

Bylaws of the International Society for the Measurement of Physical Behaviour (ISMPB) June 10, 2017

1. General Statements & Definitions

- 1.1. These Bylaws include a set of rules, guidelines and agreements, in addition to the Dutch Law and the Society's Statutes.
- 1.2. The Society's Statutes contain the following articles related to the Bylaws:
 - 1.2.1. The Membership can determine and change one or more Bylaws. The Bylaws include topics that are not addressed, or are not fully addressed in the Statutes.
 - 1.2.2. Bylaws may not include articles that are conflicting with the Statutes.
 - 1.2.3. Bylaws have to be approved by the Membership
- 1.3. Parts of these Bylaws are duplicated from the Statutes.
- 1.4. The Bylaws, and changes of The Bylaws, have to be approved by the Membership. This can only be done if the proposed changes to the Bylaws are circulated to the Membership at least two weeks prior to the GMM, and ample opportunity is provided for members to give their input.
- 1.5. Changes of the Bylaws are decided with a simple majority vote of the Members.
- 1.6. Bylaws are public and are available on the Society's web pages.
- 1.7. For this document, the following definitions are applicable:
 - *Society*: the International Society for the Measurement of Physical Behaviour (ISMPB).
 - *Board*: the Board of Directors of the Society
 - *Executive Committee*: a subset of the Board consisting of the following officers: President, Vice-President, Secretary and Treasurer.
 - *Conference*: the bi-ennial conference of the Society
 - *Local Organizing Committee (LOC)*: group of people from one or more institutes or organizations who co-organize the conference and the local facilities
 - *Local Host*: the person or persons chairing the Local Organizing Committee
 - *Scientific Committee (SC)*: Committee determined by the Board, securing the scientific quality of the conference
 - *Society's Conference Organizer*: the regular professional conference organizer of the Society
 - *Co-sponsorship agreements ISMPB conferences*: a document of the Society that contains the initial agreements between the Society and the Local Host or Local Organizing Committee.
 - *Local Co-sponsorship agreement*: An agreement between LOC's and the Society outlining respective duties in organizing ISMPB conferences adapted to the ISMPB conference concerned
 - *Journal*: the Society's Journal for the Measurement of Physical Behaviour

2. Board of Directors and Executive Committee Election Process

- 2.1 The terms and term limits of Board and Executive Committee members are defined in the Statutes
- 2.2 The Board will consist of a minimum of six and a maximum of 10 people.
- 2.3 Board Members will be elected by majority votes from the Membership.
- 2.4 The Board decides how many new and existing seats on the board need to be filled.
- 2.5 In case of the end of term of Board members with the possibility of re-election, the President is responsible for determining who on the board would like to continue (and in which position), and who would like to step down.
- 2.6 Board will announce open positions on the Board to the Membership, as well as the possibility for members to apply for those positions. This will be done using the regular means of communication (e.g. email, the Society newsletter, and the Society website), at least six weeks before the GMM.
- 2.7 Members can apply for a seat on the Board, but not for an Executive committee position.
- 2.8 To apply for Board Membership, a nominee must be a member of the Society in good standing and have attended at least one ICAMPAM meeting.
- 2.9 The Board has the right to directly contact Members and request that they apply for a position within the Board; for this, President asks Board Members to nominate individuals to run for available seats. The Board decides which nominees will be contacted.
- 2.10 Candidates for Board membership should send a short, one-page, curriculum vitae to the President, including one paragraph about why they want to serve on the board, and what skills they have that will benefit the society. The deadline for this is three weeks after the announcement.
- 2.11 The Executive, or a Nominations Committee struck by the Executive and including at least the President, Vice-President and one regular board member will assess the nomination statements and CVs of the nominees, and select those who will stand as candidates for the election. The nominations and CVs will be distributed to the membership at least two weeks before the GMM.
- 2.12 The selection process by which a nominee becomes a “candidate” for election includes:
 - An adequate curriculum vitae and motivation document
 - Appropriate representation by gender, race, and geographic distribution

- Qualifications of the nominee
- Type of membership

- 2.13 Board Members will be elected by a vote of the Membership. The Board will strive to have at least two candidates for every available seat on the board (e.g. four candidates if two seats are available, and the two candidates with the most votes will be elected).
- 2.14 In case of multiple candidates, an anonymous voting procedure will be defined by the Board. This voting procedure can be carried out either physically or digitally.
- 2.15 After the new Board members have been elected, the Board selects or elects the Executive Committee members as soon as possible. The current President will supervise the voting process. If not possible, this will be done by another Board member, assigned by the Board.
- 2.16 Within the Board of Directors, the Board members will select the Executive Officers: the President, Vice-President, Treasurer and Secretary. In case of no consensus, this will be done with an election based on the principle of majority votes.
- 2.17 The results of the election will be announced at the GMM, or as soon as possible afterwards.

3. Board meetings

- 3.1. Board meetings will be announced by the President and/or Secretary, at a mutually agreeable day/time.
- 3.2. Board meetings can either be in person, by teleconference, or by videoconference.
- 3.3. An agenda will be distributed at least 24 hours before the Board meeting and the secretary will take minutes.
- 3.4. Board meetings are open to all Board members.
- 3.5. The Board can decide to allow other people to participate in all, or parts of, the Board meeting. Those additional persons do not have voting rights.

4. The responsibilities of Board members

4.1 General responsibilities of *all Board Members* are:

- To maintain their membership in good standing throughout their terms of board service

- to participate in Board meetings
- to promote the activities of Society
- to fulfill the tasks related to the position of the Board Member
- to support other Board members when needed
- to attend the conference of the Society
- to proactively plan for the future of the Society

4.2 Specific responsibilities of Executive Officers are:

President

- to represent the Board to the members of the Society
- to represent the Society to other societies, Local Hosts, Sponsors etc.
- to coordinate and stimulate the activities of the Board members
- to chair the Board meetings
- to chair the GMM
- to coordinate the election process of the Board and Executive
- to propose/initiate the Society's strategy, aims and activities

Vice-President

- to replace the President in his/her absence
- to support the President in all of his/her responsibilities

Secretary

- Record the minutes of the board meetings
- Record the minutes of the scientific committee meetings
- Maintain all versions of the statutes, including dates of approval for revisions
- Maintain all versions of the bylaws, including dates of approval for revisions
- to maintain relevant society documents in an accessible environment for all board members

Treasurer

- Oversee the safe management of Society funds and bank accounts, and ensure that accounts are balanced.
- Produce financial reports both for the Society and for the tax authorities in the Netherlands, where the society funds are held.
- Manage expenditure and income to the Society, including authorizing payments for Society expenses, and arranging for such payments to be made.
- Liaise with conference LOC to ensure safe financial management of conferences and appropriate income to the Society from membership fees and other sources.

5. Committees

- 5.1. The Society has committees, and each committee has defined responsibilities. The board remains the sole body to create and strike committees

- 5.2. Each committee is chaired by one Board member, who proposes Committee Members; these Committee members needs approval from the Board
- 5.3. Committee members have to be members in good standing of the Society

6. The procedure of selecting future conferences

- 6.1. Board strives for a system such that the location and host of the next Conference can be announced no later than at the conference preceding the one being announced.
- 6.2. The Board will define and announce the preferred geographic location of the next Conference at least three years before the Conference.
- 6.3. Candidates or potential candidates for organizing a Conference can be contacted by the Board, or directly apply by contacting a member of the board, minimally three years before the Conference.
- 6.4. Candidates who are determined by the Board to be likely candidates for hosting a future Conference will be asked to submit a conference proposal detailing the advantages of the proposed host location, describing the venue, access to airports and public transportation, and housing options, including low cost options for students.
- 6.5. The Society will provide a financial overview of past conferences to the candidates, and documents that details the procedures and expectations.
- 6.6. The Board will discuss the submitted proposals, and select one or two candidates.
- 6.7. At least two Society representatives including Board member(s) and, preferably, the Society's PCO will visit the candidate(s), for further discussion and to ensure that the venue and other logistics are consistent with the aims and goals of the society;
- 6.8. The attending representatives will report to the Board, and the Board will decide whether the current candidate or one of the current candidates will be approved or whether another candidate will be contacted and visited;
- 6.9. In assessing and selecting candidates, criteria will include meeting the goals of the society, geographic location, scientific status, participation in past conferences, budget, and other logistical considerations at the discretion of the board.

7. Agreements with future conference hosts

- 7.1. The Society has an "co-sponsorship agreement" document, which contains the initial agreements between the Society and the Local Host or Local Organizing Committee.

This document include: general principles; specific agreements & statements; financial agreements; and an overview of responsibilities and tasks.

- 7.2. This document will be leading in the discussions and negotiations with the Local Host or Local Organizing Committee, but is open to necessary or desired local adaptations.
- 7.3. The co-sponsorship agreement with adaptations will result in a Local Co-sponsorship agreement, which needs approval by the Board and will be signed by both representatives of the Board and the Local Organizing Committee

8. Journal

- 8.1. The Society has its own Journal: Journal for the Measurement of Physical Behaviour.
- 8.2. The Board will be responsible for identifying a publisher for the Journal and to review and update the agreement on a regular basis
- 8.3. Agreements between the Society and the Publishing Company are defined in the Publication Agreement.
- 8.4. The Board appoints a Journal Committee that will oversee the overall journal operations. The Journal Committee is comprised of an Editor-in-Chief and minimally 2 additional Journal Committee members.
- 8.5. The Editor-in-Chief represents the Journal Committee. If needed, the Journal Committee might be represented by another member.
- 8.6. The Editor-in-Chief can participate in Board meetings in which the Journal is on the agenda. Putting the Journal on the Agenda can be done on request of the Board or of the Editor-in-Chief.
- 8.7. Both the Board and the Editor-in-Chief have the responsibility to inform each other solicitedly and unsolicitedly about important developments.
- 8.8. Membership fee includes a subscription of the Journal
- 8.9. The Editor-in-Chief term will be four years and can be reappointed for one additional term

9. Types of members

- 9.1. The Society distinguishes the following types of members:
 - *Regular Members*

Open to any person who is engaged in research, clinical practice, product development etc. related to areas of interest of the Society. Post docs, junior and senior faculty fall into this category.

- *Student Members*

Open to any student enrolled in a degree granting program at institutions of higher education (undergraduate, Master's or PhD). [Proof of enrollment/status such as letter of acceptance or transcript, and contact information for a department/faculty contact is required.]

- *Honorary Members*

People who are selected by the society in recognition of their major and outstanding commitment to the society and its aims. Typically, this will go to people at or near retirement.

9.2. Member dues

The Board will establish member rates and membership terms appropriate for each member type. Additionally, the Board may establish special reduced fees for members who reside in countries classified as "low-income," "lower-middle-income" or "upper-middle-income" economies by the World Bank. Members with special reduced member fees receive all member benefits except receipt of the Society's journal

10. Insurance

10.1. The Society will arrange general liability insurance for all meetings to cover unforeseen accidents and injuries.

10.2. The Society will maintain sufficient reserve funds – to be determined by the treasurer - to cover unforeseen losses in conferences, including low attendance or force majeure events. Prior agreements will be made with local host institutions regarding how such losses would be dealt with.

11. Sponsors

11.1. The Society welcomes relevant sponsors to support the conference and associated events.

11.2. Sponsors are managed through the Society's Conference Organizer, and this office will provide a Sponsor & Exhibitor prospectus. This prospectus will be defined in consultation with the Local Organizing Committee and the Board.

- 11.3. The Society will ensure that exhibitors and sponsors have an integral role in the conference program.

12. General Membership Meeting (GMM)

- 12.1 The Board of Directors will announce a GMM. Announcement of the meeting must be made at least one month in advance. A GMM must be held at least once a year, and one GMM must take place no more than nine months after the end of the fiscal year, unless extension of this term by the GMM.
- 12.2 The GMM can be organized as a physical meeting, or by electronic or other means, decided upon by the Board of Directors.
- 12.3 The Membership shall meet physically at least once every two years, unless decided otherwise by the GMM.
- 12.4 The GMM will be chaired by the President, or in the absence of the President, a chairman appointed by the President from the members of the Executive.
- 12.5 The GMM is open for all members of the Society who are not suspended, and to others who are invited by the Board or whose attendance is approved by the Board.
- 12.6 Every member who is allowed to attend the GMM has one vote. Votes cast by electronic communication prior to the GMM – but not earlier than 30 days to the GMM – equate with votes cast during the GMM.

13. Conference Organizer

- 13.1. The Society uses the services of a Conference Organizer for services related to organizing the Society's Conference and other activities of the Society.
- 13.2. The services provided by the Conference Organizer are described in the Agreement between the Conference Organizer and the Society
- 13.3. The Local Organizing Committee must use the Services of the Society's Conference Organizer, as specified by the current Agreement between the Conference Organizer and the Society. The Local Organizing Committee can request changes to the parts of this Agreement that affect the Conference organization to meet local circumstances (see Article 7.2 & 7.3).

- 13.4. The services provided by the Conference Organizer specify both General Management Services and Conference Management Services. General Management Services include; Website Management, Financial Management, Marketing & Communications and Day-to-day Operations. Conference Management Services include; a pre-conference phase and arrangements at the Conference. Details of these services are given in the current Agreement between the Conference Organizer and the Society.
- 13.5. The Agreement between the Conference Organizer and the Society should be reviewed by the Board, at least 4 months before the end of the Agreement.

14. Scientific Committee

- 14.1 The Society has a Scientific Committee and this Committee provides support, input and direction on the scientific content for the Society's Conference.
- 14.2 The key responsibilities of the Scientific Committee include:
- Providing an outline of the overall theme(s) for the Conference to the Local Organising Committee
 - Identifying and recommending knowledgeable, respected Keynote presenters, Panelists, Symposia, Workshop Leads, Satellite Meeting Convenors and other major oral presenters. The Local Organising Committee will have final decision over the composition of the Conference programme's major presenters
 - Providing peer review of all submitted abstracts for oral and poster presentations as well as any other submissions (e.g., symposia, workshops) as required by the Local Organising Committee
 - Work with prospective submitters to encourage submission of presentations (group and individual) that advance the science, and are cutting edge topics,
 - Reviewing and evaluating all calls for presentations/abstracts (oral and poster) as necessary in the development of the scientific program
 - Be visible and vocal advocates of the Conference to prospective attendees in the lead up to the Conference
 - Attending the Conference and serving as Session Chairs, Moderators, Discussants etc. as needed
- 14.3 The Scientific Committee will be selected by the Board and will comprise:
- A Board Representative who will serve as Scientific Committee Chair
 - The Chair of the Local Organising Committee who will serve as Scientific Committee's co-Chair and also the Conference Chair
 - Up to four member of the Local Organising Committee
 - At least one immediate past Conference Chair
 - 10 – 20 Society members, all in good standing

- 14.4 Members of the Scientific Committee will serve in a volunteer basis
- 14.5 The Scientific Committee composition must:
- include members from all parts of the world
 - reflect strong gender balance
 - include scientists, researchers and/or post doc students representing a broad spectrum of active research and clinical backgrounds of interest to the membership and relevant to the themes of the Conference
- 14.6 The Scientific Committee Chair and Chair of the Local Organising Committee will meet to draw up a list of candidates for the Scientific Committee. The list of candidates will be presented to the Board of the ISMPB for ratification.
- 14.7 The Chair of the Scientific Committee together with the Board will determine meeting frequency. It is expected that the Scientific Committee will undertake the bulk of its work through electronic communications on an as need basis. Meetings will continue until the scientific program has been completed, generally expected to be completed approximately 4 months prior to the Conference.
- 14.8 The Conference Chair(s) will serve for a single Conference cycle. Scientific Committee members may serve for a maximum of three consecutive Conference cycles.

15. Other agreements

- 15.1. Board Members do not receive any direct payment for their activities for and within the Society
- 15.2. If Board members make any expenses related to their Board position, these expenses will be reimbursed by the Society, if these expenses have been approved by the Society's Treasurer.