

# The Constitution of the International Network of Time-Use Epidemiologists (INTUE)

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## PART I: GENERAL PROVISIONS

### 1. Name and logotype

- (1) The name of the network is the International Network of Time-Use Epidemiologists (hereafter called "Network").
- (2) The abbreviated name of the Network is "INTUE".
- (3) The logotype of the Network includes: a stylized clock depicting distribution of time across six components; a silhouette of human head facing the clock; and the abbreviated name and the full name of the Network, as shown in the header of this document.

### 2. Aims

- (1) The aim of the Network is to draw together researchers and other public health<sup>1</sup> stakeholders interested in advancing the field of time-use epidemiology. The Network was established as an international forum for experts in epidemiology and related fields to connect, communicate, raise issues, strategize, and strengthen collaborative research on health-related components of time use and ways to promote healthy time use in populations.
- (2) Specific objectives of the Network are to:
  - Increase capacity for collaborative research and health promotion in time-use epidemiology;
  - Facilitate transfer of research findings and other information between its members;
  - Support translation of knowledge about health-related components of time use into public health practice;
  - Provide a platform for its members to gain knowledge about research and health-promotion methods specific to the field of time-use epidemiology;
  - Help build partnerships between its members when applying for competitive grants;
  - Expand possibilities for organising meetings, workshops, and conferences on time-use epidemiology;
  - Recognise and honour excellence and outstanding achievements in time-use epidemiology.

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<sup>1</sup> Good health is considered not only as the absence of disease and frailty; it implies complete physical, mental, and social well-being.

## PART II: MEMBERSHIP

### 3. Membership

There are two categories of membership in the Network: (a) Full membership; and (b) Honorary membership.

### 4. Membership qualifications

- (1) Full membership is open to: (a) epidemiologists and other scientists with substantial experience in research that fits into the Framework for Viable Integrative Research in Time-Use Epidemiology (VIRTUE framework); and (b) other stakeholders with substantial experience in promoting desirable time use.
- (2) Honorary membership is open to distinguished members of the academic community and wider society, whether or not these eminent persons have any experience or relation to time-use epidemiology.
- (3) Membership decisions will not discriminate on the basis of sex, gender, age, race, ethnicity, nationality, religion, religious beliefs, identity, health status, disability, ancestry, marital status, or sexual orientation.

### 5. Application for full membership

- (1) Applications for full membership will be made in writing and lodged with the Secretary. On receiving the application, the Secretary will organise a meeting with the other members of the Steering Committee to assess the application. The decision on approval or rejection of the application will be made by the majority of votes of the Steering Committee.
- (2) To get approved, the application must include clear evidence of meeting the membership qualification requirements. If needed for the assessment, the Steering Committee may require applicants to provide additional written evidence.

### 6. Election of honorary members

- (1) Full members and honorary members may suggest candidates for new honorary members. The suggestions will be made in writing and lodged with the Secretary. On receiving the documentation, the Secretary will organise a meeting with the other members of the Steering Committee to assess the suggestion. The decision on approval or rejection of the suggestion will be made by the majority of votes of the Steering Committee.
- (2) For the membership to be approved, the documentation about the candidate must include clear evidence of his/her distinguished role in the academic community or wider society and a description of how this person's membership would benefit the Network. If needed for the assessment, the Steering Committee may ask for additional written evidence to be provided.

### 7. Membership rights

- (1) Full members are entitled to:
  - vote on General Meetings; and
  - apply for governing roles.

(2) All members are entitled to:

- enrol in activities organised by the Network;
- attend General Meetings and contribute to the discussions;
- attend events organised by the Network;
- suggest candidates for new honorary members;
- suggest establishment of new working groups;
- lead or contribute to the work of working groups;
- suggest to the Steering Committee any activities for the Network aligned with the aims of the Network;
- suggest to the Steering Committee to organise a General Meeting;
- all other privileges and advantages of membership except of those listed in 7.1.

## 8. Membership requirements

(1) Each person admitted to membership will be bound by this Constitution.

(2) Full members are required to pay the annual membership fee.

(3) All members are required:

- to treat all other members of the Network with courtesy and respect;
- not to take or seek to take improper advantage of their position in the Network to obtain benefit for themselves or any other person or legal entity;
- not to disclose any confidential information about the Network;
- not to make any comments or statements on behalf of the network that they were not authorised to make;
- not to compromise the reputation of the Network by their inappropriate behaviour within or outside the activities organised by the Network.

## 9. Membership fees

(1) The annual membership fee in Australian dollars (A\$) will amount to 1‰ of the most recent GNI per capita (Atlas method; current US\$) provided by World Bank for the country/economy of residence of the given member, rounded up (i.e. rounded away from zero) to the nearest ten, with no currency conversion (i.e. as if 1 US\$ = 1 A\$). If the required data is not available, average GNI per capita for the respective group of countries by income (i.e. low-income, lower middle-income, upper middle-income, or high-income) according to World Bank will be used for the calculation.

(2) The Secretary will prepare a list of all countries in the World Bank database with associated membership fees and publish it on the official website of the Network not later than three months after the most recent GNI per capita by World Bank will have become available.

- (3) Requests for a reduced membership fee can be made by full members or new applicants for the membership. The request will be made in writing and lodged with the Secretary. On receiving the request, the Secretary will communicate with the other members of the Steering Committee to assess the request. The decision on approval or rejection of the request will be made by the majority of votes of the Steering Committee. The request should include a clear argumentation of why the reduction of membership fee is required. If needed for the assessment, the Steering Committee may ask for additional written evidence or explanations to be provided.

## 10. Termination of membership

- (1) Any membership may be terminated by:
  - resignation;
  - expulsion; or
  - automatic cancellation.
- (2) Resignation of membership will be made personally by a member or their legal representative in writing and lodged with the Secretary. On receiving the request for membership resignation, the Secretary will notify the other members of the Steering Committee.
- (3) The General Assembly will have the power to expel any member of the Network if he or she does not act in accordance with this Constitution. The expulsion request may be submitted to the Secretary or directly to the General Assembly by any member of the Network. On receiving the request for expulsion of a member, the Secretary will notify the other members of the Steering Committee and include it in the agenda of the next General Meeting. The request for expulsion needs to be done in writing and present clear evidence that the candidate for expulsion breached regulations defined by this Constitution. If the Steering Committee thinks a case has been made, they will notify the person within 7 days of their determination, and the person will have 14 days to reply. Steering Committee will respond to the reply with their final decision within 14 days.
- (4) The membership will be automatically cancelled: (a) if a member's annual membership fee remains unpaid for three consecutive years; or (b) in case of the death of a member.

## PART III: GOVERNANCE

### 11. General Assembly

- (1) All full members of the Network constitute the General Assembly.
- (2) The General Assembly meets at the Annual General Meeting and on Special General Meetings.
- (3) The Annual General Meeting is held once a year; at least nine months after the previous Annual General Meeting took place.
- (4) Special General Meetings may be called by the President or the Secretary, or suggested by any member of the Network. A member suggestion to call for a Special General Meeting will be made in writing to the Secretary, describing the purpose and urgency of the meeting. Within seven days upon receiving the suggestion, the Secretary will send it to other members of the Steering Committee. After assessing the suggestion, the Steering Committee and has the discretion to accept or reject it.
- (5) The organisation of all General Meetings will be led by the Secretary and, if needed, supported by other members of the Steering Committee.

- (6) The Secretary will send a written invitation to the General Meeting to all members of the Network at least 28 days before the meeting is taking place.
- (7) All members of the Network may participate in the General Meetings; however, only full members are entitled to vote.
- (8) Members will participate in the General Meetings in person or by teleconference. Members participating to the meeting are entitled to vote regardless of the mode of participation.
- (9) No quorum is specified for the General Meetings.
- (10) The General Meetings will be chaired by the President;
- (11) The agenda of the Annual General Meeting will include: opening of the meeting; apologies; confirmation of minutes of the previous Annual General Meeting; presentation and adoption of the annual report and the financial statement; other general business; and closing remarks.
- (12) Decisions of the General Assembly will be determined by a majority of the votes of the full members present at the meeting. Where there is an equal number of votes, the motion will be rejected.
- (13) The Secretary will keep the minutes of the General Meetings, and send their digital transcriptions to all members of the Network within 14 days after a given meeting took place.
- (14) The Chair of a General Meeting, with the consent of a majority of members present at the meeting, may for a valid reason adjourn the meeting to another time at the same place or at another place.
- (15) The General Meeting may be adjourned if there is insufficient time to deal with the business at hand or to give the members more time to consider an item of business.
- (16) If the General Meeting is adjourned:
  - the meeting must be adjourned to a date not more than 21 days after the adjournment; and
  - notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (17) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

## 12. Steering Committee

- (1) Management of the Network will be vested in the Steering Committee elected from the membership at the Election Assembly.
- (2) The Steering Committee consists of five officers, including the President, the Secretary, the Treasurer, and two other appointed full members.
- (3) The Steering Committee officers will hold the office for a period of four years from the Election Assembly at which their election has been declared;
- (4) The Steering Committee will:
  - Provide strategic leadership and executive management for the advance of the Network;
  - Ensure that the Network is operating towards its objectives and according to this Constitution;

- Provide support to the President, the Secretary, the Treasurer, and any other member of the Network in planning and implementing activities that may benefit the membership;
  - Support the organisation of the General Meetings.
- (5) The Steering Committee will meet at least every four months.
  - (6) The Secretary will send written meeting invitations to all officers of the Steering Committee at least 14 days before the meeting is taking place.
  - (7) The quorum of the Steering Group Meeting will be a minimum of three officers.
  - (8) The Steering Committee Meetings will be chaired by the President.
  - (9) The Secretary will keep the minutes of the Steering Committee Meetings, and send their digital transcriptions to all officers of the Steering Committee within 14 days after a given meeting took place.
  - (10) The Steering Committee will be charged with the appointment of any relevant individual roles or working groups to advance the organisation of Network activities.
  - (11) The Steering Committee has power to perform any act that is in line with this Constitution and that appears to the Steering Committee as necessary or desirable for the proper management of the Network between two Annual General Meetings.
  - (12) Decisions of the Steering Committee will be determined by a majority of the votes of the officers present at the meeting. Where there is an equal number of votes, the President's vote will determine the final decision.
  - (18) The Chair of a Steering Committee Meeting, with the consent of a majority of Steering Committee members present at the meeting, may for a valid reason adjourn the meeting to another time at the same place or at another place.
  - (19) The Steering Committee Meeting may be adjourned if there is insufficient time to deal with the business at hand or to give the members more time to consider an item of business.
  - (20) If the Steering Committee Meeting is adjourned:
    - the meeting must be adjourned to a date not more than 21 days after the adjournment; and
    - notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all Steering Committee members as soon as practicable after the meeting.
  - (21) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

### 13. The President

- (1) The President will hold the office for a period of four years from the Election Assembly at which his/her election has been declared.
- (2) The duties of the President are to:
  - Lead the work of the Steering Committee;
  - Prepare the agenda for the Steering Committee Meetings and General Meetings;
  - Chair Steering Committee Meetings and General Meetings;
  - Present the work of the Steering Committee at the General Meetings;

- Oversee the administration of Network funds;
- Nominate an existing officer of the Steering Committee as: (a) a temporary replacement for the Secretary, if the Secretary is temporarily unable to fulfil his/her duties, or (b) a permanent replacement of the Secretary if the Secretary's position becomes vacant before the expiration of the four year election period;
- Nominate an existing officer of the Steering Committee as: (a) a temporary replacement for the Treasurer, if the Treasurer is temporarily unable to fulfil his/her duties, or (b) a permanent replacement of the Treasurer if the Treasurer's position becomes vacant before the expiration of the four year election period;
- Nominate a full member of the Network as: (a) a temporary replacement for an officer of the Steering Committee, if the officer is temporarily unable to fulfil his/her duties, or (b) a permanent replacement of an officer of the Steering if the officer's position becomes vacant before the expiration of the four year election period;
- Act as an ambassador of the Network among academics and in the wider community.

#### 14. The Secretary

- (1) The Secretary will hold the office for a period of four years from the Election Assembly at which his/her election has been declared.
- (2) The duties of the Secretary are to:
  - Support the President in leading the work of the Steering Committee;
  - Support the President in preparing the agenda for the Steering Committee Meetings and General Meetings;
  - Send out invitations for the Steering Committee Meetings and General Meetings;
  - Keep and distribute minutes of the Steering Committee Meetings and General Meetings;
  - Calculate country-specific membership fees for every year and publish them on the official website of the Network;
  - Manage new membership requests, requests for General Meetings, and any other requests from within or outside the Network;
  - Add new members to the Register of Members and the mailing list of the Network within two weeks upon the approval of their membership;
  - Make sure the access to all membership privileges is granted to new members;
  - Manage the official website and social media accounts of the Network;
  - Take over the duties of the President, if the President is temporarily unable to fulfil them or if the President's position becomes vacant before the expiration of the four year election period;
  - Act as an ambassador of the Network among academics and in the wider community.

#### 15. The Treasurer

- (1) The Treasurer will hold the office for a period of four years from the Election Assembly at which his/her election has been declared.

(2) The duties of the Treasurer are to:

- Administer all payments made by or received by the Network and issue receipts in the name of the Network for all the received payments;
- Ensure that all payments received are paid into the account of the Network within 5 working days after their receipt;
- Make any payments authorised by the Steering Committee or by the General Assembly from the Network's funds;
- Ensure that the financial records of the Network are kept in accordance with the Australian legislation;
- Coordinate the preparation of the financial statements of the Network and their certification by the Steering Committee prior to their submission to the Annual General Meeting;
- Present the yearly financial report at the Annual General Meeting;
- Ensure that at least one other committee member has access to the accounts and financial records of the Association.

## 16. Conflict of interest

- (3) A Steering Committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (4) The member who has potential conflict of interest regarding a matter under consideration must not be present while the matter is being considered at the meeting and must not vote on the matter.
- (5) If there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a General Meeting may be called to deal with the matter.
- (6) This rule does not apply to a material personal interest that exists only because the member belongs to a class of persons for whose benefit the Association was established or that the member has in common with all, or a substantial proportion of, the members of the Network.

## PART IV: ELECTIONS AND TERMINATION OF OFFICE

### 17. Elections

- (1) Every fourth Annual General Meeting is an Election Assembly. In addition to the points in the agenda of the Annual General Meeting specified in the point 11.8, the Election Assembly will also include the presentation of candidates for the Steering Committee, the Treasurer, the Secretary, and the President of the Network.
- (2) Any full member can nominate themselves for an officer of the Steering Committee, the Treasurer, the Secretary, and/or the President. The Secretary will call for nominations by sending a written notice to all full members of the network at least 14 days before the Election Assembly. The nominations will be done in writing at least two days before the Election Assembly.
- (3) The voting for the Steering Committee, the Treasurer, the Secretary, and the President will be performed using an online system for anonymous voting a week after the Election Assembly.
- (4) Separate polls will be organised for: (a) the President; (b) the Secretary; (c) the Treasurer; and (d) the remaining officers of the Steering Committee.

- (5) Each member of the General Assembly will be entitled to one vote.
- (6) On the day of the Election Assembly, the Secretary will send invitations to all full members of the Network to participate in voting, including instructions on when and how to vote. The voting will be open for 48 hours.
- (7) The voting results will not be visible to any member of the Network until the voting is closed. The final voting results will become visible to all members of the Network after the voting is closed.
- (8) The candidates with the highest number of votes for the offices of President, Secretary, and Treasurer will be declared elected. If two or more candidates receive the same number of votes, the current Steering Committee will make the final decision and nominate one of these candidates for the respective position.
- (9) The officers of the Steering Committee, other than the President, the Secretary, and the Treasurer will be elected from the two nominees with the highest numbers of received votes. This will exclude the President elect, the Secretary elect, and/or the Treasurer elect, if they are among the two nominees for the officers of the Steering Committee with the highest number of received votes. If among these, two or multiple candidates received the same number of votes, the current Steering Committee will make the final decision and nominate one of these candidates for the respective position.
- (10) The minutes of the Election Assembly will be created after the voting is closed, and will include the voting results.
- (11) The President, the Secretary, the Treasurer, and the Steering Committee officers can be elected to the same office for a maximum of two consecutive terms.

## 18. Termination of office

- (1) The office of any elected officer becomes vacant if he or she:
  - Resigns the office in writing;
  - Ceases to be a member of the Network;
  - Is removed from the office by a special resolution;
  - Becomes insolvent;
  - Becomes a represented person under the *Guardianship and Administration Act 1986*;
  - Dies.

## PART V: FINANCIAL MANAGEMENT

### 19. Financial Year

The financial year of the Network is the period beginning on the 1st of July and ending on the 30th of June of the following year.

### 20. Funds

- (1) Funds of the Network will be obtained from membership fees, gifts, donations, and bequests.
- (2) All funds received by the Network must be deposited not later than five working days after receipt to the official bank account of the Network.

- (3) All expenditures by the Network must be authorised by the Steering Committee. The Steering Committee may authorise the Treasurer, the President, and/or the Secretary to expend funds on behalf of the Network (including by electronic funds transfer) up to a specified limit without requiring prior approval from the Steering Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two Steering Committee members.
- (5) With the approval of the Steering Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## PART VI: GENERAL

### 21. Alterations of the Constitution

- (1) The suggestion to alter the Constitution can be made by the Steering Committee, and should, together with detailed reasoning and description of the suggested change, be included in the agenda of the General Meeting sent to all members of the Network at least 28 days before the General Meeting. The notice of the motion must include the date, time and place of the General Meeting, the full proposed resolution, a statement of the intention that the motion be proposed as a special resolution.
- (2) The General Assembly may, by a special resolution passed by at least 75% of the votes cast in person, by teleconference, or prior to the General Meeting by email, alter the points of this Constitution.

### 22. Common seal

- (1) The common seal of the Network will be in the form of a rubber stamp, inscribed with the name of the Network and an outline of its logo.
- (2) The common seal will be kept in the custody of the President.
- (3) The common seal must not be affixed to any document without the specific approval of the Steering Committee.

### 23. Custody and inspection of books and documents

- (1) All records, books, minutes of General Meetings, minutes of Steering Committee Meetings, and other documents relating to the Network will be kept in custody of the Secretary.
- (2) Members may on request inspect free of charge:
  - the register of members;
  - the minutes of General Meetings;
  - subject to rule (3) the financial records, books, securities and any other relevant document of the Network, including minutes of Steering Committee Meetings.
- (3) The Steering Committee may refuse to permit a member to inspect or copy records of the Network that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Network.

- (4) The Steering Committee must on request make copies of this Constitution available to members and applicants for membership free of charge. A member may request to make a copy of any of the other records of the Network referred to in this rule and the Network may charge a reasonable fee for provision of a copy of such a record. For purposes of this rule, relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Network and includes the following:
- its membership records;
  - its financial statements;
  - its financial records;
  - records and documents relating to transactions, dealings, business or property of the Association.
- (5) The Steering Committee will provide the requested documents or a written decision including the reason why the documents cannot be provided not later than one month after the request was received from a member.

#### 24. Dissolution of the Network

- (1) The suggestion to wind up the Network can be made by the Steering Committee, and should, together with a detailed reasoning, be included in the agenda of the General Meeting sent to all members of the Network at least 28 days before the General Meeting.
- (2) The General Assembly may, by a special resolution passed by the votes of at least 90% of full members cast in person, by teleconference, or prior to the General meeting by email, wound up the Network.
- (3) In the event of winding up, any assets remaining after all debts have been paid will be given to UNICEF Australia.