

Byelaws of the Genetics Society, Revised November 2022

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).

A1.2 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.

A1.3 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 the 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.

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 November. 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 December 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 Society Executive Committee, 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 Magazine, and by directly emailing the membership. Nominations must be notified to the Honorary Secretary via e-mail at a date to be notified prior to the autumn meeting of the year preceding the vacancy arising. 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. Self-nominations are permitted and exempt from the necessity to obtain another member signature. 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, Magazine Editor, Scientific Meetings Secretary and Postgraduate Student Representative. The Honorary Treasurer and Scientific Meetings Secretary posts require a one-year shadowing role and should therefore be advertised eighteen months before the posts become 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. If the AGM does not approve a nomination or does not constitute a quorum authorised 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 within 30 days, and other nominations can again be made by individual members, if necessary, entailing a ballot, to be carried out no later than two weeks days prior to the Special General Meeting.

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, Magazine 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 Committee is elected to the post. During an observer period they shall be invited to attend meetings of the Committee and Executive 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. The nominee 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 and the *Heredity* Editor) 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 following the conclusion of the General Meeting when they were elected, as stipulated **by clause 7(iii) of The Society's constitution**. 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 Magazine 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. This shall be the Partnership and Membership Officer.

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 because 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 consider other relevant criteria, 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**, at the earliest opportunity following election, and not later than the beginning of the first Committee meeting thereafter, with assistance from The Team, the Honorary Secretary shall obtain from each newly elected Committee member, a signed declaration of agreement to act in the best interests of The Society. These shall be kept in The Society electronic records.

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 Committee

The Committee shall appoint an Executive Committee to progress its business between meetings of the full Committee. The membership of the Executive Committee shall normally comprise the President, Honorary Secretary, Honorary Treasurer, Partnership and Membership Officer, Officer for Public Engagement in Genetics, Scientific Meetings Secretary, Website Editor, Magazine Editor, Postgraduate Student Representative, plus any other member of the Committee that the Executive Committee wishes to co-opt from time to time, or to invite to its meetings. All decisions of the Executive Committee must be ratified by the following full Committee meeting before they take effect, although where time is of the essence, the Executive 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 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 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, 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 Chair (normally the President) of the full Committee meeting when they are approved. Draft minutes shall be circulated electronically to all members of the Committee at least seven days in advance of the meeting when they are to be approved.

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 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 Committee) for consideration by each meeting of the Committee and Executive 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 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 online polling. 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 Chair, 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.

B4.7 Conduct at Hybrid Meetings

When joining committee meetings remotely, in accordance with clauses 11(i), (ii) and (iv) of The Society's constitution, Committee members should identify themselves at the start of the meeting and ensure their visibility throughout.

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 footprints. The following guidelines (based on Committee approved guidelines, November 2022) apply per event, 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. The cost of first-class rail fares should not exceed the maximum limit set out in the table below.
5. Special travel arrangements can be made in the case of health or disability requirements though prior agreement for exceptional expenditure should be sought from the Honorary Treasurer.
6. Hotel accommodation for Society events is normally booked by The Team, however, if The Team is not able to assist, on occasion there may be a necessity to self-book. Accommodation rates should not normally exceed those 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 Society business 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 for travel on Society approved business and do not include accommodation. The GBP values shown were set in October 2022 and should be adjusted by the Retail Prices Index annually in November. Any travel expenditure beyond these limits should be approved by the Honorary Treasurer 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	1,750
4,500-5,500	West coast US ↔ UK	2,500
>5,500	Japan ↔ UK	3,600

B5.2 Charitable Obligations

The President, Honorary Secretary, Honorary Treasurer, Partnership and Membership Officer, Policy Officer, Officer for Public Engagement in Genetics, Scientific Meetings Secretary, Website Editor and Magazine Editor and any co-opted members of the Executive Committee, 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 training to ensure Trustees fully comprehend their legal obligations, and insurance to cover Trustee 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:

B5.3.1 President

The President acts as the figurehead of The Society, providing leadership and direction to The Society's Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of The Society and their representation of The Society externally as appropriate. The President shall:

1. Oversee the development of The Society's aims, objectives and goals in accordance with The Society Constitution and Byelaws, and other regulatory and legal guidelines.
2. With the Policy Officer, make or be consulted on all public statements concerning The Society's views on any matter that it is competent to express an opinion.
3. Chair all committee meetings including the Annual General Meeting and delegate if necessary to the Honorary Secretary or Honorary Treasurer.
4. Award two Mendel Medals during term of office and write formal letter of invitation.

5. Introduce The Society Award winners before delivery of their talk and presents their awards.

B5.3.2 Honorary Secretary

The Honorary Secretary shall ensure the continuity of The Society's business. They shall:

1. Maintain an accurate copy of The Society's Constitution and these Byelaws, propose to the Committee any necessary changes to these documents required to keep them up to date with committee decisions, and ensure that a current copy of both documents is supplied to The Team and Website Editor for posting on The Society's Website.
2. Draw to the attention of the Committee any violations of The Society's Constitution or these Byelaws and recommend any appropriate action in rectification.
3. Along with the Honorary Treasurer, submit any proposed alterations to the Society's Constitution, as voted at a General Meeting, to the Charity Commission and the Office of the Scottish Charity Regulator (OSCR) for approval, and conduct any necessary correspondence with the Charity Commission and the OSCR to arrive at a wording that is acceptable to them and fulfils as far as possible the intent of changes as voted at a General Meeting, and submit to a subsequent General Meeting any such revision required by the Charity Commission and/or OSCR.
4. With the assistance of The Team, convene the Annual General Meeting, Special General Meetings, the Society's Committee and Executive Committee meetings, arrange the venue and timing for these meetings, prepare agendas and take the minutes.
5. Ensure Trustees are aware of their duties and able to carry them out in concordance with the requirements of the Charity Commission and OSCR.
6. In accordance with **clause 17(ii) of The Society's constitution**, publicise, via e-mail to all members, and if possible, via the preceding issue of the Magazine and the Website, nominations, and other motions to be voted on at the Annual General or Special Meetings. With the assistance of The Team, set up an electronic ballot, with a closing date no less than two weeks before the Annual General or Special Meetings. 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.
7. Ensure all Committee vacancies are advertised to the membership via email, the Website and the Magazine, and that nominations are received, elections are held, and positions are filled. Along with The Team, communicate the results of any election to all those who have been nominated, pass to the Website and Magazine Editors the names, and contact details of all those duly elected, and ensure announcements of such appointments are communicated to the members at the Annual General or Special Meeting, Website and Magazine. Via distribution of a Welcome Pack by The Team, inform those elected about the duties and privileges associated with their role, including clear instruction on the responsibilities of charity Trustees, and in accordance with **B1.8 and B2.5 of these Byelaws and 8 (iv) of The Society constitution**, obtain a signed declaration of willingness to act in the interests of The Society or as a Society Trustee.
8. Together with The Team, ensure the Committee Welcome pack is current.

9. Ensure the Society's honours are advertised to the membership via email, the Website, and the Magazine, that nominations are received, held over nominations are carried forward, elections are held, and the fairness and confidentiality of all elections and ballots. Along with The Team, inform persons nominated for any of The Society's awards the results of the election, and to those elected the associated duties and privileges.
10. Handle the external correspondence of The Society, or re-direct it to the competent Honorary or Executive Officer or Committee member or contractor.
11. In line with B4.6 of these Byelaws, handle internal and external complaints.
12. Assist the President in any administration or other duties as required, including production of papers for presentation at Committee meetings.
13. Together with the Partnership and Membership Officer, co-ordinate activities of The Team.
14. Write a report for the Magazine, to include current Committee membership lists and vacancies, dates of Society events, Scientific Meetings, and the Annual General Meeting, updates on and announcements of Society Awards, and any other news to be broadcast to the membership.
15. Together with the Partnership and Membership Officer, make recommendations to the committee regarding the renewal and updating of the membership services contract.

B5.3.3 Honorary Treasurer

The Honorary Treasurer shall manage the day-to-day finances of the Society, and the Society's assets and investments including financial strategy and planning. The Honorary Treasurer shall also:

1. Present a financial report and budget at each Executive and full Committee meeting, and at the Annual General Meeting, and ensure the external audit of The Society's accounts.
2. Assess and award the Junior Scientist grant applications, and, where so directed or authorized by the Committee, make decisions concerning the disbursement of funds regarding other grant activities (*Heredity* Fieldwork, Training and Public Engagement grants, Carer's awards and Summer Studentships as defined in the Appendices) as set up by the Committee in support of its activities.
3. Authorize any expenditures undertaken on behalf of The Society by a Committee member, service provider or contractor, exercising due discretion in all such matters: their decision shall be final, unless over-ruled by a subsequent vote taken by the full Committee.
4. 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), submission of the Annual Report and Annual Return for transmission to the Charity Commission (clauses 15 and 16 of The Society's constitution) and OSCR, sign these documents on behalf of all of the Trustees, having firstly secured their approval.
5. 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.

B5.3.4 Partnership and Membership Officer

The role of the Partnership and Membership Officer is to communicate with The Society partners, ambassadors and members to ensure continuing growth of and opportunities involving The Society. As such the Partnership and Membership Officer shall:

1. Oversee The Society's wholly or partly owned academic journals, making recommendations to the Committee on any matter relevant to their protection and development.
2. Represent The Society on the board of management of the academic journals that it owns or part-owns but may nominate other competent persons to deputise for them or to co-represent The Society, as needed.
3. Monitor status and trends in Society recruitment and membership, and report to the Committee, with the assistance of The Team,
4. Oversee the appointment and retention of Ambassadors (see section I.), With assistance from The Team and external contractors develop, update and distribute a Welcome Pack outlining the Ambassadorial role, and including all rebranded and updated publicity materials required to ensure that they remain active agents of communication between the membership and the Committee; ensure Ambassador vacancies are communicated to the membership via advertisements on the Website, in the Magazine and by email, and that Ordinary committee members are actively involved in recruitment.
5. Together with the Honorary Secretary, co-ordinate activities of The Team.
6. Together with the Honorary Secretary make recommendations to the committee regarding the renewal and updating of the membership services contract.
7. Assist in The Society's work on behalf of its postgraduate student members.
8. Represent The Society on the governing or consultative councils of all external bodies it is affiliated to, in particular the Biosciences Federation.

B5.3.5 Policy Officer

The role of the Policy Officer is to liaise with other societies, organisations, and government agencies and, via consultation with the Committee, present the views of The Society. The Policy Officer shall:

1. 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.
2. 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.
3. 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; liaise with the RSB and The Society membership and Committees around topical issues related to genetics and public policy, filtering and distributing RSB policy documents of relevance to the Genetics Society for consideration and response e.g. around publishing open access and similar.

4. Maintain and update, as necessary, The Society's equity, diversity, and inclusion (EDI) policy, ensuring it is adopted by all committee members and embedded throughout all Society documentation, forms and publicity materials, including The Society Website and Magazine, and conditions for Genetics Society sponsored meetings and events (e.g., public engagement awards, and SIG, one-off, and scientific meetings).
5. Take overall responsibility for the development and implementation of a Code of Conduct for Society meetings and events, ensuring requisite training and complaints procedures are in place.

B5.3.6 Officer for Public Engagement in Genetics

The Officer for Public Engagement in Genetics is responsible for developing and sustaining a programme of public engagement with genetics. They shall:

1. Appoint contractors to provide services ensuring their performance and evaluation of targets are achieved. Specifically, contractors are required for: podcasts; organising public engagement and Society events and any forum connected with public engagement matters.
2. Ensure The Society branding is adopted by all contractors and utilised in Society sponsored materials and publicity.
3. Support the Magazine Editor, Website Editor, and contractors to achieve identified goals.
4. Take the lead in assessment of Public Engagement grant applications.
5. Work with external contractors to coordinate and manage Public Engagement and Society Events to agree dates, source venues and invite attendees according to a programme established with the Scientific Meetings Secretary or committee appointed to oversee.
6. Organise and present the Communicating Your Science Workshop, taking the lead in all connected matters including programme design; engagement of freelance personnel to present sessions; venue, accommodation, and catering; and along with The Team, oversee the processing and assessment of applications.
7. Proofread Magazine items and event advertisements relating to public engagement, Communicating Your Science workshops and public understanding in genetics.
8. Introduce the JBS Haldane Lecturer at their presentation.

B5.3.7 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. The Scientific Meetings Secretary shall, with the help of or via delegation to other committee members or contractors:

1. Organise two Society Scientific meetings per year (April and November), and stand-alone one day meetings as required. 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.
2. At least two years in advance, ensure suitable proposals for these meetings and persons to be appointed as their organizers, are put before the Committee, location and timing of the meetings is determined, topics are agreed, and speaker lists are drafted. Involve the Postgraduate Student Representative in discussions to

ensure ECR inclusion in the meeting programme. Liaise with The Team regarding administrative organisation of the meeting as outlined in **Section C2.3**, or another approved contracted event organiser.

3. Liaise with the organizers of joint meetings, or specific scientific sessions therein, to ensure overall balance and quality of the meetings and to appoint one or more Society committee or Society member to the Organising Committee of joint or adjunct meetings.
4. Encourage other groups with interests in genetics hold scientific meetings under the aegis of The Society, process applications for their financial support, organise Committee assessment of proposals, and 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 ('Special 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).
5. Procure publicity for such meetings to be placed in the Society Magazine and Website.
6. Work with external contractors and the Honorary Secretary to ensure a suitable programme of speakers are invited to events such as the Mendel Day and other *ad hoc* scientific events.
7. Along with The Team and external contractors ensure the public engagement and social media materials, including the Society logo, colour palette, fonts, and overall appearance of the Website, Magazine, and other publicity materials in keeping with EDI policy and are available to and are utilised by SIGs and other *ad hoc* meeting organisers.

B5.3.8 Magazine Editor

The Magazine Editor is responsible for producing a biannual Magazine to be published as a printed edition (or e-copy as selected by members), electronically on the Society's Website. The Magazine 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 Magazine Editor shall:

1. Obtain and edit material for the Magazine according to a theme agreed with the Committee in advance.
2. Ensure that the Magazine promotes The Society's activities and disseminates timely information, as well as providing a forum for the membership to express its opinions.
3. Actively request copy from the Ordinary Committee members on topics related to their designated area of expertise.
4. Liaise with The Team, Committee members, service providers and contractors of the Society to ensure timely copy, proofreading, production, printing, and distribution of the Magazine.
5. From time-to-time in agreement with the Committee, source and appoint guest editors.

B5.3.8 Website Editor

The Website Editor is responsible for correct display and design of the content on The Society's Website but is not responsible for producing it. The Website Editor shall:

1. At the request of Committee members, update the Committee Member and Ambassador lists; advertise upcoming Committee member and Ambassador vacancies; update revisions to grants pages including revised regulations, eligibility criteria and application dates; post events (both internal and external); create new annual award pages and update existing; add files that can be downloaded including Magazines, Society Byelaws and Constitution; publish news items; update podcast posts with new episodes; add event galleries; update photographs and images.
2. Regularly check the webpages to ensure correct display of materials and liaise with the Website service provider (currently Collaborate) to correct errors and implement any major changes (as agreed with the Committee).
3. Liaise a contract for Website maintenance with the Website service provider in agreement with the Committee.
4. Contribute to any branding updates of promotional and public engagement materials, to ensure the Society keeps up with trends in online presence.

B5.3.8 Postgraduate Student Representative

The Postgraduate Student Representative shall attend to and be involved in all Society matters relating to Postgraduate students. These include actively promoting The Society to postgraduate students and encouraging Society membership, while representing their interests at Committee Meetings. The postgraduate Student Representative shall:

1. Attend and, in consultation with the external contractors, and the Scientific Meetings Secretary, take an active role in the organisation of the Summer Studentship Summer School.
2. Work with the Scientific Meeting Organising Committee to ensure that postgraduate opportunities are prominent at Society Scientific meetings. These may include dedicated sections in the programme, poster sessions and prizes, and at Scientific Meetings, enrol Committee members to judge posters.
3. Champion their own ideas on direction for postgraduate student support from the Society.
4. Receive support in their role from the Partnership and Membership Officer.

B5.3.9 All Committee Members

1. Endeavour to ensure that the views and interests of those in their designated area of genetics are represented by bringing them to the attention of the Committee. Views should be ascertained through the Society's Ambassadors, through relevant *ad hoc* groups or any other suitable mechanism.
2. Promote membership of The Society and advise the Partnership and Membership Officer on suitable persons to invite as Ambassadors.
3. Be prepared at the request of the Scientific Meetings Secretary to help organize scientific meetings or sessions therein, covering relevant specialist interests.
4. Support The Society's scientific meetings by attending wherever possible and by encouraging others to do so and be prepared to assess poster sessions and agree awards at these events.
5. Be prepared, at the request of the Magazine Editor, to supply written commentaries on meetings, published

papers, scientific issues and other matters relevant to their interests, for publication in the Magazine, and proofread the same prior to publication deadlines.

6. Assess Summer Studentship, Communicating Your Science, Public Engagement, SIG and One-off Meeting grant applications when requested. Additionally, the Evolutionary, Ecological and Population Genetics area representatives will assess the *Heredity* Fieldwork and Training grant applications, and the Applied and Quantitative Genetics representatives will assess Sir Kenneth Mather Prize nominations.
7. At the request of the President, assist and support the younger/junior members of the executive committee, i.e., Postgraduate Student Representative, Magazine Editor and Website Editor when required.
8. Nominate suitable candidates for Committee vacancies, Honorary Membership and The Society's awards.
9. When requested to do so by other Committee members or Honorary Officers, supply timely responses on matters where consultation with the full Committee or with a subset of its members is appropriate.
10. Assist the Policy Officer in maintaining the database of expertise and to identify suitable persons who can provide informed public comment on relevant issues.
11. In accordance with Byelaw B4.2, prior to the designated deadline, office bearers should submit via The Team a detailed report for presentation at the forthcoming Committee meeting.
12. Whenever a committee member 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 their capacity.

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 Partnership and Membership Officer. 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. Engagement of administration contractors

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 Honorary Secretary and Partnership and Membership Officer will coordinate the activities of The Team.

C2. Responsibilities

C2.1 Reports, Notifications and Communications

The Team is ultimately responsible for the distribution of The Society's Magazine (in cooperation with the Magazine 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 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 Annual General Meeting. The Team shall cooperate with the Honorary Secretary and Website Editor to arrange for the timely posting of formal communications, such as Annual General Meeting 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 work with the Partnership and Membership Officer to 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, in consultation with the Honorary Secretary, arrange venues for the Annual General Meeting, and the meetings of the Committee and its Executive Committee. A representative from The Team shall attend all such meetings in person to assist with the smooth flow of presentations and take the minutes.

The Team shall, in consultation with the Honorary Secretary, arrange all accommodation for Committee members attending Committee, 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 form pre-approved parties (e.g., Committee Members, grant awardees).

C2.3 Scientific Meetings

The Team will assist in the administration of one meeting per year 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 Website and Magazine Editors and Ambassadors).

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 Committee and the scientific meetings of The Society shall be reimbursed by The Society, under the same rules as are applied to Committee members.

C3. Reporting

The Team will be required to submit quarterly reports on their activities, as specified in detail by the Partnership and Membership Officer. 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 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 Partnership and Membership Officer); reports on the publication of the Magazine (to the Magazine 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). The Team shall be invited by the Magazine Editor to submit appropriate material for publication in The Society’s Magazine.

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 is part-owned 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 Partnership and Membership Officer 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 Society scientific meetings, workshops and other events on the same basis as members of the Committee and shall be invited by the Magazine Editor to submit appropriate material for publication in the Magazine.

E. Society's Lectures and Medals

E.1 The Mendel Medal

An honour given to distinguished geneticists, in recognition of their lifetime achievements in genetics, Mendel Medal 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.

E.2 The Genetics Society Medal

Recognizing outstanding research contributions to genetics, the Genetics Society Medal recipient, who should still be active in research at the time the award is made, is elected annually by the Committee based on 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 runners up nominations will be carried forward to the following year.

E.3 The Mary Lyon Medal

Named after the distinguished geneticist Mary Lyon FRS, this award 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 runners up nominations will be carried forward to the following year.

E.4 The Balfour Lecture

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 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 runners up nominations will be carried forward to the following year, if the nominee remains eligible.

E.5 The JBS Haldane Lecture

Recognising an individual for outstanding ability to communicate topical subjects in genetics research, widely interpreted, to an interested lay audience, the JBS Haldane Lecture winner 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 runners up nominations will be carried forward to the following year.

E.6 The Sir Kenneth Mather Memorial Prizes

From 2023, two Sir Kenneth Mather Memorial Prizes will be awarded annually, one for a BSc or MSc student report or dissertation, the other for a PhD thesis. These joint awards with the University of Birmingham reward students of any UK University or Research Institution who have shown outstanding performance in the area of quantitative or population genetics.

The BSc/MSc winner will be invited to present their work, subject to topic, at the Genetics Society “Pop Group” SIG or other suitable meeting. Registration, accommodation, and travel fees will be met by The Society. Prize money of £75 is awarded by the University of Birmingham from the Sir Kenneth Mather Fund, topped up by £425 from The Society.

The PhD thesis winner will be invited to present their work, subject to topic, at a suitable Society scientific meeting. Registration, accommodation, and travel fees will be met by The Society. Prize money of £75 is awarded by the University of Birmingham from the Sir Kenneth Mather Fund, topped up by £425 from The Society.

Selection of the successful candidates 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. An exception will be made for 2023 for PhD thesis submitted for examination during the academic year 2021/22.

E.7 The Bruce Cattanach Prize

New in 2022 and to be awarded annually by The Mouse Magazine Ltd for a PhD thesis using animal models, the Bruce Cattanach award carries a prize of £500. Entries will be submitted by PhD supervisors with the winner selected from a panel chosen by The Mouse Magazine Ltd. The winner will be offered a platform to present their work at a Society Meeting. 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. Except for 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. All sums awarded for each grant shall be reviewed annually by the Committee.

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 in accordance with Appendix 8. 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, in accordance with Appendix 2, 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 the *Heredity* Editor, in accordance with Appendix 3. They will be administered by the Honorary Treasurer according to regulations in 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, in accordance with Appendix 4. They will be administered by the Honorary Treasurer according to regulations in 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 in accordance with Appendix 5 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 in Appendix 8. Members of the Committee and their research groups are eligible to apply. Committee members will take turns to host and assume overall responsibility for the Summer Studentship workshops at their academic institution, including securing a venue and arranging suitable accommodation and catering. With input from The Team, Postgraduate Student Representative, and external contractors, a schedule for student presentations and talks from Committee members should be organised, along with a programme of networking, and social and interactive events, culminating with prize awards. All committee members are encouraged to attend the Summer Studentship workshop.

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 in accordance with Appendix 6 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 in Appendix 8. Committee members may attend and do not have to apply. In particular, the Postgraduate Student Representative, Magazine Editor and Website Editor are encouraged to attend. 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. Applications for such support will be assessed in accordance with the regulations concerning such meetings as detailed in Appendix 7, and the financial support offered to them determined in Appendix 8i.

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 is detailed in 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 Officer for Public Understanding in Genetics. The sum awarded is attached in 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 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 Committee meetings, AGM's, Magazines, Scientific Meeting programmes, annual reports and returns to the Charity Commission. A physical archive is maintained at the John Innes Institute, Norwich.

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, to serve as its local representative. Ambassadors shall normally be appointed by the Partnership and Membership Officer. 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 several semi-autonomous 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 Magazine 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 carer's, travel and fieldwork grants, Communicating Your Science Workshop and Summer Studentship awards to potential beneficiaries; and the organization of local events for members.

J. Appendix 1 – Matrix of Committee Posts

See attached file

K. Appendix 2 – Regulations concerning Junior Scientist Grants

Junior Scientists or Early Career Researchers (ECRs) are defined as graduate students and postdoctoral scientists within six years of their PhD *viva*. Members, including the Postgraduate Student Committee Member, fulfilling either criterion can apply for the Junior Scientist Grant as soon as they join The Society (there is no deadline for membership applications). The current Committee shall decide the maximum value of individual grants and the frequency that a member may be awarded such a grant. The budget for travel grants will be reviewed annually, detailed in Appendix 8. From time to time the conditions and benefits of this award may be changed in accordance with the wishes of the committee, led by Equity, Diversity & Inclusion policy. Applications must be submitted using the online MySociety application form and a support letter from the ECR's supervisor is also required; the supervisor must be a member of The Society. The current conditions and deadlines for the Junior Scientist Grant will be published on The Society's Website. The grant is claimed by submitting 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 Magazine.

L. 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, subsistence, consumables for pre-processing, and essential equipment associated with pursuing a field-based genetic research project (not exceeding one third the total applied for). Travel, accommodation, and subsistence for a field assistant may also be covered if the assistant is essential for practical or health and safety reasons, but the assistant must also be a Society member. The work should include a strong genetic component and carry a link to the UK – either the applicant should be UK based or the fieldwork should be carried out in the UK. The scheme is not intended to fund attendance at conferences, taught courses or training in other laboratories, nor to cover the costs of salaries for those engaged in fieldwork or training. The research should produce results that would typically be suitable for publication in The Society's journal *Heredity* and awardees are required to write a brief report suitable for potential publication in the Genetics Society Magazine.

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. The budget for fieldwork grants will be set annually.

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. The grant can be claimed in advance, but receipts must be provided as evidence of expenses incurred.

M. 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, subsistence, and tuition fees involved in attending training courses or visits to laboratories to learn genetic or genomic techniques, including statistics and bioinformatics. Applicants must be based in the UK or intending to carry out their training in the UK.

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 Magazine. The budget for training grants will be set annually.

N. Appendix 5 - Regulations concerning Summer Studentships and Workshops

- (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, hosted by committee members in rotation (see F5) and 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.

O. 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 the Officer for Public Engagement with Genetics, or Society member with expertise in Public Engagement and Science Communication. Tutors with expertise in relevant areas shall be engaged to provide appropriate training activities. All applicants must be members of The Society.

P. 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 Magazine and Website Editors programme, at the latest by the advertised copy date for the Magazine 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 The Team 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 information (where/when/attendance/etc.), together with a summary of the main scientific issues covered. The Team will forward this report to the Magazine 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, 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 Magazine and may charge such persons the same registration fee as charged to members, upon confirmation from The Team 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 based on 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 Magazine 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 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 information (where/when/attendance/etc.), together with a summary

of the main scientific issues covered. The Team will forward this report to the Magazine Editor, Website Editor, and the Meetings Secretary.

- (5) A short report on a meeting for possible publication in the Magazine 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.

Q. 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
<i>Heredity</i> Fieldwork Grant	Evolutionary, ecological & population genetics, <i>Heredity</i> 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' allowance in line with UK living wage, plus £750 research expenses
One-off meeting sponsorship	Scientific Meetings Sec.	No limit	none	£5,000
Sectional Interest Group	Scientific 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	Not applicable
Carer's Award	Treasurer	No limit	None	£60/day
Public engagement	Officer for PEG	No limit	None	£1,000 £1,001-5,000

R. 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 Team, who will forward to the Partnership and Membership, and Policy Officer for review.
 - (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 Partnership and Membership, and Policy Officer and the Magazine Editor, a short note drafted by the originators can be placed in the Magazine to draw the attention of our members to a new link.
- 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, to 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. Work with external contractors to coordinate and manage Public Engagement and Society Events to agree dates, source venues and invite attendees according to a programme established with the Scientific Meetings Secretary or committee appointed to oversee.