

Bylaws of the Genetics Society, Approved May 2015

A. Membership

A1. Ordinary Membership

A1.1 Nomination

Persons may be nominated for Ordinary Membership by an Ordinary or Life Member of the Society. The nomination will be sent to the Society's Office, to be added to a list of nominations that will appear in the Newsletter or be communicated to the membership electronically. A membership proposal form shall appear on the Society's website and also in every edition of the Newsletter. Candidates for membership shall state on their application the specialist area(s) of genetics in which their interests principally lie. These specialist areas shall correspond with those defined in clause 8(i)b of the Society's constitution. The person proposing the new member must either state his/her membership number or supply a current e-mail address or telephone number by which he/she can be contacted, should any questions arise concerning the nomination.

A1.2 Election

Candidates shall be submitted for election at the next AGM or other General Meeting of the Society. No candidate shall be elected unless he or she receives the votes of the four-fifths of those present and voting. Persons proposed for Ordinary Membership may attend the Society's scientific meetings and receive the Society's Newsletter, on the same basis as Ordinary Members, provided they have paid the annual membership fee, but they may not vote in Society business meetings nor nominate others for membership until their membership applications have been approved. They may, however, be proposed as members of the Committee, for election at the same business meeting as their membership application is to be approved.

A1.3 Subscriptions

Applications for membership may only be considered and voted upon, if the applicant has already paid the annual subscription determined by the Committee. In the event that the application for membership is not approved, this payment shall be refunded promptly and in full to the unsuccessful applicant. In the event that the application is successful, membership subscriptions, if paid by direct debit, are renewed on an annual basis running from 1 June – 31 May (for those who first applied for membership between 1 June – 30 November) or from 1 December – 30 November (for those who first applied for membership between 1 December – 31 May). The annual renewal date for membership subscriptions paid by cheque, cash or credit card will always fall on 31 May of each year. Members who are in arrears by more than 12 months shall be deemed to have resigned from the Society. However, their membership may be re-activated at any time if they pay the full amount of any such arrears.

A1.4 Contact Information

All Ordinary Members are required to notify the Society's Office of their contact details, including a street address, telephone (and if appropriate fax) number and e-mail address, and shall also notify any changes to these details from time to time. Any member who fails to supply and maintain accurate contact information shall be deemed to have forfeited his/her right to vote in any Society ballot or to be notified of the time and place of general meetings or any other matter relevant to Society business.

A2. Student Membership

When applying for Student Membership, the applicant shall state the name of the educational institution at which he/she studies, the name of the course or degree on/for which he/she is enrolled, and the name and contact details of a responsible person, such as a research supervisor, head of department or director of studies, who can confirm the applicant's status. The named responsible person shall countersign the application, and indicate the expected date of graduation. The responsible person may also be the proposer, if eligible. A person accepted into Student Membership, who continues to pay the annual subscription, shall automatically be deemed to have become an Ordinary Member on 1 July of the fifth year after his/her membership application is approved, or at any earlier time at which he/she confirms to the Society that

he/she is no longer a student. The person shall receive written notification to this effect, at the time that his/her membership status is altered. A person who remains a student after five years of Student Membership may continue as a Student Member, but shall be required annually to provide certification of his/her status from a responsible person, as for new members. In all other respects the same procedures and rules shall apply to Student Members as to Ordinary Members.

A3. Life Membership

No person shall be entitled to Life Membership until any arrears due to the Society have been discharged. The names of those accepted into Life Membership shall be published on the Society's website.

A4. Honorary Membership

The number of Honorary Members shall normally be no more than 12.

A5. Membership Subscriptions

The amounts of the membership subscriptions levied on the various classes of members shall be fixed annually by the Committee not later than 30 April. In the absence of any such resolution, the amounts of the subscriptions levied the previous year shall remain in force. Each member shall be informed in writing of any alteration in membership subscription due, by 31 May of the year in question.

A6. Corporate Membership

Applications for Corporate Membership shall be considered on a case by case basis by the Committee.

B. Honorary Officers and Committee

B1. Elections

B1.1 Nominations

In accordance with clauses 7, 8 and 17 of the Society's constitution, the Committee is expected to nominate suitable individuals for election to any vacant post. Via appropriate consultations with the existing Committee, including, if necessary, a ballot of its members, using the alternative vote system if more than two candidates are proposed for any given post, the Honorary Secretary shall be responsible for identifying such persons to be proposed for nomination. The Committee shall normally reach a final decision on such nominations at its meeting in the November prior to the following year's AGM. These nominations shall be posted on the Society's website, the notice also stating clearly the right of other members to make nominations and the procedures for so doing. Such nominations must be in writing, must be made with the written agreement of the nominee, and must carry the names and signatures of at least two Ordinary, Student and/or Life Members, together with their membership numbers or current e-mail address or telephone number at which they can be contacted.

B1.2 Ballots

If more than one person is nominated for a given post, the Society's constitution requires that a ballot be held to determine the result of the election. The Honorary Secretary shall conduct such a ballot before the time of the Annual General Meeting, via a secure mechanism that ensures the possibility for all members to take part, under conditions of strict confidentiality and fairness. The alternative vote system shall be used if more than two candidates are proposed for any given post. The result of any such ballot shall be reported to the AGM, which must ratify all elections, whether by ballot or by unopposed nomination. In the event that the AGM does not approve a nomination, or does not constitute a quorum authorized to do so, the Committee shall call a Special General Meeting within 60 days. If called as a result of a non-quorate AGM, the same nominee(s) shall be considered, although additional nominations can be made, and if necessary, a further ballot organized. If the AGM has voted to reject a nomination, the Committee shall propose a different nominee, and other nominations can again be made by individual members, if necessary entailing a ballot.

B1.3 Rotation Cycle

The four-year rotation cycle for elections of Honorary Officers shall take effect upon adoption of the 2002 constitution, but shall be deemed to have been in operation since 1999 (see Appendix 1). The continuity cycle becomes unavoidably distorted when the appointments of Honorary Officers are extended by up to 2 years, but since these distortions will cancel each other out over the long term, no action is needed to compensate for them. However, the Society's constitution (clause 7(v)) requires that in the event of any resignation, the post in question be filled temporarily only until the time at which the previous officeholder's term would have expired. Such temporary appointees may be re-elected to the same post for the following full term of office, as implied by the terms of clause 7(iii). The Honorary Treasurer shall be elected one year before due to take office, and shall serve in an observer capacity alongside the retiring Honorary Treasurer throughout the year. The Scientific Meetings Secretary should similarly be elected one year before taking office, to serve in an observer capacity before taking office; alternatively, an observer year may not be necessary if an existing member of the Executive sub-Committee is elected to the post. During an observer period he/she shall be invited to attend meetings of the Committee and Executive Subcommittee as a non-voting observer, and shall be entitled to reimbursement of his/her travel expenses thus incurred on the same basis as serving members of the Committee. In order to ensure that the cycle of Committee appointments is maintained accurately on a continuing basis, the Honorary Secretary shall update Appendix 1 of these bylaws annually, and deposit a copy thereof with the Society's Office.

B1.4 Presidential Term

The four-year period of office applying to the President is deemed to include the observer year (clause 7(iv) of the Society's constitution), but the President's term of office may also be extended by up to 2 years, like that of any other Honorary Officer. The President shall normally be a Fellow of the Royal Society, or a distinguished member of a foreign Academy of Sciences of equivalent standing. The President shall normally be responsible for identifying a suitable successor willing to be nominated by the Committee to serve in this capacity.

B1.5 Period of Office

All persons elected to the Committee hold office from the conclusion of the General Meeting at which they are elected, as stipulated by clause 7(i) of the constitution. However, in order to ensure an orderly transfer of office, and to permit flexibility in the timing of the AGM, those elected at the AGM shall be deemed to serve in this capacity only from May 1st of the year in which the relevant AGM occurs or immediately following the AGM, whichever is the later, and shall be deemed to continue to serve until 30 April following the AGM when they cease to hold office or immediately following the AGM, whichever is the later.

B1.6 Postgraduate Representation

The Committee shall include one postgraduate member of the Society, elected to represent all postgraduate members. This Postgraduate Representative shall serve for a period of two years after election. The Society's Office shall maintain an up-to-date record of the names and contact details of all postgraduate members, who can be contacted by the Postgraduate Representative. To ensure smooth transition, the Postgraduate Representative should contact postgraduate members to ask for nominations for their successor; this successor should be nominated in time to serve a six-month "overlap" before starting his/her full term of office.

This nominee shall be proposed by the Postgraduate Representative after consulting postgraduate members; other nominations may be made by any postgraduate member, and the procedure and deadline for nominations must be clearly advertised, by email and/or in the Society's Newsletter. The Postgraduate Representative shall be formally elected at the AGM by the same procedure as for other members of the Committee. If there is more than one nominated candidate, a ballot shall be held in accordance with bylaw B1.2, and clause 17(vi) of the constitution.

In addition to the Postgraduate Representative drawn from the postgraduate members of the Society, one "ordinary" member of the Committee (as described in clause 8(i)(b) of the Society's constitution) shall be designated to assist in the Society's work on behalf of its postgraduate members.

B1.7 Designated Areas

The specialist subject areas defined in clause 8(i)b of the constitution shall be interpreted at the discretion of the Committee, so as not to debar suitable nominees for election to the Committee, for example as a result of a person having interests spanning more than one subject area, or whose precise interests do not exactly match any of the specialist areas as narrowly defined. In making nominations, the Committee shall also take into account other relevant criteria, in order to ensure that the Committee remains as representative as possible of the membership and its scientific interests in genetics.

B1.8 Committee Members' Declaration

In accordance with clause 8(iv) of the constitution, the Honorary Secretary shall obtain from each person newly elected to the Committee a signed declaration as specified, which shall be entered into the minutes book of the Society, at the earliest opportunity following election, and not later than the beginning of the first meeting of the Committee thereafter.

B1.9 Co-opted Members

The co-option of additional members shall be at the discretion of the Committee, within the limits set out in the constitution (clause 8(v)). In choosing to co-opt members the Committee may pay regard to the representation of different nations and regions of the UK, the balance between teachers, researchers, technologists and other professional groups in genetics, the representation of minority subject areas within genetics, liaison with other learned Societies, and any specific tasks the Committee wishes to undertake for which its elected members are not best qualified.

B2. Executive Sub-Committee

The Committee shall appoint an Executive Sub-committee to progress its business between meetings of the full Committee. The membership of the Executive Sub-committee shall normally comprise the Honorary Officers of the Society, plus any other member of the Committee that the Executive Sub-committee wishes to co-opt from time to time, or to invite to its meetings. All decisions of the Executive Sub-committee must be ratified by the following full Committee meeting before they take effect, although where time is of the essence, the Executive Sub-committee is empowered to make and implement decisions on an interim basis.

B3. *Ex officio* Committee Members

The staff of the Society's Office and editors of the Society's journals are considered as employees or servants of the Society, and may not hold office or be elected to the Committee. If before taking office they are already members of the Committee, they are automatically deemed to have resigned therefrom upon taking office. The Managing Editor of *Heredity*, or any person appointed by them as a deputy in the matter, shall be invited to attend meetings of the Committee and any relevant Sub-committee *ex officio*, and shall receive copies of the minutes of the Committee and of any Sub-committee. They shall also report to the Committee on their activities on behalf of the Society.

B4. Committee Business

B4.1 Minutes

The book of minutes of the Committee and of any of its sub-committees shall be maintained by the Honorary Secretary in both an electronic and a printed format (for which a loose-leaf or other similar format is acceptable). The minutes of any meeting shall be read and approved at the next meeting of the full Committee, incorporating any corrections agreed by those present. Each set of minutes shall be signed and dated by the chairman of the full Committee meeting at which they are approved. Draft minutes shall be circulated to all members of the Committee at least 7 days in advance of the meeting at which they are to be approved. Such circulation may be by e-mail.

B4.2 Agendas and Periodic Reports by Honorary Officers

Committee members shall advise the Honorary Secretary by e-mail of any matters they wish to be placed on the agenda of the next meeting of the Committee or Executive Sub-Committee at least 14 days in advance.

Such requests shall be accompanied by all written material that is necessary for the Committee to reach a decision. Honorary Officers and the Society's Office shall submit written reports of their activities in the preceding period (i.e. since the most recent meeting of the Committee or Executive Sub-committee) for consideration by each meeting of the Committee and Executive Sub-committee, which shall normally be sent electronically to the Honorary Secretary at least 14 days in advance. The Honorary Secretary or staff of the Society's office shall circulate the agenda and any accompanying papers and reports electronically at least 7 days in advance of each meeting of the Committee and Executive Sub-committee.

B4.3 Committee Procedure

The agenda and accompanying papers will be assumed to have been read by all. Items for information only, including the reports of the Honorary Officers and Society's Office, will not be discussed in detail, unless members of the Committee wish to raise points arising from these reports. The Honorary Secretary shall organize the agenda so that items requiring an urgent decision are taken first, followed by any in which only a general or preliminary discussion is appropriate. Any items of business submitted after the agenda deadline shall normally be remitted to the following meeting.

B4.4 Committee Business Outside of Scheduled Meetings

In the periods between Committee meetings, whenever decisions need to be taken or opinions of the members of the Committee sought, the Honorary Officers and other members of the Committee shall solicit or communicate their views to each other by e-mail. When soliciting the views of other Committee members in this manner, Honorary Officers shall specify a clear deadline for responses. On any matter where time is of the essence, and it is agreed that a vote needs to be taken, it shall normally be conducted by the Honorary Secretary by e-mail or, in exceptional circumstances and if requested by two or more members of the Committee, by postal ballot. Any such decision shall only stand if it is subsequently ratified by the next meeting of the Committee.

B4.5 Conflicts of Interest

All members of the Committee shall declare any conflict of interest pertaining to matters under discussion and shall refrain from voting on any such matters. They shall also absent themselves for the duration of any discussion of such matters, if it is felt by the Chairman, the majority of those present or the person him/herself that his/her presence might inhibit a free and open discussion of the relevant issues.

B5. Duties and Privileges of Honorary Officers and Committee members

B5.1 Expenses

Whilst respecting clauses 5 and 10 of the Society's Constitution, Committee members and those persons invited to attend meetings of the Committee shall be entitled to claim reasonable out-of-pocket expenses in connection with their travel to meetings of the Committee, any Sub-committee to which they are appointed or invited, and the Society's spring and November scientific meetings. The costs for their attendance at these scientific meetings, including accommodation and subsistence expenses, shall also be borne by the Society. The determination of reasonable travelling expenses shall be at the discretion of the Honorary Treasurer, but shall normally be limited to second-class rail fare, or economy airfare for journeys that would otherwise be in excess of three hours, plus necessary local connections.

B5.2 Charitable Obligations

All members of the Committee, including co-opted members, shall be deemed to be Charity Trustees of the Society and shall fulfil the obligations of such office in law, and as specified in the constitution. The Society shall provide appropriate insurance for its Trustees, to cover their personal liability.

B5.3 Other Duties

All Honorary Officers (and, when appropriate, other Committee members) will assist each other in carrying out their duties by maintaining good communication and consultation with each other and with the Society's

Office. In addition to those matters stipulated elsewhere in these bylaws, Honorary Officers and Committee members shall attend to the following duties:

(i) President

The President is the public face and voice of the Society and shall make or be consulted on all public statements concerning the Society's views on any matter to which it is competent to express an opinion. He/she shall write the formal letter of invitation to Mendel Lecturers nominated by the Committee. The President normally introduces the Mendel, Genetics Society Medal, Mary Lyon Medal and Balfour Lecturers at the meeting at which the lecture will be delivered and presents their awards.

(ii) Vice-President for Corporate Affairs

This Vice-President is responsible for the strategic development of the Society, including financial strategy and planning, corporate image, website, communications and publicity, assisted by the Society's Office. He/she shall oversee the Society's wholly or partly owned academic journals, and make recommendations to the Committee on any matter relevant to their protection and development. The Vice-President for Corporate Affairs shall normally represent the Society on the board of management of the academic journals that it owns or part-owns, but may nominate other competent persons, such as the Vice-President for External Relations or Honorary Treasurer, to deputise for him/her or to co-represent the Society, as needed. Whenever the Vice-President is debarred from representing the Society in any external body, for reasons of conflict of interest, the Committee shall nominate another representative to act temporarily in this capacity.

(iii) Vice-President for External Relations

The Vice-President for External Relations represents the Society on the governing or consultative councils of all external bodies to which it is affiliated, in particular the Biosciences Federation. He/she shall liaise with other societies, organisations, and government agencies and, via consultation with the Committee, present the views of the Society. Whenever the Vice-President is debarred from representing the Society in any external body, for reasons of conflict of interest, the Committee shall nominate another representative to act temporarily in this capacity.

(iv) Vice-President for Public Understanding of Genetics

This Vice-president is responsible for developing and sustaining a programme of education and public understanding of genetics. This may take the form of talks at public meetings, leaflets and newsletters, internet sites, audiovisual and other media. It is likely that a major part of the Society's efforts in the area of education will involve collaboration with other organisations. The Vice-President shall therefore represent the Society in any forum connected with educational matters, including curriculum development, standards and delivery. Whenever the Vice-President is debarred from representing the Society in any such body, for reasons of conflict of interest, the Committee shall nominate another representative to act temporarily in this capacity.

(v) Honorary Secretary

The Honorary Secretary shall ensure the continuity of the Society's business. With the assistance of the Society's Office, he/she is responsible for convening the AGM, preparing the agendas and taking the minutes of the AGM and the Society's Committee and Executive Sub-committee meetings, and arranging the venue and timing for these meetings. The Honorary Secretary is responsible for ensuring that all committee vacancies are filled, that nominations are made and elections held for the Society's honours, and for the fairness and confidentiality of all elections and ballots. He/she shall communicate the results of any election to all those who have been nominated, and shall pass to the Society's Office the names and contact details of all those duly elected. He/she shall inform persons elected to any of the Society's awards or to the Committee about their election and about the associated duties and privileges, including (for Committee members) clear instruction on the responsibilities of charity Trustees. He/she shall maintain an accurate copy of the constitution and of these bylaws, shall propose to the Committee any necessary changes to these documents required to keep them up-to-date, and shall ensure that an up-to-date copy of both documents is regularly supplied to the Society's Office for posting on the Society's website. He/she shall be responsible for submitting any proposed alterations to the constitution, as voted by the AGM, to the Charity Commission and the Office of the Scottish Charity Regulator for approval, and shall conduct any necessary correspondence with the Charity Commission and the Office of the Scottish Charity Regulator so as to

arrive at a wording that is acceptable to them and which fulfils as far as possible the intent of changes voted by the AGM. He/she shall submit to the subsequent AGM any such revision required by the Charity Commission and/or the Office of the Scottish Charity Regulator. In accordance with clause 17(ii) of the Constitution, the Honorary Secretary will publicise, via an email to all members, and if possible via the preceding issue of the Newsletter, nominations and other motions to be voted on at the AGM. With the assistance of the Society's Office, he/she will circulate to members an electronic voting form, and arrange for the return of completed forms by email, with a closing date no less than two weeks before the AGM. To ensure security of the vote, each vote submitted by email will receive a reply in acknowledgement, asking for any anomalies to be reported without delay. He/she shall draw to the attention of the Committee any violations of the constitution or of these bylaws, and shall recommend any appropriate action in rectification. The Honorary Secretary shall handle the external correspondence of the Society, or re-direct it to the competent Honorary Officer or Committee member or employee. He/she shall oversee the appointment of local representatives and in cooperation with the Society's Office shall endeavour to ensure that they remain active agents of communication between the membership and the Committee. With the assistance of the Society's Office, he/she shall monitor status and trends in Society recruitment and membership, and report to the Committee.

(vi) Honorary Treasurer

The Honorary Treasurer is responsible for the day-to-day finances of the Society, and the management of the Society's assets and investments. The Honorary Treasurer is also responsible for presenting a financial report and budget at each full Committee meeting and at the Annual General Meeting and for ensuring the external audit of the Society's accounts. He/she shall oversee any grant system set up by the Committee in support of its activities (such as Junior Scientist, Heredity Fieldwork and Training grants, and summer studentships as defined in the Appendices) and, where so directed or authorized by the Committee, make decisions concerning the disbursement of such funds. The Honorary Treasurer shall also be required to authorize any expenditures undertaken on behalf of the Society by a Committee member or employee, and shall be empowered to exercise due discretion in all such matters: his/her decision shall be final, unless over-ruled by a subsequent vote taken by the full Committee. The Honorary Treasurer shall work with the Society's Office to ensure the Society's fulfilment of its obligations in the keeping of accounts (clause 14 of the constitution), and shall ensure the annual return and annual report for transmission to the Charity Commission (clauses 15 and 16 of the constitution) and the Office of the Scottish Charity Regulator. The Honorary Treasurer shall sign these documents on behalf of all of the Trustees, having secured their approval.

(vii) Newsletter Editor

The Newsletter Editor shall be responsible for obtaining and editing material for the Newsletter that will be produced at regular intervals. The Newsletter will be published on the Society's website and also as a printed edition. It shall constitute the official record of the Society's scientific meetings, as well as presenting views and information on matters of concern to geneticists. The Newsletter Editor shall ensure that the Newsletter promotes the Society's activities and disseminates timely information about them, as well as providing a forum for the membership to express its opinions. The Newsletter Editor shall liaise with the Society's Office and other paid employees of the Society to ensure timely production, printing and distribution of the newsletter.

(viii) Scientific Meetings Secretary

The Scientific Meetings Secretary is responsible for overall organisation and scientific content of the Society's main scientific meetings, as directed by the Committee. These may include, but are not limited to, a meeting in November, a spring meeting and, from time to time, additional one day meetings. Meetings may be organised solely by the Society or may be jointly organised with another recognised scientific society or as adjunct meetings to other major international meetings. For Genetics Society meetings, the Scientific Meetings Secretary shall liaise with the Committee to appoint two or more meeting Scientific Organisers. For joint meetings, the Scientific Meetings Secretary shall liaise with the organizers of these meetings, or of specific scientific sessions therein, to ensure overall balance and quality of the meetings. In addition, the Scientific Meetings Secretary shall liaise with the Committee to appoint one or more Genetics Society Scientific Organisers to the Scientific Organising Committee of joint or adjunct meetings. Genetics Society Scientific Organisers will be members of the Society, but need not be Committee members

themselves. Topics for, and location of, the main meetings will normally be decided by the Committee at least two years in advance. The Scientific Meetings Secretary shall ensure that suitable proposals for these meetings and persons to be appointed as their organizers are put before the Committee. The Scientific Meetings Secretary shall liaise with Scientific Organisers to put before the Committee draft speaker lists for their comment and approval. The Scientific Meetings Secretary shall also liaise with the Society's Office regarding administrative organisation of the meeting as outlined in **Section C2.3**.

He/she will also encourage other groups with interests in genetics to hold scientific meetings under the aegis of the Society and shall maintain oversight of all meeting subject area and dates. These may be, for example, one day meetings organised by individuals, a series of meetings funded by *ad hoc* groups representing a specific area of genetics (a 'Special Interest Group'), or a meeting arranged by a separate charitable or commercial organisation. The Committee shall enact regulations, from time to time, concerning the organization of such meetings, here attached as an Appendix. The Scientific Meetings Secretary shall process applications for financial support for such meetings, and shall organise committee assessment of proposals. Publicity for such meetings may be provided by the Newsletter Editor and on the Genetics Society website. It will be normal for members of the Society to enjoy reduced registration fees for all such meetings and the Society shall actively attempt to recruit members attending them.

(ix) Ordinary Committee Members

Every member of the Committee shall represent that part of the wider genetics community to which he/she belongs. Those elected nominally to represent a designated area of genetics shall endeavour to ensure that the views and interests of those in that area are brought to the attention of the Committee. He/she should try to ascertain those views through the Society's local representatives, through relevant *ad hoc* groups to which he/she does or does not belong, or through any other suitable mechanism. At the request of the Scientific Meetings Secretary he/she shall be prepared to organize scientific meetings or sessions therein, covering his/her specialist interests. At the request of the Newsletter Editor he/she should be prepared to supply written commentaries on meetings, published papers, scientific issues and other matters relevant to his/her interests, for publication in the Newsletter. He/she shall endeavour to support the Society's scientific meetings by attending wherever possible and by encouraging others to do so. He/she shall promote membership of the Society, shall advise the Honorary Secretary and other Honorary Officers on suitable persons to be appointed as local representatives. He/she shall endeavour to identify suitable candidates for the Society's named lectures, and for future election to the Committee, and shall express his/her views on those nominated by others. When requested to do so by other Committee members or Honorary Officers, he/she should supply timely responses on matters where consultation with the full Committee or with a subset of its members is appropriate. He/she shall assist the Vice-President for Public Understanding of Genetics to maintain the database of expertise and to identify suitable persons who can provide informed public comment on relevant issues.

C. The Society's Office

If the Society's Office is incapacitated for any reason, the duties and interactions of the Office specified elsewhere in these bylaws shall be delegated and carried out as directed by a group consisting of the President, the Honorary Secretary, the Vice-President for Corporate Affairs and the Honorary Treasurer. In these circumstances, the Honorary Secretary shall bear overall responsibility for ensuring that all necessary functions of the Society's administration are performed satisfactorily. This group shall also make provision for the roles of the Society's Office as specified in the Society's HR documents.

C1. Employment

In accordance with its powers under clause 4(xiv) of the constitution, the Committee shall employ staff to assist with the administration of the Society's business. This shall include responsibility for ensuring the effective provision of administration, finance, quality and legal functions, charity resources, events management and provision of support for all remits of the Officers of the Society. The Vice President for Corporate Affairs will coordinate the activities of the Society's Office.

C2. Responsibilities

C2.1 Reports, Notifications and Communications

The Society's Office is ultimately responsible for the production of the Society's Newsletter (in cooperation with the Newsletter Editor and printers), the routine management of the Society's website, the maintenance of an accurate membership database, the timely collection of subscriptions, and the compilation and sending of all notifications, reports, subscriptions, or payments required to be sent to members, Committee members, local representatives, other employees or servants of the Society, external bodies to which the Society is affiliated or has such legal or contractual obligations, or contractors engaged on behalf of the Society.

The Society's Office shall prepare a list of membership applications for approval at the AGM. The Office shall cooperate with the Honorary Secretary to arrange for the timely posting of formal communications, such as AGM minutes, on the Society's website, and to ensure that all information available via the website is up to date. The Society's Office shall establish and maintain contacts with the Society's local representatives, and shall advise the Honorary Secretary on the activities and appointment thereof. The Office shall direct all incoming correspondence to the competent Honorary Officer, or deal with it themselves if competent to do so.

The Society's Office shall arrange venues for the AGM, and the meetings of the Committee and its Executive Sub-committee. A representative from the Office shall attend all such meetings in person.

C2.2 Finance and Administration

The Society's Office shall manage efficient and effective systems in support of the Society's financial functions and ensure that they comply with all legal obligations. Office staff will prepare year-end accounts through to audit finalisation in close consultation with the Society's Auditors. Together with the Honorary Treasurer, the Society's Office shall have the responsibility to prepare the annual report and submit, as authorized by the Honorary Treasurer, a final set of accounts to the Charity Commissioners and OSCR.

C2.3 Scientific Meetings

The Society's Office will assist in the administration of meetings run by the Society, including, in co-operation with the Scientific Meetings Secretary and Scientific Organisers: booking of venues; liaison with local hospitality services; contacts with invited speakers concerning travel arrangements and reimbursements; submission of abstracts; registration; publicity (in additional liaison with the Newsletter Editor and Local Representatives) and the design, desktop publishing and production of the meeting programme booklet.

C2.4 Legal Requirements

The Society's Office shall ensure that the Society respects all legal requirements of its charitable status, that all data it holds in electronic or other form is collected, maintained and released in accordance with current laws, and will be responsible for ensuring the renewal of insurance policies held by the Society.

C2.5 Expenses

The travel expenses of office staff incurred in attending the meetings of the Committee or Executive Sub-committee and the scientific meetings of the Society shall be reimbursed by the Society, under the same rules as are applied to Committee members. The Society's Office shall be invited by the Newsletter Editor to submit appropriate material for publication in the Society's Newsletter.

C3. Reporting

Members of office staff will be required to submit quarterly reports on their activities, as specified in detail by the Vice President for Corporate Affairs. The reports should be reviewed by officers of the Society designated in advance, and formal evaluation of the reports made by those officers at the immediately subsequent meeting of the Committee or Executive sub-Committee. These reports should, in the course of a year, include (but not necessarily be restricted to) reports on the accounts and VAT audits (to the Honorary Treasurer); reports on membership numbers and database (to the Honorary Secretary); reports on subscriptions, including direct debits (to the VP (Corporate Affairs)); reports on the publication of the

Newsletter (to the Newsletter Editor); reports on the annual returns submitted to the Charity Commission and OSCR (to the Honorary Treasurer and Honorary Secretary); and reports relating to scientific meetings, including those of “Sectional interest groups” (to the Scientific Meetings Secretary).

D. Journals

D1. Ownership, Management and Editorial Policy

The Society publishes two academic journals: *Heredity*, which is wholly owned by the Society, and *Genes and Development*, which it part-owns together with Cold Spring Harbor Laboratory Press. Final responsibility for the ownership and management of its share of the journals lies with the Committee, but the Society’s interests shall be represented in each case by nominated representatives on the board of management or editorial board of the journal, and by the Editors it appoints to serve in this capacity. The editorial policy of each journal shall be entirely the responsibility of its editors.

D2. *Heredity*

D2.1 Publication Arrangements

Publication of *Heredity* is normally devolved under a contractual arrangement to a commercial publisher. The terms of this contract shall be reviewed and approved by the Committee from time to time. The Vice-President for Corporate Affairs shall take responsibility for the negotiation and implementation of this contract, in close consultation with the Managing Editor of the journal, as well as the President and Honorary Treasurer.

D2.2 Editors

The Committee shall appoint the Managing Editor of *Heredity*, usually for a three-year term. The current Managing Editor, in consultation with the other editors, shall normally identify a suitable candidate or candidates willing to serve in this capacity, and advise the Committee accordingly. Other editors shall be appointed by the Committee upon the recommendation of the Managing Editor and other members of the editorial board. The Society shall pay an agreed honorarium to the Managing Editor of *Heredity*, as well as to other editors, as deemed appropriate. The Society shall also pay any necessary costs of maintaining the editorial office of the journal, as agreed with the contractual publisher. The Managing Editor of *Heredity* shall report annually to the Committee on behalf of the editorial board, concerning the activities and accounts of the journal.

D3. Expenses

The travel expenses of the Managing Editor of *Heredity* incurred in attending the meetings of the Committee shall be reimbursed by the Society, under the same rules as applied to Committee members. They shall also be invited to attend the main (November and spring) scientific meetings of the Society on the same basis as members of the Committee, and shall be invited by the Newsletter Editor to submit appropriate material for publication in the Newsletter.

E. Society’s Lectures and Medals

The Mendel Medal is an honour given to distinguished geneticists, in recognition of their lifetime achievements in genetics. Nominations are made by the President, who shall normally make two such nominations during their term, regardless of year. The award recipient shall deliver a Lecture, normally at the November scientific meeting, and this shall be marked by the award of a commemorative medal known as the Mendel Medal. The recipient will also receive Life Membership of the Genetics Society.

The Genetics Society Medal recognizes outstanding research contributions to genetics. The Medal recipient, who should still be active in research at the time the Medal is awarded, is elected annually by the Committee on the basis of nominations made by any individual member of the Society. Those making

nominations must be members of the Genetics Society but nominees do not have to be current members, and there is no restriction on nationality or residence. Current members of the committee may not be nominated for the award, nor those who have retired from office in the preceding four years. The recipient is invited to deliver a lecture at the meeting at which the medal will be awarded. The successful candidate will also receive Life Membership of the Society. Nominations consist of a two page CV of the candidate, together with a list of his/her 10 most important publications, plus a one-page letter of recommendation outlining why the proposer feels the nominee's contributions to the field have been outstanding. These documents shall be submitted electronically to the Honorary Secretary of the Society. Selection of the successful candidate shall be by a ballot of the full Committee, which shall be conducted by the Honorary Secretary within 3 months of the closing date for nominations. If more than two candidates are nominated, the alternative vote system shall be used.

The Mary Lyon Medal, named after the distinguished geneticist Mary Lyon FRS, also recognises outstanding research contributions to genetics, but shall usually be awarded to mid-career scientists (i.e. between those eligible for the Balfour Lecture and the Genetics Society Medal). The award is made annually, and the recipient will be invited to present a lecture at one of the Genetics Society scientific meetings, and will receive a commemorative medal. Nominations may be made by any member of the Society and such nominations shall be accompanied by a letter of recommendation from the proposer and a short CV of the candidate listing his or her five most important publications. Selection of the successful candidate shall be by a ballot of the full Committee, which shall be conducted by the Honorary Secretary.

The Balfour Lecture is a special lecture which is held annually at a Genetics Society scientific meeting. The Balfour Lectureship recognises the contribution to genetics of an outstanding young investigator, who must normally have less than 10 years' postdoctoral research experience at the time of nomination. There is no restriction on nationality or residence. Nominations may be made by any member of the Society and such nominations shall be accompanied by a letter of recommendation from the proposer and a short CV of the candidate listing no more than ten publications. Selection of the successful candidate shall be by a ballot of the full Committee, which shall be conducted by the Honorary Secretary. If more than two candidates are nominated in any year, the alternative vote system shall be used. The Balfour Lecture carries an honorarium to be decided from year to year by the Committee.

The JBS Haldane Lecture will recognise an individual for outstanding ability to communicate topical subjects in genetics research, widely interpreted, to an interested lay audience. This speaker will have a flair for conveying the relevance and excitement of recent advances in genetics in an informative and engaging way. The annual open lecture will be delivered on a topic, and in a place, agreed with the Genetics Society. The recipient will be selected by a committee chaired by the Genetics Society's Vice President for the Public Understanding of Genetics from nominations made by Society members. Nominees need not be members of the Society, but should be active researchers working in the UK. Nominations may be made by any member of the Society and should be accompanied by a letter of recommendation explaining how the candidate meets the criteria above, and a two-page CV. Selection of the successful candidate shall be by a ballot of the full Committee, which shall be conducted by the Honorary Secretary. In addition to delivering the Lecture, the nominee will receive an honorarium of £1,000 and a three-year membership of the Society.

F. Grants and Sponsorship

F1. Junior Scientist Grants

The Society makes available grants to enable its junior members to attend scientific meetings, both those of the Society and those organised by others. These grants shall be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix. The Society also provides discounted registration for scientific meetings of the Society for junior members. The conditions under which such discounts and bursaries are awarded shall be at the discretion of the Honorary Treasurer, who shall ensure that the relevant information is brought to the attention of those able to benefit.

F2. Heredity Fieldwork Grants

The Society makes available grants to enable its members to undertake fieldwork required for their research in genetics. These grants shall be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix. Members of the Committee are not eligible to apply.

F3 Training grants

The Society makes available grants to enable its members to attend short courses in genetics techniques including statistics and bioinformatics. These grants shall be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix. Members of the Committee are not eligible to apply.

F4. Summer Studentships

The Society makes available grants to enable students to undertake summer research placements in members' laboratories. These grants shall be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix.

F5. Sponsorship of Meetings

The Society shall provide financial support, as agreed by the Committee and its Honorary Officers, for scientific meetings organized either as an ongoing series by *ad hoc* groups within the Society, or as one-off events organized by individuals or other organizations. The regulations concerning such meetings, and the financial support offered to them, shall be enacted, from time to time, by the Committee and are here attached as an Appendix.

G. Holding Trustees

A register of the Society's Holding Trustees and their contact details shall be maintained and updated annually by the Society's Office, and a copy thereof deposited with the Honorary Secretary. The Society's Office shall provide the Holding Trustees with copies of all minutes of the Committee and Executive Sub-committee, the audited accounts of the Society year on year, and copies of the annual report and annual return to the Charity Commissioners.

H. Archives

The Committee shall appoint an archivist to store and maintain the Society's archives. The Honorary Secretary shall periodically deposit with the archivist the signed minutes of past Committee and Executive Sub-committee meetings, whilst retaining at least those of the preceding three years. The Newsletter Editor shall periodically deposit with the archivist past copies of the Newsletter, which incorporates the official record of the Society's scientific meetings. The Scientific Meetings Secretary shall periodically deposit with the archivist the programme booklets of the Society's scientific meetings. The Honorary Treasurer shall deposit periodically with the archivist copies of the annual reports and annual returns to the Charity Commissioners.

I. Local Representatives

The Society shall appoint one or more of its members in each company, institution or department where it has a substantial number of members or potential members, in order to serve as its local representative. Local representatives shall normally be appointed by the Honorary Secretary. There shall normally be only one local representative per company, institution or department, but where it is split on more than one site, or contains a number of semi-autonomous sub-divisions, local representatives shall normally be appointed in each such sub-division that contains a substantial number of members or potential members. The primary role of local representatives is to provide a channel of regular communication between the membership on the one hand, and the Committee and Society's Office on the other. This shall serve the following purposes:

recruitment of new members; dissemination of information and publicity about the Society's scientific meetings and other activities; feedback from the membership about those meetings and activities; communication of views of the membership on matters of professional concern; identification of persons willing and suitable to be nominated for election to the Committee or as the Society's honoured Lecturers, to serve as organizers of scientific meetings and other activities, as contributors to the Newsletter or as experts willing to provide informed opinion to the public via the media; publicizing of the Society's journals; communications concerning the products and services provided by the Society's sponsors, especially those supplied as a privilege of membership; updating of members' contact details; provision of information about the Society's travel and fieldwork grants to potential beneficiaries; and the organization of local events for members.

Appendix 1 – Matrix of Committee Posts

See attached file

Appendix 2 – Regulations concerning Junior Scientist Grants

Junior members are graduate students and postdoctoral scientists within two years of their PhD *viva*. Applicants must have been a member of the Genetics Society for at least one year before they qualify for a grant. The current committee shall decide the maximum value of individual grants, the frequency with which a member may be awarded grants and the application deadlines for each year. Applications should be submitted using the current form by e-mail to the Society Office. A brief e-mail communication in support from the student's or postdoctoral scientist's supervisor should also be sent. The grant is claimed by submitting an expenses claim form plus receipts as evidence of expenditure, which should be submitted within 60 days after the conference. Awardees are required to write a brief report suitable for publication in the Genetics Society newsletter. The budget for travel grants will be set annually.

In addition junior members (as defined above) may apply at any time for travel & subsistence costs to attend Genetics Society meetings and meetings of Sectional Interest groups of the Society. Applications should be submitted to the Society office on the current form.

Appendix 3 – Regulations concerning Heredity Fieldwork Grants

Fieldwork grants are available to any member of the Genetics Society who has been a member for at least one year. The grants are to help cover the costs of travel and accommodation associated with pursuing a field-based genetic research project or a visit to another laboratory for training (i.e. to learn a new technique). The scheme is not intended to cover the costs of salaries for those engaged in fieldwork or training, nor to fund attendance at conferences or taught courses. The scheme is open to any member of the Genetics Society engaged in field based genetic research involving plants, animals, fungi or microbes. The current committee shall decide the maximum value of individual grants, the frequency with which a member may be awarded grants and the application deadlines for each year. Only one application from any research group will be admissible in any one year. Committee members may not apply, nor may other members of Committee members' laboratories. The work should include a strong genetical component. Applications should be submitted using the current form by e-mail to the Society Office. In the case of applications from junior members (defined in Appendix 2) a brief e-mail communication in support from the student's or postdoctoral scientist's supervisor should also be sent. The grant can be claimed in advance but receipts must be provided as evidence of expenses incurred. Grant holders are required to write a brief report suitable for publication in the Genetics Society newsletter. The budget for fieldwork grants will be set annually.

Appendix 4 - Regulations concerning Training Grants

Training grants are available to any member of the Genetics Society who has been a member of the society for at least one year. The grants are to help cover the travel, accommodation and tuition fees involved in attending short training courses on genetical techniques including statistics and bioinformatics. The current committee shall decide the maximum value of individual grants, the frequency with which a member may be awarded grants and the application deadlines for each year. The scheme is not intended to cover the costs of salaries. Committee members may not apply, nor may other members of Committee members' laboratories. Applications should be submitted using the current form by e-mail to the Society Office. In the case of applications from junior members (defined in Appendix 2) a brief e-mail communication in support from the student's or postdoctoral scientist's supervisor should also be sent. The grant can be claimed in advance but receipts must be provided as evidence of expenses incurred. Grant holders are required to write a brief report suitable for publication in the Genetics Society newsletter. The budget for training grants will be set annually.

Appendix 5 - Regulations concerning Summer Studentships

- (1) The aim of the Genetics Society Summer Studentship scheme is to provide financial support for undergraduate students in any area of genetics, to gain research experience by carrying out a research project in the long vacation, usually prior to their final year. Studentships will only be awarded for students who have yet to complete their first degree.
- (2) The current committee shall decide the maximum value of individual grants, the frequency with which a member may be awarded grants and the application deadline for each year. The budget for training grants will be set annually. The awards will be made to the host institution.
- (3) Applications will be invited from members of the Genetics Society who run a research group within a University or Research Institute or an industrial research facility, and who have been members of the Society for at least one year. Undergraduate students are encouraged to seek a sponsor and develop a project application with the sponsor. Projects will be assessed for objective(s), achievability, opportunity to the student and quality of the student. Students are encouraged to undertake a project at an institution other than the one at which they are studying. Only one application may be submitted per sponsor.
- (4) Applications should be submitted on the Society's application form by email to the Genetics Society office. Applications must name a student, and attach a CV and reference from their tutor (or equivalent).
- (5) Applications will be reviewed by a panel of members from the Genetics Society Committee. Feedback on unsuccessful applications will not be provided.
- (6) The awarded students will be given one year's free membership of the Genetics Society.
- (7) Successful applicants will be required to submit a short report within two months of completion of the project.

Appendix 6 - Regulations concerning Sponsorship of Scientific Meetings

The current committee shall decide the maximum value of sponsorship for which scientific meeting organisers may apply. The budget for meeting sponsorship will be set annually.

A. Sponsorship of Sectional Interest Group meetings by the Genetics Society

The Genetics Society has decided to support regular meetings of various interest groups within the Society, including both organism-based and subject-based groupings. In each case, the award of Genetics Society support is subject to the following conditions. Note, in particular, point (9), if this is the first meeting of a planned series that is being organized with Genetics Society support.

- (1) Applications to become a Sectional Interest group should be submitted on the Society's standard application form and emailed to the Genetics Society office at any time. Subsequent applications for funding for repeat meetings should be by email to the GS office or the relevant committee member.
- (2) The sponsorship of the Genetics Society must be mentioned in all pre-meeting publicity (e.g. posters, flyers, website). It should also be acknowledged in the meeting programme booklet. It is understood that wherever possible, the meeting should be advertised as 'A Genetics Society Meeting'. However, where the Society's financial contribution to support is only partial, and where this form of words would conflict with the interests of other sponsors, it is acceptable for the meeting to be advertised as a 'Genetics Society-Sponsored Meeting'.
- (3) Details of the programme of the meeting should be made available to all Genetics Society members via the Society's newsletter, and electronic copy should be sent as far in advance as possible to the newsletter editor, at the latest by the advertised copy date for the newsletter preceding the close of registrations for the meeting. The same details will appear on the Genetics Society website. This information should include the programme of speakers, the topics to be covered, plus details of how to register for the meeting.
- (4) A report on the meeting, once it has taken place, should be submitted for publication in the newsletter, which is the official record of the Society's activities. This should be sent as soon as possible after the meeting, and should include brief factual information about it (where and when it took place, how many people attended and so on), together with a summary of the main scientific issues covered. A copy of this report should also be sent to the Society's Office.
- (5) Genetics Society funds may be used to support speaker travel, accommodation, publicity or any other direct meeting costs, at the organizers' discretion. It is understood that budget travel and accommodation options will normally be insisted upon. Any unused funds should be returned to the Society. The Society will not be liable for any financial losses incurred by the meeting organizers. Any profits should be retained solely for the support of similar, future meetings, as approved by the Society.
- (6) A written invoice for the agreed amount of Genetics Society sponsorship should be forwarded to the Society's Office, no later than one month after the meeting date. Funds may also be claimed in advance of the meeting, as soon as the amount of support has been notified in writing.
- (7) Meeting organizers may levy a registration charge for attendance at the meeting as they see fit. However, it is understood that Genetics Society members will be offered a substantial discount, so as to encourage non-members wishing to attend to join the Society at the same time. The meeting organizers agree to make available to non-member registrants full details of how to apply for Genetics Society membership, such as appear on the website and in the newsletter, and may charge such persons the same registration fee as charged to members, upon confirmation from the Society's Office that their application and remittance or direct debit mandate for membership fees has been received.
- (8) The meeting organizers are free to apply to other organizations for sponsorship of the meeting, as they

see fit. However, organizations whose policies or practices conflict with those of the Genetics Society should not be approached. In cases of doubt, the officers of the Genetics Society should be consulted for advice.

- (9) The meeting's internet site should have a link to the Genetics Society website (www.genetics.org.uk).
- (10) For those groupings holding their first such meeting with Genetics Society support, it is understood that the Society's support for future meetings of the series will be decided on the basis of the success of the first meeting, including adherence to all of the conditions listed above. The first meeting is hence supported on a pilot basis only.
- (11) The meeting organizers will nominate a responsible person who will liaise with the Genetics Society on all matters relating to the meeting, and whose contact details will be supplied to the Society's Office. This person will inform the Society if he/she resigns or passes on his/her responsibility for the meeting or series to another person, whose contact details shall also be supplied.

B. Sponsorship of non-Genetics Society Meetings

The Genetics Society receives several requests from members each year to sponsor meetings in the field of genetics. These meetings are usually 'one-off' meetings with an *ad hoc* organising committee or may be partly sponsored by another Society. The guidelines below indicate a review process for applications and the conditions that must be met for the award of Genetics Society sponsorship.

Review of applications

- (1) Applications should be sent on the Society's application form by e-mail, to the Genetics Society office at least three months before the meeting. The application should state the topic of the meeting, provisional programme, financial support from other sources and level of support requested from the Genetics Society. The Office will forward the application to the relevant committee member.
- (2) The relevant committee member will forward the request to the full committee for review. The review will cover suitability of the meeting for Genetics Society sponsorship, level of support requested and justification.
- (3) The committee will be asked to respond and vote on funding the request within two weeks. The relevant committee member will inform the applicant of the outcome and will inform the committee of the actions taken. The aim will be to respond to requests within four weeks.

Conditions of sponsorship

- (4) Several levels of sponsorship are possible: (a) single lecture (b) session or (c) whole meeting.
- (5) The sponsorship of the Genetics Society must be mentioned in all pre-meeting publicity (e.g. posters, flyers, website) and in the meeting programme. If the Genetics Society is the major sponsor the meeting should be advertised as a "Genetics Society-sponsored meeting".
- (6) Details of the programme of the meeting and registration forms should be sent as far in advance as possible (by email) to the Society's Office, for inclusion in the Society's newsletter and on the website.
- (7) A short report on a meeting that receives sponsorship of £1000 or more, for possible publication in the newsletter and on the website, should be sent to the Society's Office within one month of the conference taking place.
- (8) Genetics Society sponsorship may be used at the organiser's discretion but budget travel and accommodation options should normally be insisted upon. Any unused grant should be returned to the

Genetics Society. The Society will not be responsible for any losses incurred by the meeting organisers.

- (9) A written invoice for the grant awarded should be submitted to the Society's Office. The grant may be claimed in advance of the meeting and no longer than one month after the meeting.
- (10) The meeting organisers agree to make details of how to apply for Genetics Society membership available to non-members attending the sponsored meeting. Meetings that receive maximum sponsorship will be expected to offer a discounted registration fee to Genetics Society members, to encourage non-members to join the Society at the same time. New members may then attend at the discounted rate, once confirmation of their application for membership of the Genetics Society has been received from the Society's Office.

Appendix 7 - Funding scheme matrix @ 1 April 2011

Note: the committee can change this appendix from time to time without reference to the AGM.

| Name of scheme | Committee member responsible | Maximum frequency per member | Deadlines | Maximum award |
|--|--|--|---|--|
| Junior Scientist Grant attendance at GS or Sectional Interest meetings | Treasurer | No limit | none | £150 per meeting |
| Junior Scientist Grant attendance at non-GS meetings | Treasurer | 1 per two years | 1 st Feb. 1 st May 1 st Aug. 1 st Nov. | £750 per grant |
| Heredity Fieldwork Grant | Treasurer, or as agreed by the Committee | 1 per two years | 1 st Mar. 1 st Sept. | £1,500 |
| Training Grant | Treasurer, or as agreed by the Committee | 1 per two years | 1 st Mar. 1 st Sept | £1,000 |
| Summer Studentship | Committee members as agreed | 1 per two years | 31 st March | £2,250 stipend £750 expenses £3,000 in total |
| One-off meeting sponsorship | Meetings Sec. | No limit | none | £5,000 |
| Sectional Interest Group | Meetings Sec. | Max. of one payment per group per year | none | £5,000 |

Appendix 8 - Policy on Questionnaires and Surveys

From time to time the Genetics Society receives requests for questionnaires and surveys to be distributed to our members, and these are frequent enough that we cannot agree to all these requests.

Accordingly, the following principles will apply to such requests:

1. All requests for distribution of questionnaires and surveys should be made to the Honorary Secretary, who will review them in conjunction with the Vice President for Corporate Affairs and the Vice President for Public Understanding.
2. For all questionnaires and surveys approved in this way, a corresponding link will be placed on the Society's web site under the heading "Surveys and questionnaires" for a maximum period of six months.
3. Subject to the agreement of the wording by the Honorary Secretary and the Newsletter Editor, a short note drafted by the originators can be placed in the Newsletter to draw the attention of our members to a new link.

