

Guidelines for members and chairpersons of Standing Committees

DEFINITIONS

Society=ISAG	Vereniging International Society for Animal Genetics ; deed of formation December 21st 2007 (NB Vereniging means association)
Secretary	Elected secretary of the Society
Executive Committee	Executive Committee of the Society
Conferences	Conferences organized on behalf of the Society
Workshops	Meetings about a particular focus related to the aims of the Society
General Business Meeting	General meeting of the individual members of the Society
Standing Committee	Committee serving on behalf of the Society with duties that may include conduct of comparison tests
Steering Committee	Ad Hoc Committee to start up new fields of interest for the Society
Chair	Chairperson of one of the Standing or Steering Committees.
Institutional members	Affiliated members of ISAG as indicated in <i>Article 4 of the Constitution</i>
Comparison Test	A test conducted to determine concordance for genetic testing and analyses among laboratories.

Standing Committees are elected bodies that supervise activities within the Society designed to promote and facilitate the exchange of science, applied genetics, ideas and materials. An integral part of their task is to organize workshops, address topical and current issues common to members of the Society and other participants of the Conferences and to facilitate and enable laboratories to reach and to maintain high standards in their activities.

1 Types of standing committees

Two types of Standing Committees will exist.

A) Standing Committees related to the area of Applied Genetics and Comparison Tests. These committees propose and supervise the organization of comparison tests. During conference meetings the comparison test results will be discussed. The committee will establish rules for the conduct of comparison tests. If a laboratory wishes a specific performance report from ISAG, a policy waiver must be signed by a legally authorized person from the institution to exclude liability by ISAG related to the participation in the comparison test.

B) Standing Committees with a particular scientific focus.

2 Membership of ISAG

All members of Standing Committees must be current individual members of ISAG. Members of Standing Committees for Applied Genetics must be affiliated with Institutional members of ISAG.

The Chair of the Standing Committee has to ask any newly elected member if he or she is a current member of ISAG.

Membership status has to be confirmed by the Secretary of ISAG. To be able to do so the chair of a Standing Committee has to provide the names and contact details of all Committee members within two weeks after the workshop.

If an elected standing committee member is not a current member of the Society, the Chair has either to terminate their committee membership, or the newly elected committee member needs to enroll into membership of the Society.

Non ISAG members can participate in workshops, but can not serve as members of the standing committee.

3 Membership of Standing Committees

Members to serve on a Standing Committee have to be elected at the workshop meeting.

In Standing Committees for Applied Genetics and Comparison Tests voting can be done only by one representative affiliated with each Institutional laboratory member of ISAG.

In the event of a new area of activities where a Standing Committee should be initiated, an ad hoc Committee, i.e., the Steering Committee, may be formed. After organization of workshops at two consecutive Society conferences the Steering Committee may propose to become a new Standing Committee in the General Business meeting. After approval in this meeting the Executive Committee will request the Steering Committee to organize a workshop in the upcoming Conference where elections for the Standing Committee have to take place.

The size of Standing Committees is to be decided by the workshop. It is advised that as a standard rule that the number has to be at least three, and not more than seven elected members and not an even number

4 Guidelines for the workshop meeting

A complete agenda has to be presented to the Conference organizers in due time, which means that this agenda can be published in the Conference program.

Participants have to register when entering the meeting room. They have to mark if they are ISAG members. In workshops on Applied Genetics, a list of Institutional members will be provided by the Executive Committee. Participants have to sign if they are affiliated to one of these Institutional members.

Motions carried in a workshop have to be presented in workshop reports to the Executive Committee.

5 Elections of Members of Standing Committees

Members elected to serve on a Standing Committee will be serving for four years and may be reelected for one additional term.

The members of a Standing Committee will elect a Chairperson from among their members.

6 Reports of the Proceedings of a Workshop

The Chair will compile a report of the workshop, and circulate it to the members of the Standing Committee for any comment and revision. This report has to be presented to the ISAG Secretary within four weeks following the Conference.

The secretary will provide the reports to the Executive Assistant of ISAG to post on the ISAG web site. Workshop participants are allowed to comment and may ask for revision. Such a request for revision has to be given including relevant reasons and arguments. The Secretary has to send these requests to the Chair for dispute in the Standing Committee. Within two weeks the Standing Committee has to answer the Secretary

If no comments from participants have been received within two weeks, the report is considered to be approved.

To be able to reimburse the costs for laboratories doing special duties, i.e. sending samples for comparison tests, the Chair has to take care of filling the forms as requested by the treasurer of ISAG. Those forms will be available prior to the the start of the workshop.

7 Frequency of the Workshops

A Standing Committee should organize a workshop at every ISAG Conference.

If a Workshop is not organized at an ISAG Conference, the Chair has to inform the Secretary of this and explain why a workshop will be not be held.

If a Standing Committee does not hold a Workshop or report Workshop activities after two consecutive Conferences, the Executive Committee will terminate this Standing Committee.

8 Organization and Notification of Workshops

Chairs of Standing Committees are requested by the Organizers of the upcoming Conference to provide at least the following information: A complete Agenda of the Workshop; an estimate of the Workshop length; expected number of attendees and audio visual requirements. The Chair will communicate with the members of the Standing Committee and will respond to the Organizers as soon as possible.

The Conference organizers will place the information on the website of the Conference and in the programme.

Conference organizers have to provide assistance to the Standing Committees by: beginning their consultation about facilities and timing of the Workshop. Chairs have to have access to the abstracts from key note speakers and participants as soon as this information is available. The Chair may use these data to choose speakers in their Workshop.

9 Other duties of Standing Committees

These duties may include answering inquiries relevant to their field from the Executive Committee and members of ISAG. The Secretary of ISAG may forward questions from scientific or general public either to Standing Committees or to all Institutional ISAG members.

To present to the Secretary all Standing Committee member and Chair email addresses. If a change of address occurs, this information has to be sent to the Secretary as well.

10 Resources

Memberships of Standing Committees are regarded as being honorary positions and do not entitle office holders to any payments, gratuities, honoraria or other forms of financial support by the Society

In the event that for particular reasons a Standing Committee wants to develop special activities, they may ask the Executive Committee for funding by sending a detailed plan to the Secretary.

11 Terminating Standing Committees

A Standing Committee can be terminated on the specific recommendation of its Workshop. This message has to be announced in the General Business meeting. After approval in that meeting the Executive Committee will terminate the Standing Committee.

If a Standing Committee has not been active in two consecutive Conferences, the Executive Committee will terminate this Standing Committee.

12 Responsibility of the Executive Committee

In case of mismanagement or misbehaviour of a Standing Committee member, the Executive Committee has the right and the duty to dismiss these persons from the Standing Committee, following discussion with other Standing Committee members.