

# **ISBD Regional Societies**

## **A GUIDE TO FORMING A REGIONAL SOCIETY**

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Developed under the direction of the ISBD  
Regional society Development Committee

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## FORWARD

Dear Colleague,

Welcome to the International Society for Bipolar Disorders (ISBD) and congratulations on choosing to charter a new ISBD Society in your region. This manual is intended to assist you in the development of a regional society supporting the mission and goals of the International Society for Bipolar Disorders (ISBD). Some of you may have been members of the ISBD for years, others for only a short time. In either case, you are aware of a strong tradition and organization which continues to share information on bipolar disorders research, diagnosis and treatment throughout the world. Providing guidelines, while offering you latitude in your approach, this manual sets out the requirements to be followed in order to become an ISBD Regional society.

The project you are about to undertake will be valuable in further encouraging and uniting the community of people who demonstrate a continued interest in the field of bipolar disorders. Your efforts will not only improve the quality of living for those affected by this life-long illness within your community and region, but will also greatly enrich your own life. Your affiliation with the ISBD and using the ISBD name means you represent a far larger body of people than only those in your community, state, region, or country. As an international organization, ISBD continues to grow. We are glad you have chosen to affiliate with ISBD and we encourage the development of your regional society. We want you to appreciate the fact that you are creating a unique organization, and your regional society can make a valuable contribution to your community.

Establishing a regional society requires motivation and persistence. The ISBD Staff and Regional society Development Committee will be available to support you during the initial development of your society, and after your regional society has been granted full regional society status. If you have any questions, we encourage you to contact us at 412-605-1412 for assistance.

## A Guide to Forming a Regional Society

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## Overview

The following information outlines the process to become a recognized ISBD Regional Society from the start to finish. From the time you initiate the process below, it will take a minimum of 90 days and a maximum of 5 months to complete this process. Your timeliness in completing the steps below will determine the time frame for this process.

Step 1: Review the enclosed “Protocols for ISBD Regional Societies” document.

Step 2: Complete the enclosed application

Step 3: Draft and submit constitution<sup>1</sup> for your regional society to the ISBD

Once steps 1-3 are completed, the ISBD regional society development committee will review your application and by-laws in conjunction with the ISBD Executive Committee within 30 days of receipt. If upon review any questions arise, ISBD may request clarification or amendment as necessary to proceed. Within 30 days of receipt of the application, ISBD will inform your regional society of acceptance or rejection of the application.

If your application is accepted you will need to complete the following items within 90 days.

- Apply for Incorporation for your regional society through the appropriate state or equivalent local governing body. The organizers of a new regional society must contact their state’s or country’s Secretary of State Office or other appropriate administrative branch to request incorporation papers. The ISBD *will not* reimburse developing regional societies for expenses incurred in obtaining incorporation status.
- Apply for Tax Exempt Status for your regional society through the appropriate state or equivalent local governing body
- Forward Articles of Incorporation, Tax Exempt determination and any other appropriate documentation identifying your group as a recognized legal entity in your country/province to the ISBD office
- Submit a physical address/location or information for Society secretariat, including name of principle administrative contact, phone, email, web address and any other pertinent info for communication.

Within 30 days of receipt of all legal documentation and contact information above, your regional society will be designated a recognized Regional Society of the International Society for Bipolar Disorders and will be announced at the subsequent Annual General Meeting of the ISBD.

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<sup>1</sup> By-laws must be approved by the ISBD prior to application for incorporation as an ISBD Regional Society.

### **Benefits of Regional Society Affiliation**

The *International Society for Bipolar Disorders* is an international organization for those persons, both professional and lay, concerned with bipolar disorders. The Society's success comes from its leadership, committed ISBD members, and its regional societies throughout the world. Below are examples of services and benefits of being an affiliated ISBD Regional society.

**Regional Society Membership.** Your involvement provides opportunities to network with like-minded professionals in your area, an opportunity to develop local educational programs in the field of bipolar disorders and a source of collegial support.

**Biennial ISBD Conference.** This biennial conference is conducted every-other year (in opposing years to the International Conference on Bipolar Disorder held in Pittsburgh) in a variety of different geographical areas. This conference is an opportunity for members to share research, experiential programs, patient advocacy related programs and clinical practice. It is at these conferences where regional society members have the opportunity to network and review concerns and issues at a regional or state level.

**GLOBAL Newsletter.** The *ISBD Global* is the official newsletter of ISBD. Articles and matters of interest to the general membership are published here. In addition, this newsletter provides the opportunity for each ISBD regional society to disseminate information concerning their regional society's activities.

**Networking.** Affiliation with ISBD provides regional societies with a large network of similar organizations that can offer mutual assistance to one another year round and may be utilized to set up multi-site studies and share data. With a common reference point in ISBD, regional societies have access to information, resources, and events.

**Leadership Opportunities.** Several ISBD officers and members of the board of directors have held leadership positions in their regional societies. We encourage regional society officers to become actively involved on an international level. Regional societies provide local, regional and national visibility, not only for those who are in regional society leadership positions, but for other members as well.

**Financial Opportunities.** After a regional society has obtained a tax exempt status, there are opportunities to seek financial assistance from local, regional and national foundations. These foundations are able to provide money to those organizations which have special tax-free status. Opportunities such as these can mean financial assistance to your regional society to develop new projects or design programs which otherwise may not be within financial reach of your organization.

**Assisting with Regional Society Recruitment.** ISBD Headquarters can assist ISBD Regional societies in gaining new members. This is done by identifying current ISBD members in your area and also by periodically providing names and addresses of those who become new members throughout the year.

**Assisting with Identifying Speakers and Consulting on Regional Society Conferences and Workshops.** The staff at the ISBD is available to assist regional societies when they are preparing to conduct conferences, workshops, or training programs by providing them with a list of speakers and materials.

**Affiliation with an International Organization.** Each regional society, once approved, is recognized in ISBD literature as being an official regional society of the ISBD. Your regional society will join a "family of others" who also believe in the goals and objectives set out by ISBD.

### Protocols for ISBD Regional Societies

In order to enhance communication between the international organization and regional societies, the following responsibilities are to be fulfilled by newly formed regional societies. Fulfillment of these responsibilities represents your commitment to your regional society and to the ISBD.

**BY\_LAWS:** Please include the following statement in your Society's Constitution

#### Article \_\_. Affiliation with ISBD

- A. The <Insert your regional society name>, is affiliated with the International Society for Bipolar Disorders (ISBD).
- B. <Insert your regional society name> is free to govern itself under the guidelines set forth in these by-laws, and in the absence of provisions in these by-laws, the society agrees to be governed by ISBD Constitution and by-laws.
- C. <Insert your regional society name> will meet with ISBD once a year in conjunction with the ISBD main meeting, ICBP in Pittsburgh, or other location to be agreed upon by the ISBD and <Insert your regional society name>.
- D. The <Insert your regional society name> will provide an annual report to ISBD no more than 60 days after the close of the regional society's budget year.
- E. Use of the ISBD Logo will be at the discretion of ISBD and upon review of any material, both hardcopy and electronic, that will contain the Logo.
- F. <Insert your regional society name> will coordinate meetings with the ISBD and will make every attempt to anticipate and avoid potential conflicts.

#### ***Bipolar Disorders Journal***

- 1) **<Insert your regional society name>** will pursue a competitive bid from the Bipolar Disorders Journal when seeking publication of abstracts, guidelines, translations or any other special issues or supplements
- 2) **<Insert your regional society name>** will inform the ISBD and the editors of the *Bipolar Disorders Journal* prior to any negotiations with the publisher regarding the publication.
- 3) **<Insert your regional society name>** will support membership in ISBD as the principle route for access to the Society's official Journal.

#### **Regional Meetings**

Regional Societies are welcome to use the ISBD logo, previous conference lists, and ISBD membership lists to help in the recruitment of potential delegates for local meetings. ISBD members may also be helpful contributing to your meeting as invited speakers, planning committee members, etc.

In return for assistance offered to Regional Society meetings, ISBD will require a percentage contribution back to the International Society for Bipolar Disorders equal to 10% of the net profit in the event that the meeting realizes a net profit equal to or greater than 10% and less than 30% of the total sponsorship and exhibition revenue raised for the meeting, 15% of the net profit if equal to or greater than 30% but less than 50% total sponsorship and exhibition revenue, and 20% if net profit is equal to or greater than 50% sponsorship and exhibition revenue.

**Guidelines for Corporate Relationships:** In accordance with the high ethical standards set by the Society, Regional Societies are strongly encouraged to draft and submit to the ISBD a set of guidelines for corporate relationships that maintain editorial control over the scientific content of any information produced as part of a corporate/externally funded arrangement.

**Board and Officers:** Board and Officer positions are unpaid. Regional society Officers/Board Members must maintain membership in the ISBD to encourage strong leadership in your regional society and to enhance communication between both organizations.

**Membership:** Dues for Regional Society membership shall be established by board action of the Regional Society.

- Any reduction in ISBD dues for regional society members will be set in conjunction with ISBD
- Processing of ISBD membership dues at regional society functions/events/etc. will be coordinated with ISBD Staff.
- All regional society only dues will be collected and processed by the regional society
- Regional society will share membership list with ISBD to promote Society meetings, educational products, positions statements, etc.

**External Affiliation:** The ISBD encourages regional societies to develop active collaborations with the regional consumer organizations or societies that are involved in providing support and dedicated to improving the care and treatment for those with mood disorders.

**Statement of Reciprocity:** In the spirit of fostering international collaboration, the ISBD and its regional societies agree to mutually promote and support the membership, meetings, and education materials (as appropriate) of both organizations through

- reciprocal website linkage [ISBD will reserve webspace for reporting on regional society activities]
- cross-participation of ISBD and Regional society members on Committees of both organizations
- cross- contributions from Society and Regional society to official organizational newsletters
- Participation in Organizing committees of the ISBD biennial meeting if held in your region

**Regional society Resources:** Please visit the ISBD website at [www.isbd.org/Chapters.htm](http://www.isbd.org/Chapters.htm) for Regional society resources, including

- A copy of the ISBD Constitution
- Forms for requesting ISBD membership lists
- Templates for Annual Regional society Reports
- Secure server to process ISBD membership dues through your regional society
- Etc.

## APPLICATION for AFFILIATION WITH THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS

Please complete these forms and send to the ISBD main office within 30 Days of Receipt.

### Send all information to:

International Society for Bipolar Disorders, c/o Chad Daversa  
PO Box 7168 / Pittsburgh, PA 15213

We, the undersigned, would like to form a regional society and request that our regional society be formally affiliated with the International Society for Bipolar Disorders (ISBD). We recognize ISBD as a professional international organization whose mission is to foster ongoing international collaboration on education and research with an objective to advance the treatment of all aspects of bipolar disorders that result in improvements in outcomes/quality of life for those with bipolar disorder and their significant others. Therefore, we are forming this regional society with the intention of upholding ISBD's mission as stated above and have read and agree to all conditions in the "Protocols for ISBD Regional societies" sheet included with this application

We further certify that our regional society of ISBD will be established and will function according to the Constitution, structure, policies, purposes and principals of ISBD while operating as a financially, legally and administratively independent arm of the Society, and in accordance with this agreement neither party shall have any claim on the other, nor make any pretense to represent the other, in the transaction of any business in furtherance of the goals and objectives of the respective organizations.

\_\_\_\_\_  
Official Regional society Representative Signature      Date

### Recognized name of the regional society of ISBD;

The "\_\_\_\_\_" (Insert name of region) Society for Bipolar Disorders: A regional society of ISBD." Your name, and if possible your logo, should both reflect your connection to ISBD

**Geographical area to be covered by your regional society:** \_\_\_\_\_

**Mission, Goals and Objectives of your regional society (Attach a separate sheet as necessary):** \_\_\_\_\_

**Is your group already registered as a Charity, Foundation, Society or otherwise incorporated under any local law?** yes \_\_\_ no \_\_\_

If you answered yes, please include the following attachments with your group's application

- A. A copy of your group's registration, incorporation or other determination letter
- B. A copy of your group's history, mission statement, objectives, by-laws
- C. A copy of any printed publications or materials currently distributed by your group
- D. Your group's current organizational structure, including officers, board members, paid employees, etc.
- E. Your group's current membership roster

**Application Cont'd**

**Statement of Purpose:** (Please attach on a separate sheet of paper)

Briefly describe why you/your group would like to affiliate with ISBD as an official Regional society.

**Proposed ISBD Regional Society Officers**

Please provide contact information, as well as details of board, officer, or editorial positions in other mood disorder related professional organizations as indicated in "Other Affiliations" below.

**President (principal contact)**

Name:

Address:

Phone:

E-mail:

Other Affiliations:

**Vice President**

Name:

Address:

Phone:

E-mail:

Other Affiliations:

**Treasurer**

Name:

Address:

Phone:

E-mail:

Other Affiliations:

**Secretary/Recruitment Coordinator**

Name:

Address:

Phone:

E-mail:

Other Affiliations:

**Application Cont'd****Five (5) ISBD Members in your area**

You need at least five (5) names of individuals in your area who are paid Voting ISBD members, excluding yourself, in order to petition for regional society status. The ISBD Voting membership fee is \$90 annually for countries in Area 1, \$120 for countries in area 2, and \$150 for countries in Area 3, all U.S. currency. If you do not currently have a total of 5 ISBD members, other than yourself, contact the ISBD Office at [dinaw@isbd.org](mailto:dinaw@isbd.org) for a list of all ISBD members in your selected area.

**Include Name, Phone No., Email, and ISBD ID#**

Name:

Phone:

E-mail:

ISBD Member ID#:

Name:

Phone:

E-mail:

ISBD Member ID#:

Name:

Phone:

E-mail:

ISBD Member ID#:

Name:

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ISBD Member ID#:

Name:

Phone:

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