

Byelaws of the Genetics Society, Approved November 2021

All Genetics Society (hereafter known as The Society”) correspondence is administered by the Royal Society of Biology (RSB) and received by e-mail (theteam@genetics.org.uk), hereafter referred to as ‘The Team’.

The byelaws shall be updated annually by the Honorary Secretary with input as required by other members of the Executive Committee. Changes shall be approved at the summer meeting of the Executive Committee and ratified by the Full Committee at the November meeting.

A. Membership

A1. Ordinary Membership

A1.1 Ordinary Membership

Ordinary Membership of The Society is open to anyone with an interest in genetics. We do not discriminate and there is no need for nominations. Membership is deemed to be approved as soon as the subscription is received. Upon joining The Society, ordinary members may vote, apply for grants, and be proposed as Committee members (but see Appendices for regulations concerning Committee member grant applications).

A1.3 Subscriptions

The annual renewal date for membership subscriptions falls one year after joining. Payment may be made by cheque, cash, credit card or direct debit. A reduced membership fee is available for those wishing to pay by direct debit. 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 Team of their contact details, including a street address, telephone 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 their 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. For further information see The Society’s GDPR Statement.

A2. Student Membership

When applying for Student Membership, the applicant shall state the name of their course or degree and educational institution where they study. A Student Member 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 joining The Society, or at any earlier time if they confirm to The Society that they are no longer a student. The individual shall receive written notification to this effect, at the time that their 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 their status.

In all other respects the same procedures and rules shall apply to Student Members as to Ordinary Members.

A3. Life Membership

Individuals must be current members in order to qualify for Life Membership. 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.

A7. Professional misconduct and disrepute

The Society reserves the right to prevent or rescind membership where in the sole judgement of the Board of the Society, awarding or continuing membership may bring the Society into disrepute. For example, following sanction for professional misconduct.

B. Honorary Officers and Committee

B1. Elections

B1.1 Nominations

In accordance with clauses 7, 8 and 17 of The Society's constitution, the Society membership is expected to nominate suitable individuals for election to any vacant post. The Honorary Secretary shall be responsible for identifying such persons to be proposed for nomination within one year of the position becoming vacant via the Society website, the Society newsletter, and directly emailing the membership. Self-nominations are permitted. Nominations must be notified to the Honorary Secretary in writing (e-mail) by the spring meeting of the year prior to the position becoming vacant. They must be made with the agreement of the nominee, and must carry the names and signatures of at least one Ordinary, Student or Life Member, together with their membership numbers and current contact details. Election of members to vacant posts will be via appropriate consultations with the existing Committee, including, if necessary, a ballot of its members if more than two candidates are proposed for any given post. The Committee shall normally reach a final decision on such nominations prior to the Annual General Meeting (AGM), allowing a six month hand-over for Website Editor, Newsletter Editor, Scientific Meetings Secretary and Postgraduate Student Representative.

The Honorary Treasurer role requires a one year shadowing role and should therefore be advertised eighteen months prior the post becoming vacant.

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 AGM, via a secure mechanism that ensures the possibility for all Committee members to take part, under conditions of strict confidentiality and fairness. The result of any such ballot shall be reported to the AGM, when all elections must be ratified, 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(vi)) requires that in the event of any resignation, the post in question be filled temporarily only until the time when the previous office-holder'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(vi). The Honorary Treasurer shall be elected one year before being 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, while the Website Editor, Newsletter Editor, and Postgraduate Student Representative should be elected six months before taking office, to serve in an observer capacity; alternatively, an observer term may not be necessary if an existing member of the Executive sub-Committee is elected to the post. During an observer period they shall be invited to attend meetings of the Committee and Executive Sub-Committee as a non-voting observer, and shall be entitled to reimbursement of their 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 byelaws annually, and deposit a copy thereof with The Team.

B1.4 Presidential Term

The four-year period of office applying to the President is deemed to include the observer year (clause 7(iii) 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 who will normally shadow the President for one year prior to their term of office commencing.

B1.5 Period of Office

Going forwards from the 2020 AGM, all persons elected to the Committee (except for the Postgraduate Student Representative, see B1.6 below) hold office for four years from the 1st January in the year following the conclusion of the General Meeting when they are elected, as stipulated by **clause 7(i) of The Society's constitution**, and shall be deemed to continue to serve until 31st December, four years later.

B1.6 Postgraduate Student Representation

The Committee shall include one postgraduate student member of The Society, elected to represent all postgraduate student members. This Postgraduate Student Representative must be currently enrolled as a PhD student at the time of election. They shall serve for a period of two years after election. The Team shall maintain an up-to-date record of the names and contact details of all postgraduate student members, who can be contacted by the Postgraduate Student Representative.

To ensure smooth transition, the Team should contact members by email one year prior to the end of the period of office to ask for nominations, allowing sufficient time for the selected successor to serve a six-month shadow role before starting their full term of office.

The procedure and deadline for nominations must also be clearly advertised in The Society's Newsletter and on The Society's Website. The Postgraduate Student 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 **byelaw B1.2**, and **clause 17(vi) of the constitution**.

In addition to the Postgraduate Student Representative drawn from the postgraduate members of The Society, one "Executive Committee member" (**as described in clause 8(i)(a) of The Society's constitution**) shall be designated to assist in The Society's work on behalf of its postgraduate student 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 that 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 Society's 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 that its elected members are not best qualified to do.

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 President, Vice-Presidents, Honorary Secretary, Honorary Treasurer, Meetings Secretary, Website Editor, Newsletter Editor, Post-graduate Representative 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 (currently the RSB), service providers and contractors hired from time to time by The Society, and editors of The Society's journals may not hold office, vote, 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(s) of *Heredity*, (or any person appointed by them as a deputy in the matter), and any relevant Sub-Committee *ex officio*, service provider or contractor shall be invited to attend meetings of the Committee 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 minutes of the Committee and of any of its sub-Committees shall be maintained by the Honorary Secretary in an electronic format with assistance from The Team, in an electronic format. 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 when they are approved. Draft minutes shall be circulated to all members of the Committee at least seven days in advance of the meeting when 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 and Society's Office 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 Team 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 that shall normally be sent electronically to the Honorary Secretary at least 14 days in advance. The Honorary Secretary or staff of The Team 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 those where 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 Executive Committee are sought, the Honorary Officers and other members of the Executive 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 or The Team by e-mail or, in exceptional circumstances and if requested by two or more members of the Executive Committee, by postal ballot. Any such decision shall only stand if it is subsequently ratified by the next meeting of the Full 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 themselves that their presence might inhibit a free and open discussion of the relevant issues.

B4.6 Complaints

Complaints made against The Society, Committee Members of The Society, or any affiliates of The Society will be managed by the Honorary Secretary of The Society. In the case that a complaint could be reasonably considered a

conflict of interest for the Honorary Secretary, then another Committee member will be appointed by the President of The Society to manage the complaint.

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, accommodation and subsistence to meetings of the Committee, any Sub-Committee that they are appointed or invited to, The Society's scientific meetings, The Society's Medal lectures, and any other Society business. Travel arrangements are expected to allow Committee members to maximise use of their time and minimise carbon footprint. The following guidelines (based on Committee approved guidelines, November 2021) apply, although final decisions are at the discretion of the Honorary Treasurer or in contested cases a vote by the full Committee.

- (1) First class and business class air fares will only be reimbursed to the level of the corresponding economy class fares, and at the discretion of the Hon. Treasurer.
- (2) Sleeper trains are permitted for overnight travel, especially if this reduces the carbon footprint and negates the necessity for hotel accommodation
- (3) Short term lets may be used for accommodation on Society business where it is economic to do so.
- (4) Economy rail travel is encouraged but first class may be used where there is appropriate justification. For example, first class rail fares can be purchased to maximise efficient use of journey time (i.e. the Committee member plans to work for the entire journey), and/or if the Committee member has a disability, impairment or health related reason.
- (5) Special travel arrangements can be made in the case of health or disability requirements through prior agreement for exceptional expenditure should be sought.
- (6) Hotel accommodation rates should not normally exceed the typical for a 4* or equivalent hotel for the approximate required location and date. Accommodation claimed for should not exceed the number of days of the meeting/event plus two.
- (7) Expense claims should be made within three months of the costs being incurred or the event taking place, whichever the later.
- (8) While on Genetics Society approved business, subsistence may be claimed in addition to travel, meeting registration and accommodation where the travel/meeting/accommodation does not provide required drinks or food. Itemised receipts for such purchases should be included and should not normally exceed £30 per day or pro rata fraction thereof.
- (9) The following table should be used to guide maximum normal expenditure. The GBP values shown

were set in May 2020 and should be adjusted by the Retail Prices Index annually in May. Any travel expenditure beyond these limits should be approved by the Honorary Treasurer, if possible, before the costs are incurred:

Distance guidelines (point to point miles)	Example return trips	Maximum expenditure (GBP)
0-800	Within UK	600
800-2,000	Continental Europe ↔ UK	600
2,000-4,500	East coast US ↔ UK	1,590
4,500-5,500	West coast US ↔ UK	2,385
>5,500	Japan ↔ UK	3,180

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 Society's 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 Team. In addition to those matters stipulated elsewhere in these byelaws, 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 that it is competent to express an opinion. They 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 the lecture will be delivered and presents the awards.

(ii) Vice-President for Corporate Affairs

The Vice-President for Corporate Affairs is responsible for the strategic development of The Society, including financial strategy and planning, corporate image (including podcasts and freelance contracts and communications with the podcast provider), communications and publicity, assisted by The Team. They 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 them 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 it is affiliated to, in particular the Biosciences Federation. They shall liaise with other societies, organisations, and government agencies and, via consultation with the Committee, present the views of The Society. The Vice-President for External Relations shall also assist in The Society's work on behalf of its postgraduate student members. 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 public engagement with genetics. This may take the form of talks at public meetings, or digital resources. It is likely that a major part of The Society's efforts in the area of public engagement will involve collaboration with other organisations or freelance practitioners. The Vice-President shall therefore represent The Society in any forum connected with public engagement matters. 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 Team, they are 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. They shall communicate the results of any election to all those who have been nominated, and shall pass to The Team the names and contact details of all those duly elected. They 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. They shall maintain an accurate copy of The Society's constitution and of these byelaws, 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 Team for posting on The Society's website. They shall be responsible for submitting any proposed alterations to The Society's 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 to arrive at a wording that is acceptable to them and fulfils as far as possible the intent of changes voted by the AGM. They 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 Society's constitution**, the Honorary Secretary will publicise, via an e-mail 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 Team,

they will set up an electronic ballot, with a closing date no less than two weeks before the AGM. To ensure security of the vote, each vote will receive an electronic auto response in acknowledgement, asking for any anomalies to be reported without delay. They shall draw to the attention of the Committee any violations of The Society's constitution or of these byelaws, 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. They shall oversee the appointment of Ambassadors (see section I.) and in cooperation with The Team shall endeavour to ensure that they remain active agents of communication between the membership and the Committee. With the assistance of The Team, they shall monitor status and trends in Society recruitment and membership, and report to the Committee. They shall proof read the newsletter prior to print deadline and edit if necessary.

(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 Executive and full Committee meeting, and at the Annual General Meeting, and for ensuring the external audit of The Society's accounts. They 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, service provider or contractor, and shall be empowered to exercise due discretion in all such matters: their decision shall be final, unless over-ruled by a subsequent vote taken by the full Committee. The Honorary Treasurer shall work with The Team to ensure The Society's fulfilment of its obligations in the keeping of accounts (**clause 14 of The Society's constitution**), and shall ensure the annual return and annual report for transmission to the Charity Commission (**clauses 15 and 16 of The Society's 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. The Honorary Treasurer may delegate partial budgetary responsibility to other Committee members for specific purposes, such as meeting organising, where they may authorise payments up to £5,000. All payments over £5,000 must be approved by the Honorary Treasurer.

(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 Team, service providers and contractors of The Society to ensure timely copy, 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 Team regarding administrative organisation of the meeting as outlined in **Section C2.3**.

The Scientific Meetings Secretary 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 ('Sectional Interest Group' (SIG)), 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 (7). 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) Website Editor

The Website Editor is responsible for all content on The Society's website. This includes but is not exclusive to: updating the Committee Member and Ambassador lists; advertising upcoming Committee member and Ambassador vacancies; changes to grants pages including revised regulations, eligibility criteria and application dates; posting events (both internal and external); creating new annual award pages and updating existing; adding paperwork that can be downloaded including newsletters, Society's byelaws and constitution; publishing news items; updating podcast posts with new episodes; adding event galleries; updating photographs and images. The Website Editor will liaise with the website service provider (Currently Collaborate) to ensure content is properly displayed and major changes (as agreed with the Committee) are implemented. They will also liaise a contract for website maintenance with the website service provider with input from the Vice President for External Relations.

(x) Policy Officer

The role of the Policy Officer is to:

- Respond to requests for media statements in a factual and unbiased manner, or identify experts from the membership who have given their consent to have their expertise sought to the Genetics Society to respond to media statements;
- Attend meetings external to the Genetics Society to do the same e.g. Parliamentary links day and other events associated with the RSB or other scientific body;
- Work with The Team to develop and maintain an electronic list of Committee and Society members in defined strategic areas across genetics that may be called upon for specialist advice when required. Individuals will be required to provide their consent to be called upon for advice on becoming a member of the Genetics Society;
- Liaise with the RSB and the Genetics Society membership and Committees around topical issues related to genetics and public policy;
- Filter and distribute RSB policy documents of relevance to the Genetics Society for consideration and response e.g. around publishing open access and similar.

(xi) Ordinary Committee Members

Every member of the Committee shall represent that part of the wider genetics community that they belong to. 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. They should try to ascertain those views through The Society's Ambassadors, through relevant *ad hoc* groups or any other suitable mechanism. At the request of the Scientific Meetings Secretary they shall be prepared to organize scientific meetings or sessions therein, covering their specialist interests. At the request of the Newsletter Editor they should be prepared to supply written commentaries on meetings, published papers, scientific issues and other matters relevant to their interests, for publication in the Newsletter. They shall endeavour to support The Society's scientific meetings by attending wherever possible and by encouraging others to do so. They shall promote membership of The Society, and advise the Honorary Secretary and other Honorary Officers on suitable persons to be appointed as Ambassadors. They shall endeavour to identify suitable candidates for The Society's named lectures, and for future election to the Committee, and shall express their views on those nominated by others. When requested to do so by other Committee members or Honorary Officers, they should supply timely responses on matters where consultation with the full Committee or with a subset of its members is appropriate. They shall assist the Policy Officer in maintaining the database of expertise and to identify suitable persons who can provide informed public comment on relevant issues.

C. The Team

If The Society's administrators are incapacitated for any reason, the duties and interactions of The Team specified elsewhere in these byelaws shall be delegated and carried out as directed by a group comprising the President, the Honorary Secretary, the Honorary Treasurer and the Vice-President for Corporate Affairs. In these circumstances, the

Honorary Secretary shall bear overall responsibility for ensuring that all necessary functions of The Society's administration are performed satisfactorily.

C1. Employment

In accordance with its powers under **clause 4(xiv) of The Society's constitution**, the Committee shall engage assistance with 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 Team.

C2. Responsibilities

C2.1 Reports, Notifications and Communications

The Team is ultimately responsible for the production of The Society's Newsletter (in cooperation with the Newsletter Editor and printers), assisting with updating 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, Ambassadors, service providers and contractors of The Society, external bodies that The Society is affiliated or has such legal or contractual obligations to, or contractors engaged on behalf of The Society.

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

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

The Team shall arrange all accommodation for Committee members attending Committee, Sub-Committee, and Scientific Meetings, and any other event that Committee members are taking part in, e.g. Public Engagement, Society Award Lectures.

C2.2 Finance and Administration

The Team 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 Team 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 the Office of the Scottish Charity Regulator. The Team has delegated responsibility to approve and pay expenses that conform to standard limits as outlined in this document from pre-approved parties (e.g. Committee Members, grant awardees).

C2.3 Scientific Meetings

The Team will assist in the administration of meetings run by The Society, including, in co-operation with the Scientific Meetings Secretary and Scientific Meetings 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 Ambassadors) and the design, desktop publishing and production of the meeting programme booklet.

C2.4 Legal Requirements

The Team 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 Team shall be invited by the Newsletter Editor to submit appropriate material for publication in The Society's Newsletter.

C3. Reporting

The Team 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 Vice-President for Corporate Affairs); reports on the publication of the Newsletter (to the Newsletter Editor); reports on the annual returns submitted to the Charity Commission and the Office of the Scottish Charity Regulator (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* that is wholly owned by The Society, and *Genes and*

Development that 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 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, at a Genetics Society scientific, sponsored or specially arranged award 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 a Genetics Society scientific, sponsored or specially arranged award meeting where the medal will be presented. The winner will also be invited to write an article for *Heredity*. 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 their ten 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 that 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 two runner up nominations will be carried forward to the following year.

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 a Genetics Society scientific, sponsored or specially arranged award meeting where the medal will be presented. The winner will also be invited to write an article for *Heredity*. 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 that 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 two runner up nominations will be carried forward to the following year.

The Balfour Lecture recognises the contribution to genetics of an outstanding young investigator, who must normally have less than ten years' postdoctoral research experience at the time of nomination. **Exceptions to the ten year limit will be made if the nominee has taken a career break for child or other caring responsibilities.** There is no restriction on nationality or residence. The Balfour lecture will be presented at a Genetics Society scientific, sponsored or specially arranged award meeting where an honorarium (to be decided from year to year by the Committee) will be awarded. The winner will also be invited to write an article for *Heredity*. 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 that 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 two runner up nominations will be carried forward to the following year, as long as the nominee remains eligible.

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. 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 that 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. They will also be invited to write an article for *Heredity*. The two runner up nominations will be carried forward to the following year.

The Sir Kenneth Mather Memorial Prize is a joint award with the University of Birmingham and rewards a BSc, MSc or PhD student of any UK University or Research Institution who has shown outstanding performance in the area of quantitative or population genetics. The prize is awarded annually and pertains to a project report, dissertation or thesis submitted during the academic year in question. The winner will be invited to present their work at the Genetics Society “Pop Group” SIG meeting (or other suitable meeting). Registration, accommodation and travel fees will be awarded. Prize money of £150 is awarded by the University of Birmingham from the Sir Kenneth Mather Fund. Selection of the successful candidate is made by a Quantitative and Population Genetics Committee representative and a representative from the University of Birmingham (these may on occasion overlap, but a minimum of two reviewers are required). Unsuccessful nominations are not usually held over for further consideration in future years.

F. Grants and Sponsorship

Committee Members in direct receipt of grants must report this via the Hon. Treasurer to the Charity’s Commission. With the exception of Junior Scientist Grants, all applications should be reviewed by at least two Committee members or society members co-opted by the committee for this purpose. All applications for grants are submitted via MySociety.

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. The Society also provides discounted registration for scientific meetings of The Society for junior members. The conditions where 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. Any member, including Committee members, within six years of their viva qualifies as a junior member, and is eligible for this award.

F2. Heredity Fieldwork Grants

The Society makes available grants to enable its members to undertake fieldwork required for their research in genetics. These grant applications shall be assessed by at least two members of the Committee, and other society members co-opted by the committee for this purpose according to regulations enacted, from time to time, by the Committee, here attached as an Appendix. They will be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix (8). Members of the Committee and their research groups are 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 grant applications shall be assessed by at least two members of the Committee, and society members co-opted by the committee for this purpose. They will be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix (8). Members of the Committee and their research groups are eligible to apply.

F4. Summer Studentships

The Society makes available grants to enable students to undertake summer research placements in members' laboratories followed by a Summer School to be held prior to the start of the following academic term. These grant applications shall be assessed by a panel of Committee members, and society members co-opted by the committee for this purpose. They will be administered by the Honorary Treasurer according to regulations enacted, from time to time, by the Committee, here attached as an Appendix (8). Members of the Committee and their research groups are eligible to apply.

F5. Communicating Your Science Workshops

The Society makes available grants enabling students to attend The Society's annual "Communicating Your Science Workshop" to be held usually in the spring of each year. Applications for these places are to be assessed by a panel of Committee Members, and society members co-opted by the committee for this purpose. The grants will be administered by the Honorary Treasurer according to the regulations enacted, from time to time, by the Committee, here attached as an Appendix (8). Committee members may attend and do not have to apply. Members of the Committee members' research groups are eligible to apply.

F6. 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 (8).

F7. Carer's Awards

The Society shall provide financial support to enable those members with carer's responsibilities to attend Genetics Society meetings or events where grants are not provided by other organising bodies. Awardees can spend this as they think will best support their attendance. The sum awarded will be reviewed by the Committee annually, and is attached as an Appendix (8). Committee members are eligible for this award.

F8. Public Engagement Awards

Awards for involvement in public engagement are set at two levels, major and minor. The awards will be assessed by a team led by the Vice-President for Public Understanding of Genetics. The sum awarded will be reviewed by the

Committee annually, and is attached as an Appendix (8). Members of the Committee and their labs are eligible to apply.

G. Holding Trustees

A register of The Society's Holding Trustees and their contact details shall be maintained and updated annually by The Team, and a copy thereof deposited with the Honorary Secretary. The Team 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

All Society documents are to be archived electronically and be kept by The Team. These include minutes of Committee and Executive Sub-Committee meetings, AGM's, newsletters, Scientific Meeting programmes, annual reports and returns to the Charity Commission.

I. Ambassadors

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. Ambassadors 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, Ambassadors shall normally be appointed in each such sub-division that contains a substantial number of members or potential members. The primary role of Ambassadors 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 equate to graduate students and postdoctoral scientists within six years of their PhD *viva*. Members, including the Postgraduate Student Committee Member and other Committee members within six years of their PhD *viva*, can apply for the Junior Scientist grant as soon as they join The Society. The current Committee shall decide the maximum value of individual grants and the frequency that a member may be awarded this grant. There is no application deadline. Applications should be submitted using the online MySociety application form and a reference in support from the student's or postdoctoral scientist's supervisor is also required. The grant is claimed by submitting an expenses claim form plus receipts as evidence of expenditure, 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 as above.

Appendix 3 – Regulations concerning Heredity Fieldwork Grants

The scheme is open to any member of the Genetics Society engaged in field based genetic research. Fieldwork grants are available to any member of the Genetics Society as soon as they register. The grants are to help cover the costs of travel, accommodation, and essential equipment 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 work should include a strong genetic component.

The scheme is not intended to fund attendance at conferences or taught courses, nor to cover the costs of salaries for those engaged in fieldwork or training. However, it is recognised that in some circumstances, e.g. for health and safety or practical reasons, an assistant, may be required. The research should produce results that would typically be suitable for publication in The Society's journal *Heredity*.

The current Committee shall decide the maximum value of individual grants, the frequency that 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.

Applications should be submitted using the online MySociety application form and a reference in support from the student's or postdoctoral scientist's supervisor is also required. Applications will be assessed by two Committee members, normally including at least one of the "Evolutionary, Ecological and Population Genetics" representatives. In addition, the Heredity Committee representative may also assess the applications. The grant is claimed by submitting an expenses claim form plus receipts as evidence of expenditure, within three months following completion of the fieldwork. Awardees are required to write a brief report suitable for publication in the Genetics Society newsletter. 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 as soon as they join. The grants are to help cover the travel, accommodation and tuition fees involved in attending short training courses on genetic or genomic techniques, including statistics and bioinformatics. The current Committee shall decide the maximum value of individual grants, the frequency that 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 online MySociety application form and a reference in support from the student's or postdoctoral scientist's supervisor is also required. Applications will be assessed by at least two Committee members, normally including at least one of the "Evolutionary, Ecological and Population Genetics" or "Applied and Quantitative Genetics" representatives. 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 are normally 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 that a member may be awarded grants and the application deadline for each year. The awards will be made to the host institution and will include a stipend for the student. The stipend will be paid at the full non-London UK national living wage rate, adjusted for taxation, and calculated pro-rata. The budget for Summer Studentships will be set annually.
- (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. Undergraduate students are encouraged to seek a sponsor and develop a project application with them. Projects will be assessed for objective(s), project plan, achievability, opportunity to, and quality of, the student. Students are encouraged to undertake a project at an institution other than the one where they are studying. Only one application may be submitted per sponsor.
- (4) Applications should be submitted online via the MySociety application form. 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) Students from successful applications will be required to attend a three-day Summer School, to be held in a UK University venue, timed to occur prior to the start of the autumn academic term. All student travel expenses within the UK will be reimbursed. Accommodation and meals will be provided, normally in a university hall.
- (8) Successful students will be required to submit a short report within two months of completion of the project.

Appendix 6 – Regulations concerning Communicating Your Science Workshop

The two-day workshop will be held annually during the spring at a UK venue. The workshop will run from lunchtime to lunchtime over three consecutive days. The workshop will be organised by a Society member with expertise in Public Engagement and Science Communication. Tutors with expertise in relevant areas shall be engaged to provide appropriate training activities.

Appendix 7 - Regulations concerning Sponsorship of Scientific Meetings

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

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

The Genetics Society supports 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) under 'Conditions of Sponsorship', if this is the first meeting of a planned series that is being organized with Genetics Society support.

Review of applications

- (1) Applications to become a new Sectional Interest Group should be submitted via the MySociety portal at least three months before and include funding for the first proposed 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 Team will forward the request to the Meeting Secretary.
- (2) The Meeting Secretary will forward the request to the Executive committee for review. The review will cover suitability of the meeting for Genetics Society sponsorship, level of support requested and justification. The Executive Committee will be asked to respond and vote on funding the request within two weeks. The Meeting Secretary 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.
- (3) Once approved, The Team will forward electronic copy of the SIG meeting details to the Newsletter and Website Editors programme, at the latest by the advertised copy date for the newsletter preceding the close of registrations for the meeting. This information should include the programme of speakers, the topics to be covered, a link to the meeting website, plus details of how to register for the meeting.
- (4) Full SIG status will be determined pending the outcome of the first meeting (see point 9 below). On an annual basis the Meetings Secretary will instruct The Team to contact SIG organisers to request their meeting plans for the coming year. Applications for SIG meetings will be submitted via the MySociety portal 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 Team will forward the request to the Meeting Secretary.
- (5) Meeting applications from full SIGs may be approved by the Meetings Secretary up to the agreed maximum budget.
- (6) SIGs that have not organised any meeting activities within a three year period will be discontinued.

Conditions of sponsorship

- (1) 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’.
- (2) Genetics Society banners, tablecloths and promotional materials are available from “TheTeam” for use at SIG meetings and should be made use of at every opportunity.
- (3) A report on the meeting, once it has taken place, should be submitted to The Team as soon as possible after the meeting, to include brief factual information (where/when/attendance/etc.), together with a summary of the main scientific issues covered. The Team will forward this report to the Newsletter Editor, Website Editor and the Meetings Secretary.
- (4) Genetics Society funds may be used to support speaker travel, accommodation, publicity, carer’s awards, and any other direct meeting costs, at the organizers’ discretion. Budget travel and accommodation options will normally be insisted upon, although carbon efficient travel is preferred to flights. The Society will not be liable for any financial losses incurred by the meeting organizers.
- (5) Sponsorship is normally paid in arrears upon receipt of invoices by The Team. Invoices should be in electronic format, and be received no later than one month after the meeting date. In special circumstances, (part) funds may be claimed in advance of the meeting.
- (6) Meeting organizers may levy a registration charge for attendance at the meeting. 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 TheTeam that their application and remittance or direct debit mandate for membership fees has been received.
- (7) The meeting organizers are free to apply to other organizations for sponsorship of the meeting. However, organizations whose policies or practices conflict with those of the Genetics Society should not be approached. In cases of doubt, the Genetics Society Executive Committee should be consulted for advice.
- (8) The SIG’s internet site should have a link to the Genetics Society website (www.genetics.org.uk).
- (9) For those SIG’s holding their first such meeting with Genetics Society support, it is understood that 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.

- (10) 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 Meetings Secretary, the Website Editor by The Team. This person will inform The Society if they resign or pass on their responsibility for the meeting or series to another person, whose contact details shall also be supplied. The SIG organizer will update the same on future meetings in order that the Society website and newsletter can advertise the events in good time

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 should be submitted via the MySociety portal 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 Team will forward the request to the Meeting Secretary.
- (2) The Meeting Secretary 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 Meeting Secretary 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

- (1) Several levels of sponsorship are possible: (a) single lecture (b) session or (c) whole meeting.
- (2) 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”.
- (3) Genetics Society banners, tablecloths and promotional materials are available from The Team for use at meetings and should be made use of at every opportunity.
- (4) A report on the meeting, once it has taken place, should be submitted to The Team as soon as possible

after the meeting, to include brief factual information (where/when/attendance/etc.), together with a summary of the main scientific issues covered. The Team will forward this report to the Newsletter Editor, Website Editor and the Meetings Secretary.

- (5) A short report on a meeting for possible publication in the newsletter and on the website, should be sent to The Team and cc'd to the Meeting Secretary within one month of the event taking place.
- (6) Genetics Society sponsorship may be used to support speaker travel, accommodation, publicity, carer's awards, and any other direct meeting costs, at the organizers' discretion. Budget travel and accommodation options will normally be insisted upon, although carbon efficient travel is preferred to flights. The Society will not be liable for any financial losses incurred by the meeting organizers.
- (7) Sponsorship is normally paid in arrears upon receipt of invoices by The Team. These should be in electronic format, and received no later than one month after the meeting date. In special circumstances, (part) funds may be claimed in advance of the meeting.
- (8) The meeting organizers 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 Team.

Appendix 8 - Funding scheme matrix @ 1 January 2022

Note: to be reviewed annually.

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	Evolutionary, ecological & population genetics, Heredity Editor in chief, & at least one other Committee member as agreed	1 per two years	1 st Feb. 1 st May 1 st Aug. 1 st Nov.	£2,000
Training Grant	Evolutionary, ecological & population genetics & at least one other Committee member as agreed	1 per two years	15 th Feb 15 th May 15 th Aug. 15 th Nov.	£1,200
Summer Studentship	Committee members as agreed	1 per two years	31 st March	8 weeks' stipend in line with UK living wage £750 expenses
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
Communicate Your Science Workshop	Committee members as agreed	One	28 th Feb	none
Carer's Award	Treasurer	No limit	None	£60/day
Public engagement	VP for PUG	No limit	None	£1,000 £1,001-5,000

Appendix 9 - Policy on Questionnaires, Surveys, other materials, and partnership requests.

From time to time the Genetics Society receives requests for questionnaires, surveys and other materials (e.g. flyers) to be distributed to our members, and these are frequent enough that we cannot agree to all these requests. Additionally, The Society is requested to form partnerships with other organisations, usually with little benefit to The Society, and to advertise various items on The Society website.

Accordingly, the following principles will apply to such requests:

- (1) All requests for distribution of questionnaires, surveys, other materials, and partnerships 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 requests approved in this way, a corresponding link may be placed on The Society's website in the NEWS section for a maximum period of six months, at the discretion of the Website Editor.
- (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.
- (4) Requests for advertising meetings external to The Society should be made to The Team via submission of a pro forma, available on The Society website, and will be assessed by The Team and the Website Editor. Following approval of appropriate logo and sufficient genetic content, the external meeting will be posted on the website.