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**IAPEN CHAPTERS**

The Society for Clinical Nutrition and Metabolism (IAPEN) is an organization in the field of parenteral and enteral nutrition and promotes basic research, clinical research, advanced education, organization of consensus statements about clinical care and quality control.

In order to promote IAPEN activities in basic and advanced clinical nutrition, The Society for Clinical Nutrition and Metabolism facilitate the organization of its Members into Chapters. Such Chapters shall not have a separate legal status and are organized only for the purposes of administrative convenience and efficient functioning. The chapters are protected by the bylaws of the association.

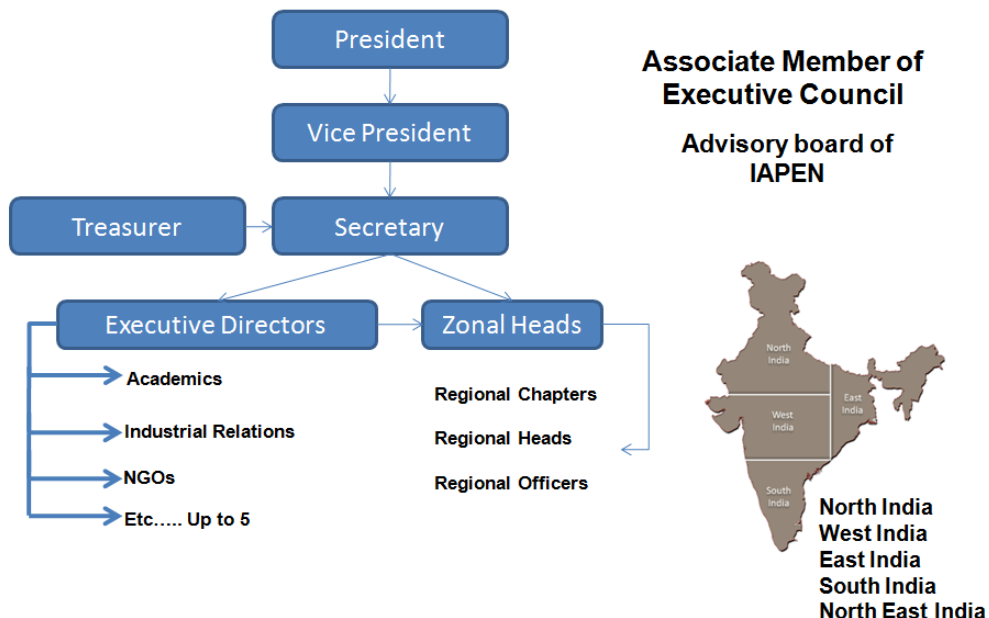
**DETAILED GUIDELINES FOR FORMATION OF IAPEN CHAPTER**

IAPEN - Bylaws

*"The Chapters shall have its organization similar to the Association as stated under these bylaws. The Chapters shall not have separate By-laws. The Chapters or Regions will be headed by the Regional heads or Chapter President and Regional Officers or chapter secretaries."*

**Explanation:** The structure of the chapter can be formulated similar to the IAPEN organization structure.

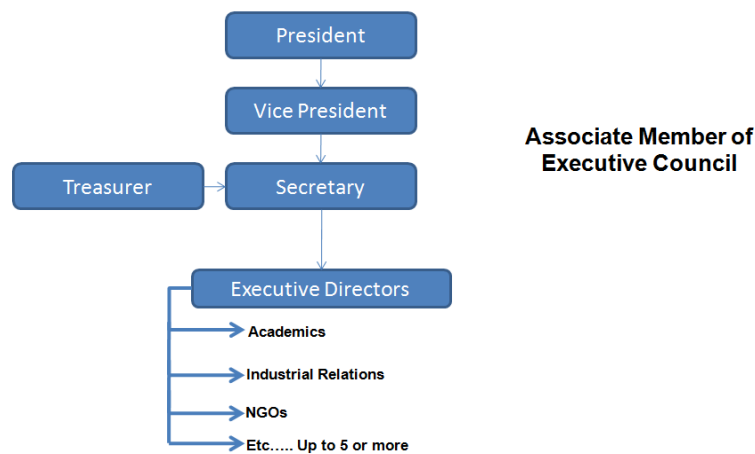
## Structure of IAPEN



For example: IAPEN chapter should contain

1. Chapter President
2. Chapter Vice-President
2. Chapter Secretary
3. Chapter Treasurer
4. Chapter Executive Directors - NGOs, Industrial Relations, Academics, Hospital Steering Committee, Malnutrition Steering Group etc...
5. Associate Member of Executive Council for the Chapter or Advisory Board of the Chapter.

## Structure of IAPEN Chapter



There will be no zonal heads for the chapter. The Associate Members of the Executive Council of the chapter is different from the "IAPEN Associate Members of the Executive Council" or "IAPEN Governing Council". "The Chapter- Associate Members of the Executive Council" will be invited to join the "IAPEN Governing Council", based on his/her contributions to IAPEN.

### **Roles and Responsibilities of the "Associate Members of the Executive Council" of the Chapter**

1. The Associate Members of the Executive Council of the chapter is an advisory board of IAPEN chapter. It will monitor all activities in the chapter. The proposal submitted to IAPEN from the chapter should first get approval from the 'Chapter -Associate Members of the Executive Council'.

The associate members of the executive council will exercise the following powers

1. Recommendation of suitable candidates for various honorary positions present in the chapter.
2. Monitoring of the expenses and also helping in fund generation.
3. Monitoring the standards of the activities conducted by the chapter.
4. The associate members of the executive council of the chapter should not be more than 8 members and should not be less than 4 members.

### **How to form an IAPEN chapter?**

IAPEN chapter can be formed by the Regional Officer (Also referred as Chapter Secretary). The BYLAWS of the IAPEN will only recognize the REGIONAL OFFICER.

Any appointment done without the signature of regional officer is not valid and will not be recognized by IAPEN.

### **IAPEN BYLAWS**

*"There will be one regional officer per one district (As per the district borders defined by the Government of India). The Regional officers will be working under the guidance of the executive directors for the development of IAPEN in different core areas identified in the general body meeting. The Regional officers will have the right to vote and will also have the right to invite any individual for becoming the associate members of the executive council. Regional officers are also called as secretaries of the local chapter."*

IAPEN will appoint a regional officer for formation of the chapter. As per the bylaws, one chapter can be formed per district. The district borders defined by the Government of India. Fifty life members are required for getting the status of Chapter by IAPEN.

### **FORMATION OF IAPEN CHAPTER**

**Step 1:** The regional officer should appoint one experienced person (Gastroenterology or related specializations) as regional head. The regional officer should issue appointment letter to the regional head with his/her signature. The appointment information should be forwarded to the IAPEN.

**Step 2:** The regional officer should appoint members as "Chapter - Associate Members of the Executive Council" or Chapter - Governing Council with the help of the Regional Head.

**Step 3:** The regional officer should issue appointment letters with his/her signature to all the "Associate Members of the Executive Council" of the Chapter.

**Step 4:** The regional officer will also have the power to issue free complementary life membership of IAPEN with prior permission from the Hon Secretary, IAPEN. The Free Complementary Life Membership can be issued to the members not less than Head of the Institution/Industry/Research Centers/Departments or similar ranking.

**Step 5:** The regional officer and regional head and "The Associate Members of the Executive Council of the Chapter" should form the chapter in that particular district.

### **IAPEN - BYLAWS**

*"A chapter can be formed if 50 Life Members residing within a geographical area apply to the Executive Committee for recognition as a chapter of the Association."*

**Step 6:** As per the bylaws, 50 life members are required from one district for the formation of IAPEN chapter.

### **Who can become IAPEN member?**

IAPEN has Three Core Groups, Academics Division, Publications etc...

## **IAPEN CORE GROUPS**

### **Malnutrition Steering Group (MSG): Fight Against Malnutrition [www.fightmalnutrition.in](http://www.fightmalnutrition.in)**

Malnutrition is a complex & multidimensional problem with determinants beyond the health sector. Hence there is a need to bring together experts from various sectors like public health, biotechnology, food science and nutrition etc, on a single platform, to fight against malnutrition.

The aims and goals of MSG are beyond the scope of IAPEN. As MSG is a multidisciplinary approach for 'Fighting Against Malnutrition', members from other organizations like IDA, IPA, TAI etc., NGO's, Police, Food safety officers, Professors, general public, Anganwadi Workers etc. can join MSG - 'Fight Against Malnutrition'.

#### **How to join MSG?**

Interested members can join MSG by taking IAPEN Core Group Life Membership or IAPEN Core Group Yearly Membership.

#### **Activities of MSG (Malnutrition Steering Group) in the district**

1. Conducting nutrition survey in schools, old age homes, colleges etc.
2. Conducting surveys in villages with the help of agriculture nutrition graduates.
3. Involving NGOs for fight against malnutrition and fight against adulteration of food.
4. Monitoring the food quality in restaurants. Issuing quality certificates to the restaurants, schools, institutes etc.
5. Involving politicians in MSG - Fight Against Malnutrition.
6. Training the NGOs for monitoring the food quality in Anganwadi Centers.
7. Training nurses for rapid detection of malnutrition or underweight in children.
8. Involving food safety officers and other government officials, in "Fight Against Malnutrition".

The activities of MSG are not limited

#### **How to form a Malnutrition Steering Group?**

**Step 1:** Forming a MSG Core Group of members consisting of

- Two members from NGOs
- Two members from Food Science Nutrition Departments - Agriculture Universities
- Two members from Food Safety Officers or Government officers etc..
- One or more politicians
- One or more members from Management of Schools
- One or two members from the Management of Hotels etc....

**Step 2:** Preparing guidelines for monitoring of underweight/over weight children present in educational institutes

**Step 3:** Approaching various educational institutes to implement the guidelines.

**Step 4:** Preparing training modules to NGO's for monitoring Anganwadi Centers - Mid day meal scheme.

**Step 5:** Preparing guidelines for restaurants. Issue of certification to the restaurants based on the implementation of the guidelines.

**Step 6:** Advertizing the restaurant names in the educational institutes so that students will eat food only in those restaurants.

**Etc.....**

The Malnutrition Steering Group should enforce the following

1. Early detection of underweight in children in schools
2. Early detection of obesity in children in schools and educational institutes.
3. Monitoring of 'Anganwadi Center's' with the help of NGO's.
4. Enforcing few guidelines to restaurants.
5. Preparing guidelines for student mess or hostels in educational institutes and certifying them through the MSG core group.
6. Certifying or establishing few restaurants by MSG for enforcing the guidelines.
7. Encouraging farmers in organic farming and other good practices with the help of food science and nutrition departments of agriculture universities etc.

<b>Problems to be addressed by MSG</b>	<b>Possible Causes</b>
Malnutrition Due to Lack of Food	<ol style="list-style-type: none"> <li>1. Poverty – India does not have enough food grains (Shortage of dal and other protein rich foods)</li> <li>2. Owners of orphanages, student hostels etc..</li> <li>3. Lack of awareness or Improper food habits etc.</li> <li>4. etc..</li> </ol>
Health problems due to food adulteration	<ol style="list-style-type: none"> <li>1. Mixing of water in milk.</li> <li>2. Mixing of food additives, colors, preservatives beyond the concentration limit (due to lack of awareness or ignorance)</li> <li>3. Artificial ripening of fruits</li> <li>4. etc...</li> </ol>
Malnutrition (Obesity) due to lack of physical activity	Obesity - lack of physical activity in children, adults studying in Universities, Pre-University Colleges etc.. and in few schools
Health problems due to drinking water facility in educational institutes	Even big educational institutes will not allot funds for maintenance of drinking water facility.

**MSG SHOULD FIGHT AGAINST ALL EVILS THAT ARE RESPONSIBLE FOR MALNUTRITION**

**Malnutrition Steering Group should educate**

1. Restaurant owners
2. Management and employee's of educational institutes, research centers etc.
3. Street vendors
4. Everyone, who is involved in food production or food related service industries.

**THE HOSPITAL NUTRITION STEERING COMMITTEE**

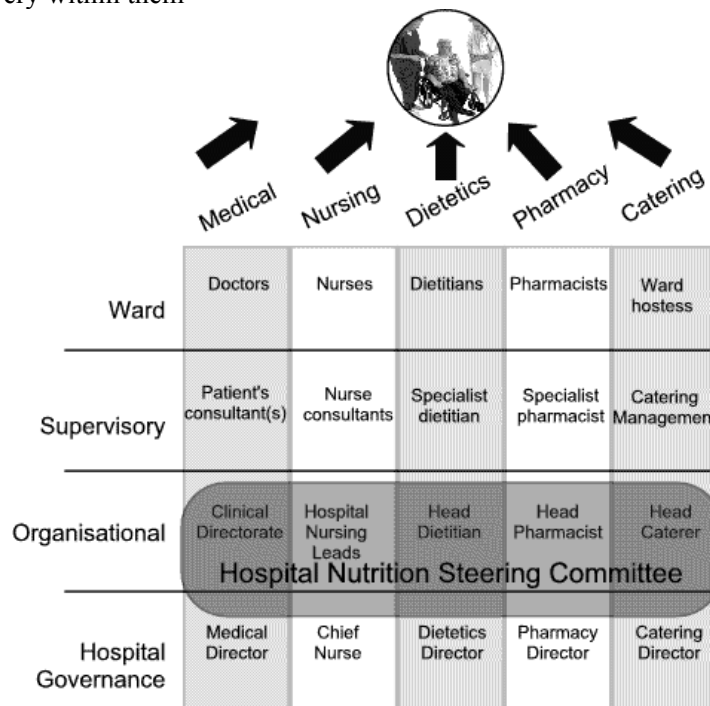
Each chapter should have "Chapter Nutrition Steering Committee". The Chapter Nutrition Steering Committee should control all "Hospital Nutrition Steering Committee's" present in all hospitals in the entire district.

**What is meant by Hospital Nutrition Steering Committee? (ADOPTED FROM BAPEN, UK)**

Brings together senior managers from many disciplines including nursing, catering, dietetics, pharmacy, medicine & surgery. It may appropriately be chaired by the Head Nurse or a senior figure within the hospital who can provide natural links with Governance and the Board. It may benefit from having sub-committees – for example Research and Development, Screening, Specialist Services, Catering.

The Hospital Nutrition Steering Committee

- 1 Oversees and advises the hospital on all aspects of nutrition, including screening and assessment, catering and food, supplements, enteral and parenteral nutrition – for in-patients and out-patients.
- 2 Scrutinizes, develops and co-ordinates hospital nutritional policy in response to external and internal drivers through research and audit.
- 3 Agrees standards for screening, assessment and monitoring; food provision and nutritional support
- 4 Co-ordinates delivery of excellent nutritional support in all units, specialist or general.
- 5 Co-ordinates and monitors appropriate education and training programmes for all staff.
- 6 Liaises with specialist units and if necessary encourages, supports and develops specific needs for nutritional care delivery within them



Adopted from BAPEN, UK

- 7 Supports at least one multi-professional nutrition support team which includes at least one nutrition nurse specialist
- 8 Oversees the coordinated procurement of supplies relevant to nutrition
- 9 Oversees management of food for staff
- 10 Advises on provision of commercial food outlets on hospital premises
- 11 Is answerable through a governance committee to the hospital board

IAPEN chapter Nutrition Steering Committee should be formed by the Regional Officer. The Nutrition Steering Committee should identify the list of hospitals in the district. Each hospital should start the Hospital Nutrition Steering Committee. The Head Nurse or any senior doctor or dietician should be the head of the Hospital Nutrition Steering Committee.

**IAPEN will give Quality Award to the hospitals based on the activities of the Hospital Nutrition Steering Committees.**

Nurses will get 50% discount of the IAPEN life membership fee.



IAPEN is also planning to request the Indian Government to enforce some guidelines in all government hospitals to give special stipend or extra salary or allowance to the nurses, who are involved in the Hospital Nutrition Steering Committee or who have undergone special IAPEN training.

**How to form " The Chapter - Nutrition Steering Committee"?**

**Step 1:** Form a group of experts with various specializations (Doctors, nurses, surgeons etc...) as "Chapter Nutrition Steering Committee".

**Step 2:** Chapter Nutrition Steering Committee should form guidelines for the Hospital Nutrition Steering Committee based on the facilities present in the hospitals (in the entire district). The guidelines should be simple and should be executed in all hospital settings present in the district.

**Step 3:** The information should be forwarded to all hospitals present in that particular district for starting the Hospital Nutrition Steering Committee and enforcing the guidelines.

**Step 4:** Fixing Targets - Each chapters should include at least four to five hospitals per year.

For more information, check <http://www.bapen.org.uk/ofnsh/page4.html>.



### **Fitness, Sports and Nutrition (FSN)**

Through partnerships with the public, private, and non-profit sectors, the FSN (Fitness, Sports & Nutrition) group promotes programs and initiatives that motivate people of all ages, backgrounds, and abilities to lead active, healthy lives.

Monitoring the quality in the fitness centers, obesity clinics etc will be done by the core group of FSN. Members of the FSN should form a committee or board which will issue quality certificates to the fitness centers, obesity clinics etc.

All certified organizations should give discount to the IAPEN Malnutrition Steering Group Members or IAPEN life members. Patients can also take IAPEN core group life membership for getting discount.

#### **How to start FSN group?**

**Step 1:** A group of members should be formed as FSN (fitness, sports and Nutrition) core group. The FSN core group should contain 1) Owners of the fitness centers. 2) Dieticians working in Fitness Centers. 3) Physical trainers present in schools 4) Dieticians from obesity clinics etc. 5) Sports nutritionists.

**Step 2:** This core group should formulate guidelines for fitness centers, physical trainers in schools and for obesity clinics etc. The FSN should monitor and guide all obesity clinics, fitness centers and physical trainers in schools in that particular district.

**Step 3:** FSN should contact fitness centers, obesity clinics, hospitals, educational institutes, physical trainers, free lancing dieticians etc.. for implementation of the guidelines. The organizations following the guidelines will be given certification by FSN.

**Note:** The owners of the fitness centers, hospitals or free lancing dieticians should give some discount to the IAPEN members.

**Patients can take IAPEN Life Membership:** All organizations (fitness centers, hospitals, free lancing dieticians etc..) registered under IAPEN should give some discount to the IAPEN life members or IAPEN core group life members. The discounted amount can be fixed by the registered organization and should be forwarded to IAPEN.

**IAPEN publication:** IAPEN members can send manuscripts to the Journal of Nutrition Research. Home Science, Agriculture Science graduates can join in IAPEN for getting free publication in Journal of Nutrition Research. Doctors can publish their manuscripts in the Indian Journal of Parenteral and Enteral Nutrition.

There should be one publication committee for IAPEN chapter and the publication committee should print a magazine named "In-Touch". IAPEN encourages, each chapter should run e-magazine first. After generating enough sponsorship amount, the magazine can be printed. The schools, hospitals, hotels, colleges, research centers, government officers should share information about malnutrition through the magazine. The chapter guidelines, MSG guidelines, FSN guidelines should be printed in the "In-Touch" magazine.

For more information about FSN " <http://www.fitness.gov/>"



**FIFTY MEMBERS PER DISTRICT?**

<b>S. No.</b>	<b>Members</b>	<b>Approximate Number of Life Members</b>	<b>Remarks</b>
1.	Regional Officer/Chapter Secretary	1	
2.	Chapter President	1	
3.	Chapter - Associate Members of the Executive Council - IAPEN – Academics -	4-8	Minimum of four and maximum of eight members for controlling all activities in the chapter
4	Chapter Executive Director - NGOs Chapter Executive Director - Industries Chapter Executive Director- Academics Chapter Executive Director- Publications – Newsletter for the chapter Chapter Executive Director - MSG Chapter Executive Director - FSN Chapter Executive Director - Hospital Nutrition Steering Committee Etc....	7	There can be more than 7 Executive Directors for each chapter
4.	Malnutrition Steering Group Members	10	Schools, Colleges joined in IAPEN. Parents, NGOs can also join in this Fight Against Malnutrition. Agriculture Science Departments for interacting with farmers and NGOs and other Industries and for mobilizing people for Fight Against Malnutrition.
5	Chapter - Nutrition Steering Committee Members	8	Regional Officer and Regional Head should form the Nutrition Steering Committee for the Chapter and the Nutrition Steering Committee should form guidelines for the Hospital Nutrition Steering Committee and based on the guidelines, Hospital Nutrition Steering Committee should work.
6	Heads of the Hospital Nutrition Steering Committee from each hospital	15	Each hospital will have one head of the Hospital Nutrition Steering Committee i.e. Minimum of 15 hospitals per district (Small
	<b>Total Number of People Working for Fight Against Malnutrition Per District</b>	<b>50</b>	



# THE SOCIETY FOR CLINICAL NUTRITION AND METABOLISM

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## CHAPTER STATUS BY IAPEN

IAPEN will give chapter status only after the formation of all committees OR only after reaching 50 life members/core group life members. The regional officer or regional head or associate members of the executive council of the chapter should generate funds by conducting various activities. The members should come based on the activities of the IAPEN.

## IAPEN ACTIVITY BY THE CHAPTER

All chapters can use "The Indian Association for Parenteral and Enteral Nutrition" account for conducting any activity. The registration fee, sponsorship amount etc. will be directly deposited to the regional officer personal account. The expenditure details and the bills can be submitted by him/her after completion of the activity. IAPEN will give full financial freedom to all its Regional Officers until the formation of the chapter.

### *IAPEN Bylaws*

*Fifty percent of the savings from the conference should be paid back to the society and rest fifty percent should be made available to the local chapter of the society, whenever this is formed, for there use in furthering the aims of the society.*

Fifty percent of the savings from the conference or workshop or any activity should be paid back to the society. The rest fifty percent should be made available to the local chapter of the society.

## Research Resource Center - Guidelines - 22-02-2013

*Fifteen percent of the savings from the workshop, courses or any activity by the Research Resource Center should be paid back to the society and ten percent should be made available to the local chapter of the society, and the rest seventy five percent should go to the Research Resource Center/organization/hospital.*

In case of certified courses, workshops, conducted by Research Resource Center, the above percentages should be followed. IAPEN encourages all chapters to get at least two Research Resource Centers per year.

Every research resource center should have REGISTERED EDUCATION PROVIDERS (REPs), CERTIFIED TRAINERS (CTs) AND CERTIFIED EXPERT TRAINERS (CETs). Before applying for Research Resource Center, at least one Certified Expert Trainer (CETs), two Certified Trainers (CTs) and Three Registered Education Providers (REPs) should get recognition status by IAPEN.

## FINANCIAL MANAGEMENT BY THE CHAPTER

Immediately after getting the chapter status, the regional officer should open a bank account with 'Region Name' along with the tag 'IAPEN Chapter' (i.e. \_\_\_\_\_ IAPEN Chapter). IAPEN will deposit the student membership fee into the chapter account. The chapter should maintain the accounts of the student and other yearly membership fee. The chapter can issue the Life Membership of IAPEN.

*IAPEN - Bylaws*

*The Application should include a detailed list of the number and type of members, together with the affiliation fees. To form a chapter members may be new or existing ones. In case of new members, their filled in membership forms together with their entire membership and registration fees should be submitted with the application. The Executive Committee will rule on whether the applying group/organization satisfactorily meets the criteria for recognition as a Chapter.*

**Chapter Status Application Procedure**

A covering letter requesting for chapter status should be submitted to the IAPEN along with the details of the life members present in that chapter. The details of the committee's should be mentioned in the covering letter. The IAPEN Governing Council or IAPEN Associate Members of the Executive Council will take final decision about the applying group/organization satisfactorily meets the criteria for recognition as a chapter.

**About Voting**

*IAPEN - Bylaws*

*If the Chapter President/Regional Head is not able to attend any general and/or special meeting of the Association, he/she may depute before the said meeting, in writing, the name of the officer/member who will substitute her as official representative at the said meeting. However, such official representative shall not exercise the voting rights.*

Regional Head will also have right to vote along with the Regional Officer.

*IAPEN - Bylaws*

*The chapter shall appoint an auditor every year at the beginning of every year and such information shall be conveyed to the President for forwarding the same to the executive committee.*

The auditor information should be forwarded to the head office.

*IAPEN - Bylaws*

*Each chapter shall help the Head Quarters in collecting all the dues from the members belonging to their chapter and shall take turns in hosting the Annual Convention of the Association. They shall also remit 25% only from the Registration fees collected during the convention to the accounts of the Headquarters. Each chapter shall remit 50% of the membership fees collected from life members enrolled in the current calendar year to Headquarters, which in any case, shall not be less than the amount equivalent to 50% of the membership fees of Five life members and such amount shall be paid by the chapter even if it unable to enroll new Life Members. Each Chapter shall send the updated membership list as on March 31st of every year to the HQ.*

The life membership fee can be collected by the chapter and can be deposited into the IAPEN chapter account. Each chapter shall remit 50% of the life membership fees collected from life members enrolled in the current calendar year to the IAPEN main account.

*IAPEN - Bylaws*

*At every Annual General meeting the Secretary/regional officer of each chapter should present the report of the activities of the chapter for the past one year and the treasurer should present the audited financial report for the past financial year. In the event of their inabilities to attend the A.G.M. they may nominate a member of the chapter to attend the meeting and present the reports. Each chapter shall conduct periodic academic meetings and symposiums on its own or in collaboration with other scientific organizations. It shall also endeavor to carry out other activities such as those outlined earlier.*

**Election of members in the chapter**

*IAPEN - Bylaws*

*There will be no elections for individual chapters for election of President, Vice President, Secretary, Joint Secretary, Treasurer etc. and the regional officer will be the secretary of the chapter and he/she will select IAPEN life members as President, Vice President, Joint Secretary, Treasurer etc.*

*The selected members should be present within the district border, defined by the Government of India. The Chapters shall actively promote the participation by all their members in the activities of the Association at the National level.*

The members present in the chapter should be from one district only.

*R. Naga Lakshmi Naidu*

RNL Naidu  
Hon Secretary  
IAPEN