering the aims of the Society.

8. The annual meeting of the Executive Committee and General Body shall normally be conducted at the time and place of the Annual Conference. The local Organizing Secretary shall be invited as a non-voting member of the Executive Meeting held in association with the conference.

9. The local organizing secretary will provide local hospitality to the President, President elect, Vice President, Secretary and treasurer of the society during the time of the annual conference.

10. Fifty percent of the savings from the conference should be paid back to the society and rest fifty percent should be made available to the local chapter of the society, whenever this is formed, for there use in furthering the aims of the society.

### **Article VIII**

#### **Auditor**

The Executive Committee shall appoint and fix the fee of the Auditor who shall be a Chartered Accountant.

### **Article IX**

#### **Nomination of Delegates for International Conferences**

Official delegates to the International Conferences will be recommended by the Society on the basis of the following criteria:-

1. A member should have a minimum of three years standing in the Society
2. S/he should have attended three conferences and published at least three scientific papers in peer reviewed indexed journals during the preceding 5 years.
3. The paper for presentation should be accepted or the member has been invited by the Organizing Committee of the Conference.
4. The final selection amongst candidates fulfilling the above said conditions is left to the Executive Committee.

### **Article X Amendments**

This constitution may be amended by a two-third affirmative votes of chapter secretaries present at the annual assembly, provided a copy of the proposed change has been delivered to each voting

member 60 days in advance of the general body meeting. The suggested amended has to be approved by the Associate members of the executive council.

## **Article XI**

### **Special Meetings**

Special meetings of the Association may be convened by the Executive committee (EC) or requisitioned by at least 50 Council members for transacting specific business. The request for requisition shall be addressed to the General Secretary specifying the object for which the meeting is to be convened. On receipt of such a requisition, the EC shall cause a meeting to be convened within two months of its receipt at such time and place as may be decided by the EC. The General Secretary shall give at least three weeks notice to the members and no business, other than that notified, shall be transacted at this meeting.

## **Article XII**

### **Awards and Recognitions**

For the present the Association may confer the awards and recognitions instituted by the governing council. The Executive Committee in consultation with the donors will frame rules and Guidelines for giving awards and prizes. The Associate Members of the Executive Council shall be the final authority for approving the institution/Person of any prize, award or recognition by the Association. The fellow of IAPEN is a prestigious award given by the associate members of the executive council for the life time contributions to the IAPEN.

## **Article XIII**

### **Journal of the Association**

The name of the official journal of the Association shall be "The Indian Journal of Parenteral and Enteral Nutrition" (IJPEN).

The other journal of the association is "Journal of Nutrition Research".

The Executive Committee shall decide on the subscription and other guidelines for the publication of the Journal, which may be changed from time to time.

The Editor-in-Chief will be appointed by the executive committee in the governing body meeting by taking suggestions from the Chapter Secretaries. Chapter Secretary will have powers to invite any person for becoming the advisory board member of the association journals. The printing, sales and publication responsibilities will be given to the private publication division. The publication division can also be changed by taking approval of the executive committee members in the governing body meeting.

In consultation with the Editor-in-Chief, the EC shall form an Editorial Board, which will be responsible for the publication of the journal. The Board members shall be nominated from among the members of the Association. The term of the Editorial Board shall synchronize with that of the Executive Committee.



## **Article XIV**

### **Authorized Signatories**

The Association shall be represented in any Legal proceeding or before any Court / Tribunal / Authority of Law only by the President / General Secretary. In a situation where one of the above is unable to sign, the Executive Committee shall decide on an alternative signatory.

All bank accounts, deposits and other investments shall be opened, kept and made in the name of The Society for Clinical Nutrition and Metabolism.

The bank accounts shall be operated as follows:

All cheques shall be signed only by the Treasurer acting jointly with the President or the Secretary. In a situation where one of the above is unable to sign, the Executive committee shall decide on an alternative signatory.

All Bills for amounts exceeding Rs. 5000/- (Rs. Five Thousands only) shall be paid only after obtaining the prior approval of the Executive Committee.

Members attending the Executive Committee (EC) meetings are entitled to the expenses for travel from residence to the meeting destination at AC 2 tier train ticket rate. The travel expenses for the National President, Vice-President, Secretary, Joint Secretary (Head Quarters) and Publication Secretary shall be borne by the Head Quarters. The travel expenses for the Executive Committee members (Head Quarters) shall be borne by the Headquarters. The travel expenses of all other EC members shall be borne by their respective Chapters.

The accounts of the Association shall be consolidated with all the accounts of all the Chapters duly audited of each respective chapter. The accounts shall be circulated to all members of the Executive committee (EC) prior to the EC meeting and such accounts shall be placed before the EC for approval.

No members of the EC shall be responsible for any errors/ discrepancies arising in any audited accounts of any chapter and each Chapter president and the members of the local chapter shall be responsible for the same.

All Chapter treasurer shall furnish the accounts of the Chapter at the end of every year after approval by the executive committee to the Treasurer of the Association duly audited every year.

Title to the real property of the Association shall be vested in the Executive Committee who shall have power to sell, lease. Mortgage or otherwise deal with the same only with the prior approval of the EC.

The Executive shall hold all funds of the Association using the capital and/or income from them for the purpose for which they are held. All life membership amounts shall be invested as fixed securities and the interest utilized for Association purposes.

At the end of every convention the auditor of the local chapter shall audit the accounts of the convention and send it to President for placing the same before the EC. These audited accounts shall be independent of the regular accounts of the chapter.

Budgets shall be prepared in consultation with the secretary and Treasurer and placed before the EC for approval.

On the recommendations of the EC, the Council shall appoint the auditors.

Auditors appointed at one annual council meeting will audit all papers and books of accounts of the Association for one year and are eligible for re-appointment .

#### **Article XV**

Indemnity Members of the Association, Executive Committee and the Officers and their heirs, executors and/or administrators shall be indemnified and saved harmless out all actions, costs, losses, damages etc., resulting from execution of their duties of the Association.

#### **CHAPTERS:**

The chapter shall translate the spirit of these byelaws at the Chapter level. The chapter shall hold at-least FOUR academic meeting in a Year to update its members in the field of Clinical nutrition and dietetics.

The chapter shall co-operate with the IAPEN Executive council to ensure the smooth administration of the affairs of the Association and shall endeavor to enroll new members and shall endeavour to create an atmosphere of Study, Research and Discussion. The Chapters shall celebrate all nutrition & dietetics related important events.

#### **Article XVI**

##### **Dissolution**

In the event of need to wind up the Association, a special general Council meeting shall be called expressly for this purpose, that is after due notice to all the members of the Council.

Resolutions on the dissolution of the Association shall require a three-fourths majority of the votes of the chapter Secretary present. A minimum of 400 Chapter Secretaries should be present for dissolution of the society.

In the event of dissolution of the Association, the Executive Committee shall decide the manner in which claims and liabilities are to be disposed off. The remaining assets, if any, shall be distributed to organizations or institutions with similar objectives as decided by the Executive Committee. The President of the Association shall be the liquidator.