

# **BYE-LAWS for the ISEKI-Food Association (IFA)**

European Association for Integrating Food Science and Engineering Knowledge  
into the Food Chain

## **Preamble**

The activities of the ISEKI-Food Association will be regulated by the following Bye-laws to ensure good management of the association. The structure of the Bye-Laws must be accepted by the General Assembly. Amendments may be developed by and must be approved by the Board.

## **1. Secretariat General (SG)**

The SG together with the headquarters of the Association shall be located in Vienna (Austria), and shall be managed by the Secretary General.

The Association shall have a dedicated banking account in Austria, where the Secretary General and the President are the sole signatories, and a third person (accountant) co-signatory with the Secretary General.

## **2. Purposes of the Association**

In order to serve the purposes of the Association, a Forum of Universities, Research Institutions, Food Companies and related Associations shall be established and supported by IFA Working Groups. The Board of IFA shall advise and assist.

Working Groups shall ensure the development and execution of all IFA activities. The Board can furthermore establish specific Working Groups to deal with particular tasks or can involve external consultants for special purposes.

## **3. ISEKI-Food Academy**

According to Art.2 (3) of the ISEKI-Food Association (IFA) Statutes, the "Creation of internal bodies for promoting the integration of science and engineering knowledge in the food chain and for recognition of outstanding achievements (e.g. through an ISEKI-Academy) of scientific and technical expertise" is possible. It is planned that an ISEKI-Academy (IA) should be founded and formed. The Academy should also act as an advisory resource to IFA.

### **a. PURPOSE**

- to recognise and identify individuals with high reputation, especially from the ISEKI-Food members and partners, for their outstanding contributions to the integration of Food Science and Engineering Knowledge into the Food Chain,
- to promote international integration and exchange of information, also from other sciences of importance for the ISEKI-Food activities,
- to provide recognition to individuals who have supported international education and training in the field of Food Science and Engineering Knowledge,
- to promote scientific endeavor and encourages communication, discussion and interaction with similar groups,
- to identify individuals for their highly distinguished PhD studies.

### **b. MANAGEMENT**

- The ISEKI Academy should be formed under the umbrella of IFA.
- The Academy will be guided by an individual nominated by the Board of IFA.

### **c. MEMBERSHIP OF THE ACADEMY**

- The standard Awards of the Academy should be "Member of the ISEKI-Food Academy" or "ISEKI-Food PhD-Award"

- The nomination (proposals) of persons for election is an important activity of the Academy and should be done by a:
  - IA-Nominator form (available at IFA website)
  - The election (up to 6 candidates) takes place prior to an IFA conference, and the result should be announced at a conference.
- Proposals for the Award shall be made by Coordinators of ISEKI-Food Association Working Groups, ISEKI-Food Academy members and other recognised entities, and shall be approved by the Board of IFA according to the following selection criteria:
  - Work experience and activities conducted in the food industry in their own country and internationally
  - National and international professional reputation
  - Published works, taking into account the nature of their employment and opportunities for publication
  - Contribution to their profession as a food scientist/technologist and/or the overall success of the ISEKI-Food Association (IFA)
- Candidates should be active professionally but not necessarily in full-time employment
- It is foreseen that up to 6 members per conference may be elected for the ISEKI-Academy. There is no limitation to the number of members to IA.

**d. OTHER PROCEDURES**

- The IA should have at least one meeting a year (in conjunction with an IFA-Board-Meeting) to prepare a report of activities for the IFA-Board.
- Details of items 3a) to 3c) should be included in amendments prepared by the IFA-Board, that is also responsible for its implementation.

## **4. Financing**

The Membership Fees shall be fixed for 3 years by the General Assembly and published on the website, whereas a yearly index-linked adaptation (Austrian inflation rate) may be determined, but shall not exceed 3%.

## **5. The General Assembly (GA)**

The GA shall have the following tasks, in addition to the detailed responsibilities outlined in the Statutes of IFA. The GA is the formal decision making body of the Association, and has final authority with respect to all matters of the Association.

Meetings of the GA are open to all interested persons. The Chair may permit any interested person to participate in the discussions without the right to vote.

## **6. The Board**

The Board shall be elected by the General Assembly. To be eligible for the Board, an individual must have been a member of the association for at least two consecutive years.

The Board members execute their function as Board member on an honorary basis. Representation allowances or reimbursements of costs incurred shall be permitted. Additional work e.g. in projects can be remunerated.

The Board is responsible for the following tasks, in addition to those assigned by the Statutes:

- a) to decide upon topics to be dealt with by the Working Groups
- b) to appoint and dismiss Chairmen of the Working Groups
- c) to determine the date and place of the General Assembly. The Secretary General shall prepare the agenda in consultation with the President
- d) to determine events to be organised by the Association. The organisation shall be the responsibility of the SG assisted by the Board, the Working Groups and, at the discretion of the SG, by involvement of other Institutions, Organisations etc.
- e) The Board shall determine the publication of all assignments (§3, 1d), which are produced by the Working Groups or other parties, as determined by the SG

- f) National and International “Strategic Alliances” shall be established to ensure professional or administrative cooperation in certain fields, to serve the purposes of the association (§2)
- g) the Board shall decide upon what expert advice shall be taken and on the execution of technical assignments
- h) The Board decides upon “Strategic Alliances”.

## **7. The President**

The President shall be elected by the General Assembly for a three-year term; one consecutive re-election is possible. To be eligible for the position of President, an individual must have served at least one term on the Board.

If not re-elected to the next Board as President, Vice-President, Secretary General or Treasurer, is automatically member of the next Board as Past President.

The President shall be elected by the Board for a three-year term (by a simple majority of the Board members present at the time); re-election is possible.

- a) The President shall officially represent the Association in its dealings with other bodies and third parties
- b) The President shall be responsible for Liaison with National, Regional and/or International Organisations and other official bodies
- c) The President shall chair the General Assembly, according to the Statutes, and shall be responsible for carrying out its decisions
- d) Together with the Secretary General, she/he shall confirm decisions and sign any documents which commit the Association in any way
- i) The President is responsible for all other tasks of the Association which are not specifically mentioned in the Bye-Laws

## **8. The Vice-President**

The Vice-President shall be elected by the General Assembly for a three-year term; one consecutive re-election is possible. They shall support the President in carrying out their duties, and shall represent the Association in cases where the President is unable to fulfil their duties.

## **9. Past President**

If either the Secretary General or Deputy Secretary General is unable to fulfil their duties, the Past President shall take over their responsibilities.

## **10. The Secretary General and deputy**

The Secretary General shall be elected in the General Assembly for a three-year-term; one consecutive re-election is possible. Re-election of the deputy is possible.

If not re-elected to the next Board as President, Vice-President, Secretary General or Treasurer, is automatically member of the next Board as Deputy Secretary General.

The Secretary General shall have the following tasks and duties:

- a) to assist the Board Members in the fulfilment of their duties and provide all necessary information
- b) to prepare the draft budget and the annual financial report
- c) to manage the funds of the Association in line with the approved budget
- d) to make all necessary documents available to the Auditors to ensure appropriate verification of the finances of IFA
- e) to have the right to recruit the staff required to establish and run the office of the Secretariat General, within the range of the approved budget
- f) to be entitled to reimburse expenses and payments for work done on behalf of IFA, with the agreement of the Board

- g) to be responsible for general correspondence with all members (membership notes included) and all mailings of the Association
- h) to coordinate all publishing activities
- i) to inform the Austrian authorities relating to any changes concerning the composition of the Board within 3 months after the General Assembly
- j) to establish and maintain an internet platform according to §3 of the Statutes, assisted by the Board Members, the President and/or Working Groups

## **11. The Treasurer and deputy**

The treasurer and the deputy shall be elected for a three-year-term; re-election is possible. The Treasurer and deputy shall have the following responsibilities:

- a) assist the Secretary General in the tasks 10 b), c) and d) and If the Secretary General is unable to fulfil her/his duties as of 10 b), c) and d), the treasurer shall take over her/his responsibilities
- b) collect budget requirements for budget forecast (in agreement with team-leaders, chairs of SIGS, etc.)
- c) organize accounting
- d) organize the accounting for sub sections

## **12. Financial Auditors**

The Financial Auditors shall be elected by the General Assembly for a three-year-term; re-election is possible. They shall have the following responsibilities:

- a) Supervision and examination of the statement of the account
- b) Ensure the financial issues according budget and statutes
- c) Report to the General Assembly

## **13. National Representatives (NR), Chairs of IFA-Regional Sections (Regional Representatives RR) and their deputies**

NR and their deputies have to be member of the ISEKI-Food Association. NR and their deputies shall be nominated by the Coordinator of the NR in agreement with proposals of the country members.

RR and their deputies shall be elected by the members of the Subsection for a three-year-term; re-election is possible.

NR, RR and their deputies shall have the following responsibilities and rights:

- a) to promote the aims and activities of the ISEKI-Food Association in their country/region
- b) to be the official contact person between the ISEKI-Food Association and national bodies, including universities, research organisation/institutions, associations, official and private bodies (companies, enterprises, foundations, cooperatives) and all interested scientists in their country and represent it in the General Assembly
- c) to publicise the activities and working results of the ISEKI-Food Association in their country/region (information about projects, newsletter, calendar of events etc.)
- d) to promote the participation of the ISEKI-Food Association in projects of interest in their country/region
- e) to recruit new members for the ISEKI-Food Association
- f) to manage and keep updated the country/region specific part of the web site and dissemination materials
- g) to work mainly on an honorary basis
- h) to select and propose members for the ISEKI-Food Association-Academy to the Board (General Assembly)
- i) to participate in the nomination process of the ISEKI-Food Association officials (President, Vice-president, Board members etc.) through proposals to the Board (General Assembly)
- j) to participate in defining the policies and programmes of the ISEKI-Food Association through proposals to the Board (General Assembly)
- k) to assist and support meetings or events in the country/region under the auspices of the ISEKI-Food Association
- l) to be assisted in organising meetings or events under the auspices of the ISEKI-Food Association

- m) Prepare yearly report of activities and plan for next year including resources needed
- n) after each 3 year term, the Board will determine what benefits will be given in recognition of their work

In addition to that the RR and their deputies shall have the following responsibilities:

- a) to run an IFA-office

#### **14. Coordinator of the NR and deputy**

The Coordinator of the NR and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) to coordinate the activities of the ISEKI-Food Association in different countries assisted by the NR
- b) to be the official contact person between the ISEKI-Food Association and NR
- c) to support the NR through a help desk
- d) to work mainly on an honorary basis
- e) Prepare yearly report of activities and plan for next year including resources needed

#### **15. Chair and deputy of the IFA Academy**

The Chairman of the IFA Academy and deputy shall have the following responsibilities:

- a) Responsible for the overall management of the Academy
- b) Stimulating international education and training and science communication
- c) Prepare yearly report of activities and plan for next year including resources needed

#### **16. Team Leader “Public Relations” and deputy**

The Team Leader “Public Relations” and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) supervising the contents of the IFA website and of any other web based service tool, also in collaboration with leaders of other teams and boards.
- b) Update materials and tools: leaflets, poster, presentations, articles etc
- c) Organise the IFA-newsletter
- d) developing tools in collaboration with the IFA board and IFA regional sections to disseminate the activities of the Association, including website, newsletter, e-journal, etc.
- e) supporting the activities of the National Representatives, by identifying a coordinator and developing a support help desk
- f) Improving the relationship with other associations and organisations of interest within the main IFA aims
- g) planning and development of activities aimed to sponsor IFA
- h) promoting and supporting collaboration of IFA in projects of interest
- i) Identify a coordinator for NR
- j) job opportunities
- k) delegate other or him/herself to attend conferences to represent the association interests
- l) prepare yearly report of activities and plan for next year including resources needed

#### **17. Team Leader “Publications” and deputy**

The Team Leader “Publications” and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) manage books and publications
- b) develop new books and publication opportunities
- c) manage and interact with publishing companies
- d) Manage IFA e-journal

- e) contract work with publishers
- f) prepare yearly report of activities and plan for next year including resources needed

#### **18. Team Leader “Quality Assurance” and deputy**

The Team Leader “Quality Assurance” and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) Manage certification process and label
- b) Develop and update quality assurance concept for IFA training
- c) Manage the curricula database
- d) Prepare yearly report of activities and plan for next year including resources needed

#### **19. Team Leader “Education and Training” and deputy**

The Team Leader “Education and Training” and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) Manage organisation and promotion of workshops, seminars, short courses, webinars and other training events
- b) Manage organisation and promotion of E-learning platform
- c) Manage training related databases like: on teaching materials, pilot plants, laboratory equipment, etc.
- d) Manage organisation and promotion of workshops for PhD students, post doctoral fellows, etc.
- e) Prepare yearly report of activities and plan for next year including resources needed

#### **20. Team Leader “Research – Education –Industry” and deputy**

The Team Leader “Research – Education –Industry” and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) To contribute to better interactions between education, research and industry
- b) Coordinate SIGs
- c) Manage Stakeholders data base
- d) Give support in coordination of research projects
- e) Manage PICAM platform for exchange of students/staff
- f) Manage Experts data base
- g) Manage Job market
- h) Prepare yearly report of activities and plan for next year including resources needed

#### **21. Chair SIG and deputy**

The Chair SIG and the deputy shall be nominated by the Board. They shall have the following responsibilities:

- a) Manage the update of the relevant web pages in cooperation with PR-leader
- b) Prepare yearly report of activities and plan for next year including resources needed

#### **22. Chair of Advisory Committee**

The Chairman of Advisory Committee shall be nominated by the Board and will be contacted by the IFA board regarding scientific or any other matters (preparation or examination of statements, recommendations etc.).

#### **23. Conflict of interest**

In the event of a conflict of interest between a member of the association, including a member of an association body, and the association itself, the Arbitration Committee should decide whether such a conflict of interest actually exists and have the right to order the necessary measures with binding effect.

A conflict of interest exists when the personal interests of a member of the association -including and especially of a member of an association body - are or could be in conflict with the interests of the association, directly or indirectly.

In such a case, the member of the association concerned is obliged to disclose this possible conflict of interest to the Board of the association. If the latter subsequently believes that a conflict of interest actually exists or is possible, the Board or the member affected by the conflict of interest will call the association Arbitration Committee, which will then set the further steps. This is not necessary if the situation concerned can be resolved without further ado.

One of the first measures that the Arbitration Committee can take is the prohibition of the planned measure and, if necessary, the exclusion of the member affected by the conflict of interest from the association body to which they belong or from the association itself, including the Board. Only in the event that such an amicable solution is not possible does the Arbitration Committee have to make a corresponding decision and take measures.

The circumstances of a conflict of interest are subject to confidentiality both by the Board of directors and by the Arbitration Committee. This may only be deviated from if there is a resolution of the Board that unanimously states that the conflict of interest must be made public in the interest of the association (e.g. using it as an example).

## **24. Elections procedure for the Board**

24.1. The Secretary General shall convene the General Assembly for elections six weeks prior to the scheduled date.

24.2. The Board shall nominate an Election Commission consisting of at least two senior members to manage the election process, including receiving and validating candidacies. The Election Commission will receive support from the association secretariat to set up electronic voting and messaging to the General Assembly.

24.3. The Election Commission shall open the candidacies two months prior to the General Assembly and must inform the Board and the General Assembly of the final list of candidates at least three weeks before the scheduled date. To be admitted, candidates must have paid the required fees and provided a photo, name, a short CV of up to 150 words, and a motivation letter of 150 words.

24.4. If the former Secretary General waives the right to be member of the Board as Deputy Secretary General, then the position will be opened for candidacies.

24.5. Candidacies are individual and must be submitted for one of the following positions: President, Vice-President, Secretary General, Treasurer, Deputy Secretary General, Deputy Treasurer, or one of the other Board members.

24.6. Each General Assembly member may vote for only one candidate for each position. The elections may take place in a face-to-face meeting or online (in which case, the voting period will last for five days).

24.7. The voting results will determine the occupant of each position. If a candidate is not elected for any of the six positions mentioned in paragraph 24.3, their votes will be counted for their candidacy as a Board member, except for former President and Secretary General, who will have their positions assured as Past President and Deputy Secretary General, respectively.

24.8. The Election Commission will define beforehand the criteria to apply in the case of tied votes for any given position.