

## **Guidelines for members and chairpersons of Standing Committees**

### **DEFINITIONS**

<b>Society=ISAG</b>	<b>Vereniging International Society for Animal Genetics ; deed of formation December 21<sup>st</sup> 2007</b>
<b>Secretary</b>	<b>Elected secretary of the Society</b>
<b>Executive Committee</b>	<b>Executive Committee of the Society</b>
<b>Conferences</b>	<b>Conferences organized on behalf of the Society</b>
<b>Workshops</b>	<b>Meetings about a particular focus related to the aims of the Society</b>
<b>General Business Meeting</b>	<b>General meeting of the individual members of the Society</b>
<b>Standing Committee</b>	<b>Ad Hoc Committee with special duties on behalf of the Society</b>
<b>Steering Committee</b>	<b>Ad Hoc Committee to start up a new field of interest or the Society</b>
<b>Chair</b>	<b>Chairperson of one of the Standing and Steering Committees.</b>
<b>Institutional members</b>	<b>Affiliated members of ISAG as indicated in Art ... of the Constitution</b>

### **Comparison Test**

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 be existing.

**A)** Standing Committees related to the area of Applied Genetics and comparison tests. They are proposing and supervising the organization of comparison tests. In the workshop results

will be discussed. The guidelines for the conduct of comparison tests as accepted by the General Business Meeting or provisionally by the Executive Committee will be followed.

**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 member is not a current member of ISAG, the Chair has either to terminate the membership, or the newly elected person will enrol the membership of the Society

## **3 Membership of Standing Committees.**

All members of a Standing Committee must be elected by Workshop participants being members of ISAG. In Standing Committees for Applied Genetics voting can be done only by members affiliated with Institutional members of ISAG.

In the event of a new area of activities where a Standing Committee should be welcome, an ad hoc Committee, the Steering Committee, may be formed. 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, not more than seven elected members and not an even number

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

## **4 Guidelines for the workshop meeting.**

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

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 to the Executive Committee for approval.

## **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 more new terms.

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

## **6 Reports of the Proceedings of a Workshop**

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

The secretary will take care of sending this report to the ISAG members having participated in the 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 ten days, 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 before the workshop starts.

## **7 Frequency of the Workshops**

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

In the event of not organizing a Workshop the Chair has to inform the Secretary and explain the reason why the workshop will be cancelled.

If in two consecutive Conferences a Standing Committee does not organize a Workshop, the Executive Committee will dismiss this Standing Committee.

## **8 Organization and Notification of Workshops**

Chairs of Standing Committees are requested by the Organizers of the upcoming Conference to provide them with 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 answer the Organizers as soon as possible.

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

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 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 email addresses by the Chairs of the Standing Committee. 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 some 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.

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 of a member of such a Committee, the Executive Committee has the right and the duty to dismiss these persons.