

CONSTITUTION OF THE ROYAL SOCIETY OF BIOLOGY IN SCOTLAND

1 Name

The name of the branch is the Royal Society of Biology in Scotland.

2 Objectives

The objectives of the branch are to further the aims and objectives of the Royal Society of Biology (RSB), at all times subject to the overall authority of the Council of the RSB, by:

- a) promoting and fostering the public understanding of biology in the branch area.
- b) initiating and responding to policy and other consultations relevant to Scotland, in partnership with the appropriate bodies of the RSB.
- c) encouraging the exchange of ideas and information between biologists from different fields of expertise and areas of employment.
- d) representing the views of the members of the branch to the officers, council or other RSB branches.
- e) enhancing the professional status of bioscientists, thereby encouraging young people who aspire to become professional biologists.
- f) organising activities of biological, social and general value to members of the branch, thereby keeping them in touch with current developments in biology.
- g) assisting the RSB in the recruitment of members.
- h) collaborating with other branches, RSB Member Organisations, Special Interest Group and sister Societies in the furtherance of the above objectives.

3 Membership

Membership of the branch is for all members of the RSB, at any grade, living or working within the area of the branch and any other member who has chosen to be affiliated with the branch.

4 Organisation

The branch is organised and administered by a committee elected by the branch members. There are three sub-committees, Science Policy, Education, and Outreach, each chaired by the respective depute chair.

5 Composition

The branch committee must consist of the following:

- a) the honorary officers: chair, depute chair (science policy), depute chair (education), depute chair (outreach), secretary and treasurer, nominated from the individual voting members of the branch.
- b) up to 12 ordinary members, nominated from all grades of membership of the branch.
- c) up to three additional members of the branch, co-opted by the committee.

6 Election of Officers and Committee Members

The election of officers and committee members will be conducted and ratified at an

Annual General Meeting (AGM) of the branch or, exceptionally, at a Special General Meeting (SGM) convened for that purpose.

Elections of officers and committee members will be by ballot of those Individual Voting Members, registered in the branch one month prior to the election. The ballot will be carried out at the AGM or SGM or by an electronic vote held at the discretion of the Committee and ratified at the AGM or SGM.

7 Tenure of Office

Normally no person should serve as an honorary officer in the same capacity for a period of more than five consecutive years. Normally, no person should serve as an ordinary member of committee for more than 10 consecutive years.

8 Unexpired Term

In the event of the resignation of an honorary officer, the committee will appoint another member of the committee to take over the relevant responsibility until the following AGM. In the event of a resignation of a committee member, the committee has the power to co-opt to fill the unexpired term of membership.

9 Records

The branch secretary will notify committee members of forthcoming meetings and will keep a permanent record of all proceedings and send copies of all such records to HO in a timely manner. The records should include:

- a) the names of all officers and members of the branch committee attending meetings.
- b) all decisions taken by the branch committee.
- c) all decisions taken at the AGM or at a SGM of the branch.

10 Quorum

A quorum of the committee consists of one third of the total elected committee members and honorary officers. In the absence of the chair, a deputy chair or other honorary officer should take the chair.

11 Special General Meetings of the Committee

Any three elected members and/or honorary officers may request the honorary secretary to convene a SGM of the committee within a period of 21 days, stating the business to be discussed. The honorary secretary should also advise the Head Office (HO) regional coordinator of the requirement to hold a SGM of the committee.

12 Duties and Responsibilities of Officers

- a) the honorary treasurer will keep accounts of all monies received and expended by the branch and will report to the committee at each meeting of the committee and of the branch on the state of the finances.
- b) the honorary treasurer will ensure that the accounts are examined annually and will forward a copy of the branch accounts, together with such other information as may be required, to the finance manager at the RSB, by such date as may be set.
- c) the honorary treasurer will produce a budget for the forthcoming year that will be agreed with HO and submitted for approval by such date as may be set.

d) banking facilities for the branch will be provided by HO.

13 Annual General Meeting

An annual general meeting (AGM) of the members of the branch must be held in each financial year. A quorum of 10 members will regulate the annual meeting which is chaired by the chair, or in their absence a depute chair, or in their absence by a member of the branch committee. Notification of the AGM must be given at least six weeks prior to the date of the meeting stating the date, place and time of that meeting, together with the agenda and any call for nominations for election to the committee.

14 Special General Meeting

Any 10 corporate members of the branch may request the honorary secretary to convene a Special General Meeting (SGM) of the branch, stating the business to be discussed. At least 21 days' notice of such a SGM is required.

15 Powers of Branch Committee

For matters not provided for in the foregoing Constitution, the Branch Committee should refer to the appropriate Committees of/or the Council of RSB for guidance.

16 Changes to the Constitution

This Constitution can be changed only after notice of the proposed changes have been made to the Individual Voting Members at least six weeks before a General Meeting, and thereafter agreed by a vote of at least two-thirds of those attending the subsequent AGM or SGM. Any proposal for changes to this Constitution must be agreed with the regional coordinator on behalf of the RSB prior to adoption at an AGM or SGM of the branch. Any proposal for changes arising at an AGM or SGM not previously agreed with HO must be approved before implementation.

17 Dissolution of the Branch

In the event that the branch is unable to operate for any reason, a motion to dissolve the branch will be made by the branch committee at a SGM convened for that purpose. The branch may be dissolved through a decision of Council, communicated to the Individual Voting Members of the branch in a timely manner. Any appeal of such a decision must be made directly to the Council of RSB as prescribed by the Regulations. If the branch is dissolved, then any monies or property currently held by the branch must be returned immediately to the RSB central funds.

18 Date of Effect

This Constitution was agreed at an AGM of the Royal Society of Biology in Scotland on 18 November 2023 and will be effective from that date.