

Provisional Constitution of the International Society for Fat Research (ISF)

Accepted by ISF Board in Virtual Meeting 24-10-23 (This document supercedes all preceding versions of the ISF Constitution.)

Preamble

The International Society for Fat Research (ISF) was founded in 1954 on initiative of Prof. Hans Paul Kaufmann, founder and president of the German Society for Fat Science (DGF) to:

- create an international network of specialists engaged in research on fat and fat products and in the related fields of general and agricultural chemistry, biology, food sciences, medicine, pharmacy, an engineering and technology;
- encourage the advancement of the chemistry and technology of oils, fats, their constituents and compounds, and all allied and associated products, and to promote research in these fields;
- increase and disseminate chemical, biological, and technological knowledge in the lipids, oils & olieochemicals fat field through international meetings, discussions, publications, and other means; and help in developing standards of oils and allied products
- promote professional training.

With a minimum of organization and administration, ISF has developed into a global forum for professionals in the fields of lipids and fats and oils, complementing the activities of national and regional organizations from different continents.

Name

The Society shall continue to be named "The International Society for Fat Research (ISF)." It is a federation of national and regional scientific associations active in the areas of fats, oils and lipids.

Mission

The mission of the ISF is to stimulate the exchange of high quality information about fats, oils, lipids, and related materials through global cooperation with fats and oils organizations by:

- 1) Enhancing their meetings through excellent programming, and by
- 2) Attracting a larger and more international audience to their meetings.

Objectives

The objectives of the ISF are to:

promote all actions leading to an increase of scientific and technological knowledge in the fields of lipids, fats and oils, and to encourage its diffusion;
promote cooperation and exchange of information between the constituent societies and associations;

to promote the science and technology of lipids on a global level to promote co-operation and interaction between scientists on a global level;
to promote public understanding and acceptance of lipid science and technology globally;
to plan for the presentation of the ISF Lecture Series at a host organization from the ISF membership.

Duties and Responsibilities of the Executive Board

The ISF Board shall be made up of two distinctly functioning entities:

- 1) The Executive Board includes up to two representatives from each organization that is eligible to host an ISF Congress
- 2) The Extended Board is made up by the Executive Board and maximum two representatives from each organization that is not represented on the Executive Board.

The role of the Extended Board is to review, advise and ratify the activities of the Executive Board. The Extended Board is responsible for receiving and ruling on requests for membership from qualified organizations.

The Executive Board shall serve as the Executive Committee of ISF. The Executive Board shall make regular reports of their meetings, decisions, and recommendations to the Extended Board. The ISF president, who chairs the ISF Boards shall be proposed by the host organization of the next ISF Lectureship Series and approved by the ISF Executive Board.

Member organizations are expected to:

- provide active representatives at the meetings of the ISF which are scheduled bi-annually at the joint ISF meeting, and once annually at the membership meeting of the host organizations of the next upcoming ISF meeting.
- provide direct assistance in the promotion of ISF meetings

Qualification to Host an ISF Meeting

Members organizations that wish to host an ISF meeting must apply to do so in writing to the Executive Board. Upon recommendation of the Executive Board, the Extended Board reviews and endorses or rejects the application for status as a Executive Board member group.

In order to apply to host an ISF Congress, an organization must meet the following criteria:

1. Be classified as an individual membership scientific organization
2. Host a regularly scheduled international scientific meeting of 300+ attendees in English or with English translation; and

3. Send a representative to meetings of the Executive Board (once annually)

Membership

Organizations may become members of the ISF by petitioning the Extended Board for membership. Eligible organizations must fit the following profile:

Non-commercial, individual membership societies serving the interests of professionals in fields pertaining to fats, oils, and lipids, related materials and their products (e.g. surfactants, oleochemicals, and soaps & detergents.)

All member groups have one vote on the Extended Board. Member groups that petition and are approved to host the ISF lectures are also represented on the Executive Board, having one vote in that group as well as responsibilities associated with that body.

Removal from Membership

Member organizations may resign by sending a letter of resignation to the ISF Executive Board. They cease to be members of the Federation upon receipt of the letter by the Executive Board, and the subsequent report of receipt to the Extended Board.

The Executive Board may recommend, and the Extended Board will review and ratify removal of member groups when serious grounds have been established and the party concerned has been duly informed of cause and given an opportunity to respond.

Governance

The governing body of ISF is the Extended Board.

Decisions and Voting

Except on the matter of dissolution of the ISF, a majority vote of members present shall decide issues coming before either the Extended and Executive Boards. Members of the Extended and Executive Boards shall have only one vote per organization on any issue coming before the group of which the individual is a member.

Meetings of the Board of Directors and Executive Committee

The Executive Board shall meet at least once a year in person and at other times as the Board deems necessary to conduct ISF business. The Extended Board shall meet at each ISF meeting (every two years).

No expenses shall be paid by the ISF to facilitate travel by representatives of member groups to attend meetings of the Executive or Extended Board.

Committees

The Executive Board shall be empowered to appoint special committees from the Extended Board or from other volunteer sectors to undertake special tasks necessary to pursue the ISF mission.

ISF Secretariat

The Secretariat of the ISF shall reside for the year prior and the year of the next ISF meeting with the host organization for that meeting. The Secretariat is responsible for administration of the ISF website as soon as is feasible following the ISF meeting preceding their own. A virtual head office (secretariate) of ISF will be maintained on website of ISF by host organization through executive secretary (to be appointed by host organization).

The archives of the ISF shall be maintained at an organization that is a member of the Executive Board.¹

Finances

The host organization assumes all responsibility for ISF-related finances including, but not limited to, speaker expense, ISF awardee travel expense, marketing and meeting logistics.

Awards

The ISF Executive Board may establish awards to recognise outstanding research, service to the ISF and/or its mission, and for other reasons consistent with the mission of ISF.

To recognise the contributions of Researchers and Technologists to the science of fats and oils, and to the development of International co-operation in the fats and oils community, an ISF Award will be included at each congress to the best Lecture selected through a Procedure included in Annex I

ISF Lecturers receive a medal and a certificate. Both are provided by the Host organization of each ISF Lectureship Series The travel expenses the Awarded Lecturers are also covered by the host organization

Nominations shall be directed to the ISF Executive Board. Nominations are not accepted for persons from the hosting country or the country of the last awarded Lecturer. The awardee is selected by the Executive Board.

Amendments

The Constitution of the ISF may be amended by a majority vote of members present at a meeting of the Extended Board. Any proposals for change must be announced to the members three (3) months before a meeting of the ISF Board.

Dissolution

The ISF may be dissolved by a vote of two-thirds majority of the Extended Board after six (6) months notice and by written ballot. This ballot is prepared by the Executive Board and circulated from the organization currently serving as Secretariat. In the event that the Secretariat organization has ceased to be active, the ballot may be conducted by any member group of the Executive Board

¹ Resides at AOCS as of 2004.

Appendix

Characteristics of the ISF Meetings

The ISF lectures series is characterized as:

- at least three (3) lectures by high profile speakers, one of whom may be the ISF awardee.

- open to all attendees at the host meeting as part of the general registration fee

- on a subject addressing foods, detergents, oleochemicals or other related to lipid chemistry

The host organization is responsible to submit a plan for their meeting program, incorporating the ISF lectures, to the Executive Board, at the ISF meeting preceding their own.