
SOCIETY ON NEUROIMMUNE PHARMACOLOGY (SNIP)

Bylaws of the Society

Handbook of Policies and Procedures

MISSION STATEMENT

The mission of the SNIP is to: promote research and serve as a reliable source of information in the pharmacology, immunology, and neuroscience of the neuroimmune axis; foster exchange of information and ideas on neuroimmune pharmacology by holding an annual SNIP Conference, maintaining a Society web site (www.s-nip.org), and supporting and promoting the Society journal, the Journal of Neuroimmune Pharmacology (JNIP); increase understanding of the etiology, prevention, and treatment of neuroimmune disorders; define the neuroimmunomodulatory properties of neuroimmune innervations and regeneration, and of endogenous and exogenous neuroimmunomodulatory substances, such as hormones, neuropeptides, neurotransmitters, cytokines, chemokines, and substances of abuse; promote translational research and a better understanding of the role played by infectious diseases, such as AIDS, and of inflammation and stress in disorders of the neuroimmune axis; and encourage financial support from funding agencies, industry, and the SNIP membership to effect the SNIP mission

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BYLAWS

Article 1. Name, Mission, and Nonprofit Status

1. The name of this society shall be the SOCIETY ON NEUROIMMUNE PHARMACOLOGY (SNIP).
2. MISSION STATEMENT. The mission of the SNIP is to: promote research and serve as a reliable source of information in the pharmacology, immunology, and neuroscience of the neuroimmune axis; foster exchange of information and ideas on neuroimmune pharmacology by holding an annual SNIP Conference, maintaining a Society web site (www.s-nip.org), and supporting and promoting the Society journal, the Journal of Neuroimmune Pharmacology (JNIP); increase understanding of the etiology, prevention, and treatment of neuroimmune disorders; define the neuroimmunomodulatory properties of neuroimmune innervations and regeneration, and of endogenous and exogenous neuroimmunomodulatory substances, such as hormones, neuropeptides, neurotransmitters, cytokines, chemokines, and substances of abuse; promote translational research and a better understanding of the role played by infectious diseases, such as AIDS, and of inflammation and stress in disorders of the neuroimmune axis; encourage financial support from funding agencies, industry, and the SNIP membership to effect the SNIP mission.
3. The Society shall be a NONPROFIT ORGANIZATION.
 - a. The organization is organized exclusively for scientific purposes under section 501 (c) (3) of the Internal Revenue Code.
 - b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code
 - c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article 2. Executive Committee and Board of Directors

1. The Society shall have five officers, President, President-elect, Past President, Secretary, and Treasurer. These officers plus the Chairs of the Meetings Committee, the Membership

Approved March 28, 2017

Committee, the Communications Committee, the Early Career Investigator Committee, and the Diversity and Inclusion SNIP committee (DISC) shall comprise the EXECUTIVE COMMITTEE of SNIP and the President will serve as chair. The Executive Committee, in consultation with the Council (see below), shall be responsible for the day-to-day operation of the Society and the decisions shall be made by the majority of the executive committee. In case of a tie, the President will cast a tie-breaking vote. The executive committee will also serve as the BOARD OF DIRECTORS of the Corporation.

2. The PRESIDENT shall serve a 1 year term. The President will have primary responsibility for the scientific meeting and other activities of the Society. The President shall act on behalf of SNIP and in consultation with the Council and Executive Committee. The President in consultation with the Council and Committees shall plan and implement the Society's regular scientific meeting and will also represent SNIP in discussions with the general public and scientific communities.
3. The PRESIDENT-ELECT shall serve for 1 year before becoming President. During this time he/she will serve as a member of the Executive Committee and assist the President in the day-to-day operation of the society.
4. The PAST PRESIDENT shall serve for 1 year subsequent to being President. During this time he/she will serve as a member of the Executive Committee and assist the President in the day-to-day operation of the society.
5. The SECRETARY shall serve for 3 years. The duties of the secretary shall include: a) recording minutes of all business and Council meetings; b) maintaining society records; c) handling correspondence of the Society.
6. The TREASURER shall serve for 3 years. The duties of the Treasurer shall include: a) collecting dues, registration fees, etc.; b) handling financial arrangements for meetings; c) dispensing funds to pay SNIP expenses; d) preparing and submitting a yearly financial report at the Society's regular scientific meeting.
7. VACANCIES. Should the Office of President become vacant, the President-Elect shall become President and serve the remainder of the term as well as the succeeding term. Should the position of President-Elect become vacant between the annual election and Annual Meeting, the newly designated President-Elect shall assume office. Should the office of President-Elect become vacant between the Annual Meeting and annual election, or if the President-Elect designate shall be unable to assume office, Council shall by majority vote elect a member of Council to serve in an interim capacity until a replacement can be elected. Should the Office of Secretary or Treasurer become vacant between the annual election and the meeting, the newly elected Secretary or Treasurer shall assume office upon the vacancy. If the Office of Secretary or Treasurer becomes vacant before the election, the Council shall by majority vote elect a Councilor to serve in an interim capacity for the vacant office until the next duly elected candidate assumes the office of Secretary or Treasurer.

Article 3. Council and Governance

1. The Society shall be governed by the COUNCIL. This body shall be composed of the Executive Committee and ten COUNCILORS. Six of the Councilors will be at-large members. The remaining four Councilors will be elected chairs of the key standing committees for Meetings, Membership, Communications, and Early Career Investigators. Of the ten Councilors, at least two will be from outside the United States.
2. Councilors shall serve 3-year terms, shall be members of the society, and shall be representative of the Society's interdisciplinary membership. The Council shall meet at the regular scientific meeting for the purpose of setting policy, goals, actions, and initiatives of the Society. As stated above, the day-to-day operation of the Society is the responsibility of the President and Executive Committee in consultation with the Councilors.
3. The Council may be supplemented by APPOINTED COUNCILORS (up to 4) for the purposes of enhancing the society governance. These councilors are non-voting members of the council. These appointments are at the discretion of the Council and appointed councilors are appointed for one year, renewable for 1 additional year, according to the guidelines in the Society Policies and Procedures handbook.
4. The business year for SNIP will be 1 year in length. This will coincide with the calendar year. The length of the business year can be changed by a majority vote of the Council.
5. VACANCIES. Should an elected chair of a key standing committee (Meetings, Membership, Communications, Diversity and Inclusion, and Early Career Investigator) become vacant, Council shall either schedule a replacement election as soon as possible or, by majority vote, elect a member of Council to serve in an interim capacity until the annual elections and a replacement can be elected. Should an at-large Councilor position be vacant, this position may remain vacant until the next election. In either case, those elected to these positions begin a new 3-year term.

Article 4. Committees

1. The Society shall have various STANDING COMMITTEES appointed by the council to facilitate the various initiatives of the Society. These committees can include, but are not limited to, the: a) Meetings Committee; b) Membership Committee; c) Communications Committee; d) Early Career Investigators Committee, e) Diversity and Inclusion SNIP Committee (DISC), f) Finance and Audit Committee, g) Journal Publication Committee; h) Nominating Committee, i) Public Relations Committee, and j) Awards Committee.
2. In addition, the President, with approval of the Executive Committee, may appoint various Ad hoc committees to assist in the Society's business. These committees may consist of both members and non-members of the Society.

Article 5. Newsletter and Web Page

1. A Society NEWSLETTER will be distributed at least annually. The Council in coordination with the Communication Committee will appoint an EDITOR to serve one-year renewable terms. The composition and content of the Newsletter will be the responsibility of the Editor in consultation with the Committee and the Council.
2. A Society WEB PAGE will be developed by a WEBMASTER appointed by the Council in coordination with the Communications/Publications Committee. The Web Page will publicize the initiatives and activities of the Society and disseminate expert information on the science of neuroimmune pharmacology.
3. A Society JOURNAL will be maintained through a contractual relationship with a Journal Publisher approved by the SNIP Council. The journal will be called the Journal of NeuroImmune Pharmacology (JNIP). JNIP will have an Editor-in-Chief (EIC) who is a SNIP member chosen by majority vote of the SNIP Council. The term of office of the EIC will be 5 years, renewable by majority vote of Council. The EIC will be an ad hoc, non-voting member of the SNIP Council. The operations of the journal will be guided and monitored for SNIP by a Journal Publication Committee (JPC) comprised of the EIC and the Executive Committee. The JPC will function according to SNIP by-laws and the stipulations of contracts, agreements and guidelines between SNIP, the Publisher and the EIC.

Article 6. Election of Officers and Councilors

1. The NOMINATING COMMITTEE shall be composed of a chair, who is the Secretary of the Society, and the other officers of the Society Executive Committee (President, President-Elect, Past President, and Treasurer).
2. A request for nominations for officer and councilor terms that are ending according to the timetable in Article 6.6 shall be sent to the Members with a request for nominations. The nominating committee shall then develop a slate of nominees (who must be members in good standing of the society. There may be one to three nominees for each office. The nominating committee should take into consideration the representation of scientific disciplines, with due regard to proposals received. The proposed slate of nominees shall then be announced to the membership.
3. Additional nominations may be made by petition of 10 members of the society in good standing and must be received by the nominating committee within 2 weeks following announcement of the slate of nominees.
4. Ballots shall be sent via email to all charter, regular, and emeritus members at least 2 months prior to the regular scientific meeting with a return deadline of 1 month. Marked ballots shall be returned via email or land mail to a designate of the secretary for verification and recording.
5. Election of nominees shall be by a simple plurality of the votes cast. In case of a tie vote, the council shall decide the winner by majority vote.

6. The TERMS OF OFFICE are as follows. The president, president-elect, and past-president will serve a term of 1 year. The secretary and treasurer will serve terms of 3 years. The councilors will serve staggered terms of 3 years with no more than half of the council turning over in any one year. The secretary may serve multiple consecutive terms, the treasurer may serve a maximum of 3 consecutive terms, while other officers and councilors may serve no more than two consecutive terms.
7. REMOVAL FROM OFFICE. An Officer or Councilor who is found to carry out the duties of office in a manner counter to the interests of the Society may be removed from office by vote of 66% of the other Council members.

Article 7. Membership and Dues

There shall be seven classes of membership in the SNIP: 1) charter member; 2) regular member; 3) patron member; 4) emeritus member; 5) trainee member; 6) affiliate member; and 7) corporate member.

1. A CHARTER MEMBER is a special designation and was solicited at the beginning of the Society. Charter members were asked to contribute a special, one-time, membership fee. Thereafter, these members will pay regular dues depending on the category below. Charter members shall hold a doctoral degree and will have made significant scientific contributions in the field of neuroimmune pharmacology.
2. A REGULAR MEMBER will normally hold a terminal degree in the individual's discipline and will have a record of scientific publications in the field of neuroimmune pharmacology. Exceptions will be made for those individuals without terminal degrees who have made significant contributions to the advancement of the field. Applications for regular membership will be made in writing to the secretary. All applications shall be reviewed by the Membership Committee that must approve each new member. A list of membership nominees will be sent to Council for final approval. Regular members will be able to hold office, submit papers to the regular scientific meeting, and will have full voting privileges. The amount of dues will be proposed and set by a vote of the Council.
3. A PATRON MEMBER will be a strong advocate and supporter of the Society and will contribute a one-time, single payment, lifetime membership fee; annual dues will not be subsequently required. A Patron Member will be a significant contributor to the field of neuroimmune pharmacology and will serve as a life-long supporter of the Society.
4. An EMERITUS MEMBER will be a person who has been a regular member for at least five years but is no longer actively engaged in research and wishes to maintain an interest in the field. Applications must be made in writing to the Secretary and reviewed and approved by the Membership Committee and Council. Emeritus members have full voting privileges. Annual dues for emeritus members are the same as for regular members but can be waived upon request made to the Membership Chair who will seek approval from Executive Committee before making decision on request.

5. A **TRAINEE MEMBER** will be a pre- or post-doctoral trainee, medical student, or resident physician who is conducting active research in the field. A recommendation to the Membership Committee by the trainee mentor or supervisor is required. Trainee members have no voting privileges. The annual dues for a trainee will be less than a regular member.
6. An **AFFILIATE MEMBER** will be an individual or corporation not wishing to be a member of the society, but wishing their names and addresses included in the membership list for reference purposes. Applications must be made in writing to the Secretary and reviewed and approved by the Membership Committee and Council. Affiliates may participate in the regular scientific meeting but cannot hold office in the Society and do not have voting privileges. The annual dues for an affiliate member are the same as the regular member.
7. A **CORPORATE MEMBER** will be a corporation or other organization wishing to support the mission and goals of the Society through the donation of unrestricted funds. The Council will set the various levels of support.
8. The deadline for payment of annual dues is January 1st of each year. Nonpayment of dues for one year shall be considered equivalent to a request for resignation from the Society. Membership can be reinstated upon resolution of the reason for termination including the payment of back dues.
9. All classes of membership in SNIP are entitled to a reduced registration fee for the regular scientific meeting.
10. **Expulsion.** In extraordinary circumstances Council may expel from the Society a member whose actions are counter to the purposes of the Society. Said member shall be given written notice of expulsion and the reasons therefore, and shall have the right of appeal to Council.

Article 8. Financial

1. Dues will be used to pay for the general expenses of running the Society as well as costs associated with running the regular meeting of the Society. These expenses can include items such as postage, printing, rental of rooms, supplies, legal, travel, and accounting costs.
2. Other sources of revenue for the Society are meeting registration fees, advertisements on the Society web page, and funding from government, industry, and private foundations. Obtaining funds from these sources shall be the responsibility of the President, Executive Committee and the Council. As indicated in the Handbook, the President is the official signatory for any documents pertaining to society business or actions, excluding federal grant applications that are to be signed by the SNIP Treasurer and submitted through SNIP.
3. The financial assets, revenues, expenditures, and capital funds of the Society shall be reviewed annually by an independent Certified Public Accountant. A financial statement of the Society shall be presented to the membership at the annual business meeting.

Article 9. Regular Scientific Meeting

1. One scientific meeting will be held every year and shall be organized by the President in consultation with the Council. The interval between meetings can be changed by vote of the Council. This meeting will be held on a rotating basis at various geographical locations. Attempts will be made to periodically hold the meeting concurrently with a major national or international scientific organization.
2. The MEETING FORMAT may include symposia, workshops, platform presentations, roundtable discussion, and poster sessions. All papers submitted by members (except affiliate members) shall be included in the program without being subject to a review process.
3. The BUSINESS MEETING of the Society shall be held at the regular scientific meeting. The President shall be responsible for arranging and conducting the business meeting. The Secretary shall be responsible for recording the minutes of the business meeting. All the officers of the Society shall report on his/her activities for the Society during the past year.
4. The treasurer shall present the financial statement of the Society. A quorum for this meeting is defined as 1/10 of the eligible voting membership. Resolutions will require a simple majority to pass.

Article 10. Implementation and Changes

1. The initial bylaws were circulated for approval to individuals who have in the past actively been involved in promoting the mission and founding of the society and to others who indicated such an interest in writing. Ratification required, and received, approval by more than 50% of the responders.
2. The SNIP Handbook details the Policies and Procedures to be followed in carrying out these Bylaws and the business and operation of the society.
3. Processes for Changing Bylaws and Handbook
 - a. All additions and changes in SNIP Bylaws must be agreed upon by a majority of the Council after which appropriate proposals are submitted to the SNIP membership for approval by a simple-majority vote. Handbook guideline changes need only be approved by majority vote of Council.
 - b. Suggestions for changes in the SNIP Bylaws and Policies and Procedural guidelines in the Handbook may be made by any SNIP member at any time, but preferably at the Annual Meeting. These suggestions must be called to the attention of the President who will direct discussions and the decision-making process related to these suggestions. Once a formal request for Bylaws or Handbook changes has been presented to the President, he/she will formulate the matter(s) appropriately and present them to Council for discussions and decisions according to the procedures outlined above.

Approved March 28, 2017

Version information: The initial bylaws were ratified and effective March 2001. A first revision was approved and effective August 2006. This second revision was approved and effective August 7, 2012. The third revision was approved and effective March 28, 2017. This third revision, as approved, represents the current operative bylaws of the organization and supersedes/replaces/supplants any other version.