



**BY-LAWS OF CINP  
(Collegium Internationale Neuro-Psychopharmacologicum)**

**Association domiciled in Zurich, Switzerland**

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**I Classes of Members**

Applications for all classes of members shall be made upon forms or on the Association's Web site as authorised by the Executive Committee. The Credentials and Membership Committee will review all applications and make recommendations for acceptance into a class of membership to the Executive Committee. Those individuals approved for membership by the Executive Committee will be announced electronically to the Body of Members annually.

**1. Founding Members**

- (a) Founding Members are the individuals responsible for the founding of CINP in 1957.
- (b) Unless they have become Emeritus Fellows, Founding Members shall be eligible to participate in all activities of CINP, as well as to vote, hold office, serve as members of committees, propose amendments to the Constitution and By-Laws, and nominate candidates for officers and members of Council.
- (c) Unless they have become Emeritus Fellows, Founding Members shall be obliged to pay membership fees and only paid up Founding Members will have the right to vote. They shall receive all official material distributed by CINP to the membership and be entitled to a discount for publishing in the CINP Journal International Journal of Neuropsychopharmacology ("CINP Journal").

**2. Members**

- (a) Members shall have training or experience in any of the biomedical fields relevant to neuropsychopharmacology, and have earned an M.D., Ph.D. or equivalent degree and can demonstrate to the Credentials and Membership Committee they are active researchers in some aspect of neuropsychopharmacology.

- (b) Members, after paying their annual fees each year, shall have all privileges of Founding Members, as described in Article I, Paragraph 1(b).
- (c) Members shall be obliged to pay membership fees. They shall receive all official material distributed to the membership and be entitled to a discount for publishing in the CINP Journal.

### **3. Fellows**

- (a) A member may apply to become a Fellow of CINP after being a member of the Association for 5 years. The Credentials and Membership Committee will decide if the applicant has made significant contributions to the Society consistent with the applicant being raised to the level of Fellow. Such contributions would include:
  - (a) Regularly attendance at CINP meetings.
  - (b) Presenting on behalf of CINP at educational meetings.
  - (c) Being on the Editorial Board or being a reviewer for the International Journal of Neuropsychopharmacology.
  - (d) Serving on CINP committees.
  - (e) Serving as a CINP mentor.

In exceptional circumstances, upon recommendation of the Credentials and Membership Committee, the Executive Committee may authorise admittance as a Fellow to an applicant who meets all the criteria for admission as a Member (Article I, Paragraph 2(a)) and has an outstanding record of research in the field of Neuropsychopharmacology.

- (b) Fellows, after paying their annual fees each year, shall have all privileges of Founding Members, as described in Article I, Paragraph 1(b).
- (c) Fellows shall be obliged to pay membership fees. They shall receive all official material distributed to the membership and be entitled to a discount for publishing in the CINP Journal.

### **4. Associate Members**

- (a) Associate Members shall have training or experience in any of the fields relevant to basic or clinical neuropsychopharmacology, including psychiatrists with a clinical focus in psychopharmacology. They must demonstrate to the Credentials and Membership Committee their sincere interest and ability in some aspect of neuropsychopharmacology.
- (b) Associate Members are not eligible to vote, hold office, serve as members of committees, propose amendments to the Constitution and By-Laws or nominate candidates for officers and members of Council.

- (c) Associate Members shall be obliged to pay membership fees. They shall receive all official material distributed to the membership and will be entitled to a discount for publishing in the CINI Journal.
- (d) Associate Members can apply to the Credentials and Membership Committee to become a Member or Fellow on achieving the required milestones.

## **5. Emeritus Fellows**

- (a) Any Member or Fellow in good standing who has been a member for not less than 15 years, has reached the age of 65, and is no longer engaged in scientific or professional activities (or because of other circumstances acceptable to the Executive Committee), may apply to become an Emeritus Fellow..
- (b) Emeritus Fellows are not eligible to vote, hold office, serve as members of committees, propose amendments to the Constitution and By-Laws or nominate candidates for officers and members of Council.
- (c) Emeritus Fellows do not have to pay membership fees but shall receive all official material distributed to the membership. Emeritus Fellows shall be entitled to a discount for publishing in the CINI Journal.

## **6. Honorary Fellows**

- (a) Any person who, in the view of the Executive Committee, has made an outstanding contribution to the field of neuropsychopharmacology may be designated an Honorary Fellow. Membership in CINI shall not exclude such consideration.
- (b) Honorary Fellows are not eligible to vote, hold office, serve as members of committees, propose amendments to the Constitution and By-Laws or nominate candidates for officers and members of Council.
- (c) Honorary Fellows do not have to pay membership fees but shall receive all official material distributed to the membership. Honorary Fellows shall be entitled to a discount for publishing in the CINI Journal.

## **7. Supporting Members**

Supporting Members can be designated as Patron, Benefactor, Sponsor or Contributor as deemed appropriate by the Executive Committee and approved by the Finance and Budget Committee in consultation with the Treasurer and President.

## 8. Corporate Members

Institutions or corporate organisations who contribute financially to support CINP are permitted to name an individual(s) as a corporate member(s). Corporate members shall receive all official material distributed to the membership but shall pay no membership fees. Corporate members will not be eligible to vote, hold office, serve as members of committees, propose amendments to the Constitution and By-Laws or nominate candidates for officers and members of Council. They are not entitled to a discount for publishing in the CINP Journal. Corporate members will be listed in the membership directory. Corporate members can be replaced by their Organisation as deemed appropriate. As appropriate, the names of Supporting Organisations and their corporate members will be listed alphabetically in a special section of any Scientific Program Book for which their support is relevant.

Each member of the Association shall be responsible for their own acts of commission or omission and shall not be able to bind legally the other members of CINP without their expressed consent. This includes the Treasurer, President, and other officers.

## II Powers and Functions

1. **The Council** will be consulted on, as a minimum, an annual basis by the Executive Committee on matters relating to the activities of the Association such as the proposed budget, the selection of times and sites for the meetings and any other matters submitted to it by the Executive Committee.
2. **The Executive Committee** shall convene on a regular basis and meet physically at least once annually. All Executive Committee members shall have full voting powers.
3. **The President** shall:
  - a. act as the Chief Executive Officer of CINP.
  - b. Chair the meetings of the Executive Committee.
  - c. Chair the meetings of the Council.
  - d. along with the Steering Committee nominated by the Executive Committee, be responsible for organising the program and various functions at scientific meetings organised as part of the Association's activities.

- e. with the approval of the Executive Committee, instigate other committees as they deem necessary for proper functioning of CINP, except as specifically provided for otherwise in these By-Laws.
4. **The President-Elect** shall be a member of the Executive Committee, they shall perform such duties as may be assigned to them by the President or Executive Committee.
  5. The **Vice-President(s)** shall be members of the Executive Committee and shall perform such duties as may be assigned to them by the President or Executive Committee.
  6. **The Secretary** shall be a member of the Executive Committee and shall keep a record of the transactions of CINP and its committees, and be responsible for the correspondence of CINP. The record and seal of CINP shall be the responsibility of the Secretary.
  7. **The Treasurer** shall monitor the transactions of CINP necessary to carrying on the functions of the Association. The Treasurer will collect all the monies due to CINP, including annual membership fees and disperse the same as provided for in the budget authorised by the Executive Committee. The Treasurer will ensure there is a proper account of all transactions and render an annual statement of accounts to CINP. Any deviation from the budget by the appropriate officer that is either in, or likely to approach, an excess of twenty (20%) percent above the approved budget will be brought to the attention of the Executive Committee for resolution, before the expenditure is made. The Treasurer will have charge of all property belonging to CINP not otherwise provided for. They shall be bonded in a sum designated by the Executive Committee, the premium to be paid by CINP.
  8. The Executive Committee can appoint a qualified and responsible person or Company to manage the day-to-day business, economic affairs of CINP and to provide supportive services for CINP. This individual or Company will answer to the Executive Committee, must work within the bounds of the CINP Constitution and must not make decisions or take actions without the approval of the Executive Committee. The duties and duration of appointment of this individual shall be approved by the Executive Committee.
  9. The Executive Committee decides on the expenses of CINP. It can fully or partially delegate this competence to individual members of the Executive Committee and/or the Executive Secretary. Expenditure that does not involve large amounts of funding for the CINP and that requires to be resolved rapidly, may be approved by the President, President Elect and/or Treasurer. The Executive Committee decides on the amount that may be approved by the President, the President Elect and/or the Treasurer whereby it periodically reviews its decision.

### **III Committees**

Where not stipulated otherwise by a Committee structure hereinafter, the following general provisions shall apply on the Committees:

- i. the President will appoint committee members with the approval of the Executive Committee. During their term, each President shall only appoint a maximum of half of the members of each committee;
- ii. a committee shall consist of at least five members;
- iii. all committees shall be chaired by the President or a nominated member of the Executive Committee except with regards to the special provisions applying to the Nominations Committee;
- iv. the term of office of a committee member shall be four years with an option for reappointment for another four years.

#### **(a) Awards Committee**

This committee is responsible for publicising the Rafaelsen Scholarship Program and various honorific awards, and for evaluating and selecting awardees. This committee shall also develop and solicit funds to support other honorific awards as well as programs which will encourage the attendance and participation of young scientist/clinicians at the meetings. This committee shall also evaluate and select awardees for other awards and prizes when necessary.

#### **(b) CINP Meetings Committees**

The CINP has overall financial and contractual responsibility for all meetings organised under the auspices of the CINP. The CINP may decide to host a meeting to attract delegates on a worldwide basis, such meetings will be known as the CINP World Congress.

#### **Committees and Conference Organiser Required for a World Congress and other CINP meetings**

##### **a. International Scientific Program Committee**

An International Scientific Program Committee shall be appointed and be responsible for the program of a CINP World Congress.

**b. Scientific Program Committee**

A Scientific Program Committee shall be appointed and be responsible for the program of any other CINP meeting.

- c. **The Congress Steering Committee** is made up of The President (Chair), Treasurer, one additional Executive Committee member and the Chair of the Local Organising Committee. Other individuals may be seconded to advise the Steering Committee as necessary. The Steering Committee has overall responsibility for the budgeting, management, contractual and financial aspects of the Congress and will report directly to the Executive Committee. Each sub-committee appointed for the Congress reports to the Steering Committee.
- d. **The Congress Local Organising Committee ("LOC")**, including the Chair, is appointed by the President with approval from the Steering Committee (for the avoidance of doubt, the designated Chair of the LOC will not participate in the voting concerning such approval). The LOC has no responsibility for the contractual or financial aspects of the Congress. They will be offered a budget for local promotional activities only. This amount will be agreed at the time of the budget planning stages and shall be considered following a financial proposal from the LOC.
- e. **The Congress Professional Conference Organiser ("PCO")** shall be contracted by the Executive Committee to assist with the planning and execution of the Congress. The PCO will work in conjunction with the Steering Committee or their authorized agent and the LOC and will report on a regular basis to the Steering Committee or their nominated representative.

**(c) Constitution and By-Laws Committee**

This committee shall regularly review the Constitution and By-Laws of CINP and make recommendations concerning amendments to the Executive Committee to be put to the Body of Members for ratification.

**(d) Corporate Liaison Committee**

This Committee shall review matters relating to corporate membership and to relationships with supporting organisations.

**(e) Corresponding Organisations Committee**

This committee will include the President, President-Elect, Immediate Past President, Secretary, and at least three other members. The committee is responsible for developing and maintaining close and open communication with the national and regional neuropsychopharmacology organisations world-wide. The fundamental purpose of this committee is to provide a formal committee mechanism to implement and further the objectives of the CINP as provided in Article 2 of the Constitution.

**(f) Credentials and Membership Committee**

This committee shall be responsible for evaluating and making a recommendation to the Executive Committee on each application for membership in CINP.

**(g) Education Committee**

This committee is charged to enhance and disseminate practical knowledge and application of neuropsychopharmacology to clinicians, psychiatrists, primary care physicians and other health care professions. Emphasis will be on developing countries and primary care physicians in underdeveloped countries.

The Committee will consist of at least six members with a wide geographical and background distribution. The Committee will develop education curricula, manuals and teaching materials as well as organising courses, symposia and workshops for groups and locations according to needs. As sanctioned activities of the Association, the Executive Committee must approve all material and activities.

The Education Committee may request assistance directly from the CINP Executive Committee for activities in accordance with the priorities set by the CINP.

**(h) Ethics Committee**

This committee will be responsible for writing and maintaining the CINP Professional Code of Conduct and for choosing the recipient of the Ethics in Psychopharmacology Prize.

**(i) Finance and Budget Committee**

This committee shall consist of the Treasurer, the President and one to three other members from among the Body of Members, the inclusion of past Treasurers on this Committee would be advantageous. Members of this committee shall help to raise support for CINP as well as to review and modify the budget presented to the Executive Committee for approval.



**(j) Nominating Committee**

This Committee will be composed of five Fellows who agree to not being nominated for any position on the Executive Committee or Council in the current round of voting. The immediate Past President will be Chair of the Committee whereas the President and President Elect cannot serve on the Committee. If the immediate Past President is not available to act as Chair, the Executive Committee will ask a previous Past President to Chair the Committee. The Nominating Committee will call for nominations for all positions on the Executive Committee and Council that will fall vacant because of the ending of terms of appointment from the Body of Members. Nominations can be made to the Nominating Committee by fully paid up members of the Association, each Nomination must be supported by 2 members of CINP who hold voting rights. If there are insufficient Nominees, the Nomination Committee may also approach potential candidates. The Nomination Committee will propose for election a slate of two candidates for any of the open positions on the Executive Committee and the open positions of Councillors of the CINP.

Officers shall be elected from among those duly nominated by the Nominating Committee and approved by the Executive Committee. Each Candidate must provide a statement of vision to the Body of Members that will be available at the time of the election. The Executive Committee will formulate rules for conduct of the election and circulation of material which will be binding on candidates. Each Founding Member, Fellow and Member shall be entitled to cast one vote for each elected office. The election shall be invalid if less than 10% of the eligible members vote.

**(k) Publications Committee**

The Publications Committee is to oversee the publication of an official journal, known as the International Journal of Neuropsychopharmacology (IJNP), as well as other matters relating to publications, as recommended and/or approved by the Executive Committee. The main role of the Publications Committee is to provide the Executive Committee specific advice about the running of the Journal.

All rights and copyrights of publications resulting from any meeting held under the banner of CINP are the full property of the Association so that CINP will hold strict and exclusive copyright over all any such future publication.

The CINP President, after consulting with the Executive Committee and the Chair of the Publications Committee, will be responsible for the negotiation and signing of publishing contracts of such material, written or otherwise. The negotiation and signature of any publishing contract may or may not involve the transfer of the copyrights attached to the material to be published. The Executive Committee reserves the rights to the final approval of such contracts.

The relationship between the IJNP and CINP rests on the following general principles:

- The IJNP must have complete editorial and scientific independence from the Executive Committee.
  - The Executive Committee will regularly review the performance of the IJNP and its publisher retaining the right to renegotiate the publishing contract to the benefit of CINP.
  - The budget for IJNP will be agreed by the Executive Committee of CINP and be appropriate to the cost of producing the Journal.
- a. **The Editor-in-Chief** is approved by the Executive Committee for a term of 5 years, renewable once. The Editor-in-Chief bears overall responsibility for the content and all other aspects of IJNP that are not the responsibility of the Publications Committee or the Publishers. The Editor-in-Chief will interact with the Publisher and the CINP Executive Committee concerning IJNP. The Editor-in-Chief will be a member of the International Scientific Program Committee ex officio. The Editor-in-Chief's performance will be evaluated by the Executive Committee (with the help of the Publications Committee) after two and a half years and after five years. The Executive Committee, with input from the Publications Committee, will have the power to terminate the appointment of the Editor-in-Chief should there be clear evidence of failure in performance.
- b. **The Editor-in-Chief appoints the Field Editors.**

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The Editorial Board is selected by the Editor-in-Chief and Field Editors. The Board will be made up of active researchers who are among the top in their specific fields, and at the same time are willing to commit to reviewing papers and who are likely to submit or to directly recruit at least one paper per year. The Board Members do not have to be CINP members but will be strongly encouraged to join the Association. The Editor-in-Chief should seek a balance of expertise, gender and countries on the Board.

The policies and procedures of IJNP should ensure high scientific and ethical standards. IJNP should be a forum for papers from scientifically developing countries as well as developed countries. All research published in IJNP must have been conducted in accordance with accepted ethical standards. In addition, IJNP should support ongoing and future initiatives to high scientific and ethical standards, including ensuring that conflicts of interest of editors, authors and reviewers are declared and kept transparent. It should

be ensured that authors take responsibility for data presented in clinical trials.

(l) **Ad hoc Committees**

The President, in consultation with the Executive Committee, may convene other Committees on an Ad hoc basis to address issues relevant to the activities of the CINP.

**IV Discontinuance of Membership**

**1. Grounds for Discontinuance**

The Executive Committee may discontinue the membership of an individual from any class of membership if the conduct of an individual has been injurious to the good order, peace, reputation or best interest of CINP, or is derogatory to its dignity, inconsistent with its purposes or violates the high standards of ethical and legal conduct in research expected of individuals associated with the Association. Without limiting the generality of the foregoing, conviction of a felony or of any crime involving moral turpitude shall be conclusive evidence of conduct injurious to the best interest of the Association and inconsistent with its purposes. Membership may also be discontinued of any member who has failed to pay membership fees for two successive years.

**2. Disciplinary Procedures**

(a) **Initiation of a Breach of Ethics**

Initiation of a breach of ethical behaviour by any Member of CINP may be made by any individual or an individual acting on behalf of a Collective Body. All complaints must be in writing, be personally signed by the complainant and shall be delivered to the President of CINP. If the complaint involves the President, the complaint must be in writing to the Secretary. Upon receiving a complaint, the President or Secretary will request the Ethics Committee to investigate the allegations. The President or Secretary may disclose the complaint to other individuals only to the extent necessary for the proper functioning of the disciplinary process.

(b) **Preliminary Examination and Investigation of Complaints**

The Chair of the Ethics Committee is authorised to determine whether the allegations or a complaint merit further investigation. If the Chair of the Ethics Committee determines that a complaint does not state a violation of Article IV, Paragraph 1 of these By-Laws, the President or Secretary will notify the complainant of that decision. If the Chair of the Ethics Committee determines that a complaint does state a violation of Article IV, Paragraph 1, the Ethics Committee will assess the merit of the complaint. If the

Ethics Committee determines, after investigation of a complaint, that further action is not warranted, it shall direct the President or Secretary to notify the complainant of the decision.

(c) **Decision to Seek Executive Committee Review**

If the Ethics Committee makes a preliminary determination that a complaint merits Executive Committee review, then during the investigation of a complaint by the Ethics Committee it must notify the individual subject to disciplinary review of the alleged violation and allow a written or oral response to be made by the individual. The Ethics Committee is authorized to conduct all its business by telephone, by mail, or, if necessary, in person. If after investigation of a complaint, the Ethics Committee determines that Executive Committee should act upon a disciplinary complaint, it shall forward its recommendations with proposed disposition in writing to Executive Committee. If, after seeking the views of the individual subject of disciplinary review, the Ethics Committee decides that no further action is warranted, it shall direct the President to notify the complainant and the accused of the decision.

(d) **Notice to an Individual subject to Disciplinary Proceedings**

An individual subject to disciplinary sanction shall be notified by certified mail or its equivalent sent from the President or Secretary not less than thirty days prior to the consideration of a disciplinary complaint by the Executive Committee. This notice shall contain (1) the time and place of the meeting at which the matter will be considered, (2) a copy of the recommendations of the Ethics Committee, and (3) inform an individual subject to disciplinary action that the individual may attend the Executive Committee meeting when the matter is being considered and state objection, either in person or through legal counsel or other representative, why disciplinary action should not be taken.

(e) **Procedure for Appeal**

Membership ratification is required for the process to be implemented for the expulsion only if the individual appeals. The individual may appeal the decision of the Executive Committee only by delivering a notice of an appeal in writing to the Secretary of CINP within ten days of receipt of notice of the decision of the Executive Committee to expel. If the individual proposed for discontinuance timely notifies the Secretary of CINP, he shall have an opportunity to refute the recommendations of the Ethics Committee and Executive Committee through a written statement of no longer than five double-spaced typewritten pages to be mailed with the ballot to all CINP members eligible to vote.

The Ethics Committee and Executive Committee may respond to the foregoing statement of the same limitation in length. An individual shall be ex-

elled if the Executive Committee decision is upheld by a supporting vote of two-thirds of the members eligible to vote under Article I of the By-Laws. The vote will be invalid if less than 20% of the eligible members vote.

**V Membership Fees**

Membership fees will be proposed by the Treasurer and approved by the Body of Members annually and such fees shall be required of all members not exempt under Article I. A list of financial members by 31st March each year will be provided to Oxford University Press and this will dictate eligibility for discounted publication fees. Notification of changes in financial status after 31st March will be given to Oxford University Press as soon as is practical.

**VI Business Procedures**

All Committee Meetings shall be conducted in accordance with current contemporary practices and must be governed by the CINP Constitution and By-Laws. Records of each meeting must be forwarded to the Executive Committee and stored for future reference.

**VII Final Provisions**

These By-Laws were approved by the Incorporation Meeting of CINP in Zurich of July 26, 1999 and amended by mail ballot vote on April 8, 2002, January 23, 2009 and on May 18, 2010 to be valid as of June 9, 2010 and by mail ballot vote on July 25, 2011 to be valid as of September 12, 2011 and by mail ballot vote on 31 August 2017 to be valid as of 31 August 2017.

Place, Date: .....

The President: .....