

THE STATUTES AND RULES OF PROCEDURE OF INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

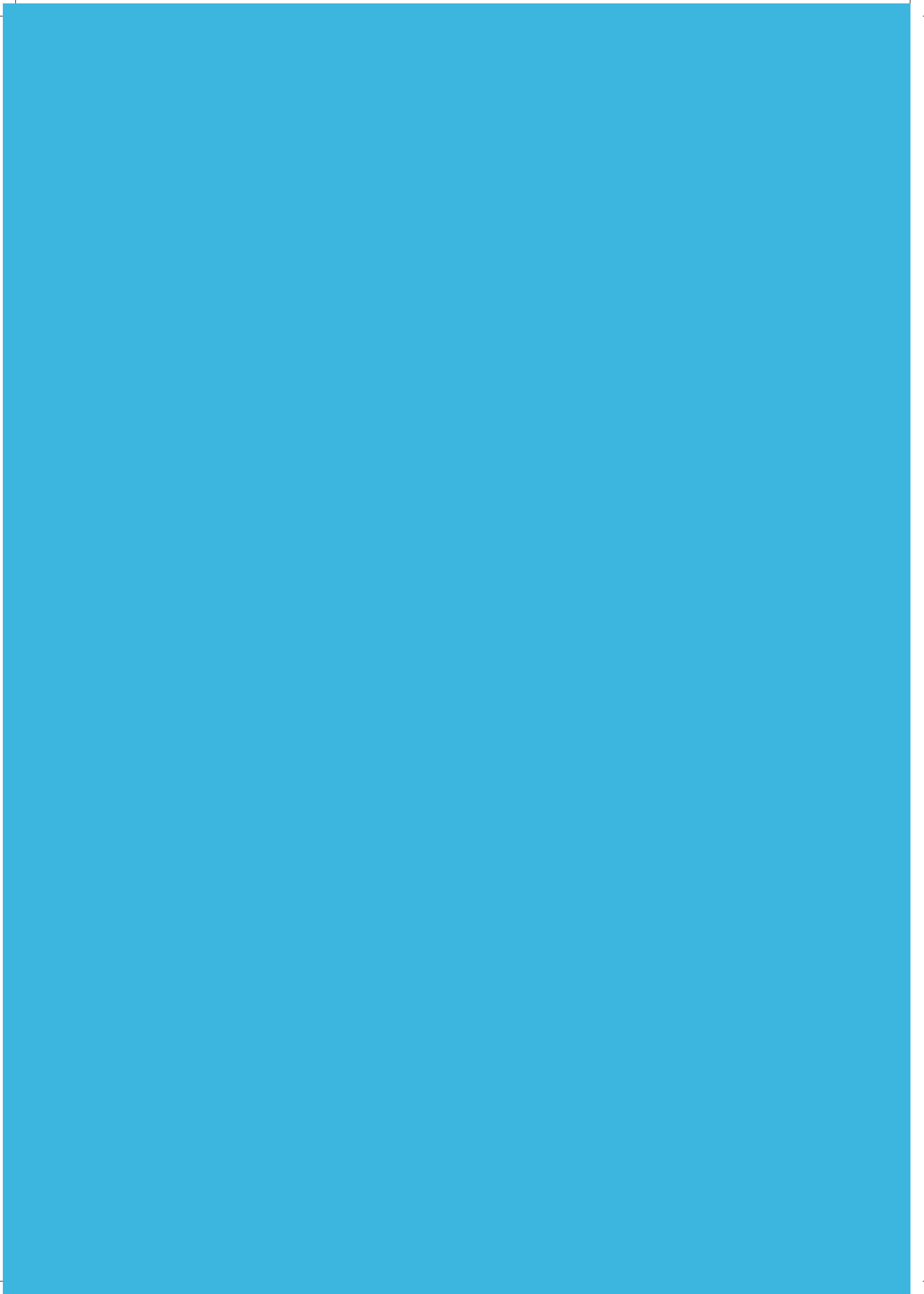
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IUNS
INTERNATIONAL
UNION OF
NUTRITIONAL
SCIENCES



THE STATUTES OF INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

Name

The name of the organisation is the International Union of Nutritional Sciences.

Interpretation

In these Statutes, the following words shall have the following meanings, unless the context otherwise requires:

Address	a postal address and/or, for the purpose of communication in electronic form a fax number or an email (but excluding a telephone number for receiving text messages) in each case registered with the Union;
Adhering Body	a Country membership through a principal nutrition or other appropriate Scientific Organisation;
Affiliated Body	a Scientific Organisation covering more than one country or region or sub-speciality institutions;
Connected Person	any spouse, civil partner, partner, parent, child, brother, sister, grandparent or grandchild of a Council Member, any firm or body corporate (including limited liability partnership) of which a Council Member is a partner, member or employee and any company of which a Council Member is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;
Council Member	Includes all Officers and other Council Members duly elected by the General Assembly;
Country	A nutrition Scientific Organisation representing a defined geographical area (or areas) which has an independent budget for scientific purposes;
Document	includes, unless otherwise specified, any document physically produced or sent or supplied in electronic form;
Election Regulations	regulations made by the Council from time to time to govern the election of the Officers and Council Members;
Electronic Form	Any electronic form of communication;
Financial Expert	An individual, company or firm who is authorised to give investment advice by the laws of the Country in which they operate;
Financial Year	The Union's financial year;
General Assembly	a general meeting of the Union;
Host	The Adhering Body which hosts the IUNS-ICN;
In good standing	The status of an Adhering or Affiliated body with fully paid subscription fees, as agreed by the Council.

In writing or written	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether produced or supplied in electronic form or otherwise;
IUNS-ICN	The International Union of Nutrition Sciences – International Congress of Nutrition;
Meeting	electronic or in person;
Member	Adhering and Affiliated Body that make up the Membership;
Month	calendar month;
Objects	the objects of the Union as defined in Statute 3;
Officers	the President, the President Elect, Vice President, Secretary General, Treasurer and such others as shall be determined by General Assembly;
Other Council Member	a Council Member who is not an Officer;
Rules	Made in accordance to Statute 89 laid down in the Statutes
Scientist	An individual deemed by the Council to have sufficient scientific training and expertise in an area of work;
President	the Chairperson of the Council and the General Assembly appointed in accordance with these Statutes;
Secretariat	the administrative support of the Union, whether voluntary or otherwise. The Secretary General will assume the duties of the Secretariat if none is in place;
The Statutes	the Statutes of the Union, as amended from time to time;
The Union	the International Union of Nutritional Sciences and may be referred to as IUNS;
Year	calendar year

Words meaning

Unless specifically stated otherwise:

- 2.1. Words denoting the singular include the plural and vice versa;
- 2.2. Words denoting one gender include both genders;
- 2.3. Each reference to a "person" includes a reference to a body corporate, unincorporated association, government, local authority, state, partnership, scheme, fund or trust (in each case, whether or not having separate legal personality).

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Objects

3. The Union's objects are specifically restricted to:
 - 3.1. Promote the advancement in nutrition science, research and development through international cooperation at the global level; and
 - 3.2. Encourage communication and collaboration among nutrition scientists as well as to disseminate information in nutritional sciences.
- 4.12.1. deposit or invest funds;
- 4.12.2. engage a Financial Expert as a professional fund manager and to delegate the management of investments to such a manager; and
- 4.12.3. arrange for the investments or other property of the Union to be held in the name of a nominee; and

- 4.13. To enter into contracts to provide services.

Power

4. The Union has power to do anything that is calculated to further its Objects or is conducive or incidental to doing so and, without prejudice to the foregoing:
 - 4.1. To use any form of media and communication including but not limited to printing and publishing of newspaper, periodicals, books, articles, leaflets or using film, television and the internet;
 - 4.2. To arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses;
 - 4.3. To raise funds provided that, in doing so, the Union does not undertake any trading activity in respect of which some or all of the profits are liable to tax;
 - 4.4. To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - 4.5. To sell, lease or otherwise dispose of all or any part of the property belonging to the Union;
 - 4.6. To borrow money and to charge the whole or part of the property belonging to the Union as security for a grant or the discharge of an obligation;
 - 4.7. To cooperate with other bodies and to exchange information and advice with them;
 - 4.8. To establish or support any body formed for any of the charitable purposes included in the Objects;
 - 4.9. To acquire or merge with any other charity in line with the Objects of the Union;
 - 4.10. To enter into any partnership or joint venture arrangement with any body in line with the Objects of the Union;
 - 4.11. To set aside income as reserve against future expenditure but only in accordance with a written policy about reserves;
 - 4.12. To employ and remunerate such staff or to engage unpaid agents as are necessary for carrying out the work of the Union. The Union may employ or remunerate a Council Member only to the extent it is permitted to do so by Statutes 5 to 14 and provided it complies with the conditions of those Statutes to:

Application of Income and Property

5. The income and property of the Union shall be applied solely towards the promotion of the Objects.
6. A Council Member is entitled to be reimbursed from the property of the Union or may pay out of such property reasonable expenses properly incurred by him when acting on behalf of the Union.
7. None of the income or property of the Union may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Council Member, Adhering Body or Affiliated Body.

Council Member Benefits

8. No Council Member or Connected Person may:
 - 8.1. buy any goods or services from the Union on terms preferential to those applicable to members of the public;
 - 8.2. may receive interest on money lent to the Union;
 - 8.3. sell goods, services or any interest in land to the Union; and
 - 8.4. receive any other financial benefit from the Union, unless:
 - 8.4.1. the payment is permitted by Statute 9 to 13.
9. A Council Member or Connected Person may receive a benefit from the Union in the capacity of a beneficiary of the Union;
10. A Council Member or Connected Person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Union where that is explicitly permitted.
11. Subject to Statute 14, a Council Member or Connected Person may provide the Union with goods that are not related to any other contracted services they provide to the Union.

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12. A Council Member or Connected Person may receive rent for premises let by the Council Member or Connected Person to the Union if the amount of the rent and the other terms of the lease are reasonable and provided that the Council Member concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
13. A Council Member or Connected Person may take part in the normal trading and fundraising activities of the Union on the same terms as members of the public.
14. The Union and its Council Members may only rely on the authority provided by Statute 11 if each of the following conditions is satisfied:
 - 14.1. The amount or maximum amount of the payment of the goods is set out in an agreement in writing between:
 - 14.1.1. The Union; and
 - 14.1.2. The Council Member or Connected Person supplying the goods ("the supplier") under which the supplier is to supply the goods in question to or on behalf of the Union.
 - 14.2. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question;
 - 14.3. The other members of Council are satisfied that it is in the best interests of the Union to contract with the supplier rather than with someone who is not a Council Member or a Connected Person. In reaching that decision, the Council must balance the advantage of contracting with the Council Member or Connected Person against the disadvantages of not doing so;
 - 14.4. The supplier is absent from the part of any meeting at which there is a discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Union;
 - 14.5. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of the Council Members is present at the meeting;
 - 14.6. The reason for their decision is recorded by the Council in the minutes;
 - 14.7. A majority of the Council then in office are not in receipt of remuneration or payment authorised by Statute 8.
15. A Country may become a Member Adhering Body through a principal nutrition or other appropriate scientific organisation.
16. A Country is duly recognised as an Adhering Body by the General Assembly.
17. There will be only one Adhering Body representing each Country.
18. Each Adhering Body shall be required to pay an annual subscription to the Union on a basis proposed by the Council and ratified by the General Assembly.
19. Adherence of a Country will be established when the Adhering Body has formally accepted the Statutes of the International Union of Nutritional Sciences and has paid its initial annual dues.
20. An Adhering Body desirous of resigning from the Union must give three (3) months' notice of resignation in writing, addressed to the General Secretary.
21. If an Adhering Body is declared in arrears for (2) two of the past (3) three years the Adhering Body:
 - 21.1. will have no voting rights at the General Assembly;
 - 21.2. will have no nomination rights;
 - 21.3. will not be eligible for awards;
22. Scientists from Adhering Bodies declared in arrears for (2) two of the past (3) three years will have the following sanctions:
 - 22.1. cannot act as Chairpersons of Committees or Task Forces; and
 - 22.2. cannot act as Members of Council; until full voting rights of the Adhering Body have been restored.
23. In order to regain its voting rights the Adhering Body declared in arrears for (2) two of the past (3) three years must:
 - 23.1. make a written application to the Secretary General on behalf of the Council, who will decide upon the unpaid dues to be paid in order to regain their voting rights.

Membership – Adhering Body

Membership – Affiliated Body

24. The General Assembly may accept appropriate Affiliated Bodies upon the recommendation of the Council.
 - 24.1. Affiliated Bodies include the following:
 - 24.1.1. International and/or regional scientific nutrition organisations covering more than one country;
 - 24.1.2. appropriate international scientific nutrition sub-speciality associations;
 - 24.1.3. other international scientific institutions; and
 - 24.1.4. any other international organisation recommended by Council.
25. The General Assembly will decide, upon the recommendation of the Council, the fees to be paid by the Affiliated Body.

The General Assembly

26. The work of the Union shall be directed by the General Assembly of delegates appointed by Adhering Bodies in good standing.
27. The Meeting of the General Assembly shall be held:
 - 27.1. every four (4) years in connection with the International Congress of Nutrition; or
 - 27.2. at any time through electronic means.
28. An electronic General Assembly can be requested by a majority vote of Council, or if more than one-half of the Adhering Bodies in good standing request it.

Voting Rights at the General Assembly

29. Each Adhering Body in good standing is entitled to one (1) voting delegate and no more than five (5) non-voting delegates to act as observers.
30. Affiliated Bodies have no voting rights but are entitled to send no more than three (3) non-voting delegates to act as observers.
31. The Council may extend invitations to any such organisation it deems appropriate to attend the General Assembly in an observer capacity only.
32. All Officers and other Council Members shall attend the General Assembly, but have no voting rights unless serving as an official delegate of an Adhering Body.
33. The President or Chairperson of the General Assembly, in the event of a tie shall have the deciding vote.
34. A preliminary agenda for the General Assembly shall be prepared by the Council and will be sent to the Adhering Bodies no later than four (4) months in advance of the General Assembly.

35. Each Adhering Body will provide the name and address of its voting delegate to the Secretary General no later than two (2) months in advance of the General Assembly.
36. Adhering Bodies, Committees and Task Forces of the Union may propose items for the Agenda of the General Assembly. Such proposals must reach the Secretary General no later than two (2) months in advance of the General Assembly.
37. The finalised agenda of the General Assembly shall be distributed to the Adhering Bodies and their nominated delegates no later than one (1) month in advance of the General Assembly.
38. An Adhering Body cannot nominate any other Adhering or Affiliated Body to represent it and vote on its behalf at the General Assembly.
39. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person or Adhering Body entitled to receive notice shall not invalidate the proceedings at the General Assembly.

Proceedings of the General Assembly

40. No business shall be transacted at any General Assembly unless a quorum of delegates is present. Unless the Rules otherwise provide, 50% of Adhering Bodies in good standing present and entitled to vote on the business to be transacted shall be quorum.
41. If, within thirty (30) minutes from the time appointed for the holding of a General Assembly, a quorum is not present or if during the meeting a quorum ceases to be present, the meeting shall be dissolved and adjourned to another date, time and place as shall be notified by the President and the Council.
42. The President shall preside as Chair at every General Assembly or if he or she is not present or is unwilling or unable to preside; the President Elect or Vice President shall act as Chair of that General Assembly.
43. Items not on the agenda may be discussed and voted on, only on the receipt of two-thirds majority vote at that meeting.

Errors and disputes

44. Objections may be raised regarding the qualification of any Adhering Body to be able to vote at a General Assembly, only at the meeting or adjourned meeting where the vote is to take place. Every vote not disallowed at the meeting is valid.
45. Any such objections must be referred to the Chair of the meeting, whose decision is final.

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Terms of Office

46. A Council Member and Officer must be a natural person aged eighteen (18) years or older.
47. A Council Member may not be appointed to the office if he or she is disqualified from acting under the provisions of Statute 58.
48. The terms of office of the incoming Officers and Council Members shall begin at the close of the current IUNS-ICN.
49. No person shall remain on the Council for more than a total of three (3) terms, and no more than two (2) terms in the same position.
50. The President shall serve no more than one (1) term.
51. The immediate Past President and the immediate Past Secretary General may be invited to attend the meeting of the Council during the first year after leaving office but will have no voting rights.
52. An individual may not hold more than one (1) office simultaneously within the Council.
53. The Council may at any time appoint a person to be a Council Member or Officer to fill a vacancy in the Council. Any Council Member or Officer who is appointed shall hold office only until the next General Assembly, when he or she shall then be eligible for election. Such a period of office shall not be taken into account in determining whether such a person is eligible for election.
54. A person shall not be entitled to act as a Council Member or Officer, whether on a first or any subsequent entry into office until he/she has signed a declaration of acceptance and willingness to act in accordance with the Statutes and Conflict of Interest Statement.
55. Excluding the President, a Council Member and Officer shall hold office for four (4) years from the date of his/her election, at the end of which he or she shall be eligible for re-election for one further term of four (4) years in the same position.

Powers and Duties

56. The business of the Union shall be managed by the Council, who may exercise all the powers of the Union. No alteration of the Statutes shall invalidate any prior act of the General Assembly or Council which would have been valid under the Statutes that existed at that time. The powers given by this Statute shall not be limited by any special power given to the Council. A meeting of the Council at which a quorum is present may exercise all the powers of the Council.
56. The Statutes of the Union may only be amended by Special Resolution, approved by a two-third majority of face to face meeting of the General Assembly. All approved Special Resolutions must be maintained as a true and accurate record and submitted to the appropriate governmental agency that may require it.

Disqualification, Removal and Resignation of Council Members

58. The Office of an Officer or a Council Member shall be vacated if:
 - 58.1. His/her Adhering Body ceases to be a Member;
 - 58.2. He/she dies or becomes subject to a bankruptcy order or interim order;
 - 58.3. He/she is suffering from a mental disorder (as certified by a local medical council) and either is admitted to hospital for long term care or lasting power of attorney is granted to another to manage his/her affairs;
 - 58.4. By notice in writing to the President he resigns his/her office (but only if the number of Council Members necessary for a quorum at a Council Meeting will remain in office when the notice of resignation takes effect);
 - 58.5. He/she is prohibited by law in any country from holding office;
 - 58.6. He/she is convicted of any criminal offence, except where the maximum sentence for that offence is a fine;
 - 58.7. He/she absents him or herself from three (3) meetings of the Council during a continuous period without special leave of absence from the Council and they pass a resolution that he has by reason by such absence vacated office;
 - 58.8. He/she is removed from office by a resolution of the Members at the General Assembly;
 - 58.9. He/she is directly or indirectly interested in any proposed or actual transactions or arrangement with the Union and fails to declare the nature and extent of his/her interest.

The Officers

59. The Officers of the Union shall be the President, the President-Elect, the Vice-President, the Secretary General, the Treasurer and such others as shall be determined by the General Assembly in accordance with the election regulations.
60. The Officers shall meet regularly in person and/or electronically as required.
61. All minutes of the Officers' meetings shall be sent to Council in a timely manner.
62. The President, the President-Elect and the Vice-President shall decide, with the concurrence of the Council, how they share their duties.

The President

63. The duties of the President shall be as follows:
- 63.1. to serve as Chair of the General Assembly and of the Council in accordance to Statute 42 and the Rules;
 - 63.2. to act as the representative of the Union in dealing with other bodies, and as a member of all committees and Task Forces of the Union;
 - 63.3. has the power to appoint committees, to assign representatives of the Union to joint committees, and any other external special or standing committee;
 - 63.4. may delegate specific powers and duties to other members of the Council;
 - 63.5. will convene the Council to a meeting at least twice (2) a year during the tenure of his/her office; and
 - 63.6. will convene the Officers to a meeting no less than twice (2) a year.

The President-Elect

64. The President-Elect shall be appointed by the General Assembly in accordance to the Rules.
65. Shall support the President in his/her duties and will represent the President and IUNS as required.
66. Shall shadow the current President during his/her four (4) year term, after which he/she becomes President on the close of the IUNS-ICN, where the immediate Past President steps down.
67. In the event the President is unable to serve, the President-Elect shall serve as President for the relevant period or if necessary, the balance of the President's term. Such an event shall not affect the term of his/her office as President for which he/she has been elected.

The Vice-President

68. If the President or the President-Elect is unavailable the Vice-President shall serve as Acting President temporarily until either the President or the President-Elect can assume the duties.
69. Shall support the President in their duties and will represent the President and IUNS as required.

The Secretary General

70. Shall oversee correspondence of the Union with the Adhering and Affiliated Bodies and other external bodies.
71. Shall liaise with the President to create and finalise the agendas for Officers, Council and General Assembly meeting.
72. Shall oversee the work of the Secretariat and shall assume the duties of the Secretariat if none is in place.

The Treasurer

73. The Treasurer is responsible for the detailed financial records of the Union and shall submit such records for inspection and approval by the Council.

The Council

74. There shall be a body of persons known as the Council whose composition; rules and regulations shall be prescribed by the Rules.
75. The Council shall consist of all the Officers and six (6) other Council Members.
76. The Council shall serve to:
- 76.1. execute such actions and policies approved by the General Assembly; and
 - 76.2. act as an advisory and planning body for the Union that shall consult with, and make recommendations to the General Assembly which they may or may not choose to implement.
77. No business shall be transacted at any meeting of the Council unless a quorum of Council members is present. Unless the Statutes otherwise provide, three (3) Officers and three (3) Council Members present and entitled to vote on the business to be transacted shall be a quorum.
78. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person or Council Member entitled to receive notice shall not invalidate the proceedings of that Council Meeting.

The Nominating Committee

79. The Nominating Committee derived from Adhering Bodies will generate a slate of possible candidates for Officer and Council Member positions. The list of candidates will be put forward for election at the General Assembly in accordance with the Rules.

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International Congress of Nutrition

80. An International Congress of Nutrition (IUNS-ICN) will be organised every four (4) years in accordance with the Rules.
81. The Host Adhering Body for IUNS-ICN will be selected by the General Assembly eight (8) years in advance and confirmed by the General Assembly four (4) years in advance.
82. Potential hosts of the IUNS-ICN will be Adhering Bodies in good standing of the Union.

Task Forces

83. Shall work for the term of Council on specific topics of interest as decided by the Council.
84. The Chair of each Task Force shall be appointed by Council and will have relevant expertise in the specific topic of interest.
85. The Chair of the Task Force will co-opt others to the Task Force, one or more of which will be early career scientists.
86. The Task Force shall produce reports on behalf of IUNS in accordance with the Rules.

Minutes

87. The Union must keep minutes of all:
 - 87.1. Appointments of Council Members and Officers made by the Council;
 - 87.2. Proceedings at General Assembly;
 - 87.3. Meetings of the Council, Officers and committees including;
 - 87.3.1. the names of the persons present at the meeting;
 - 87.3.2. the date and decisions made at the meetings; and
 - 87.3.3. where appropriate the reason for the decisions.
88. Any minutes of any meetings, if signed by the Chairperson of that meeting, or by the Chairperson of the next meeting, shall be sufficient evidence without further proof, of the facts stated in such minutes.

Rules of Procedure

89. The Council may from time to time make Rules as they may think fit and add to, repeal or vary any Rules. All Rules made and for the time being in force, shall be binding on all Members and the Council shall adopt such means as they think fit to bring the Rules to the notice of Members. The Rules may concern the following subjects:
 - 89.1. The procedures at General Assemblies and meetings of Officers and Council and its committees and Task Forces insofar as such procedures are not regulated under the Statutes;
 - 89.2. Any other subjects in the Statutes may be included in the Rules; and
 - 89.3. Generally all such matters that are commonly the subject of company rules and bye-laws provided that no Rule of Procedure shall contravene any of the provisions of the Statutes.

Accounts

90. The Council shall be required to keep accounting records, including the audit or examination of annual accounts.

Dissolution

91. The Members may at any time before, and in the expectation of the dissolution of the Union, resolve that any of its net assets, after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Union be applied or transferred in any of the following ways:
 - 91.1. Directly for the Objects;
 - 91.2. To any charity or charities with purpose similar to the Objects; or
 - 91.3. To any charity or charities for use for particular purposes that fall within the Objects.
92. In no circumstances shall the net assets of the Union be paid to or distributed among the Members. If no resolution is passed in accordance to Statute 91, the net assets of the Union shall be applied for charitable purposes as directed by the Courts or other regulating body in its country of registration.

RULES OF PROCEDURE OF INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

Interpretation

- 1.1. "the Statutes" shall mean the Statutes of the International Union of Nutritional Sciences in force from time to time;
- 1.2. "the Rules" shall mean the regulations made in accordance with Statute 89 laid down in the Statutes;
- 1.3. "the Union" shall mean the International Union of Nutritional Sciences and may be referred to as IUNS.
- 1.4. "the Council" shall mean the governing body of the Union comprised of the Officers and other Council Members duly elected in a General Assembly.
- 1.5. "the Officers" shall mean the President, President-Elect, Vice-President, Secretary General, Treasurer and such others as shall be determined by General Assembly
- 1.6. "other Council Members" shall mean Council Members who are not Officers.
- 1.7. "IUNS-ICN" shall mean the International Congress of Nutrition.
- 1.8. "In good standing" shall mean an Adhering or Affiliated Body with fully paid up subscription fees, as agreed by Council.
- 1.9. "In Person" shall mean a meeting that takes place in one location with all participants physically present.
- 1.10. "the Secretariat" shall mean the administrative support of the Union, whether voluntary or otherwise. The Secretary General will assume the duties of the Secretariat if none is in place.
- 1.11. "Meeting" shall mean either electronically or in person.
- 1.12. "Member" shall mean the Adhering and Affiliated Body, that make up the membership.
- 1.14. "Adhering Body" shall mean a Country membership through a principal nutrition or other appropriate scientific organisation.
- 1.14. "Affiliated Body" shall mean a scientific organisation covering more than one country or region or sub-speciality institutions.
- 1.15. Unless specifically stated otherwise:
 - 1.15.1. Words denoting the singular include the plural and vice versa;
 - 1.15.2. Words denoting any one gender include both genders;
 - 1.15.3. Each reference to "person" includes a reference to a body corporate, unincorporated association, government, local authority, state, partnership, scheme, fund or trust (in each case, whether or not having separate legal personality).

Membership

2. In accordance to Statutes 15 to 25 the Union will have two types of Members, Adhering Bodies and Affiliated Bodies.

Benefits of Membership include:

- 3.1. Voting rights for Adhering Bodies;
 - 3.2. Attendance at IUNS-ICN General Assembly;
 - 3.3. Newsletters;
 - 3.4. IUNS Travel Awards for early career scientists;
 - 3.5. IUNS Fellows; and
 - 3.6. Participation in Task Forces and Committees
4. The Secretary General shall notify each Adhering Body and Affiliated Body of the payment dues for the subsequent year no later than December of each year.
 5. Dues must be paid by 1 June or the Member is declared in arrears. Any Adhering Body in arrears shall be subject to Statute 21 and 22.

Elections

6. In accordance with the election regulations approved by the Council from time to time all Adhering Bodies in good standing shall be eligible to vote for the following positions on Council at the General Assembly:
 - 6.1 The Officers of the Union; and
 - 6.2 The Council Members of the Union.
7. No less than seven (7) clear days prior to the date of the IUNS-ICN, the Secretary General shall notify the Adhering Bodies of:
 - 7.1 the names of the candidates nominated by the Nominating Committee to fill the positions.
8. The ballot papers may be delivered to the Adhering Body delegates in a format deemed expedient by the Council to the voting process.
9. For voting to be valid, all voting shall take place at the General Assembly in accordance with Statutes 26 to 39.
10. In the event of a ballot any (2) two Adhering Body delegates, who are not members of the same Adhering Body representing a candidate, or candidates for any position under ballot, will be appointed by the Chair of the General Assembly to act as scrutineers on behalf of the Union.
11. The Chair of the General Assembly shall announce the names of the newly elected members, whether returned unopposed or elected by ballot according to the highest number of votes received.

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The General Assembly

12. The General Assembly via any form of communication may decide on the following matters, to:
 - 12.1. Review and approve any Special Resolution; in particular, those pertaining to amending the Statutes of the Union.
 - 12.2. Ratify the eight (8) Adhering Bodies, submitted by Council, to make up the Nominating Committee for the subsequent IUNS Council nominations;
 - 12.3. Ratify the Officers and other Council Members according to the Rules;
 - 12.4. Give recognition to each qualified Adhering Body and to accept its membership category;
 - 12.5. Decide on the annual dues to be paid by the Adhering Bodies according to the membership categories proposed by Council;
 - 12.6. Determine the general policy, location and timetable in preparation for the next General Assembly and International Congress;
 - 12.7. Receive reports on the activities of the Union, its committees and Task Forces, as prepared by the Council.
 - 12.8. Review and approve the financial reports, including but not limited to, the annual accounts and audit reports;
 - 12.9. Determine the host of the IUNS-ICN in accordance to the Rules 75 to 88;
 - 12.10. Determine special projects to be financed;
 - 12.11. On the proposal of the Council appoint an auditor to the Union; and
 - 12.12. Any other item on the finalised agenda.

The Officers (President, Vice-President, President-Elect, Treasurer, Secretary General)

13. The responsibilities of the Officers shall be as follows, to:
 - 13.1. Support the President in the discharge of his/her duties;
 - 13.2. Act as an advisory body to the President, Council and General Assembly in matters referred to it for advice;
 - 13.3. Act as monitoring, evaluating and executive body on all activities of the Union and report their findings to the Council;
 - 13.4. Assist the Treasurer in preparing all budgets, financial statements and annual reports to be reviewed and adopted by the Council;
 - 13.5. Propose to the Council the names of the Adhering Bodies to be on the Nominating Committee;
 - 13.6. Support the Secretary General in the discharge of his/her duties, including notifying the Adhering Bodies of the payment dues for the subsequent year; and
 - 13.7. Decide on urgent matters between Council Meetings.

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The Council

14. The Council will comprise the Officers and six (6) other Council Members.
15. The Council will meet at least once (1) a year throughout in their four (4) year term of office and will be sent a copy of the Minutes of the Officers' Meetings held between each Council Meeting.
16. The duties of the Council, within the following categories, are as follows:
 - 16.1. Council's Duties regarding the General Assembly
 - 16.1.1. Prepare the preliminary agenda for the General Assembly to be sent to Adhering Bodies;
 - 16.1.2. Prepare and present a written report of actions taken and recommendations for further activities to the General Assembly;
 - 16.1.3. Propose the appointment of an auditor by the General Assembly;
 - 16.1.4. Propose membership categories and dues to the General Assembly for adoption;
 - 16.1.5. Propose to the General Assembly the names of the eight (8) Adhering Bodies to be members of the Nominating Committee for the subsequent Council, taking into consideration the category of membership, the payment of dues, the geographical distribution and rotation;
 - 16.2. Council's Duty Regarding Nominating Committee
 - 16.2.1. Appoint the Chair of the Nominating Committee.
 - 16.2.2. Ensure that the Chair shall have at least four (4) years' experience as a member of Council;
 - 16.2.3. Review, amend and approve the list of potential Adhering Bodies proposed by the Officers.
 - 16.2.4. Take into consideration geographic region and whether the Adhering Body is in good standing when making its recommendation.
 - 16.2.5. Make a proposal for the final list of potential Committee Members to the General Assembly for ratification.
 - 16.2.6. Invite, via the Secretary General on behalf of the Council, the approved Adhering Bodies to join the Nominating Committee, once ratified by the General Assembly;
 - 16.2.7. Review the slate of nominees and send feedback to the Nominating Committee no later than one (1) month prior to the IUNS-ICN;
 - 16.2.8. Reject any nomination made by the Nominating Committee it deems unsuitable. The Council must provide valid reasons for such rejection;
 - 16.3. Council's Duty Regarding IUNS-ICN
 - 16.3.1. Review documentation of the applications for the next IUNS-ICN and identify any comments to be presented to the General Assembly;
 - 16.3.2. Decide through simple majority, a shortlist of potential hosts;
 - 16.3.3. Make recommendations, via the Secretary General, to the potential Host Adhering Body on any issues relating to the bid that has caused it concern in order for it to be remedied in time for the General Assembly;
 - 16.3.4. Contact the runner up in the election, via the Secretary General, to determine their willingness to host the IUNS-ICN, if it is agreed by Council and approved by the General Assembly that the elected Adhering Body is unable to host;
 - 16.3.5. Agree on the scientific programme and selection of speakers in conjunction with the IUNS-ICN Programme Committee of the Adhering Body; and
 - 16.3.6. Decide on the pricing for registrants and trade exhibits in conjunction with the IUNS-ICN Host.
 - 16.4. Council's Duty Regarding IUNS Awards
 - 16.4.1. Establish and terminate IUNS Awards as they see fit;
 - 16.4.2. Review the recommendations of the IUNS Award Committee and reject any recommendation they deem unsuitable. The Council must provide valid reasons for the rejection;
 - 16.4.3. May nominate individuals they deem fit for any IUNS Award.
 - 16.4.4. Direct the IUNS Awards Committee to determine the awardee of the IUNS Lifetime Award; decide the IUNS Living Legend Award; and the title Fellow of the International Union of Nutritional Sciences (FIUNS) following the criteria in Rules 41, 45, 55 respectively
 - 16.5. Council's Duty Regarding Task Forces and Committees
 - 16.5.1. Establish, set objectives, time frames, review outcomes and, to terminate Committees and Task Forces;
 - 16.6. Council's Duty Regarding Officers
 - 16.6.1. Review all of the work of the Officers and authorise their actions;
 - 16.6.2. Review, amend and approve the list of potential Adhering Bodies proposed by the Officers;
17. Invitations issued by the Secretary General to Council Meetings shall reach the Officers and Council Members no later than one (1) month in advance of the Council Meeting.

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Nominating Committee

18. The Nominating Committee shall comprise nine (9) members, one of which shall be the Chair.
 - 18.1 The Chair of the Nominating Committee shall be appointed by the Council who will ensure that the Chair shall have at least four (4) years' experience as a member of Council
 - 18.2 No decision shall be reached at any meeting of the Committee unless a quorum of five (5) members is present.
 - 18.3 The eight (8) members of the Committee (other than the Chair) shall comprise at least one (1) Adhering Body from each dues category.
 - 18.4 The Officers shall propose to the Council the names of the Adhering Bodies to be on the Nominating Committee.
 - 18.5 The list of potential Adhering Bodies proposed by the Officers shall be reviewed, amended and approved by the Council, taking into consideration geographic region and whether the Adhering Body is in good standing when making its recommendation.
 - 18.6 The final list of potential Nominating Committee Members will be proposed by the Council to the General Assembly for ratification.
 - 18.7 The approved Adhering Bodies will be invited by the Secretary General on behalf of the Council to join the Nominating Committee once ratified by the General Assembly.
 - 18.8 The Adhering Body agrees to sit on the Nominating Committee by providing the full name, contact details and signed agreements by their representative.
19. The process for nominations for the positions of Officers and Council Members will be as follows:
 - 19.1. No less than one (1) year before the IUNS-ICN, the Chair of the Nominating Committee (with the support of the Secretariat) will send invitations to all Adhering Bodies in good standing to submit no more than six (6) names for Council Members and no more than one (1) name for each eligible Officer position from any Adhering Body in good standing (including their own);
 - 19.2. Adhering Bodies shall nominate candidates for President-Elect from among members of the current Council;
 - 19.3. Nominees for the position of President-Elect must have served no more than one (1) term on Council in any position.
 - 19.4. Nominations will be required for the following further Officers positions:
 - 19.4.1. Vice-President;
 - 19.4.2. Secretary General;
 - 19.4.3. Treasurer.
 - 19.5. The invitation will make clear whether the current Secretary General and/or Treasurer is eligible and willing to stand for re-election;
 - 19.6. Each current Council Member (except the President and the President-Elect) is eligible for election for any other vacant position on Council;
 - 19.7. The Adhering Body may propose the same person for a Council and an Officer position;
 - 19.8. If the Adhering Body does not comply with the terms of the invitation within four (4) months of that invitation being sent, it will be assumed by the Nominating Committee that it does not wish to submit any nominations;
 - 19.9. The accidental omission of an invitation for nomination to, or the non-receipt of an invitation by, any Adhering Body entitled to receive notice shall not invalidate the nomination process;
 - 19.10. Nominations are submitted to the Chair of the Nominating Committee and the Secretariat by returning a signed declaration, approved by the national Adhering Body.
 - 19.11. Candidates will remain confidential to the Nominating Committee. The Secretariat will not divulge the nominations to Council until the slate has been finalised.
 - 19.12. The Committee should ensure that the President-Elect and Vice-President are from different regions and membership category.
 - 19.13. Four (4) months prior to the next IUNS-ICN, the Committee shall meet to consider all names submitted for consideration.
 - 19.14. The Committee will prepare a list which will include at least one (1) name for each Officer position and at least six (6) names for members of Council, taking into consideration the balance of geographical region, gender and scientific expertise.
 - 19.15. The Committee may propose additional names for consideration if gaps are identified. In such situations, the Chair will obtain the agreement from the potential candidate and inform the respective Adhering Body accordingly.
 - 19.16. The Chair will invite by email the candidates for President-Elect and Vice-President to provide a one (1) page Biography/Curriculum Vitae and a one (1) page statement of their vision and proposed contribution to the work of the Union, if elected.

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- 19.17. The Chair will invite by email the candidates of the remaining Officer and Council positions to provide a one (1) page Biography/Curriculum Vitae
- 19.18. All candidates must respond with the requested information within one (1) month of the date of the email.
- 19.19. No less than two (2) months prior to the IUNS-ICN the Chair of the Committee will send the slate of nominees, biographies/CVs and statements to the Council for review.
- 19.20. The Council will review the slate of nominees and send feedback to the Committee no later than one (1) month prior to IUNS-ICN.
- 19.21. The Council has the right to reject any nomination it deems unsuitable. The Council must provide valid reasons for the rejection.
- 19.22. In exceptional circumstances, the Committee may provide the slate of nominees to the Secretariat to distribute to the Council no less than seven (7) days clear of the General Assembly election.
- 19.23. The Chair of the Nominating Committee or a member duly appointed by the Committee, must inform the Council via email no later than three (3) weeks prior to the IUNS-ICN of the exceptional circumstances and give a clear reason for the delay. The Council has the right to reject the exceptional circumstances.
- 19.24. No nominations will be accepted from the floor of the General Assembly.

Committees and Task Forces

20. Committees and Task Forces will be established in accordance to Statute 83 to 86 and Rule 16.5.
21. When a committee or Task Force has produced a scientific report or output, the Chair of that Committee or Task Force shall send an electronic copy to the Secretary General.
22. The Task Force will send an annual progress report to the Secretary General. This report will include suggestions for publication, distribution and financing.
23. The Chair of the Committee or Task Force will send a one page summary of the final publication to the Secretary General. The publication will include the full title, the place of publication, and website address from which reprints may be obtained.
24. All publication must include the phrase "work of [Name] Task Force/Committee supported by the International Union of Nutritional Sciences".

RULES OF PROCEDURE OF INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

IUNS Awards

25. The Union shall provide awards for outstanding contributions to nutrition of a regional or global significance by an individual working in a low or middle income country.
26. The current IUNS Awards are the IUNS Lifetime Award, the IUNS Living Legend Award and Fellow of the International Union of Nutritional Sciences (FIUNS).
 - 26.1 The current IUNS Award dealt with by the IUNS Award Committee is the IUNS Lifetime Award.
 - 26.2 IUNS Living Legend Award and FIUNS are dealt with by Council.
27. The Council may create a new award or terminate any award as it sees fit.
28. The recipient(s) of the awards will be announced at the General Assembly and will be promoted via any medium the Council deems appropriate.
29. At least twelve (12) months prior to the General Assembly the Secretary General shall circulate to all Adhering and Affiliated Bodies a description of the awards and the procedures for nomination.
30. All nominations must be submitted through Adhering Bodies and shall be received by the Secretary General at least six (6) months prior to the General Assembly. Any nominations made after this time will not be counted.
31. The Council may nominate individuals they deem fit for any IUNS Award.
32. The Council will review the recommendations and may reject any recommendation they deem unsuitable. The Council must provide valid reasons for the rejection.
33. Members of the current IUNS Council are not eligible for an IUNS Award.

IUNS Awards Committee

34. The President shall appoint no less than three (3) members to the IUNS Awards Committee, of which one shall be Chair.
35. The President shall take into consideration geographical region and dues category when making these appointments.
36. The origin of award nominations will not be revealed to the Award Committee.
37. Under the direction of the Chair, the committee will evaluate the nominees and make recommendations of awardees to the Secretary General.
38. No decision shall be made by the committee unless a quorum of three (3) members is present.

IUNS Lifetime Award

39. The Council shall present one (1) IUNS Lifetime Award to an individual for his/her contribution to nutrition in his/her country, region or globally.
40. The appointment of IUNS Lifetime Award winner will take place at the General Assembly, every four (4) years.
41. The IUNS Award Committee, directed by the Council shall determine the awardee on one of the following factors:
 - 41.1. Significantly influenced national, regional or global policy;
 - 41.2. Made a significant contribution that has influenced life and well-being; or
 - 41.3. His/her work in the research field significantly impacted the work of nutrition science.

IUNS Living Legend

42. The Council shall present IUNS Living Legend awards to individual members of Adhering Bodies in good standing who are eighty (80) years old or above.
43. The IUNS Living Legend award(s) will be announced at the General Assembly, every four (4) years.
44. There will be no limitation in the number of IUNS Living Legend Awards presented at a General Assembly.
45. The Council shall determine the awardee on any of the following factors:
 - 45.1. Contributions to the work of the national nutrition society or regional organisation.
 - 45.2. Contributions to advancing nutrition at national, regional or global levels through professional activities such as research, teaching, services and advocacy.

RULES OF PROCEDURE OF INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

Fellows of the International Union of Nutritional Sciences

46. The Council shall award the title of Fellow of the International Union of Nutritional Sciences (FIUNS) to individuals who have rendered outstanding service to the cause of nutrition.
 47. Appointment of Fellows shall take place at the General Assembly every four (4) years.
 48. The number of Fellows awarded during a four-year period shall not exceed one-third of Adhering Bodies.
 49. Persons of all nationalities are eligible for Fellows.
 50. Members of the current IUNS Council are not eligible to become Fellows.
 51. At least twelve (12) months prior to the General Assembly the Secretary General shall circulate to all eligible organisations an invitation to nominate based on a description of the award and the procedures for nomination.
 52. All nominations will be received by the Secretary General at least six (6) months prior to the General Assembly. Any nominations made after this time will not be counted.
 53. The names of candidates for Fellows shall be proposed by:
 - 53.1. Adhering Bodies;
 - 53.2. Affiliated Bodies;
 - 53.3. National Science Academies;
 - 53.4. Nutrition Institutions; and
 - 53.5. IUNS Fellows.
 - 53.6. Immediate Past IUNS Council Members
 - 53.7. Current Council Members
 54. Individuals cannot apply on their own behalf, on behalf of a family member, or a family member of a Council Member.
 55. Those proposing candidates shall take into consideration the following:
 - 55.1. Outstanding nutrition research;
 - 55.1.1. Contributions to advancement of knowledge;
 - 55.1.2. Scientific publications in reputed international journals; and
 - 55.1.3. Academic achievements.
 - 55.2. Development of nutritional science;
 - 55.2.1. Establishment of nutrition centres;
 - 55.2.2. Human resource development;
 - 55.2.3. National projects; and
 - 55.2.4. Formulation of national nutritional policies and programmes.
 - 55.3. National recognition in terms of awards/prizes/honours.
 - 55.4. Contribution to IUNS and other international organisations in the field of nutrition.
 56. All applications should be submitted with a short curriculum vitae/biography, scientific achievements and list of publications.
 57. The privileges of Fellows shall be as follows:
 - 57.1. A certificate of FIUNS;
 - 57.2. To propose candidates for Fellows;
 - 57.3. To represent IUNS at regional meetings;
 - 57.4. To receive gratis publications of IUNS.
 58. Every Fellow must subscribe to the obligation in the following words: As a Fellow of the International union of Nutritional Sciences, I shall follow the code of scientific ethics, maintain integrity in research, publications and public activities, uphold the cause of nutrition and the dignity of the Union, endeavour to be objective in judgement and strive for the enrichment of human values and thoughts.
- ### Support of External Meetings
59. IUNS shall be involved early in the planning of the programme of meetings through an appointed Council Member or Chair of an IUNS Committee.
 60. Reputable scientists should be invited to participate in the scientific programme and the presentation of the nutrition science should be balanced.
 61. In principle, the programme should appeal to scientists from throughout the region or from more than one region.
 62. Speakers and participants should be drawn from a wide geographical area.
 63. The level of IUNS cooperation may differ for different meetings (e.g. liaison status, sponsor or supporter).
 64. Request for IUNS involvement should reach the Secretary General at least twelve (12) months before the meeting.
 65. The conferring of IUNS support does not mean that IUNS will contribute financially to the meeting.
 66. The name and brand of IUNS may be used on publications of a meeting only when the following conditions have been met:
 - 66.1. The representative appointed by IUNS has reviewed and agreed to the content of the publication.

Selection to Host the International Congress of Nutrition

67. The General Assembly shall select the host of the IUNS-ICN, in accordance to Statutes 80 to 82 and Rule of Procedure 12.6.
68. The Secretary General shall inform the membership on an annual basis, through any means deemed appropriate, the rules of the application process to bid to host IUNS-ICN and the timelines related to it.
69. No less than nine (9) months prior to the General Assembly, Adhering Bodies in good standing who wish to be considered as host shall send a letter of intent which shall include, but not be limited to, the following:
- 69.1. Signed declaration from the President or Secretary General (or equivalent) of the Adhering Body agreeing to support the letter of intent;
 - 69.2. Assurance of adherence to the rules of ICSU regarding free entry to all delegates irrespective of Country or origin;
 - 69.3. A brief description of the location and venue proposed to host IUNS-ICN;
 - 69.4. A brief description of the programme theme;
 - 69.5. Any additional supports of the bid (e.g. Conference Organisers, Affiliate Body, etc); and
 - 69.6. A brief description of fundraising that will be carried out if the bid is successful.
70. No later than nine (9) months prior to General Assembly the application to bid will be closed, the Secretary General shall distribute all received letters of Intent to the Council.
71. The Council will hold a meeting to review all applications and will decide through a simple majority, a shortlist of potential hosts.
72. No later than seven (7) months prior to the General Assembly, the shortlisted potential hosts will be required to provide the following information for the consideration of Council:
- 72.1. Evidence of adequate facilities to accommodate the housing, administrative and programme needs of the IUNS-ICN;
 - 72.2. Documentation of support by government and national scientific organisations of the country offering the invitation;
 - 72.3. Evidence of adequate financial guarantees to cover the pre-congress preparatory expenses and any subsequent shortfalls should they occur; and
 - 72.4. Confirmation that it will follow the Rules of Procedure for the General Assembly as laid down in this document.
73. In accordance with the decision of the Council, the Secretary General shall invite successful applicants to prepare a presentation to be held at the next General Assembly.
74. The Council, may at this time, instruct the Secretary General to make recommendations to the potential host Adhering Body on any issues relating to the bid that has caused it concern in order for it to be remedied in time for the General Assembly.
75. No later than one (1) month prior to the General Assembly the potential host Adhering Body will submit all supporting documents to the Secretary General to distribute to Council.
76. No later than three (3) days prior to the General Assembly the potential host Adhering Body will submit the bid presentation to the Secretary General.
77. The procedure for IUNS-ICN site selection shall be as follows:
- 77.1. Each potential host Adhering Body will appoint one representative to lead the presentation;
 - 77.2. Each potential host Adhering Body will make a presentation to the General Assembly in any format agreed by Council lasting no longer than ten (10) minutes in total;
 - 77.3. On completion of all presentations the Chair of the General Assembly will make known any outstanding issues identified by Council that could influence the decision;
 - 77.4. The Representative of the potential Host Adhering Body will be allowed to respond to the Council concerns;
 - 77.5. The discussion will be opened to the delegates for questions from the floor; and
 - 77.6. The question and answer session will last no longer than ten (10) minutes for each potential host Adhering Body.
78. On completion of the presentation and question and answer session the delegates present, representing Adhering Bodies in good standing, will be invited to vote by the Chair of the General Assembly.

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79. The procedure for voting will be as follows:
- 79.1. Any three (3) Adhering Body delegates, who are not members of the Adhering Body bidding to host the IUNS-ICN, will be appointed by the Chair to act as scrutineers on behalf of the Union;
- 79.2. Only one (1) delegate appointed by his/her Adhering Body in accordance to Statutes 29 to 39 shall be allowed to vote;
- 79.3. A written ballot shall be taken, and overseen by the scrutineers;
- 79.4. The potential host Adhering Body that receives the most votes will be deemed the winner;
- 79.5. If there is a tie in the number of votes cast for more than one potential host Adhering Body the delegates will be invited to cast a second vote between the Adhering Bodies which received the highest number of votes in the first round;
- 79.6. In the event that a tie vote occurs, up to three re-votes may be taken;
- 79.7. If unresolved the Chair of the General Assembly will decide the issue by a toss of a coin the selection of Host the IUNS-ICN under consideration.
84. The scientific programme and the selection of speakers for the IUNS-ICN is the responsibility of the IUNS-ICN Programme Committee of the Adhering Body in agreement with the Council.
85. Three (3) months after the closure of the IUNS-ICN an audited financial report will be prepared and submitted to the Treasurer and copied to the President and the Secretary General.
86. Distribution of profits will be in the following proportion:
- | | | |
|-------|--------------------------|-----|
| 86.1. | Host Adhering Body | 40% |
| 86.2. | The Union | 40% |
| 86.3. | Regional Affiliated Body | 20% |
87. The Regional Affiliated Body will use these funds for the exclusive use of capacity building activities within the region to which the host belongs.
88. All hosting Adhering Bodies will take out insurance against possible losses, and confirm to the Council it has done so with proof of purchase.

Expenses

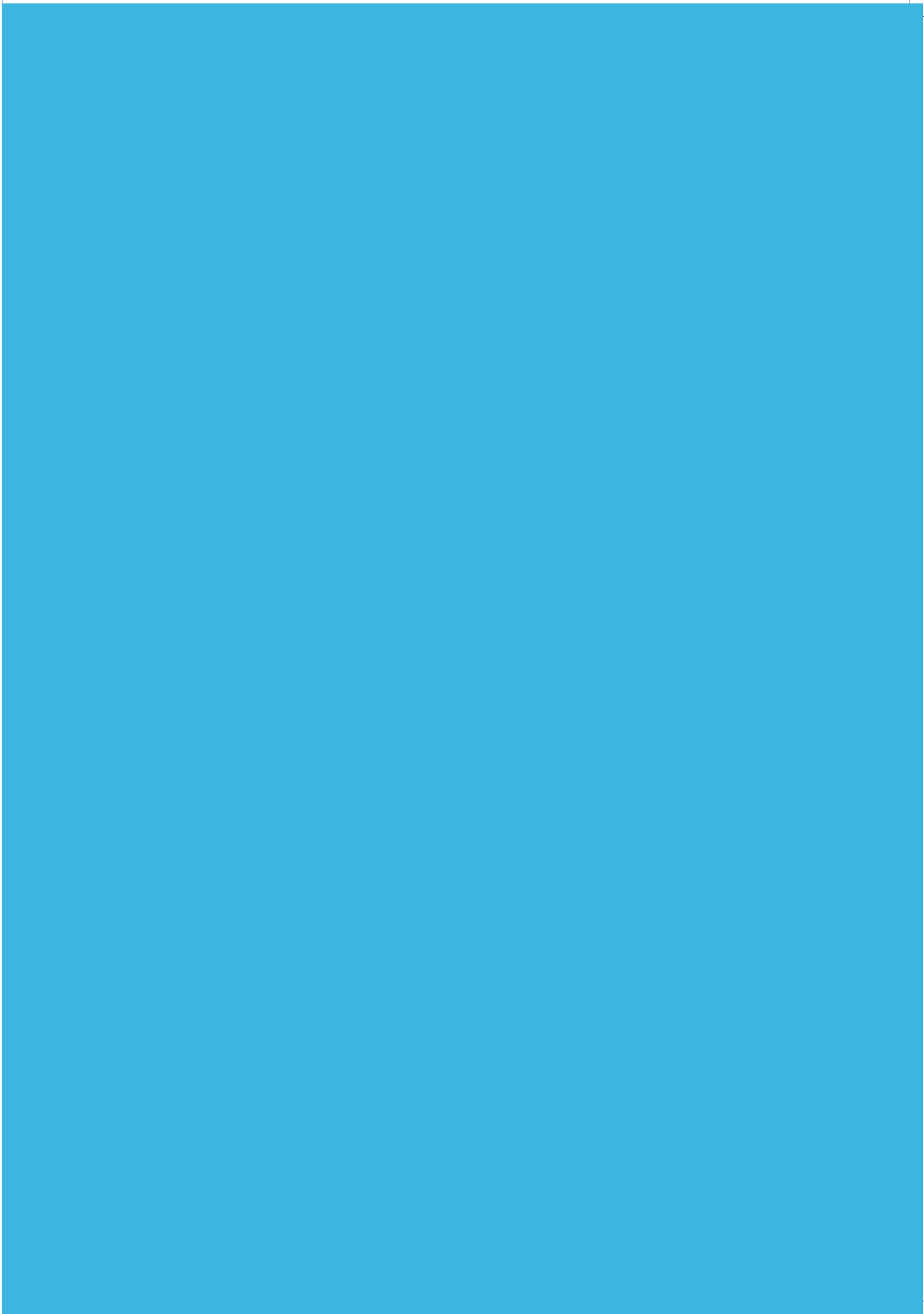
89. All reasonable travel, accommodation and all other expenses properly incurred in carrying out the business of the Union shall be remunerated on the authorisation of the Treasurer.

International Congress of Nutrition

80. The Union, in conjunction with one Adhering Body in good standing shall host an International Congress of Nutrition (IUNS-ICN) every four (4) years.
81. Prior to the confirmation, the host Adhering Body will provide the Council with the theme of the IUNS-ICN, the bio-data of the IUNS-ICN Chair and Programme Chair and a list of Scientific Committee members and their affiliations for confirmation at the subsequent IUNS-ICN General Assembly.
82. If it is agreed by Council and approved by the General Assembly that the Adhering Body is unable to host the IUNS-ICN, the runner up in the election will be contacted to determine their willingness to host.
83. If the runner up declines to host the IUNS-ICN, the Council will determine the host by a majority vote from a list of Adhering Bodies in good standing.

Amendments

90. These Rules may be amended by the Council in accordance with Statute 89 of the Statutes of the International Union of Nutritional Sciences.



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IUNS

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