SOCIETY FOR RESEARCH ON NICOTINE AND TOBACCO, EUROPE CHAPTER

ARTICLE I
NAME

The name of this chapter of the Society shall be the “Society for Research on Nicotine and Tobacco Europe (SRNT-E).”

ARTICLE II
DEFINITION, MISSION STATEMENT, AND GOALS

The mission and goals of the SRNT-E will be identical to those of the “Society for Research on Nicotine and Tobacco, Inc.” (SRNT), for the European region.

ARTICLE III
MEMBERS

SRNT-E represents SRNT members in Europe, defined as member states in the WHO European region. Membership in SRNT-E is voluntary, based on payment of annual dues established by the SRNT-E Board. Any member of SRNT may join SRNT-E, and all SRNT-E members must be members in good standing of SRNT.

ARTICLE IV
MEETINGS OF MEMBERS AND VOTING

1. Time, Place, and Call. The annual meeting of the SRNT Europe shall be held at such place and on such date as may be determined by the SRNT-E Board.

2. Voting. Each Full Member of SRNT-E shall have one vote. In the election of the Board members of SRNT-E, individuals who receive a plurality of the votes cast shall be elected.

3. SRNT-E Board Meetings: SRNT-E Board holds a minimum of four (4) Board meetings per year, one of which is during the annual SRNT-E Conference.

ARTICLE V
BOARD MEMBERS

1. Election. The SRNT-E Board consists of six (6) elected SRNT-E members, who shall each serve for three (3) years. Each year, two (2) new Board members are elected by the SRNT-E membership in an election organized by SRNT-E (see Annex for details of the election procedure).

SRNT-E Board elections are to specific Board positions. One position is President-Elect. The individual elected to this position will serve as President-Elect in their first year, President in their second year, and Past-President in their third year. The other position is for one of the other Board positions (Secretary, Treasurer, Communications Officer), on a rolling basis.
In addition, the SRNT-E Board includes the SRNT Member Delegate for Europe and the SRNT-E Honorary Secretary.

The Member Delegate for Europe is elected for three (3) years by the European membership of SRNT in an election organized by SRNT.

The Honorary Secretary is an SRNT-E member in good standing, appointed by majority vote by the Board members, who will hold the position of Honorary Secretary. The Honorary Secretary serves for three (3) years and is required to be resident in the United Kingdom where SRNT-E is registered.

2. **Terms of Office.** All elected Board positions are for a period of three years. All Board members can be re-elected at the end of their term.

3. **Qualification for Office.** Any Full Member of SRNT-E and in good standing shall be eligible for nomination and election to any elective office.

4. **Vacancies.** If the office of President becomes vacant, the President-Elect shall fulfill the unexpired term.

   If any of the Board member positions becomes vacant, a special election will be held and the Board will re-constitute itself.

5. **Duties of Officers.** The duties of officers will be as hereinafter specified or as otherwise provided by law.

   a) **President.** The President shall preside at and schedule meetings of the Board, the Annual General Meeting of SRNT-E, and any special meetings that may be called. The President shall prepare the agendas for said meetings. The President shall be responsible in all matters, stated or implied, that are related to the welfare, stature, and proper operation of SRNT-E. The President shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Board.

   b) **President-Elect.** In the event of the President’s absence at any meeting, the President-Elect shall be chairperson. In case of the absence, disability, or resignation of the President, the President-Elect shall perform the duties of the President. The President-Elect shall work closely and cooperatively with the President on all executive matters.

   c) **Past-President.** In the event of the President’s and President-Elect’s absence at any meeting, the President-Elect shall be chairperson. In case of the absence, disability, or resignation of the President and President-Elect, the Past-President shall perform the duties of the President. The Past-President shall work closely and cooperatively with the President and President-Elect on all executive matters.

   d) **Secretary.** The Secretary shall assist the President and other Board members in preparing documents related to SRNT-E, and assume responsibility for preparing the minutes of all meetings. Minutes must be mailed to the Board members within one month after the meeting.
e) **Treasurer.** The Treasurer is jointly responsible for the receipt, custody, and disbursement of all funds of the Society. The Treasurer may be assisted by the Honorary Secretary, who resides in the United Kingdom where the SRNT-E bank account is held. Both the Treasurer and the Honorary Secretary are signatories on the SRNT-E bank account. The Treasurer shall report on the financial condition of the Society to the Board and the SRNT-E membership at the Annual General Meeting of SRNT-E. The Treasurer assists in fundraising in collaboration with the President and Communications Officer.

f) **Communications Officer.** The Communications Officer is responsible for SRNT-E external communications, including maintaining SRNT-E’s Internet and social media presence, and communications with SRNT-E members and external agencies (e.g., media requests etc.). The Communications Officer also coordinates the recruitment of new SRNT-E members and reports to the President.

g) **Member Delegate for Europe.** The Member-Delegate for Europe is a member the SRNT Board and an *ex officio* member of the SRNT-E Board with voting rights. The Member Delegate for Europe is responsible for representing the interests of the SRNT-E at the SRNT Board, and for providing information on developments and discussions concerning the entire SRNT to SRNT-E.

h) **Honorary Secretary.** The Honorary Secretary will be registered as the Company Secretary with Companies House in the United Kingdom and the Charity Commission, will be eligible to attend Board meetings, and will be a signatory on the SRNT-E bank account, but will not hold Board voting rights. The Honorary Secretary is responsible for ensuring the preparation and submission of reports and accounts to Companies House, the Charity Commission, an HM Revenue and Customs, as required.

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**ARTICLE VI**

**LEGAL STATUS**

SRNT-E shall comply and conform to SRNT Bylaws and policies and shall uphold the standards of SRNT.

SRNT-E shall follow European fiscal policies related with its registration as a non-profit scientific society.

SRNT-E shall use its approved name on all official documents, correspondence and contracts.
ANNEX

Election procedure

Each year two new Board members are elected. The call for candidates should be sent to each SRNT-E member by e-mail from SRNT secretariat, and also posted by the President of SRNT-E on the SRNT listserv, no later than the end of June. Deadline for candidatures should be no later than the end of July. SRNT-E members should then cast their vote via an anonymised online voting system. Following the distribution of the election ballot, votes should be sent by E-mail to the President of SRNT-E. The results of the election should be communicated to the SRNT-E membership no later than the end of September.

Candidates to the Board of SRNT-E should be full members of SRNT-E. Their candidature should be seconded by two (2) SRNT-E members. Each SRNT-E member can only support two (2) candidates. Candidates should provide a very short CV of not more than 250 words, and complete the SRNT disclosure of competing interests form.

The Honorary Secretary, residing in the country in which the SRNT-E bank account is held, is appointed by majority vote of the SRNT-E board, with this appointment reviewed and approved every three years by the SRNT-E board. There are no other restrictions on the duration for which an individual may be appointed as responsible individual.