



University Bioscience Managers' Association

The Constitution

1 Name The name of the organisation shall be "The University Bioscience Managers' Association" - UBMA.

2 Aims To continually improve the management of scientific resources for teaching and research in higher education institutes, associated industrial bodies and research institutes.

3 Objectives To achieve the aims by:

- a. Providing a forum for the exchange of ideas.
- b. Seeking to influence national policy by the representation of the Association's views where appropriate.
- c. Encouraging training and development of staff at all levels.
- d. Disseminating best practices.

4 Membership Three categories of membership shall be recognised:

- a. Membership shall be open to those staff in HE, research institute and associated industrial bodies' biological, biomedical and life science departments with resource management responsibilities.
- b. Associate Membership may be extended to such people as are deemed appropriate. Associate members shall have no voting rights in the Association and may not sit on the Committee.
- c. Life Membership is bestowed upon the President and Vice-President. Life Membership may also be conferred, if agreed by a majority vote of members, on an individual who has given exceptional service to the Association. Life members shall have no voting rights in the Association and may not sit on the Committee, they may be invited, by the Chair, to contribute specialist advice or guidance.

The Committee shall consider written applications for membership and may invite applications from those who qualify. At the Annual Meeting the Committee shall present for confirmation, a list of people accepted and rejected during the previous year. The reasons for any rejections shall be given, at the request of the meeting.

5 Termination of Membership

- a. Any member wishing to resign their membership shall notify the secretary in writing.
- b. The Association reserves the right to suspend or terminate membership.

6 The Officers

- a. The Association shall elect annually, for its annual meeting, the following officers:
 - i. Chair
 - ii. Secretary
 - iii. Membership secretary
 - iv. Treasurer

- v. Communications secretary
 - vi. Committee member 1
 - vii. Committee member 2
- b. The election of these officers should be conducted as follows:
- i. A written invitation from the secretary to the membership to submit nominations, indicating where incumbent officers are seeking re-election, and allowing a minimum of 2 weeks for responses. Nomination forms should be signed digitally by the nominee, proposer and seconder in each case.
 - ii. The setup of an online voting service which invites members to vote anonymously for their preferred candidate for each role and ensures members may only vote once.
 - iii. A written invitation from the secretary to the membership to vote using this service, allowing a minimum of 2 weeks for responses.
 - iv. Announcement of the results at the annual meeting.
 - v. Results shall be auditable on request.
- c. In the event that an officer should tender their resignation between annual meetings, it shall be possible to replace them via an online nomination and election process, which must be conducted as in 6.b, but with the results announced via email.
- d. In the event that an officer is deemed to be inadequate to their role or to have committed gross misconduct, they can be removed from their post in a motion supported by 5 officers at a committee meeting. Such a decision must be immediately conveyed to the membership and they may be replaced by following the procedure outlined in 6.b.
- e. Up to two members from the institution next due to host the annual conference will be selected by the committee to attend committee meetings until the end of the conference which they have organised.

7 The Committee

- a. Between annual meetings the Committee shall conduct the business and affairs of the Association.
- b. The Committee may appoint sub-committees and co-opt members onto them.
- c. The Committee may draft policy for approval at the annual meeting.
- d. The Committee shall present a report to the annual meeting of the Association.
- e. The decisions of the Association's annual meeting shall be final.

8 Subscription

The subscription year runs concurrently with the financial year from 1st January to 31st December. The Committee shall set a subscription rate and annual date of renewal. Any change to the subscription rate or annual date of renewal shall not take effect until confirmed by a membership vote, which may be conducted by one of the following methods:

- a. By simple majority vote in person at the annual meeting.
- b. By simple majority vote in person at an extraordinary meeting, which should be

called with at least 4 weeks' notice and should be hosted virtually to allow maximum attendance.

- c. Via simple majority of an online referendum which will require participation by 2/3 of the voting membership to be quorate

The subscription for associate members will be half the full subscription.

New members who join on or after 1st July will have their subscription for the remainder of the financial year waived.

9 Finance

- a. Two Auditors, who shall not be officers or elected members of the Committee, shall be elected at the Annual Meeting.
- b. An audited financial report shall be circulated to all members at least four weeks before the annual meeting.
- c. The Association's financial year shall end on 31st December.
- d. Monies shall be held in a bank account in the name of the Association. The signatories shall be officers; all cheque book transactions shall require two signatories. Transactions undertaken online, up to an amount agreed by the committee, may be authorised solely by the Treasurer.

10 The Annual Conference

- a. The annual conference shall normally be held in March or April of each year at a location decided at the previous annual meeting.
- b. The financial arrangements for the conference shall be handled through the host university and in accordance with its financial regulations.
- c. Business sessions of the meeting shall be chaired by the Chair, other sessions of the conference shall normally be chaired by the conference organiser. In their absence another member may be elected to chair sessions.

11 The Annual Meeting

- a. The annual meeting shall normally be held during the Annual Conference, the quorum shall be 15 members. The committee may choose to accommodate online attendance at this event, however this shall not be a requirement. Any online voters under these circumstances would have to verify their identity via an active webcam.
- b. Extraordinary meetings shall be convened by decision of the committee or at the written request of ten members. A minimum of 4 weeks' notice shall be given to all Association members in writing, and the event should accommodate online attendance to allow as many members as possible to be present. Online voters under these circumstances would have to verify their identity via an active webcam.
- c. The annual meeting shall be chaired by the Chair. In his/her absence another member may be elected to the Chair.
- d. Members may propose motions for consideration at the Annual Meeting.
- e. Emergency motions may be taken at the discretion of the Chair.
- f. A simple majority of those voting is required to pass a motion. The Chair has a casting vote.

12 Constitution

- a. The constitution may only be amended at the annual meeting or at an extraordinary meeting as described in 11.b.
- b. Motions to amend this constitution may be proposed by any member. Such motions shall be sent in writing to the secretary at least eight weeks before the meeting at which they are to be considered. The secretary shall circulate such motions to be received by all members at least four weeks before the said meeting.
- c. Such motions shall require a two-thirds majority of those members present.

13 Communications The use of email shall be deemed to meet all requirements for written communication.

14 Data Protection Act

- a. A register of members, including contact and subscription details, may be maintained and securely held in accordance with GDPR by association officers on computer.
- b. Contact information will be made available to other members, who must not pass this on to non-members.
- c. The contact information for those attending association meetings may, with the member's consent, be passed on to any sponsors of that meeting.