

ISEK CONSTITUTION
28/06/2018



ARTICLE I

- 1.1 The name of the Society shall be the International Society of Electrophysiology and Kinesiology (ISEK).

ARTICLE II: PURPOSE

- 2.1 The purpose of the Society shall be to promote, throughout the world, research and teaching in the disciplines of Electrophysiology and Kinesiology in healthy, pathological and experimental conditions of the sensory and motor systems, with emphasis on the interaction between the two disciplines.
- 2.2 The property and income of the Society shall be applied solely towards the purposes stated above, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Society, except in good faith in the promotion of those purposes.

ARTICLE III: MEMBERSHIP

- 3.1 The Society consists of scientists, clinicians, educators and students from a broad range of disciplines who have interest in pursuing research in electrophysiology and/or kinesiology. Membership shall be open to any individual or organisation subscribing to the purpose of the Society.
- 3.2 The Society shall consist of five categories of members
 - 3.2.1 **Regular:** members with a scientific interest in electrophysiology and kinesiology of the sensorimotor system who have paid their dues.
 - 3.2.2 **Honorary:** members previously selected for special recognition in the Society.
 - 3.2.3 **ISEK Fellows:** members selected for special recognition in the Society. Refer to Policies and Procedures.
 - 3.2.4 **Emeritus:** members who have retired due to age or illness, from professional employment in the field of electrophysiology and/or kinesiology, and have been active members of the Society. Emeritus member candidates shall request consideration by writing to the ISEK Council requesting this membership type.
 - 3.2.5 **Student:** students enrolled in doctoral, masters or a bachelor's degree in a related field who have paid their dues.
 - 3.2.6 **Post-doctoral:** members within the first 2 years after completion of their doctoral degree. Members can only remain in this category for one membership cycle.
- 3.3 Members may resign at any time. By a two-thirds vote of the General Assembly in support of a recommendation by the Council, a member may be expelled because his or her conduct is detrimental to the honour or interests of the Society.

ARTICLE IV – COUNCIL

- 4.1 The Council shall consist of nine voting elected members and the other non-voting members. The latter will be the Past President and the Congress Chairperson (the person hosting the organization of the next International Congress of the Society).
- 4.2 Four councillors will serve as officers: President, Vice-President, Secretary and Treasurer.
- 4.3 The councillors shall be elected for a term of 2 years duration.
- 4.4 Nominees for Vice-President must be selected from amongst current or previous Council members.
- 4.5 The Vice-President will be elected by the membership and serve 2 years in this capacity.
- 4.6 The Vice-President shall become President in the next term of 2 years.
- 4.7 Members serving as Vice-President or President, can only serve in these roles for 1 term.
- 4.8 A member who has served 3 consecutive terms as Councillor can only remain on the Council if elected as Vice-President.
- 4.9 After a minimum period of 4 years, a former Council member who has served their maximum term, may be nominated to serve on the council again, and if elected is eligible to serve a further maximum term.

ARTICLE V - DUTIES OF THE COUNCIL

- 5.1 The Council shall:
- Have responsibility over the affairs of the Society;
 - Be responsible that an International Congress will be held every 2 years;
 - Delegate to an appropriate committee the organization of the international, bi-annual congress;
 - Manage portfolios designated by the President;
 - Submit a budget (prepared by the Treasurer and the Council) for consideration and action by the Society at the General Assembly; if the Secretary or Treasurer fail to provide timely reports, the Council will name replacements from the Council;
 - In the event of a vacancy in any office, fill the vacancy for the unexpired term, with persons eligible at the last elections but not elected, in the order of their number of votes;
 - Perform such other duties as may be prescribed by the membership and this constitution.

ARTICLE VI - EXECUTIVE COUNCIL: OFFICERS

- 6.1 The Executive Council shall be composed of the officers (President, Vice-President, Secretary and Treasurer). They shall have general supervision of the Society between meetings of the Council and oversee the expenditure of ISEK funds for the purposes of the Society's business.

ARTICLE VII - DUTIES OF THE OFFICERS

- 7.1 All officers shall serve on the Council
- 7.2 The President shall:
- Preside at all meetings of the Society Executive Council, Council and at the General Assembly;
 - Exercise general supervision over the interests and welfare of the Society;
 - Appoint portfolios for management by Councillors, subject to approval of the Council;
 - Be an ex-officio member of all committees except the nominating committee;
 - Call all meetings of the Society, Executive Council and the Council;
 - Perform such duties as are required by the Council and the membership.
- 7.3 The Vice-President shall:
- Act in the absence of or during the incapacity of the President;
 - Accept other responsibilities as may be agreed upon by the Vice-President and the President
- 7.4 The Secretary shall:
- Oversee the documentation and archiving of minutes of all meetings of the Society, Executive Council and the Council;
 - Ensure minutes are provided in a timely fashion to the Executive Council, Council and the Society as determined by the President;
 - Appoint a substitute secretary from the Council when the Secretary cannot perform these duties;
 - Perform other such duties as may normally be a part of the office of the Secretary as assigned by the President or the Council.
- 7.5 The Treasurer shall:
- Oversee management of all funds of the Society, as directed by the Council;
 - Oversee management of an accurate record of the names and contact details of all members and dues paid;
 - Oversee maintenance of appropriate financial records which shall be subject to inspection and audit as directed by the Council;
 - Oversee preparation and submission of such financial statements or reports as may be required by laws and regulations;
 - Prepare and present the Treasurer's report for the General Assembly
 - Work with the Council to prepare a budget for presentation at the General Assembly
 - Perform such other duties as may be assigned by the President or the Council.

ARTICLE VIII – ELECTIONS

- 8.1 The President will appoint a Nominating Committee consisting of three members one year prior to the next General Assembly. Two members will be from outside the Council, the third member

- (chairperson) will usually be the past-President. The choice of the members must reflect the geographical background of the membership.
- 8.2 The Chairperson of the Nominating Committee will invite the normal membership to submit nominations for councillors by an announcement at least three months in advance of the distribution of the ballots. The nominations are to be submitted in writing to the Chairperson of the Nominating Committee.
 - 8.3 The Nominating Committee and Council are free to add names to the suggestions of the membership.
 - 8.4 The Nominating Committee is expected to present a shortlist of applicants for balloting which will include eligible members from the existing council. The Council may suggest changes, however, the final decision lies with the Nominating Committee. All balloting is to be conducted by electronic ballot.
 - 8.5 The Nominating Committee will identify eligible candidates (normally two) for nomination for the role of Vice President. Candidates for Vice President who are also eligible for reappointment to Council will also be listed on the ballot for Council, such that they can be reappointed to Council if they are unsuccessful in their nomination for Vice President. Members will be asked to separately vote for Vice President and for Council membership as independent ballots.
 - 8.6 The individuals receiving the most votes will form the Council - ties are to be resolved by the present Council.
 - 8.7 The new council elects the Treasurer and Secretary from within itself. The President serves automatically after fulfilling their 2-year term as Vice President and the Vice President is elected by the membership.

ARTICLE IX – ISEK FELLOWS

- 9.1 ISEK Fellows may be nominated members in good standing, with letters of support from 2 additional members in good standing. Nominations will be made to the President/Past President at least 6 months prior to the General Assembly.

ARTICLE X – COMMITTEES

- 10.1 Standing and Ad Hoc Committees are permitted.
- 10.2 Ad Hoc Committees will be constructed as required. The President will charge the Committee on the recommendation of the Council.

ARTICLE XI – MEETINGS

11.1 General Assembly

- 11.1.1 A General Assembly of the Society will be at least every second year, and usually held during the biennial International Congress of the Society, prior to which time the officers and other councillors shall be elected for announcement at the General Assembly. The time and place of the General Assembly of the Society shall be decided by the Council.
- 11.1.2 All active members of the Society may attend the General Assembly.
- 11.1.3 The General Assembly is presided over by the President or in his or her absence by the Vice-President.
- 11.1.4 The General Assembly shall approve the President's, Secretary's and Treasurer's report, and shall discharge them from responsibility of the past tenure of office.
- 11.1.5 The President/Vice-President shall announce new ISEK Fellows.
- 11.1.6 The General Assembly shall approve the minutes of the previous General Assembly.
- 11.1.7 The General Assembly will be notified of any changes in dues/terms.
- 11.1.8 A quorum at the General Assembly of the Society shall consist of 20 members.
- 11.1.9 Except where otherwise prescribed in the Constitution, decisions shall be made by majority vote.
- 11.1.10 ISEK fellows, honorary members, student members, emeritus members and regular members shall have one vote each.

11.2 Extraordinary General Assembly

- 11.2.1 Either the President, the majority of the Council or 10% of the membership may call for an Extraordinary General Assembly of the Society to be held.

- 11.2.2 Notice for any Extraordinary General Assembly of the Society must be provided in writing to the membership at least twenty days in advance of the meeting.
- 11.2.3 A quorum at an Extraordinary General Assembly of the Society shall consist of 20 of members. Except where otherwise prescribed in the Constitution, decisions shall be made by majority vote.
- 11.3 **Council Meeting**
 - 11.3.1 Meetings of the Council shall be held at least 2, but preferable 4 times per year.
 - 11.3.2 Written notice for any meeting of the Council must be provided to the Councillors at least 14 days prior to the meeting.
 - 11.3.3 A quorum for meetings of the Council and for voting by the Council shall be by majority.
 - 11.3.4 Minutes of all meetings will be recorded and maintained.
- 11.4 **Executive Council Meeting**
 - 11.4.1 Meetings of the Executive Council may be held at the request of an Executive Council member.
 - 11.4.2 Any decisions must be ratified by the regular Council Meeting

ARTICLE XII - REMOVAL FROM OFFICE

- 12.1 Any councillor may be removed if his or her conduct is detrimental to the honour or interests of the Society by a vote of two thirds majority of the members of the Council.

ARTICLE XIII – MEMBERSHIP DUES

- 13.1 The membership term and member dues are set by the Council. Any changes to the term or dues shall be reported to the General Assembly no later than one month prior to implementation.
- 13.2 Student membership dues will be lower than those of regular membership.
- 13.3 ISEK Fellows and Emeritus members shall be exempt from annual dues.
- 13.4 ISEK Fellows shall be invited to attend the biennial meeting of the Society and have their registration fee waived.
- 13.5 Members wishing to remain in good standing must pay their dues for each membership term. Members failing to do so will be placed on the inactive list and forfeit all privileges of the Society.

ARTICLE XIV- FISCAL YEAR

- 14.1 The fiscal year of this organization shall be the calendar year.

ARTICLE XV - CONGRESS

- 15.1 The International scientific meeting of ISEK should be referred to as “[number] Congress of the International Society of Electrophysiology and Kinesiology”
- 15.2 The Congress of the International Society of Electrophysiology and Kinesiology shall be held at least every second year.

ARTICLE XVI - AMENDMENTS

- 16.1 This constitution may be amended by a 2/3 vote of the members attending a General Assembly of the Society, provided that the proposed amendments shall have been submitted in writing to each member at least twenty days prior to the day of the vote.

ARTICLE XVII - PERSONAL LIABILITY

- 17.1 Officers and members of the Society shall incur no personal liability for their actions made on behalf of the Society. Membership of the Society or signature of any document in the name of the Society shall commit individuals to no more than payment of their annual subscription.

ARTICLE XVIII – DISSOLUTION

- 18.1 The Society may be dissolved at any time by a ballot distributed to all members. The decision requires a two-thirds majority of all ballots returned. Notice shall be given to all members, regarding the time when the dissolution will become effective. If, on winding up the Society, any property of the Society remains after satisfaction of the debts and liabilities of the Society and the costs, charges and expenses of that winding up, that property shall be distributed:
- a. to another incorporated association or associations having objectives like those of the Society; or,
 - b. for charitable purposes.
- Which incorporated associations or purposes, shall be determined by resolution of the members when authorizing and directing the Executive Council to prepare a plan for the distribution of the surplus property of the Society.

ARTICLE XVIII - RULES OF ORDER

- 19.1 Robert's Rules of Order as revised shall be consulted for resolution of all parliamentary questions.