

INDUSTRIAL GENOTOXICOLOGY GROUP

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Rules of Constitution

1. Title

The title of the group will be the “Industrial Genotoxicology Group”; “IGG” for short. This Group is affiliated to the United Kingdom Environmental Mutagen Society (UKEMS).

2. Objectives of the group

- i. To provide a forum for informal discussion of
 - The scientific and technical aspects of genetic toxicology tests required by Regulatory Authorities
 - The overall test strategy
 - New tests under development and their successful validation
- ii. To co-ordinate collaborative work as needed to support the objects listed in (i) above.
- iii. Representation by the committee or committee nominees of the general interests of industrial genetic toxicology laboratories in discussions with other scientific groups and regulatory authorities.

3. Meetings

Attendance is open to those with an interest in the areas outlined in Section 2, specifically students of genetic toxicology will be encouraged to attend to assist in providing a breadth of experience in genotoxicity.

The group will normally hold two meetings a year. These meetings will comprise a mixture of scientific presentations and discussion of genetic toxicology test procedures. Meetings will be organised under the supervision of the committee, but may be delegated to others outside the committee. Participants will be charged for meetings approximately at cost.

Details of meetings, meeting notes and other items of interest will be circulated to UKEMS members and other interested parties of those who have informed the Secretary of their interest in the Group e.g representatives of government agencies, universities and certain trade associations. The Secretary will maintain a list of these parties external to UKEMS.

4. The committee

The IGG will be managed by a Committee consisting of two officers – Chairman and Secretary, and 5 ordinary members. The Treasurer will be appointed from the ordinary members at the Annual General Meeting (AGM) or co-opted on as a non-voting committee member. The term of office of a co-opted member shall be until the conclusion of the next AGM but without prejudice to them being co-opted on subsequent occasions for a similar term. The founding Committee represented personnel from a diverse range of industrial organisations. Any future committee should reflect the diverse interests of this industrial group. Officers will be elected by the Committee. Elections for membership to the Committee will be by ballot of the voting members. Committee members shall be elected for a 3 year period, but can remain in office for a further 3 year term.

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5. Voting membership

A list of IGG voting members will comprise those typically involved in the practice of genetic toxicology for an industrial manufacturing company, contract research laboratories and those attached to university departments who undertake genetic toxicology research on behalf of an industrial company.

To avoid domination by any one major company or institution, voting for committee membership will be held by ballot on the basis of “one vote per company”. The voting list will be held by the Secretary detailing the name of the company and the contact person in that company to whom election issues will be sent. If the nominated contact is to be changed, the Secretary of the IGG should be notified by the individual company.

6. Admission of voting members

Application for voting membership of the IGG shall be made to the Secretary of the IGG. There shall be no membership qualifications other than members must work for a relevant company or organisation. A membership fee will not be made.

7. Annual General Meeting

This will normally be held annually as part of one of the Group’s meetings. All meeting participants will be welcome to attend and the Committee will take due cognisance of the matters raised in running the Group. Any interested parties wishing to raise matters for discussion should submit their request in writing to the Secretary 14 days in advance of the meeting.

8. National and International Links

The group may form links with other industrial toxicology groups or relevant societies in order to arrange joint scientific meetings.

9. Finance

The Chairman and the Treasurer will be responsible for maintaining the finances of the group. The Treasurer will issue an annual statement of the finances at the AGM and to the Treasurer of the UKEMS. Accounts for each meeting will be submitted to the Committee after each meeting.

The group is a non-profit making organisation. Any surpluses obtained will be directed to all reasonable costs of running the group, including the organisation of meetings and payment of honoraria, as appropriate.

The balance at the end of the year will be carried over to the following year. The balance will be maintained at a level sufficient to cover the costs of a cancelled/failed meeting and maintain the solvency of the Group. Should the balance exceed this reasonable level, as determined by the Committee, those monies may be disbursed as agreed by the Committee to further the aims of the Group. This may include but may not be limited to; subsidise future meetings of the Group and may include the funding of other IGG activities and projects as agreed from time to time by the Committee. Upon dissolution of the IGG any surplus funds would be passed to the UKEMS.

10. Changes to the constitution

The rules of the constitution may be changed by the Committee after prior notification to potential attendees and subsequent discussion at the Annual General Meeting with the Committee having taken due consideration of the views expressed.