

ANATOMICAL SOCIETY REGULATIONS

1. These Regulations are created pursuant to the Articles of Association of the Society. Whereas the creation of the Regulations and any changes thereto shall be subject to approval by the members in General Meeting, the Schedules to these Regulations shall be created and changed by the Council of the Society as it determines from time to time.

MEMBERSHIP OF THE SOCIETY

2. a) Election shall normally be to Member (Full); Member (Early Career), but the Council may nominate suitable persons for election to Fellowship of the Anatomical Society.
b) The Society reserves the right to refuse admission to Membership if the applicant's reputation or activities may bring the Society into disrepute and/or the applicant's professional activities are not in keeping with the aims of the Society.
c) Council will give reasons for rejection and inform the applicant accordingly within one month of the Council meeting.
d) Applicants have the right of appeal if they do not agree with the decision by writing to the Honorary Secretary of the Society within one month of being notified of the decision.
e) Any appeal will be dealt with by three persons, appointed by Council, who have not been concerned with the matter so far – two of whom will be members and the other to be an independent (i.e. not a member) – who will review the decision to reject and will hear any oral or read any written evidence from the parties.
f) Council will appoint a person to present its views to those reviewing the decision.
g) The Applicant has the right to be present at the Appeal hearing and or represented by a legal representative as does the Society.
h) The Appeal Panel will decide and give a written decision with reasons within one month of the appeal. The decision of the Appeal Panel will be final.
3. **Full Membership**
Candidates for Full Membership shall normally be proposed/supported by two existing members of the Society in good standing. In case applicant to not know any suitable existing member, they should seek advice and support from the Membership Officer.
4. **Early Career Membership**
a) Early Career Membership shall normally be limited to those persons who are on a course of undergraduate study or are within 5 years from the date of award of their first undergraduate qualification pertinent to Anatomy.

Nomination for election to Early Career Membership shall be in accordance with the procedures provided for Full Members.

b) New applicants who have already graduated and had taken a prolonged period of absence for a major reason (e.g. parental/carer duties, long illness etc), have the opportunity, to flexibly extend the Early Career time beyond the 5 years after graduation to match the period of leave, should they wish to do so.

c) Nominations shall be sent to the Membership Officer for examination and election by the Council.

d) Early career Membership ceases on the 30th September of the fifth year after the graduation date recorded. This shall normally be the date of completion of the first undergraduate degree pertinent to Anatomy, and will automatically transfer to Full Membership.

e) In special circumstances, should an existing Early Career Member have to take a prolonged period of leave due to major reasons (parental/carer duties, long illness etc) after their graduation, the Early Career membership can be extended beyond the 5 years post-graduation by an appropriate period of time commensurate to the leave period.

5. Fellowship

5.1 Fellow

a) Candidates for Fellowship of the Anatomical Society must be Members (Full) of the Anatomical Society in good standing for at least 7 years.

b) Candidates for Fellowship of the Anatomical Society must be proposed and seconded by a Member of the Society, in good standing, and supported by three other Members, in good standing.

c) Candidates for Fellowship of the Anatomical Society must demonstrate significant accomplishments in two of three areas:

- I. Research
- II. Education
- III. Service

d) Completed proposal forms must be sent to the Deputy Secretary who, having ensured that criteria a) and b) are met, will refer them for consideration by the Prizes & Awards Committee to make a recommendation to Council which awards Fellowship of the Society.

e) Unsuccessful candidates may appeal to a committee composed of the President and two former Presidents of the Society.

f) Members of the Society in good standing, who have been elected to Fellowship, may use the designation 'FAS' after their name.

g) The Council, at its discretion, may nominate Members as Fellows of the Society.

h) Full Members elected to Fellowship will continue to pay their subscription at the Full Member rate until they are eligible for a reduction of fees for long standing membership.

5.2 Honorary Fellow

a) The Council, at its discretion, may nominate persons who have achieved considerable distinction in the anatomical sciences or who have made an outstanding contribution to the activities of the Anatomical Society as

Honorary Fellows of the Society. The award may be made to any individual and shall not be limited to current members of the Society.

- b) Honorary Fellows shall be entitled to all the rights and privileges of Full Members free of charge, may use the designation 'Hon FAS' after their name.

6. Privileges of Members

- a) All Members shall be entitled to receive the following benefits:
- **Opportunities** to network with fellow professionals and to participate in the Anatomical Society's regular scientific meetings and social events
 - Receipt of **free** electronic subscription to the *Journal of Anatomy*
 - Receipt of **reduced** subscription to *Aging Cell*
 - **Discounts** for the Society's scientific meetings
 - **Online registration** for Society meetings
 - **Grants, bursaries, awards, prizes and scholarships**
 - **Opportunities** to contribute to Society's committees and working parties
 - **Opportunities** to participate in the AS/AAA Anatomy Training Programme
 - **Access** to members-only online features including forums and members' directories
 - **Information** and participation in debates on policy, professional and education issues
- b) Privileges shall be rescinded for any member whose annual subscription remains unpaid one month after the due date.

7. Subscriptions

- a) On election to membership, subscriptions shall become payable on 1st October each year. New membership taken from 1st July in the renewal year up to the renewal date in October shall be given free of charge provided that a Direct Debit form for subsequent subscriptions is completed. Otherwise a full year's subscription fee shall be required. The subscription shall be paid in sterling to the credit of the Society. Members with sterling bank accounts are strongly encouraged to pay their subscriptions by Direct Debit. Payment of subscriptions can also be made by International Banker's Draft/Money Order, by a Credit Card acceptable to the Society or by cheque.
- b) At the Council's discretion, a once-only one-year remission of membership subscription to members on their application, in such circumstances as Council may decide, may be offered from time-to-time.

8. Subscriptions in Arrears

Members whose subscriptions have not been paid three months after they became due shall cease to receive notices of Business and Scientific Meetings and their membership will normally be terminated by the Council at its next meeting. Reinstatement to membership may be granted at the discretion of the Council, after subscription arrears have been paid.

SCIENTIFIC MEETINGS

9.
 - a) The potential organiser of a scientific meeting shall submit an outline programme (including topic(s), proposed date(s), venue, potential speakers, potential sponsors, outline costings) to the Meetings Officer for consideration by the Meetings Committee (including the Editor-in-Chief of the *Journal of Anatomy*). Proposals considered suitable will be presented for discussion to the next scheduled meeting of Council by the Meetings Officer. If approved by Council, the proposed Meeting will be entered into the Society's calendar of scientific Meetings. Proposers shall be notified of Council's decision within three months of submitting their original proposal.
 - b) The Meetings Officer, in consultation with the Meetings Committee and the Council and (if applicable) the department at which the Scientific Meeting is to be held, shall make arrangements for the organisation of the scientific sessions. The Meetings Officer shall also select a Chairperson for each scientific session and invite an Officer of the Society to preside at each session.
 - c) Meetings Officers shall limit, at their discretion, the number of contributions in each session.
 - d) Abstracts of papers / posters communicated at Society Meetings shall normally be published in the *Journal of Anatomy* as the Proceedings of the meeting, subject to their satisfying the requirements of the *Journal of Anatomy* and of the Society. The Officer for each scientific session shall have the responsibility for overseeing this process at the meeting (in consultation with the Meetings Officer) and agreeing any amendments to the Abstract text that may be necessary. An Abstract may not be published unless an author presents the communication in person and participates in the designated discussion session. Authors have the right to request that their Abstract not be published.
 - e) No author shall normally read more than one paper at any Meeting. This restriction shall not apply to poster communications. The Meetings Officer may, in exceptional circumstances, make arrangements for an author to read more than one paper at a Meeting, on condition that this is agreed prior to the last date for receipt of Abstracts for the Meeting.

STANDING COMMITTEES

10. The following Standing Committees shall support the Council:
 - a) Finance Committee
 - b) Education Committee
 - c) Website, Media and Communications Committee
 - d) Membership Committee
 - e) Meetings Committee
 - f) Research Advisory Committee
11. The terms of reference of the Standing Committees shall be as follows:
 - a) Each Chair of a Standing Committee shall prepare an annual Action Plan for consideration at the first Council meeting of the year, setting out strategic goals and time lines: the plan shall identify members of that Committee who

will be responsible for taking these plans forward. The Plan shall be submitted to the Honorary Secretary (c/o Executive Administrator) two weeks prior to the first Council meeting of the year. Standing Committees shall be expected to communicate regularly and to meet at least twice a year. Each Chair, or the Deputy, shall report on progress against the annual plan at Council meetings during the year as appropriate and shall also submit a brief report to the last Council meeting of the year, detailing outcomes, etc. for the previous year.

- b) A Standing Committee may commission subcommittees/working parties to address specific issues, as it deems appropriate to discharge the Society's charitable objects.
- c) Operational overlaps between Standing Committees shall be formalised by appointing an individual to serve on each of the relevant Standing Committees, e.g. dual membership of the Meetings and Scientific Research Committees to ensure that the Society's scientific meetings generate high quality material for the Society's Journals; and dual membership of the Website, Media and Communications Committee and Membership Committee to avoid overlap or contradiction.
- d) One member of each Standing Committee shall act as recorder for meetings.
- e) Reports from the Editors-in-Chief of the Society's Journals shall be presented at the January and July meetings of Council: an Editor-in-Chief located overseas will be invited to participate in one of these meetings by telephone.
- f) Council shall have the power to request the resignation of any Officers who fail either to attend two successive meetings without good reason or to nominate a Deputy to attend in their stead. Officers/Trustees will normally be expected to submit their apologies in advance of a scheduled meeting.
- g) Members of Standing Committees/subcommittees/working parties shall be expected to reply to requests for information or comment as promptly as is consistent with their academic workload, usually within two working weeks (three weeks if they are on annual leave). Failure to reply within this time will be taken as agreement with the contents of the request.
- h) From time to time, Council may invite stake-holders, including representatives from NHS and University employers, the Medical Royal Colleges and professions allied to medicine, research funders, etc., to review and report on the progress of the Society.

12. Expenses for Members of Council and its Committees

Members of the Council and its Committees may be reimbursed for the expenses they incurred whilst on Society business. Such expenses shall be wholly, necessarily and exclusively incurred in the performance of their Society duties and shall normally be paid at a rate not higher than the standard class rail fare.

13. Quorum

The quorum at any Council Meeting shall be eight Councillors in person or by proxy. If a quorum is not present within half an hour after the appointed starting time the meeting shall be adjourned at the discretion of the Chairperson to another day, time and place.

SCHEDULE 1: THE CONSTITUTION AND TERMS OF REFERENCE OF EACH OF THE STANDING COMMITTEES

The Constitution and Terms of Reference of each of the Standing Committees shall be as follows:

1. Finance Committee

- a) The Finance Committee shall consist of the Treasurer, Deputy Treasurer and not more than seven other members.
- b) The Chairperson of the Finance Committee shall be the Honorary Treasurer who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that provided for Honorary Officers in the Articles.
- c) The Finance Committee shall provide direction for financial responsibility on behalf of the Council and the Society. It shall regularly review and report on the Society's revenues and expenditures, balance sheet, budget, investments and other matters related to its continued solvency; develop an investment strategy; ensure the preparation of an annual audit; develop and review financial policies and procedures, including those involving investments and remuneration of staff; ensure that organisational funds are spent appropriately (i.e. restricted funds); recommend an external auditor.
- d) The tenure of membership of the Finance Committee shall be one year, renewable annually.
- e) Nominations for membership of the Finance Committee shall be made by the Council for ratification at the next Annual General Meeting of the Society.

2. Education Committee

- a) The Education Committee shall consist of the Education Officer and not more than seven other members.
- b) The Chairperson of the Education Committee shall be the Education Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that provided for Honorary Officers in the Articles.
- c) The Education Committee, on behalf of the Council and the Society, shall undertake the planning of the Society's educational activities; advise and make recommendations to the Council on policy and activities relating to undergraduate and postgraduate education; organise educational sessions at scientific meetings and disseminate brief descriptions of these sessions via the newsletter; develop/strengthen links with educational groups internationally; develop educational materials for the public (including outreach activities).
- d) The tenure of membership of the Education Committee shall be one year, renewable annually.
- e) Nominations for membership of the Education Committee shall be made by the Council for ratification at the Annual General Meeting of the Society.

3. Website, Media and Communications Committee

- a) The Website, Media and Communications Committee shall consist of the Website, Media and Communications Officer of the Society, the Editor of the Newsletter and not more than five other members.
- b) The Chairperson of the Website, Media and Communications Committee shall be the Website, Media and Communications Officer, who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c) The Website, Media and Communications Committee shall on behalf of the Council and the Society be responsible for the overall presentation, style and content of the website.
- d) The Website, Media and Communications Committee shall on behalf of the Council and the Society be responsible, together with the appropriate Society Officer and the Managed Service Provider, for providing timely information for members and non-members about the Society's activities and achievements in anatomical education and research; promulgating the tangible benefits and 'added value' of being a member of the Society through member-specific website content.
- e) The Website, Media and Communications Committee shall on behalf of the Council and the Society be responsible for providing a useful, tailored and accessible information resource for the public about anatomical topics.
- f) The tenure of membership of the Website, Media and Communications Committee shall be for one year and renewable annually.
- g) Nominations for membership of the Website, Media and Communications Committee shall be made by the Council for ratification at the Annual General Meeting of the Society.

4. Membership Committee

- a) The Membership Committee shall consist of the Membership Officer of the Society and not more than five other Members.
- a) The Chairperson of the Membership Committee shall be the Membership Officer who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- b) The Membership Committee shall on behalf of the Council and the Society be responsible for advising the Council on the Society's strategic membership objectives to ensure recruitment and retention of members throughout their academic careers and into retirement; undertaking an annual review of the membership of Standing Committees to ensure that each committee includes appropriate expertise; overseeing the recruitment of appointed and co-opted Trustees in consultation with the President and the Chairs of Standing Committees; ensuring that the election procedures encourage all members to consider standing as candidates.
- c) The tenure of membership of the Membership Committee shall be for one year and renewable annually.
- d) Nominations for membership of the Membership Committee shall be made by the Council for ratification at the Annual General Meeting of the Society.

5. Meetings Committee

- a) The Meetings Committee shall consist of the Meetings Officer of the Society and not more than five other Members
- b) The Chairperson of the Meetings Committee shall be the Meetings Officer who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c) The Meetings Committee shall on behalf of the Council and the Society be responsible for providing advice and assistance on issues relating to Scientific Meetings including the location, format, timing and general organisation in conjunction with local organisers; identifying suitable topics for Symposia and Review Lectures at Meetings in conjunction with the Research Advisory Committee and the Editors-in-Chief of the Society's Journals; providing advice to the Meetings Secretary concerning the acceptability of abstracts submitted for communication at Scientific Meetings; making recommendations to the Council relating to the publication of Symposia and Review Lectures.
- d) The tenure of membership of the Meetings Committee shall be for one year and renewable annually.
- e) Nominations for membership of the Meetings Committee shall be made by the Council for ratification at the Annual General Meeting of the Society.

6. Research Advisory Committee

- a) The Research Advisory Committee shall consist of the Research Officer of the Society and not more than five other Members.
- b) The Chairperson of the Research Advisory Committee shall be the Research Officer who shall be elected at an Annual General Meeting to serve until the third Annual General Meeting after election. Eligibility for re-election shall be on the same basis as that described for Honorary Officers in the Articles.
- c) The Research Advisory Committee shall on behalf of the Council and the Society be responsible for advising the Council on research matters; awarding grants and fellowships to support the careers of anatomists; defining the criteria for awarding studentships.
- d) The tenure of membership of the Research Advisory Committee shall be for one year and renewable annually.
- e) Nominations for membership of the Research Advisory Committee shall be made by the Council for ratification at the Annual General Meeting of the Society.

SCHEDULE 2: SPECIAL FUNDS AND AWARDS (INCLUDING SEMINARS) AND ASSOCIATED COMMITTEES

1. Prize Committee

A Prize Committee, comprising the Secretary (Chairperson), the President and the Treasurer will administer all the Society's prizes. It may co-opt further members as appropriate. It shall make recommendations to Council.

2. The Symington Bequest

The Johnson Symington Memorial Bequest Fund was set up by Miss Nina Symington, daughter of the late Professor Johnson Symington, MD, FRCS, FRS (President of the Society 1903–1906), who bequeathed the residue of her estate to the Society for the purpose of encouraging Anatomical Research. The Symington Bequest Committee may make grants from the income from the Bequest:

- a) to Members of the Society, (who have been elected to membership by Council for at least a year and whose annual subscription is fully paid) towards expenses involved in the prosecution of approved anatomical research;
- b) in aid of some other special object, which would, in the opinion of the Committee, benefit anatomical research.

Applications for grants from this Fund should be made in writing to the Secretary of the Society. Applicants are only eligible to apply for one Symington Bequest Fund award in any one financial year (1st October to 30th September). Submission of a brief report is a condition of the award.

3. The Symington Bequest Committee

- a) The Symington Bequest Committee shall consist of the President, Secretary and Treasurer.
- b) The Committee shall be responsible for the disposal of the income accruing from the Johnson Symington Memorial Bequest.
- c) The Committee shall, within the limitations imposed by the Johnson Symington Memorial Bequest, determine the conditions, the purpose, and the amount, of awards made from the Fund and shall be responsible for the selection of recipients of such grants.

4. The Barclay-Smith Travelling Fund

This fund was established by the generosity of the late Professor E. Barclay-Smith, MA, MD (former Secretary and Treasurer of the Society), in order to encourage young members of the Society "living at a distance from the Metropolis to attend and make communications to the London meetings". More recently the scope of the fund has been widened to cover travel to any meeting of the Society. The term "young members" is normally interpreted to include both those of lecturer's status or below and aged 30 years or below. Applications for assistance from the fund should be made in writing to the Treasurer and may be accompanied by a letter of recommendation from a senior academic in the institution to which the applicant is affiliated.

5. **The Barclay-Smith Travelling Fund Trust**

- a) The Trustees of the Barclay-Smith Travelling Fund shall be the President, the Secretary and the Treasurer of the Society.
- b) The Trustees, in their discretion and within the limitations imposed by the Barclay-Smith Trust, shall make awards from the Fund to those whom they select and, in such sums, and under such conditions as they shall decide.

6. **The Symington Memorial Prize in Anatomy**

A prize, known as the Symington Memorial Prize in Anatomy, was founded in 1920 by the Symington Memorial Committee of Queen's University Belfast, in commemoration of Professor Johnson Symington MD, FRS, who occupied the Chair of Anatomy in that University from 1893 to 1917. The prize is awarded by the Academic Council of Queen's University on the recommendation of the Council of the Anatomical Society, which will seek the advice of its Education Committee. Awards are made at about two-yearly intervals. The period between the awards and their value may vary according to the income from the fund and other factors. The prize shall be awarded for contributions to the advancement of Anatomy, including education in Anatomy, by a Member of the Anatomical Society not of professorial standing.

7. **Journal of Anatomy and Aging Cell Best Paper Prize**

- a) These awards are for the paper judged to be the most outstanding published in a particular year in each of the Journal of Anatomy and Aging Cell.
- b) The authors of the best paper prize need not be members of the Society.
- c) The Editors-in-Chief manage the selection process and a recommendation is made to the Society's Prizes and Awards Committee and Council for approval.
- d) The winning papers are presented (ideally by the lead authors) at the Society's Winter Meeting.
- e) A monetary prize is awarded and travel expenses for the presenting author plus a free one-year electronic subscription to either the Journal of Anatomy or Aging Cell for all authors.
- f) There will also be up to two runner-up best paper prizes awarded. A prize of a one-year electronic free subscription to either the Journal of Anatomy or Aging Cell for one year will be awarded to each author.

8. **Anatomical Society Young Investigator Oral Presentation Prize**

- a) The Prize will be awarded for the best oral presentation at the Winter Meeting of the Society. It must be read and not given as a demonstration.
- b) The work presented shall have been carried out while the first author was an undergraduate or postgraduate student and presented within 1 year of the award of a Doctorate.
- c) Three appropriate assessors shall be appointed by the Prize Committee; these shall attend the presentation and make recommendations for the award.
- d) Membership of the Society is not a prerequisite for an award.
- e) Young Investigators wishing to enter for the Prize must make their intentions known not later than the time of submitting the abstract, which will also be considered in the final assessment of their work.

9. Cave Young Investigator Poster Prize

- a) The Prize will be awarded for the best poster presentation at the Summer Meeting of the Society
- b) The work presented shall have been carried out while the first author was an undergraduate or postgraduate student and presented within 1 year of the award of the Doctorate.
- c) Three appropriate assessors shall be appointed by the Prize Committee; these shall view the posters and discuss them with the first authors before making recommendations for the award.
- d) Membership of the Society is not a prerequisite for an award.
- e) Young Investigators wishing to enter for the Prize must make their intentions known not later than the time of submitting the abstract, which will also be considered in the final assessment of their work.
- f) A supporting statement must be submitted by the Supervisor who has been most concerned with the work of the student.
- g) Joint authorship is permitted, but only the first author will be eligible to compete for the Prize (and where relevant the Supervisor should confirm that the contribution is of an appropriate level).

10. Anatomical Society New Fellow of the Year

Anatomical Society New Fellow of the Year will be awarded once each academic year to the New Fellow of the Anatomical Society who has demonstrated the most significant accomplishments relative to that person's career stage. The award will be presented at the Society's Winter Meeting. The New Fellow of the Year will be selected from those elected to Fellowship during the previous academic year.

11. Anatomical Society Prize

- a) The award shall be made biennially on the recommendation of the Council.
- b) The award shall consist of a medal.
- c) It shall be awarded to a distinguished morphological scientist.
- d) It shall be awarded for major contributions to morphological science.
- e) The recipient will be required to deliver a lecture to the society and to write a review in the *Journal of Anatomy* or *Aging Cell*, independent of Symposia themes.
- f) The Prize Committee shall comprise the Secretary (Chairperson), the President and the Treasurer, and may appoint specialised referees who may come from outside the membership of the Anatomical Society.
- g) Prize winners who are not members of the Anatomical Society, will have Honorary Fellowship conferred on them.
- h) Prize winners travel and accommodation costs to deliver their lecture to a meeting of the Anatomical Society will be met by the Society.

12. Society's Graduate Research Studentships

- a) These studentships provide basic maintenance and fees for postgraduate students working for a higher degree in anatomical sciences at British or Irish institutes of higher education. Studentships are awarded to project supervisors.

b) Applicants must be Members of the Society (in the case of joint applications, at least one applicant must be a Member) who have been elected to membership by Council for at least a year and whose annual subscriptions are fully paid. If potential applicants have previously held an Anatomical Society studentship they cannot apply again until their previous student has been awarded a PhD by the appropriate Board of Studies (graduand status). Documentary evidence will be required. Applicants who have been previously awarded a studentship are not eligible to re-apply, unless that student has submitted at least one original high-quality research article to the Journal of Anatomy or Aging Cell.

c) Students appointed by supervisors to studentships shall normally be British, Irish or European citizens who have spent at least three years at a British or Irish institute of higher education. A non-EU student who has been granted 'Indefinite Leave to Remain in the UK' (in effect a 'home student' according to the UK Medical Research Council) is entitled to be considered for an Anatomical Society Studentship. European citizens include citizens of the European Economic Area which comprises the member states of the European Union and Iceland, Norway, Switzerland and Liechtenstein.

d) Students must have obtained a degree in an anatomical subject with a first class or upper second-class honours or the equivalent. For these purposes, anatomical subjects include gross anatomy, anthropology, histology, cell biology, embryology, pathological anatomy, biomechanics and related topics.

e) Further details may be obtained on application in writing to the Society's Executive Administrator.

13. **Society seminars and symposia**

The Society may provide financial help to Departments in the organisation of Seminars and/or mini-symposia. The criteria governing application for such financial support shall be as follows:

a) Submissions for funding are eligible from Anatomical Sciences and related University Departments or Schools within the UK and Ireland. The Council will, at its discretion, offer awards to institutions when a reduced number of submissions is received. The overall aim of this is to maximise exchange of Anatomical knowledge within the UK and Ireland.

b) The scientific merit, financial resources and the value of the seminar to the Society will all be considered in nominating successful Departments or schools to receive awards.

c) The value of an award will be decided by the Society's Council and the proposed use of the award must be clearly stated in the application.

d) Each bid must be supported by the signature of at least one member of the Anatomical Society.

e) Conditions of an award are that a benefiting Institution must provide a brief report of the seminar/symposium and that the Anatomical Society is prominently acknowledged in all publicity relating to the seminars.

f) It is envisaged that up to six awards will be made each year and the success of applications will be announced in the Society Newsletter.

g) Applications are invited year-round for consideration at September Council. Application forms are available on the Society's website.

h) Each seminar/symposium will have one or more convenors agreed by Council.

i) The responsibilities of the convenor(s) will be:

- i. the preparation of a scientific programme for the seminar/symposium;
- ii. to ensure that the financial award is used only specifically for the purpose covering speaker travel, accommodation and subsistence (The £300 is to be claimed after the event);
- iii. the organisation of the seminar/symposium;
- iv. the submission of the seminar/symposium proceedings for publication when agreed in advance.

SCHEDULE 3: DUTIES OF THE HONORARY OFFICERS

1. President

- a) To provide leadership to the Anatomical Society by fostering the charitable objects of the Society.
- b) To set the strategy and vision of the Society so as to enhance the Society's national and international reputation.
- c) To set out a general action plan at the start of the Presidency.
- d) To keep in care the Society President's medallion (formerly the ASGBI medallion).
- e) To work closely with the Officers of the Society in the management of the Society's business.
- f) To Chair the Council meetings of the Society.
- g) To Chair the Annual General Meeting of the Society.
- h) To represent the Society generally in the public domain where appropriate; to encourage co-operation between Anatomical Societies or Associations on the international stage and to encourage and foster relations and interactions with those professions for which Anatomy is a central discipline.
- i) To ensure that the Anatomical Society remains pre-eminent in representing the discipline in the UK and Republic of Ireland and, wherever appropriate, to represent the Society at meetings arranged to consider policies relating to scientific and anatomical issues.
- j) Through the Treasurer, to ensure that the Society is financially in good standing and is able to manage its affairs.
- k) To be a signatory for cheques for the Society and for the Company of Anatomists.
- l) To be a member of the Symington and Barclay Smith and Prizes sub-committees
- m) To provide a vote of thanks to organisers of the Society's meetings and to contributors to the meetings (normally on the occasion of a conference dinner).

2. Secretary and Deputy Secretary

- a) To work closely with the President and Treasurer in the management of the Society's business.
- b) To line supervise and appraise the staff employed by the Society.

Committee Meetings

- a) To set the dates for Council meetings and the AGM, yearly, in advance
- b) To arrange venues when necessary
- c) To prepare and circulate Agenda for Council meetings and the AGM
- d) Request a report from the Editors-in-Chief of the *Journal of Anatomy* and *Aging Cell* 2 weeks in advance of Council Meetings and the AGM.
Circulate the Minutes of Council meetings and the AGM to the Editors-in-Chief
- e) To prepare a Secretary's report, including relevant business items, for Council meetings and the AGM
- f) To receive, organize and report on correspondence at each Council meeting
- g) To ensure that the Minutes of Council meetings and the AGM are written
- h) To circulate draft Minutes to Council members within 2 weeks of meetings
- i) To circulate action lists within 2 weeks of Council meetings

Elections

- a) To oversee the Society's elections
- b) To request nominations for Honorary Officers / Council members from the Council and membership prior to the AGM
- c) To oversee the distribution and reception of ballot forms and the counting of votes
- d) To receive nominations for the Standing Committees of the Society and present them to the AGM for approval
- e) To receive nominations for Auditors and present them to the AGM for approval

Prizes and Awards

- a) To oversee the award of the Society's Awards and Prizes and communicate the decisions to the applicants and awardees
- b) To monitor the progress of ongoing awards e.g. studentships, fellowships and seminar programmes

Society's Books

- a) To ensure that the Society's Minute Book and Register is kept up to date and given to the Auditors for the annual Audit

Risk and Declarations of Interest Registers

- a) To ensure that the Society's Risk and Council members Declarations of Interest Registers are kept up to date
- b) To ensure that members are informed (via flier in mailing) of details and application deadlines of Anatomical Society studentships.
- c) To answer queries on studentships.
- d) To send out application forms for studentships.
- e) To send out all studentship applications to the members of Council (or others, as appropriate) for refereeing and to collate their scores to determine which are most highly ranked.
- f) To present results of studentship applications to Council.
- g) To write to all successful and unsuccessful studentship applicants with the decisions of Council.
- h) To send out yearly conditions, status and progress of studentships to current supervisors.
- i) To ensure that supervisors return annual reports on progress of students.
- j) To submit summary report on progress of students to Council.
- k) To ensure students present papers at Society meeting and submit a paper for publication to *Journal of Anatomy* or *Aging Cell*.

Symposia and Seminar Programmes

- a) To operate and co-ordinate the Symposia and Seminar Programmes (and ensure that appropriate offers are made).
- b) To ensure that criteria are met and a commitment to submit a report is made.
- c) To receive seminar applications.
- d) To inform (via flier) details and application deadlines of the Society's Symposia/Seminar funding.

Prizes Progress Protocol

To implement the Prizes Progress Protocol and maintain the spreadsheet itemising all the necessary procedures and timetables for each prize, to ensure that all are covered annually.

Minutes

- a) To ensure preparation of the first draft of the Minutes of all meetings of Council, the Annual General Meeting and any Extraordinary General Meeting of the Society.

Lists

- a) To maintain a spreadsheet showing Council membership.
- b) To maintain a spreadsheet showing Council attendance.
- c) To maintain a list of contact details for all Council members.
- d) To maintain a status table for Symington awards.

Studentships

- a) To maintain and ensure efficient operation of the protocol detailing the checklist of procedures for Studentships at all stages in the process.
- b) To consult the Deputy Treasurer to ensure that optimal information is always available.
- c) To submit this information to the Treasurer.
- d) To deal with problems arising in studentships.
- e) To report on culmination of studentships.
- f) To inform Council of continuing careers of students.

3. Treasurer

The Treasurer, with the help of the Deputy Treasurer and the Finance Committee, deals with all the financial matters of the Society and of the Company of Anatomists. The treasurer liaises with the financial advisers of the Society/Company to determine policy for the investment of funds in a 'low risk' fashion. The Treasurer is responsible for preparing the annual accounts (Society and Company) for audit, and deals with the annual tax return and the quarterly VAT returns of the Company of Anatomists.

- a) To take charge of payments from the Society's Accounts:
 - i. Society: General Account, Symington Bequest Fund, Barclay Smith (Travelling) Fund. To arrange for any cheques for an amount exceeding £3000 to be countersigned by another designated signature.
 - ii. Company of Anatomists Account: To arrange for any cheques for an amount which exceeds £3000 to be countersigned by another designated signature.
- b) To forward completed cheque books to the Deputy Treasurer, who at the time of the annual audit, forwards them to the accountants.
- c) To keep copies of the monthly statements from Coutts of all the accounts listed above and of the Meetings Account.
- d) To take charge of the paying-in books for both the Society and Company accounts.
- e) To liaise with the Deputy Treasurer, prior to each Council or Council meeting, in creating a list of Society members who have received any personal payments.
- f) To pay remuneration to any staff either employed or contracted by the Society to undertake work on its behalf.
- g) To represent the Society at Wiley-Blackwell management meetings for the journals *Journal of Anatomy* and *Aging Cell*.
- h) To submit quarterly VAT returns on behalf of the Company of Anatomists and keep a detailed record of the workings. The due dates for return are 31/01; 30/04; 31/07; 31/10 in each year.
- i) In March each year, to complete and submit the annual return for the Charity Commissioners. To send a copy of the return to the Society's accountants.

- j) At the end of August, to send the following documents to the accountants in preparation for the annual audit:
 - i. statement of interest payments
 - ii. a photocopy of the *Journal of Anatomy* managing editor's petty cash book
 - iii. a photocopy of all VAT returns and VAT workings for the auditing year (ending 30 Sep)
 - iv. documents relating to bank charges for the year
 - v. bank transfer advices relating to monies received from Publishers in relation to the Society's journals, and a copy of the certificates of tax deducted.
- k) At the end of September (i.e. shortly before the 30 Sep deadline), to transfer the sum suggested by the auditors from the Company of Anatomists account to the General Account of the Society. This is a conservative estimate by the auditors of the profit accrued by the Company from its journal activities: a 'deed of covenant'. A final transfer is made of the balance of the profits when the auditors have completed the accounts.
- l) To transfer an agreed sum from the General Account of the Society to the Meetings Account (controlled by the Meetings Secretary) prior to each meeting.
- m) In September/October to send the following documents to the accountants in preparation for the annual audit of the Society:
 - i. Bank statement of interest payments;
 - ii. a photocopy of the Society Minutes for both the Council and the Council meeting (obtained from the Secretary);
 - iii. the investment reports received during the year from and a 'certificate of tax deducted'.
- n) To deal with the written queries relating to Society and Company business which come from the accountants a few weeks before the final production of the accounts.
- o) To present the annual accounts to the Council at its November meeting and to the AGM of the Society (normally at the Society's winter meeting).
- p) To make all annual payments for studentships and fellowships. In connection with the former, to review standard yearly letters (written under the auspices of the Secretary) at the beginning of October to the finance departments of the relevant Universities about studentship claims.
- q) To liaise with the Secretary over Seminar series payments.
- r) To advise the Council at its November meeting of the number of new studentships which could be funded, should a suitable number of high-quality applications be received.
- s) To ensure provision to the Council of an annual budget and financial forecast.
- t) To serve as a member of the Symington bequest committee.
- u) To judge the merits of any applications for support from the Barclay Smith Fund.

4. Deputy Treasurer **Society's Accounts**

- a) To perform a detailed monthly update of all account spreadsheets (both outgoing and incoming payments). As much information as possible is included on the description of the payment/income to ensure that any enquiries can be dealt with quickly.

- b) To keep and file all bank statements. Bank statements are checked against spreadsheets for accuracy. All cheque payments are checked against both the spreadsheets and the payment details received from the Treasurer. Cleared cheques, paying-in slips, plus completed cheque and paying-in books for each account are filed accordingly.
- c) To record investment interest notifications and update all Society account spreadsheets accordingly.
- d) To track all credit card, cheque and BACS payments, including the filing of all streamline receipts and checking against account spreadsheets.
- e) To prepare 'list of names' for Council meetings. The 'list of names' refers to those people who have made expense claims on the Society's accounts. A separate 'list of names' is produced for each account and includes payments made since the last meeting of the Council. In addition, all claims and receipts are filed.
- f) To liaise with the Secretary over studentship payment details and associated administration.
- g) To administer the Barclay-Smith Award scheme, including tracking awards and updating spreadsheets.
- h) To keep files relating to Society membership (including Direct Debit copies), Charity Commission, Companies House and Coutts correspondence.
- i) To help the Treasurer prepare the end of year accounts, in particular a pack for the Accountants:
 - i. a hard copy of balanced account spreadsheets (balanced against bank statements) for each account;
 - ii. all bank statements, cleared cheques, paying-in slips plus completed cheque and paying-in books for each account;
 - iii. a list of Society members who have made expense claims (plus receipts, etc.) on the Society's accounts in the full accounting year;
 - iv. a hard copy of the investment interest notifications, along with a spreadsheet relating to the investment account and transfer of monies.
- j) To take notes and prepare Minutes of the meetings of the Finance Committee in consultation with the Treasurer.

Company of Anatomists Accounts

- a) To perform a detailed monthly update of Company account spreadsheets (both outgoing and incoming payments). As much information as possible is included in the description of the payment/income to ensure that any enquiries can be dealt with quickly.
- b) To keep and file all bank statements. Bank statements are checked against spreadsheets for accuracy. All cheque payments are checked against both the spreadsheets and also the payment details received from the Treasurer. Cleared cheques, paying-in slips, plus completed cheque and paying-in books for each account are filed accordingly.
- c) To record investment interest notifications and update all Company account spreadsheets accordingly.
- d) To prepare a 'list of names' for Council meetings. The 'list of names' refers to those people who have made expense claims on the Company accounts. The 'list of names' include payments made since the last meeting of Council. In addition, all claims and receipts are filed.
- e) To keep files relating to bank and publisher's correspondence.
- f) To help the Treasurer prepare the end of year accounts, in particular to prepare a pack for the Accountants that contains:

- i. a hard copy of balanced account spreadsheets (balanced against bank statements) for each account;
- ii. all bank statements, cleared cheques, paying-in slips plus completed cheque and paying-in books for each account;
- iii. a list of Society members who have made expense claims (plus receipts, etc.) on the Society's accounts (list is for full accounting year).

5. Education Officer

- a) To chair the meetings of the Education Committee.
- b) To take overall responsibility, in consultation with the members of the Education Committee for planning the educational activities of the Society.
- c) In consultation with the members of the Education Committee, to advise the Society and make recommendations on policy and activities relating to undergraduate and postgraduate education.
- d) To organise the education discussion sessions at Society meetings, arranging speakers, chairing the sessions and arranging for the publication of resulting articles in the newsletter.
- e) To take responsibility for organising longer educational symposia from time to time in consultation with the Meetings Officer.
- f) To be responsible for the content of the Society's Educational webpages.
- g) To undertake the management of specific projects relating to the educational activities of the Society as requested by the Education Committee or Council.

6. Meetings Officer

- a) To chair the meetings of the Meetings Committee.
- b) To plan meeting venues and symposium topics (and their organisers). Currently the pattern is for a summer meeting hosted by a department that would also suggest the symposium topic, a winter meeting at a non-departmental venue and a one-day symposium normally at a venue easily accessible to a significant proportion of the membership.
- c) Departmental venues are identified according to local enthusiasm and having regard for geographic (including non-UK/Ireland) distribution.
- d) Symposium topics need to be identified that are potentially acceptable for publication in the *Journal of Anatomy*, and that span the range of members' scientific anatomical interests.
- e) To report to Council and obtain agreement from Council about the programme being planned, including regular updates on progress. To report to Council recommendations of the Meetings Committee in relation to the Society's policy for scientific meetings.
- f) To work with departmental hosts and/or symposium organisers to ensure meetings are planned in line with Society expectations. It is essential that the Meetings Officer (a) prepares a business plan that reflects budgetary expectations and presents the plan to Council for approval and (b) ensures that symposium speakers are fully aware of their obligation to provide a paper for a published symposium issue (or part issue) of *Journal of Anatomy*.
- g) In the case of Joint Meetings with other Societies, to work with officers of the collaborating Societies to establish a suitable pattern of organisation (e.g. whether symposia are to be published in the *Journal of Anatomy* or another Society's journal, which Society will receive abstracts and organise registration).

- h) To ensure that circulars, booking forms and abstract submission forms are mailed in advance of each meeting. This includes establishing deadlines for submission of abstracts and for booking. Other forms of advertising may also be arranged as appropriate.
- i) To ensure a mechanism is in place for meeting registration. For departmental venues this is carried out by the host department, for non-departmental venues it is arranged by the Meetings Officer.
- j) To receive submitted abstracts. If there is doubt about the acceptability of an abstract for inclusion in a Society meeting, other members of the Meetings Committee should review that abstract to ensure a fair decision.
- k) To plan the detailed programme in conjunction with symposium organisers, taking into account submitted oral communications. The meeting programme should be circulated to members well in advance of the meeting.
- l) To assemble the Abstracts into an Abstract Book for distribution to registrants and arrange Officers to ensure that the requirements of the Society are satisfied for all Abstracts to be published in the *Journal of Anatomy*. After the meeting the approved Abstracts (incorporating any necessary revisions) must be forwarded to the *Journal of Anatomy* for publication as Proceedings of the Society. All Abstracts will also be published on line and will remain on the Society's website until the following meeting. Abstracts will then be archived by the Society

7. Scientific Meeting Conveners

- a) To organise the Society's Scientific Meeting and to liaise for this purpose with the Meetings Officer.
- b) To participate as a member of the Council during six months' period leading up to the Scientific meeting.

8. Membership Officer

- a) To chair the meetings of the Membership Committee.
- b) To receive proposals for membership, and to arrange for approval of these by Council.
- c) To determine the appropriate type of membership; advising Council when Senior Membership becomes appropriate (having received notification from the professional membership services supplier).
- d) To provide information to members and prospective members on request or to direct them to the appropriate contact/url.
- e) To follow up by appropriate means those who have fallen behind in the payment of their subscriptions (once the professional membership services supplier has failed to receive a response after 2 reminder letters) and to recommend action to Council.
- f) To develop strategy to support the existing membership and to widen the membership base and to advise the Council on the Society's strategic membership objectives to ensure recruitment and retention of members throughout their academic careers and into retirement.
- g) To undertake an annual review of the membership of Standing Committees to ensure that each committee includes appropriate expertise.
- h) To oversee the recruitment of appointed and co-opted Trustees in consultation with Chairs of Standing Committees
- i) To ensure that the election procedures encourage all members to consider standing as candidates.

9. Website, Media and Communications Officer

- a) To chair the meetings of the Website, Media and Communications Committee
- b) To liaise with the Managed Service Providers.
- c) To publish information as requested by the Council.

10. Newsletter Editor

- a) To produce the Society's Newsletter:
 - i. To contact the website co-ordinators of each of the Society's Standing Committees for updates on Committee activities, information on Society Meetings, Membership news etc.
 - ii. To collect information on grants, prizes from the Secretary.
 - iii. To obtain details of studentship awards from the Deputy Secretary.
 - iv. To contact supervisors of third year PhD students to invite reviews from the students
 - v. To contact members for "front cover" images.
 - vi. To edit *ad hoc* submissions to the Newsletter.

Company Secretary of the Company of Anatomists Ltd

- a) To maintain the books, Seal, Articles of Association and Minutes of the Company.
- b) To attend the Council meeting in November (usually) and organise an AGM on the same day (agenda etc.). At this meeting, ensure that the Minutes of the previous meeting of the directors are signed and appoint auditors. Prepare Minutes of the AGM and attach audit figures and details of payments to named individuals.
- c) To attend at least one other meeting of the Council and organise a meeting of the Directors of the Company. Ensure that the Minutes of the AGM are signed and attach details of payments of named individuals to the Minutes of the current meeting.
- d) To send Minute book and Register of Directors with signed AGM Minutes to Auditors for annual audit and ensure that they are returned before the AGM.
- e) To notify Companies House of any change of Company Secretary, Directors or their details.
- f) To deal with any queries from Companies House and any other Government agencies relating to the Company of Anatomists Ltd.

SCHEDULE 4: DUTIES OF THE EDITORS-IN-CHIEF OF THE *JOURNAL OF ANATOMY AND AGING CELL*

- a) To assume overall responsibility for maintaining and improving the scientific standard and international reputation of the *Journal of Anatomy and Aging Cell* to endeavour to maintain their high profiles as the premier journals covering the anatomical sciences and ageing, as per agreed contractual arrangements.
- b) To ensure that copy of a high standard is attracted for the areas of Anatomy covered by the *Journal of Anatomy* and the areas of aging covered by *Aging Cell*.
- c) To select suitable individuals to share editorial responsibility as Receiving Editors and members of the Editorial Advisory Boards, and to submit their names for approval to the Society's membership at the AGM.
- d) To ensure that Receiving Editors undergo training in use of the publisher's electronic office system, to allocate suitable manuscripts to them for handling, and to appraise and endorse their decisions.
- e) To act as a Receiving Editor on papers that do not fall within the remit of one of the appointed Receiving Editors, selecting referees, interacting with authors, and making decisions on the acceptability of each manuscript.
- f) To provide guidance to guest editors of AS symposium issues of the *Journal of Anatomy*.
- g) To act as the final arbiter on all editorial decisions.
- h) To interact on a frequent basis with their Managing Editor and to work with him to ensure rapid handling of manuscripts from receipt to final decision and (if accepted) publication.
- i) To interact with the publisher's Production Editors on a frequent basis, ensuring good communication at all levels to promote smooth, accurate and rapid transfer of copy from the editorial office to the publisher, to ensure that publication deadlines are adhered to.
- j) To design and proof-read the front and back covers of each issue.
- k) To interact with the publisher's Marketing Managers with responsibility for the *Journal of Anatomy and Aging Cell*, assisting with promotional material and advising on its distribution.
- l) To interact with other members of the publisher's science journal team as appropriate.
- m) To monitor new developments in scientific publishing that may impinge on the *Journal of Anatomy and Aging Cell*.
- n) To encourage and solicit reviews.
- o) To attend and present a report to the annual meeting of the Journal Management Committee.
- p) To send biannual reports to the Council.
- q) To present reports to meetings of the Council and AGM.
- r) To liaise with the Secretary or Deputy Secretary to monitor submission of papers from holders of the Society's studentships.
- s) To liaise with other national and international bodies involved in related publishing as appropriate.
- t) To select the annual winner of *the Journal of Anatomy Best Paper Prize* and the *Aging Cell Best Paper Prize* and the *Runner-Up Best Paper Prize* Winners.

SCHEDULE 5: THE JOURNALS COMMITTEE

The Journals Committee will oversee publishing contracts and the nomination of the Editors-in-Chief of the *Journal of Anatomy* and *Aging Cell*; and scrutinise the contracts of all Editors-in-Chief. It shall consist of the President, the Treasurer, Meetings Officer and up to three other members. The President shall chair the committee.

File Reference: Regulations and Schedules - Amended by Council 14.07.20 Final