

The Rules and Constitution of The Society for Trace Elements in Man and Animals (TEMA)

1. The name of the Society is The Society for Trace Elements in Man and Animals (TEMA).

Society emblem

2. The Society emblem is as pictured in Annex 1 to these Rules.

Objects of the Society:

3. The object of the Society is the advancement of science [Charitable Purpose (g)], and specifically:

- To share scientific knowledge through the Society's activities, principally international symposia attended by about 300-500 delegates from different countries, with plenary presentations from acknowledged World experts in trace element research and session speakers who wish to disseminate their research findings. This includes postgraduate students and junior researchers. The symposia are usually triennial, hosted alternately at different venues in America, Europe or Asia and organised by a Local Organising Committee in consultation with the Society's Parent Committee.
- To stimulate scientific exploration and debate concerning the role, mechanism, and application of trace elements in the broad fields including molecular biology, biochemistry, physiology, nutrition, human and veterinary medicine, immunology, toxicology, chemistry, agriculture, ecology, and environmental and natural resource sustainability.
- To help train and promote next generation of scientists and professionals interested in trace elements.
- To engage and educate the public, industry, and the policy-makers with scientific progress in the field.
- To promote translational research of trace elements and field applications of new knowledge and technology in the related field.
- To publish the proceedings of each symposium as abstracts and/or full articles and make this available to the public.
- To create a forum in which international researchers can meet and form research collaborations and networks of collaborators whose complementary skills and expertise can forge new lines of research and generate new discoveries.
- To give awards and travel grants to full members and student members for professional recognition and supporting their career development.
- To maintain a Society website that disseminates its activities and meeting minutes, and provides information to the public about the purpose and management of TEMA.

TEMA was founded in 1969 at the Rowett Research Institute in Aberdeen UK and successful triennial symposia have been held in Aberdeen, UK; Wisconsin, USA; Munich, Germany; Perth, Australia; Aberdeen, UK; Asilomar, USA; Dubrovnik, Croatia; Dresden, Germany; Banff, Canada; Evian, France; Berkeley, USA; Coleraine, UK; Pucon, Chile; Enshi, China; Orlando, USA and St. Petersburg, Russia. TEMA is now the most established international Trace Element Society in the World and the symposia cover diverse topics related to humans and animals but include model systems (e.g. micro-organisms) and trace metals in edible plants and products.

The TEMA Society is an impartial scientific organisation which does not promote any commercial product or viewpoint. Professional cooperation and sponsorship is permitted so long as there is no personal or promotional benefit or conflict of interest from such associations.

Society membership

4. Membership is open to those who have an interest, education and/or practical experience in the biological role of essential or non-essential trace metals in humans and animals.

5. At the present time, membership is free but this will be reviewed in advance of each symposium and the Constitution will be modified if this is deemed appropriate by the Parent Committee.

6. To become a member, an applicant must complete and submit an application form including a short summary of their experience and interest in trace element biology. Applicants will be reviewed by nominated members of the Parent Committee.

7. Members may be eligible for discounts on, for example, symposia fees. Members will be allowed to vote in Society General Meetings and play a role in Society activities including being co-opted to serve on the Parent Committee or other Society committees.

8. Each membership applicant must agree that they have been given and have read a copy of this Constitution, that they support the objects of the Society and that they agree to be bound by the Rules immediately upon admission to membership.

9. The signatories to these Rules are the first members of the Society.

Officers and their Duties

10. The Society has the following Officers, who are elected by the members for six year terms:

President - Who calls and chairs all General Meetings and all Parent Committee meetings and is responsible for directing the society activities.

Secretary - Who is responsible for the keeping of all books and records of the Society, including the Members' Register (containing the name and address of every member and such other contact details as the member supplies) and the taking of minutes of all General Meetings and Parent Committee Meetings. The Secretary will take guardianship of the Society's collection of historical symposia proceedings and publications and make their contents available to members and the public within copyright agreements.

Treasurer - Who ensures that the financial affairs of the Society are kept in good order and that annual accounts and a financial report are submitted to the Parent Committee for it to be presented to the members at the General Meetings.

The roles of Secretary and Treasurer may be held by one elected person.

Early Career Stage Representative – Elected at each symposium from nominated delegates aged under 30 to serve until the following symposium (usually 3 years) and represent the views of young TEMA Society members.

Parent Committee

11. The day-to-day running of the Society is under the control of the Parent Committee which consists of:

The 3 Officers of the Society;

No more than 5 other members of the Society, co-opted by the Parent Committee at any time for a period of no more than 6 years. Under exceptional circumstances, this period may be extended to ensure that no more than half of the Committee membership is changed at any one time.

Usually, the chair and organiser of the next symposium will be co-opted to the Committee at the previous symposium in order that the Committee can oversee and advise on the conference organisation.

12. A quorum for Parent Committee meetings is 3.

13. The members present will elect a chair for that meeting whenever the Chairperson is not present.

14. Minutes of Parent Committee meetings must be taken and made available to all Society members.

15. The Parent Committee has the following powers and responsibilities:

Supervision and direction of the day to day running of the Society.

Preparation and presentation to the General Meeting of a written annual report on the Society and its activities (annexing the annual accounts and the Treasurer's financial report).

Appointment of sub-committees, whose membership must include at least one member of the Parent Committee, to which it may delegate powers and duties on such terms as the Parent Committee thinks fit.

Evaluate proposals to host TEMA symposia. This is usually accomplished at the antepenultimate symposium by competitive submission of proposals from the membership and interview.

Oversee symposium organisation including the allocation of plenary lectures and the Underwood lecture, in commemoration of Dr. Eric Underwood.

Consult as required with members of the Board of Trustees for advice on the management of the TEMA Parent Committee duties and responsibilities.

16. The Parent Committee may appoint a member to fill any casual vacancy on the Parent Committee until the next General Meeting.

17. Any member so appointed in 16 above must retire at the next General Meeting but may be elected as a member of the Parent Committee at that meeting.

18. Parent Committee members are only eligible for re-election for further terms as officers, or members of the Parent Committee for a maximum of 2 terms. The President, Secretary and Treasurer may remain Committee members for a further term after stepping down as officers, to ensure a smooth transition to newly-elected officers.

Board of Trustees/Directors

19. There are 5 permanent Trustees/Directors of the Society, who are elected by the General Meeting when positions become available. If the current President and Treasurer are not already members of the Board, then they will join Board meetings for as long as they hold these positions.

20. A General Meeting may remove or appoint Trustees at any time.

21. A Trustee holds office until death, resignation or removal by a General Meeting.

Management of Society funds

22. The Society financial year runs to 31 March. An income and expenditure account must be presented by the Treasurer to the Parent Committee at each meeting, which is normally scheduled during each triennial symposium.

23. Two Society members, who are not Parent Committee members, will be nominated by the Parent Committee as Auditors for three year terms and will audit the annual accounts.

24. Charitable donations to the Society can only be accepted if they are free of conditions and if there are no conflicts of interest.

25. The treasurer will be responsible for managing funds within the Society bank accounts and for making payments from these accounts for Society activities. Payments of up to £1,000 may be made by the Treasurer with the agreement of the co-signatory but payments over £1,000 must also be approved by the Society President.

26. All investment of Society funds over £2,500 in value requires approval by the Parent Committee and Board of Trustees/Directors for the benefit of the Society. Investment of £2,500 or below will be managed by the Treasurer with written approval from the President. The Treasurer may move funds between existing Society bank accounts without Board approval. There will be 2 signatories for cheque payments from the accounts but the treasurer alone may make electronic payments with written and signed consent from the co-signatory.

27. All interest and income generated from the Society funds will remain within the Society bank accounts or approved investments for the benefit of the Society.

28. At the end of his or her term, or on resignation, the Treasurer will coordinate with the Treasurer-Elect to ensure a smooth transition of funding management. The Society bank accounts are based in the UK and as far as possible, movement of funds across currency borders should be avoided.

General Meetings of Members

29. General Meeting: A General Meeting of all members should be held during the TEMA Society symposium (usually held every 3 years) or, failing that, as soon as possible thereafter when called by the Secretary on 14 days' written notice to the members stating the date, time and place of the meeting, and the business to be conducted. The business will include:

- (i) presentation and summary explanation by the Treasurer of the Society's annual accounts for the period since the last symposium.
- (ii) consideration of the Parent Committee's annual report;
- (iii) election of Officers, members of the Parent Committee and Auditors; and
- (iv) such resolutions as are stated in the notice of the meeting.

30. Special General Meeting: At any time the Parent Committee or any 2 members may by a joint written notice request the Secretary to call a meeting of members and the Secretary must then call a Special General Meeting on no less than 21 days' written notice to all members stating the date, time and place of the meeting, and the business to be conducted.

31. The quorum for the General Meeting and any Special General Meeting is 3 or at least 50% of voting members, whichever is larger.

32. The voting members present elect a chair for any General Meeting whenever the Society Chair is not present.

33. Minutes of the General Meetings must be taken and made available to all members.

Notices

34. Any notice required or allowed to be given to any member under these Rules is validly given if: (i) sent by email to that member's address in the Member's Register or (ii) given to him/her personally.

35. Any notice required or allowed to be given by any member to the Secretary under these Rules is validly given if sent by mail or email to the Secretary at the postal address or email most recently notified to members by the Secretary. It is deemed given when actually received at that address or email.

Resolutions and voting

36. Resolutions and other decisions at all General Meetings, Parent Committee or any sub-committee meetings are passed and made if so voted by a majority of those members present and voting when the vote is taken.

37. Voting may at the discretion of the Chair be undertaken by show of hands, by ballot or by show of hands followed by ballot.

38. Proxies are not allowed.

Employment and Other Contracts

39. The Society may engage employees on such terms as the Parent Committee decides.

40. All contracts of employment will be made by the Board of Trustees/Directors and will state that the Trustees/Directors are the employers on behalf of the Society for the time being.

41. The Secretary may enter into contracts as an agent for the members provided that no such contract involves property or money beyond the value of £1000.

42. All other contracts between the Society and any other person are made by the Trustees/Directors as agents for the members unless the Parent Committee instead authorises any one or more of the Officers or other members of the Parent Committee to enter into a contract as agent for the members.

Indemnities and limitation of liability

43. Full indemnity out of the Society funds is given to:

i) Trustees/Directors against all payments and other liabilities properly incurred by them as Trustees/Directors;

ii) Officers and other members of the Parent Committee against all payments and other liabilities properly incurred by them in the exercise of their duties or powers for the Society.

iii) Every Trustee, Officer, or other member entering into any contract on behalf of the members against all payments and other liabilities incurred by them in connection with that contract

44. The liability of Trustees/Directors, Officers or other members entering into any contract for the Society and the liability of any members on whose behalf the contract is made is limited to the assets of the Society.

45. The limit of each members indemnity given to Trustees/Directors, Officers or other members in any calendar year in relation to any contracts entered into by them for the Society is a sum equal to one year's membership subscription.

Legal Proceedings

46. No Trustees, Officers or members shall be bound to bring or defend any actual or prospective claim or proceedings or incur any actual or prospective liability for legal costs (including to any legal costs that may be payable to another party) unless they are first satisfied that they shall be sufficiently indemnified or otherwise protected against having to pay such costs and any other judgment against them (except as to the extent of one year's membership subscription) in one or more of the following ways: (i) indemnity out of the Society's assets (ii) personal indemnities from some or all of the members (iii) legal expenses insurance.

Borrowing and charges

47. The Parent Committee may borrow money if authorised by a resolution of the members in General Meeting and on the terms authorised in that resolution.

48. The Trustees/Directors shall make such dispositions of Society property and enter into such agreements as the Parent Committee directs for the giving of security for such borrowing.

49. All members whether or not voting on such resolution, and all members joining the Society after the passing of such resolution are to be taken to have assented to the resolution as if they had voted in favour.

Amendment of the Rules

50. These Rules maybe amended by a resolution in a General Meeting passed by more than 50% of the members present and voting, when the vote is taken.

Dissolution

51. The Society may be dissolved by a resolution passed by strictly more than 50% of the members present when the vote is taken but only if there are at least 50% of all members voting in favour of the resolution.


52. The resolution takes effect immediately unless it expressly states that it is to take effect on a specified date not more than 4 weeks later.

53. As soon as the resolution takes effect the Parent Committee must pay or otherwise settle all debts and other liabilities of the Society and divide any Society property among the members equally. For these purposes the Parent Committee may decide on the sale or other realisation of Society property as it thinks fit.

Headings


54. The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation.

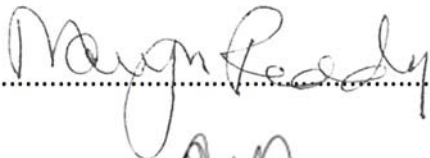
Adopted this 7th day of June 2022


.....Professor Xingen Lei, President


..... Professor John H. Beattie, Secretary and Treasurer

..... Professor Robert J. Cousins, Member


.....Professor Lothar Rink, Member


.....Professor Manju Reddy, Member


.....Professor Miguel Arredondo, Member


.....Professor Anatoly Skalny, Member

Annex 1

The Society logo is:

