International Society for Aging and Physical Activity: Constitution and Bylaws

Article 1: General

SECTION 1: NAME OF THE ORGANIZATION

This organization will be known as the International Society for Aging and Physical Activity, hereafter referred to as ISAPA.

SECTION 2: MISSION OF ISAPA

ISAPA’s mission is

- To promote physical activity, exercise science, and fitness in the health and well-being of older persons
- To promote international initiatives in research, clinical practice, and public policy in the area of aging and physical activity
- To organize a World Congress on Aging and Physical Activity approximately every four years
- To serve as a liaison between various international, national, and regional professional groups with an interest in activity and aging
- To disseminate information about aging and physical activity through journals and other publications

SECTION 3: BASIS OF OPERATION

ISAPA is formed and operated as a not-for-profit academic society. No part of any earnings of ISAPA shall benefit any member or private individual. All funds accumulated by the society shall be directed solely to the development of programs sponsored by the society.

SECTION 4: DISSOLUTION

In the event that ISAPA is dissolved voluntarily or involuntarily, all its assets, funds, equipment, records, etc. shall revert to a similar not-for-profit organization or organizations.
Article 2: Membership  

SECTION 1: MEMBERSHIP TYPES  

a: Individual Memberships. Individual membership shall be divided into two categories: professional and student. Professional membership is limited to individuals with a professional or academic interest in gerontology, physical activity, exercise science, fitness, or other field related to the mission of ISAPA. Student membership is limited to individuals who are enrolled in an accredited academic institution and pursuing a course of study in a field related to the mission of ISAPA. The voting members of ISAPA shall include all professional members whose dues are currently paid at the time of the election or vote. Dues, as determined by the Executive Committee, will be assessed annually for both professional and student members.  

b: Organizational Memberships. International, national, and regional organizations and societies with an interest in aging and physical activity can apply for affiliation with ISAPA. There is no cost for an organization to be affiliated with ISAPA. Affiliated organizations and their members are not entitled to voting rights and privileges in ISAPA.  

SECTION 2: MEMBERSHIP BENEFITS  

a. Members will receive a newsletter.  
b. All professional and student members will receive the official journal of ISAPA as a portion of their membership package.  
c. Members will receive a special discount for registration at all World Congresses. The Executive Committee will endeavor to negotiate additional registration discounts at other international academic conferences.  
d. ISAPA will maintain an Internet site with updated information on aging and physical activity, including recent initiatives, position stands, conference announcements, and other links. In addition, members of ISAPA will have access to an electronic directory of ISAPA members.  
e. The Executive Committee will seek to add membership benefits as the opportunity arises.  

SECTION 3: RESIGNATION, EXPULSION, AND SUSPENSION  

Any member of ISAPA whose conduct is prejudicial to the welfare or best interests of ISAPA may be expelled or suspended by a two-thirds majority vote of the Executive Committee. Any member may request a hearing within 10 days of receipt of a notice of expulsion or suspension. The Executive Committee, within 60 days of receipt of such a request, shall convene a hearing and subsequently shall by simple majority vote sustain or overrule the expulsion or suspension.  

Article 3: Meetings  

SECTION 1: SCIENTIFIC MEETING  

ISAPA will organize an international scientific congress to be known as the World Congress on Aging and Physical Activity, hereafter referred to as the World Congress, which will be held approximately every four years, starting in 2003.
Any member of ISAPA may apply in writing to the Executive Committee of ISAPA to host the World Congress. Applications to host a World Congress must be received in writing by the president of ISAPA in accordance with a deadline to be set by the Executive Committee. The written application to host a World Congress will be in the format outlined in the following article in this journal. The Executive Committee of ISAPA will decide on the site and host of the World Congress.

The organization of the World Congress shall be the joint responsibility of the Program Committee and the local host.

The Program Committee shall be responsible for the scientific content of the meeting, including the selection of topics, speakers, themes, and symposia. The Program Committee will comprise internationally recognized scholars from around the world and be sufficiently interdisciplinary to reflect the heterogeneous nature of research and clinical practice in the area of aging and physical activity. (Specific guidelines for the composition and function of the Program Committee are included in the following article in this journal.)

The local host shall be responsible for the following aspects of the planning and administration of the congress: congress site selection; development and implementation of marketing, publicity, and sponsorship plans; management of the registration process; on-site conference management; and organization of conference social events. (Specific guidelines for the function and duties of the local host are included in the following article in this journal.)

Within 90 days of the conclusion of the World Congress, the Program Committee and local host shall jointly submit in writing an accounting for all funds collected and all moneys spent during the World Congress to the Executive Committee of ISAPA. Any surplus funds become the property of ISAPA and shall be forwarded to the designated ISAPA representative by the local host within 30 days of the acceptance of this accounting by the Executive Committee.

SECTION 2: GENERAL ASSEMBLY OF ISAPA

ISAPA will hold a general assembly at each World Congress. At this session, the business of ISAPA will be conducted. In addition to discussing constitutional amendments and new opportunities, reports will be made on all association projects and activities. All interested parties can attend the general assembly. Only professional members whose dues are currently paid at the time of the general assembly are eligible to vote at the meeting.

SECTION 3: EXECUTIVE COMMITTEE MEETINGS

The Executive Committee of ISAPA will meet every two years or as needed. One meeting will be held during or immediately prior to the World Congress. The other meeting will be scheduled to occur at a time approximately midway between the preceding and forthcoming World Congresses. The site of this meeting will be decided by the Executive Committee at the preceding meeting. It will usually be located in the country that is the site of the forthcoming World Congress and may be scheduled to coincide with a major conference or academic meeting. Members of the Executive Committee will be notified of the date and location of the meeting at least four months in advance of the meeting.
SECTION 4: SPECIAL EXECUTIVE COMMITTEE MEETINGS

Special meetings of the Executive Committee may be called by the president (or, in his or her absence or disability, by the president-elect) or at the written request of one third of the members of the executive committee. Due to the international composition of the Executive Committee, special meetings can be held in person or in the format of an electronic meeting using telephone and/or computer conference-call facilities.

Notice of such special meetings shall be mailed, telegraphed, telephoned, delivered by facsimile machine or electronic mail, or delivered personally at least 14 days prior to the meeting. Such notice shall specify the method (electronic or in-person), time, place, and the purpose for which the meeting is being called.

Article 4: Executive Committee

SECTION 1: POWERS

The Executive Committee of ISAPA is responsible for the implementation of all operational policies and procedures of ISAPA. Members of the Executive Committee serve without compensation. The Executive Committee has the authority and obligation to perform the following duties:

a. Approve budgets, set dues, and distribute funds as necessary
b. Review proposals and select the venue for each World Congress
c. Propose amendments to the Bylaws

SECTION 2: COMPOSITION

The Executive Committee shall consist of 13 voting and 2 nonvoting members. The composition of the Executive Committee will be as follows:

Voting members
1 president of ISAPA (elected)
1 president-elect of ISAPA (elected)*
1 immediate past-president of ISAPA*
1 immediate past World Congress Program chair (appointed)
1 future World Congress Program chair (appointed)
2 North American region representatives (elected)
2 European region representatives (elected)
2 Asian and Pacific Rim region representatives (elected)
2 South American, African, and Middle East region representatives (elected)

Nonvoting members
1 United Nations Programme on Aging representative
1 World Health Organization Programme on Aging and Health representative

*From 1999–2001 there will be no president-elect or immediate past-president; during this time period, two at-large members will be appointed to serve in their place.
SECTION 3: TERMS OF OFFICE

The president, president-elect, and the eight regional representatives shall be elected by the general membership of ISAPA and shall serve for four years or until their successors have been elected or appointed.

The first election of ISAPA Executive Committee members will occur in the year 2001.

Elections for Executive Committee members will be staggered in such a way that one half of the elected members will rotate off the committee every two years. Specifically,

a. Elections for one half of the eight regional representatives (i.e., one North American representative, one European representative, one Asian/Pacific Rim representative, and one South American, African, and Middle East region representative) will occur two years prior to the World Congress.

Ballots will be mailed to the voting membership of ISAPA approximately three months prior to the regularly scheduled biennial Executive Committee meeting. Elected regional representatives will assume office at the biennial Executive Committee meeting. Voting for regional representatives will be restricted such that members may only vote for representation for their own region.

b. Elections for the president of ISAPA and for the other four regional representatives (i.e., one North American representative, one European representative, one Asian/Pacific Rim representative, and one South American, African, and Middle East region representative) will occur in the year of the World Congress. Ballots will be mailed to the voting membership approximately three months prior to the World Congress. Voting for regional representatives will be restricted such that members may only vote for representation for their own region. Elected regional representatives will assume office at the Executive Committee meeting held at the World Congress. The president-elect will assume office immediately following the general assembly.

The election of the president will usually occur in the year of the World Congress; however, the first election for president of ISAPA will occur in the year 2001. The individual elected in that year will serve as president-elect from 2001–2003 and assume the presidency of ISAPA immediately following the general assembly in 2003.

No elected Executive Committee member shall be eligible to serve more than two consecutive four-year terms (eight years total) but will be eligible for reelection after two years absence from the Executive Committee.

In the event of the death, resignation, or removal of any member of the Executive Committee, the ISAPA Nominating Committee shall nominate a successor to the Executive Committee. The Executive Committee will by simple majority vote elect a successor to complete the term of office.

SECTION 4: MEETINGS OF THE EXECUTIVE COMMITTEE

The president of ISAPA will chair meetings of the Executive Committee. Normally, Executive Committee meetings will be scheduled to occur biennially (see article 3, sections 3 and 4).
SECTION 5: CONDUCT OF MEETINGS AND MINUTES

The rules of parliamentary procedure will be observed during Executive Committee meetings, and detailed minutes will be kept and a summary report of society business circulated to the membership of ISAPA.

SECTION 6: QUORUM

Fifty percent of the voting members of the Executive Committee members in office shall constitute a quorum at any meeting of the Executive Committee. Proxies shall not be used as substitutes for attendance. When a quorum is present, the act of the majority of members present shall constitute a legal action of the committee.

SECTION 7: RESIGNATION, EXPULSION, AND SUSPENSION

a. Resignation of an Executive Committee member or officer of ISAPA shall be addressed, in writing, to the president or, in his or her absence, disability, or resignation, to the president-elect.

b. Any Executive Committee member whose conduct is prejudicial to the welfare or best interests of ISAPA may be expelled or suspended by a two-thirds majority vote of the Executive Committee. Any member may request a hearing within 10 days of receipt of a notice of expulsion or suspension. The Executive Committee, within 60 days of receipt of such a request, shall convene a hearing and subsequently shall by simple majority vote sustain or overrule the expulsion or suspension.

Article 5: Officers

SECTION 1: COMPOSITION

The officers of ISAPA shall be a president, a president-elect, and a secretary-treasurer. The president and president-elect will be elected by the membership of ISAPA and will each serve a four-year term beginning at one World Congress and ending at the next. The secretary-treasurer will be a voting member of the Executive Committee and will be elected by simple majority vote of the Executive Committee. The secretary-treasurer will normally serve a four-year term beginning at one World Congress and ending at the next.

SECTION 2: PRESIDENT

The president shall be the chief executive officer of ISAPA. He or she shall preside at the general assembly, serve as chair of the Executive Committee, and be an ex-officio member of all other committees of ISAPA.

The president shall have the power to make and execute contracts in the ordinary course of the business of ISAPA and, for and in the name of ISAPA, to execute all other contracts, obligations, and instruments when authorized by the Executive Committee.
SECTION 3: PRESIDENT-ELECT

The president-elect, during the absence or disability of the president, shall perform the duties of the president and shall have further powers and duties as may be assigned by the president. He or she shall assume the presidency at the completion of the president's term and shall be a voting member of the Executive Committee.

SECTION 4: SECRETARY-TREASURER

The secretary-treasurer shall have general charge and supervision of the books and records of account of ISAPA and shall be responsible for all funds and securities of the society. He or she shall provide financial statements to the Executive Committee on request and shall submit biennially, at each regularly scheduled meeting of the Executive Committee, a proposed budget for the society. The secretary-treasurer shall keep the minutes of all proceedings of ISAPA and the Executive Committee.

SECTION 5: REMOVAL OF OFFICERS

Any appointed or elected officer of ISAPA shall be subject to removal from office for conduct prejudicial to the welfare or best interests of ISAPA by a simple majority vote of the Executive Committee in office at any time.

Article 6: Standing Committees

SECTION 1: CREATION AND MEMBERSHIP OF STANDING COMMITTEES

The Executive Committee of ISAPA shall create and determine the powers of the standing committees and such other committees as may be deemed necessary and advisable in conducting the business and operational affairs of ISAPA.

SECTION 2: STANDING COMMITTEES

The standing committees of ISAPA are as follows.

a: World Congress Liaison Committee. The Liaison Committee shall be responsible for coordinating contact between ISAPA and the World Congress Program Committee and the local host committee. The chairperson of the Liaison Committee will be a member of the Executive Committee, who will serve with four other members: the future World Congress Program chair, the immediate past World Congress Program chair, and two additional members of the Executive Committee.

b: Membership Committee. The Membership Committee shall be responsible for promoting membership in ISAPA, including recruiting new members and retaining current ones. The chairperson of the Membership Committee will be a member of the Executive Committee, who will serve with four other members: two other members of the Executive Committee and two members at large of ISAPA.

c: Nominating Committee. The Nominating Committee shall be responsible for preparing the list of candidates for ISAPA's biennial election. The chairperson
of the nominating committee will be a member of the Executive Committee, who will serve with four other members: two members of the Executive Committee and two members at large of ISAPA.

d: Publication Committee. The Publication Committee shall be responsible for publishing a biannual newsletter and for maintaining relations between ISAPA and the academic journal designated as the official journal of ISAPA. The chairperson of the Publication Committee will be elected from the membership of the Executive Committee and will serve with two other nonofficer members of the Executive Committee.

e: Scientific Committee. The Scientific Committee shall be responsible for the development of consensus statements and the preparation of scientific advisory documents. The president of ISAPA will chair this committee. Members will be appointed by the president and confirmed by majority vote of the Executive Committee.

SECTION 3: OPERATING PROCEDURES FOR STANDING COMMITTEES

a. No committee shall have the power to bind the society except when specifically authorized by the Executive Committee in writing.

b. The terms of office of each member of any committee, unless otherwise stated in these Bylaws or specifically approved by resolution of the Executive Committee, shall be four years, with half the committee appointed biennially, starting in 2001. The term of office of the chairperson of each standing committee will be two years, with reappointment for a second two-year term at the discretion of the Executive Committee. The World Congress Liaison Committee will remain intact for the entire four-year period between World Congresses.

c. At-large membership on any committee shall be open to any member of ISAPA and shall be based on the qualifications and expertise needed to carry out the responsibilities of the committee.

d. Fifty percent of the members of a committee will constitute a quorum. When a quorum is present, the act of the majority of members present shall constitute a legal action of the committee.

e. A written commission describing the duties and obligations of each standing committee shall be prepared and approved by the Executive Committee. This commission will outline the committee’s responsibilities.

Article 7: Miscellaneous

SECTION 1: FISCAL AND MEMBERSHIP YEAR

Both the fiscal and the membership years of ISAPA shall begin on the 1st day of January of each year and end on the following 31st day of December.

SECTION 2: OPERATING EXPENSES

The funds of ISAPA shall be used only for approved expenses of ISAPA. ISAPA shall not plan nor operate a deficit budget for any year.
SECTION 3: NONDISCRIMINATION

No discrimination shall be made in the appointment of officers, committee members, volunteers, or vendors on the basis of ethnic background, race, gender, age, religious preference, sexual orientation, political affiliation, or physical disability.

Article 8: Amendments to the Bylaws

SECTION 1: AMENDMENTS

These Bylaws may be altered, amended, or repealed only on the recommendation of the Executive Committee, followed by approval of two thirds of the responding voting membership of ISAPA, registered by written ballot. In order for the Bylaws to be amended, at least 50 percent of the voting membership of ISAPA must complete valid ballots.