



International Society for Enzymology (ISE)

<http://www.ISEnzymology.org>

# CONSTITUTION

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## 1. Name

The Society shall be known as the International Society for Enzymology (ISE).

## 2. Scope and General Purposes

The Society shall provide a forum for exchange of views and dissemination of knowledge on all matters related to the study of enzymes including their structure, function, mechanism of action, genetic and metabolic regulations, as well as their applications in industry, biotechnology, toxicology and environmental medicine, as therapeutic agents, and in the diagnosis, treatment and pathogenesis of disease in man and other living species.

## 3. Intentions

1. To organize and to sponsor or co-sponsor meetings devoted to aspects of Enzymology as defined above. It is a requirement that at least one major meeting deserving of the generic title Congress will be held not less than once every four years. To qualify as a Congress, the meeting, the organizational structure, the provisional budget and the program should be submitted to the Board of the Society for general approval. Such approval will carry with it an obligation of financial support, which the Board shall determine in light of the financial state of the Society at that time.
2. Meetings that the Society agrees to sponsor or co-sponsor will not be subject to the same advanced scrutiny and will not qualify for financial support. However, the Board must be given adequate time to review the arrangements prior to a decision for or against sponsorship or co-sponsorship.
3. To assist in securing publication of Abstracts and/or Proceedings of the above Congresses or co-sponsored meetings in media that will ensure their circulation and permanence in the scientific literature.
4. To encourage the practice of Enzymology and utilization of its techniques and knowledge base by promoting educational activities such as workshops and exchange visits.
5. To stimulate the formation of National Societies devoted to Enzymology and to interact with those already in existence.
6. To represent the discipline (or field) of Enzymology in inter-disciplinary activities requiring such input or representation.

## 4. Membership

1. Ordinary Membership shall be open to all graduates possessing a Masters or higher degree from a University or equivalent institution whose application, supported by two members in good standing, is received together with a *Curriculum Vitæ* and a two-year subscription to cover the remainder of the current and the following year. It is expected that the applicant will have demonstrated an existing or a future interest in Enzymology and is willing to abide by the Constitution and By Laws of the Society. The President, (Vice-President) and Secretary, on their joint agreement, may accept the application or reject it, a decision being reached within six weeks of receipt. If accepted, the privileges of membership shall become effective immediately. Any rejection must be submitted to the Full Board for ratification; if upheld, the applicant and the two sponsors will be informed of the reasons and the subscription will be returned.
2. Life Membership will be granted on payment of ten-fold the Annual Subscription pertaining at that time by any Ordinary Member or applicant. In the case of the former, no allowance for past subscriptions will be made, but a new member applying for Life Membership within 18 months of first acceptance will be credited with the first two years' subscription. All Life Members are required to provide notification of change of address (postal and e-mail) to the Secretary, failing which the privileges of membership will lapse. Any Life Member may resign from active membership by notifying the Secretary to this effect.
3. Corporate Membership will be available for two-year or five-year terms to industrial or commercial enterprises that wish to promote the objectives of the Society. The subscriptions will be determined by the Board and reported to the membership. Each corporate member may nominate two representatives to attend General Meetings of the Society.
4. Emeritus Membership will be granted at one-half the Ordinary Membership rate to any member who reaches retirement and who has been in good standing for the past five consecutive years.
5. Honorary Membership without fee may be awarded by the Board to individuals who have made an outstanding scientific contribution to Enzymology. The number of Honorary Members at any one time shall not exceed 5% of the Society's membership. Appointments may be made by the Board, on its own initiative, or on receipt of a letter of sponsorship signed by at least ten members in good standing.
6. Subscription. This shall be payable for a period of not less than two consecutive years. The Board shall be empowered to raise the sum if deemed necessary within a limit of 10% per annum. Any greater increase will require

approval by a General Meeting. Membership shall incur no financial liability arising from the administration of the Society beyond payment of this subscription.

## 5. Board

A Board composed as follows shall administer the Society:

1. President — who will serve only one term of four years, followed by one term of four years as Past-President after which a period of two years must elapse before eligibility for further office.
2. Vice-President — who will serve only one term of four years and may not be re-elected as such, but will be eligible for any other post, failing which two years must elapse before eligibility for further office.
3. Secretary — who may hold office without limitation subject to re-election for four year terms.
4. Treasurer — who may hold office without limitation subject to re-election for four year terms.
5. Two Councilors — who will serve only one four year term and are not eligible for re-election as such, but may be elected to any other office, failing which they will be debarred for a period of two years.
6. Term — the 4-year period of office for all members of the Board shall begin in January 1 of the year following election.
6. Compensation — No member of the Board shall receive any fee, salary or remuneration for their services, but they may be reimbursed for reasonable expenses incurred on Board business and upon presentation of receipts.

## 6. Functions of the Board

These shall include:

1. Implementation of decisions of General Meetings.
2. Preparing and controlling the Budget.
3. Maintaining a register of members.
4. Circulating a Newsletter to all members describing the activities of the Society not less often than once per year.
5. Providing Notices of General Meetings and the Agenda for such Meetings.
6. Preparing Calls for Nomination and Ballots for Election.
7. Preserving Minutes of all Board and General Meetings of the Society.
8. Planning and Organizing Congresses, Co-Sponsorship, and all of the other functions specified in Section 3.
9. The Board will be deemed to have met its obligations to the Membership if the information it is required to provide by the terms of this Constitution is disseminated in a journal which all members receive without cost additional to that of the Annual Subscription, and within the specified time-limits.

## 7. Governance

All decisions of the Board shall be by simple majority, with the President having a casting vote.

## 8. Co-Option

In the event of resignation or death, the Board shall have power of co-option for the remaining tenure of the incumbent, except that the Vice-President shall automatically succeed to the Presidency under such circumstances and the office of Past-President may not otherwise be filled. The period of office as a consequence of co-option shall not count towards ineligibility as defined in Section 5.

## 9. Other Committees

1. Constitution Committee: This body shall comprise all surviving ex-Presidents and ex-Vice-Presidents, to be chaired by the senior of the former, and will function to:
  - a) Develop and revise By-Laws governing the conduct of the Society's business;
  - b) Advise on the need for and form of changes to the Constitution;
  - c) Adjudicate on challenges to the Constitution and complaints concerning the conduct of any member or Officer of the Society as well as recommending the action to be taken, if any. Such challenges or complaints must be addressed to the Chairman of the Committee in writing by at least two members of the Board or at least 10 members of the Society in good standing.
2. Nominating Committee: This body shall comprise the Constitution Committee together with the reigning President and Vice-President. The Chair will be selected by the President but may not be the Chair of the Constitution Committee. It will assume the responsibility of proposing candidates for all vacancies to be filled by election not later than 1st August of the year prior to office. This list will be circulated to all members not later than 1st September. Further candidates will be eligible on receipt of a written nomination by 10 members of the Society together

with a biographical statement and the consent of the person nominated not later than 1st October. Where necessary, election will take place by ballot, to be mailed by 1st November with receipt of votes by 1st December.

3. **Committees of the Board:** The Board may appoint one or more committees (other than the Nominating Committee and Constitution Committee, already designated) to examine specific issues related to the administration of the Society. Membership of such committees may include non-Board as well as Board members, but the Chair (to be appointed by the Board) will be a full Board member. Such committees will comprise up to 6 full members who may be nominated by the Board or proposed by the Chair with Board approval. The Board will also determine the terms of reference, tenure and duration of the Committee and its individual members, as well as its reporting responsibilities.

## 10. Election

Following the procedures described in Section 9.2, the Secretary will determine by 1st October of the year preceding that during which office will commence, those positions for which only one candidate has been nominated and who will therefore be declared elected. In the case of more than one nomination, the Secretary shall compile a list of candidates in ballot form. This ballot, together with the names of the sponsors and the biographical note for each candidate shall be circulated to the Membership not later than 1st November.

The ballots shall be returned by mail to the address specified (normally the Secretary) in a sealed envelope bearing on the outside the name and signature of the voting Member, which can thus be checked against the Membership list. The names of all those voting (but not their actual votes) shall be recorded and circulated to the Board for final approval; the list may be published at the discretion of the Board and will be made available upon request to any member in good standing.

Counting of the votes will be carried out by the Secretary (or designate) in the presence of two scrutineers who will be distinguished academic affiliates of the Secretary (not necessarily members of the Society) appointed by the Board. The number of votes should equal the number of vacancies, and ballots that do not so conform shall be declared invalid. Elections shall be by simple majority, tie votes being resolved by the President in Office.

## 11. Finance

1. All funds payable to the Society shall be held in account as determined by the Board.
2. Financial engagement of the Society shall only be made by documents jointly signed by the President and the Treasurer, save that the Board may in the event of indisposition or disagreement nominate an alternative to either.

## 12. Meetings

General Meetings of the Society shall be held not less often than once every 4 years. At least 3 months' written notice of a General Meeting together with an Agenda shall be given to all Members registered at the time. The Board shall determine the year and country in which such meetings will be held.

The Board shall meet not less often than once per year, and shall itself determine the frequency, date and location of such meetings. The Board or a Committee of the Board may participate in a meeting of the Board or a Committee, by means of a telephone conference call or any other means of communication by which all persons participating in the meeting are able to hear each other.

## 13. Affiliations

The Board shall be empowered to co-operate with organizations as it considers beneficial for the furtherance of the aims of the Society and shall also be empowered to solicit and receive as delegates or observers, with such rights as may be determined, representatives of appropriate international organizations.

## 14. Alterations

All alterations and amendments to the constitution shall require a two-thirds majority of the members voting at a General Meeting of the Society. Prior notice of such amendments must be given in the Agenda.

## 15. Dissolution

The Society may be dissolved by decision of the Board, in the event of its being declared insolvent by any court of law, or otherwise by the affirmative decision of 75% of the members attending a properly convened General Meeting at which this motion is included in the Agenda. Any funds remaining in the Account of the Society at the time of such dissolution shall, after clearance of all outstanding debts, be divided between the International Federation of Clinical Chemistry and the International Union of Biochemistry.<sup>1</sup>

<sup>1</sup> As of July 2001 these societies' names were: International Federation of Clinical Chemistry and Laboratory Medicine (IFCC), and the International Union of Biochemistry and Molecular Biology (IUBMB), respectively.