



UK INDUSTRIAL REPRODUCTIVE TOXICOLOGY DISCUSSION GROUP

CONSTITUTION

1. Title

The title of the group will be the 'UK Industrial Reproductive Toxicology Discussion Group'; the 'UK IRDG' for short.

2. Objectives of the Group

(i) To provide a forum for informal discussion of:

- the scientific and technical aspects of the reproductive toxicology tests required by regulatory authorities
- the overall test strategy
- new tests and techniques under development and their successful validation.

(ii) To co-ordinate collaborative work as needed to support the objective listed in (i) above.

(iii) Representation by the committee or committee nominees of the general interests of industrial reproductive toxicology laboratories in discussions with other scientific groups and regulatory authorities.

3. Membership

The companies or organisations, rather than their staff, are the full members of the UK IRDG. Qualifying Member Companies or Organisations comprise industrial manufacturing companies, contract organisations and consultancy organisations that have premises in the UK and are involved in reproductive toxicology. Relevant employees of member companies or organisations are automatically considered Affiliate Members.

Other individuals with appropriate experience in reproductive toxicology may be proposed for, or apply for, Associate Membership. It is expected that associate members will either be based outside the UK, or work for an organisation that is not

a member company or are not employed by any company (e.g. retired, unemployed).

All full and associate members will receive notification of future meetings.

4. Admission of members

Application for membership of the UK IRDG shall be made to the Secretary. There will be no membership qualifications other than that members must be a relevant company or organisation that have premises in the UK and are involved in reproductive toxicology.

Relevant employees of a Member Company or Organisation will automatically have Affiliate membership.

If an individual leaves a Member Company or Organisation, they will have temporary associate membership for a maximum of 12 months, to allow them to apply for associate membership or to join another Member Company or Organisation. However, if the individual has been dismissed for professional misconduct, automatic associate temporary membership will not apply.

Admission as an Associate Member will be at the discretion of the Officers and subject to the approval of the majority of the voting membership.

Membership may be withdrawn at the discretion of the Officers and subject to approval by the majority of the voting membership.

Any member may resign from the UK IRDG by written notification to the Secretary.

5. Committee

The UK IRDG will be managed by a committee consisting of Officers, as listed below. Terms of office will be as given below and will commence and terminate immediately after the Annual General Meeting.

Chairman	2 years (followed by one year as past Chairman)
Chairman-elect	1 year (followed by 2 years as Chairman)
Secretary	3 years
Treasurer	3 years

The Treasurer and Secretary are eligible for immediate re-election. The Chairman is eligible for re-election after 2 years.

6. Election of officers

Elections will be held, by e-mail ballot, at least one month (but not more than three months) in advance of the Annual General Meeting (AGM).

Nominations for officers should be submitted to the Secretary. Nominated persons will be asked to confirm, by notification to the Secretary, their willingness to hold office.

Associate Members will not be entitled to hold office or to submit nominations for officers; however should an existing officer become unemployed they are entitled to remain in office during their temporary Associate Membership.

In the event that only one nomination is received for a particular office, the nominee will be elected subject to the approval of the voting membership.

In the event that no nominations are received for a particular office, it will be incumbent upon the Chairman of the AGM to identify a suitable volunteer, who should meet the approval of the other officers and voting membership.

7. Voting Rights

Voting for committee membership and other matters of interest to the UK IRDG will be on the basis of one vote per Company/Organisation. Voting may be by e-mail ballot, returned to the Secretary, or by votes conducted at the AGM.

Associate Members will not be entitled to vote.

The voting list will be held by the Secretary and will detail the names of each Company/Organisation and the Contact Representative.

Issues will be decided by a majority of votes cast.

8. Meetings

Persons, who are not from a Qualifying Company/Organisation or are not directly involved in the conduct of reproductive toxicology tests, may attend and contribute to specific meetings by contacting the Secretary or Chairman or by invitation.

The Group will normally hold two meetings per year (Spring and Autumn). Meetings will be organised by the Committee, together with volunteers or co-opted local organisers as appropriate. Details of the meetings will be circulated to the Contact Representative(s) of the Qualifying Company/Organisations (see Section 9) and to Associate Members.

9. Contact Representatives

The affiliate members employed by each of the Member Companies /Organisations will nominate one or two Contact Representatives for the Company/Organisation.

Each Company/Organisation is responsible for informing the Secretary of changes of the Contact Representative(s).

The responsibilities of a Contact Representative will be as follows:

- to maintain an up-to-date list of affiliate members in the Company/Organisation and provide a current list to the Secretary at least annually
- to receive information and notification of future meetings from the UK IRDG and distribute it, promptly, to all affiliate members and interested parties in the Qualifying Company/Organisation
- having canvassed all affiliate members of the Company/Organisation, to vote on their behalf, casting a vote that represents the majority opinion. It will be assumed that the votes cast represent the **company** opinion.

10. Annual General Meeting

The AGM will be held annually, during the Autumn meeting. A quorum of at least six voting members should be present.

All Members will be welcome to attend although only voting members (as defined in Section 7) will be allowed to vote. E-mail votes will be accepted, in the event that no voting member from a particular Qualifying Company/Organisation is able to attend the AGM. Such votes must be submitted to the Secretary and received before the first day of the Autumn meeting.

Any member wishing to raise matters for discussion at the AGM should submit their request, to the Secretary at least twenty one days in advance of the meeting. All such matters will be notified to the membership at least 14 days before the AGM.

11. National and International Links

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

12. Finance

The Chairman and the Treasurer will be responsible for maintaining the finances of the UK IRDG. The Treasurer will issue an annual statement of the finances at the AGM. Accounts for each meeting will be submitted to the Officers before the next meeting. Expenditure will be approved by at least two of the Officers.

All Officers will be signatories for bank purposes and at least two signatures will be required for any bank documents.

The UK IRDG is not intended to be a 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*; funding of research and development projects and training courses may also be considered, as appropriate. Any surplus at the end of the year will be carried over to the following year. In the event of the dissolution of the UK IRDG, the outstanding balance will be donated to relevant charities or scientific societies selected by the Officers.

13. Changes to the Constitution

The Constitution may be changed by resolution at the AGM. Changes will require approval by a simple majority of the voting membership. Any proposed changes must be notified to all members at least 14 days before the AGM.

14. Website

The webmaster will be a current member of the UK IRDG.

Access to the Restricted Area of the UK IRDG website and/or International Register of Fetal Morphologists training material is by either invitation or personal application of a member or other individual with an appropriate interest in reproductive toxicology.

Applicants are expected to provide relevant academic/professional details. "Disposable" e-mail addresses e.g. MSN, Yahoo, Gmail are not acceptable. At the officers' discretion, use of a disposable e-mail may be granted for established members, e.g. retired, unemployed.

Applications will be considered by the officers of the UK IRDG and the outcome communicated as soon as possible. The decision of the officers is final. Candidates may not re-apply within 12 months or until circumstances have changed.