



To advance scientific understanding and knowledge of
the use, care and welfare of laboratory animals and
promote refinement, reduction and replacement

www.lasa.co.uk

laboratory animal science association

LASA BYLAWS



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LABORATORY ANIMAL SCIENCE ASSOCIATION Founded 1963

Registered under Charities Act (1993) No 233068

Laboratory animal science is that discipline which seeks to ensure the provision and best use of the most appropriate animal models - including derived materials such as organs, tissues and cellular components - for medical, veterinary and other scientific purposes. It is a progressive discipline that actively promotes the development of welfare and optimal conditions for humane and effective animal use.

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AMENDED 1976, 1982, 1986, 1990, 1994, 1995, 1996, 1998 and 1999

1. Name

The Association shall be called the Laboratory Animal Science Association or LASA.

2. Object

The object of the Association is:

To advance scientific understanding and knowledge of the use, care and welfare of laboratory animals and promote refinement, reduction and replacement.

to promote the advancement of laboratory animal science for the benefit of the public. In furtherance of this object, but not otherwise

to promote the interchange of scientific information among persons interested in laboratory animal science by means of meetings, lectures, demonstrations, discussions and publications as appropriate;

to encourage education and training in laboratory animal science;

to co-operate with other bodies interested in laboratory animal science, welfare and technology

to be the UK association of laboratory animal professionals and scientists leading the development of laboratory animal science.

3. Membership

a. The Association shall consist of Honorary, Full, Institutional, Student, Retired and Temporary Members. Council shall have the power to elect as:

- i. Honorary Members; persons who shall enjoy such privileges as may from time to time be determined by the Council and who shall not as such be liable to pay a subscription;
- ii. Full members: persons who hold appropriate qualifications in science, veterinary science, medicine or technology, or who, by their experience and attainments, satisfy Council of their suitability;
- iii. Institutional Members: such academic, commercial, industrial, research or other organisations associated with the breeding, care, study or use of laboratory animals as are from time to time approved by the Council. An Institutional Member in good standing shall be entitled to name three representatives, and shall be entitled to receive such benefits as may be formulated by Council in accordance with the Bylaws, but always excepting the right to vote in the conduct of the affairs of the Association;

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- iv. Retired Members: Full Members of at least five (5) years continuous membership who have permanently retired from full-time salaried employment shall be entitled on application to the Honorary Secretary to receive notices of LASA meetings without further charge. They shall also be able to attend such meetings with members' privileges but shall not be entitled to vote in the conduct of the affairs of the Association.
 - v. Student members: Persons who are in full or part-time education leading to a relevant qualification who satisfy Council of their suitability. On payment of a reduced subscription, such members shall be entitled to receive such benefits as may be formulated by Council in accordance with the Bylaws, but always excepting the right to vote in the conduct of the affairs of the Association.
 - vi. Temporary members: Council shall have power to admit as Temporary members those people who have shown interest in the aims and objectives of the Association. Such membership will expire on October 1st following. Temporary members shall be entitled to receive such benefits as may be formulated by Council in accordance with the Bylaws, but always excepting the right to vote in the conduct of the affairs of the Association.
- b. Candidates for election to the Association as Full or Institutional Members shall make their application as from time to time specified by Council. Each application will be considered by Council which in all cases shall have absolute discretion in deciding whether the candidate shall be admitted to membership. Council may also invite candidates to membership without the necessity of their applying.
 - c. On election an Honorary Member shall be so informed and supplied with a copy of the Bylaws, and his/her name shall be entered on the register. Full and Institutional Members shall similarly be informed and supplied with the Bylaws when elected, but shall not be entered on the register or become entitled to the privileges of membership until their subscription has been received. Unless the subscription is paid within such time as is authorised by Council from the day of election or within such further time as the Council may grant upon special cause being shown, the election shall be void.
 - d. Each Full and Institutional Member shall pay an annual subscription, the maximum amount of which shall be determined by an Annual or an Extraordinary General Meeting on the proposition of Council. The subscription shall be payable in advance and shall become due each year on 1 October.
 - e. Full Members paying the full rate of subscription and the three (3) persons nominated by each Institutional Member shall be entitled to receive for their personal use the official journal of LASA.
 - f. Any Member may withdraw from the Association by giving notice in writing duly signed to the Honorary Secretary before 1 October.
 - g. Any Member whose subscription is not paid within ninety (90) days of the due date shall cease to receive the official journal until the subscription is paid. Any Member whose subscription is in arrears for more than one hundred and eighty (180) days and who has been duly notified of the fact shall, unless the Council otherwise resolves, cease to be a Member of the Association.
 - h. Upon the resignation of any Member by notice as stated in 3.f, the Member shall not be entitled to any repayment of the subscription or any part thereof.
 - i. Members may be expelled from membership of the Association or the nominees of Institutional Members excluded from its activities by a resolution of Council supported by not less than two thirds of those present and entitled to vote. Any such Member or nominee may appeal against the decision of Council by bringing the expulsion or exclusion before the next Annual General Meeting of the Association in accord with Bylaw 16.c as a formal proposal to rescind the decision of Council. The decision of Council shall be final unless overturned by that General Meeting. A member who is expelled or whose nominee is excluded shall not be entitled to any refund or repayment of fees, subscriptions or donations.



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4. Officers

- a. The Officers of the Association shall be the President, not more than three (3) Vice-Presidents, the Honorary Secretary, the Honorary Treasurer and the Honorary Meetings Secretary.
- b. The President shall be elected annually for a period of not more than four (4) consecutive years to be followed by one further consecutive year ex officio on Council as Immediate Past-President, but shall not then be eligible for further service on Council until an interval of at least one further year has elapsed.
- c. A President Elect shall be elected on the third (3rd) Annual General Meeting following the appointment of a President or twelve (12) months prior to the date the President expects to stand down (if sooner).
- d. Subject to the approval of Council, at least one (1) and up to three (3) Vice Presidents shall be nominated by the President, from within the existing council structure. Each Vice President will be selected to assist the President with a defined task, and will serve in this capacity for a period of not more than four (4) years.
- e. Officers, with the exception of the Honorary Treasurer, and Ordinary Council Members shall serve for four (4) years, subject to confirmation by annual re-election at the AGM and shall not subsequently be eligible for re-election to the same office until an interval of at least one year has elapsed. No person, with the exception of the Honorary Treasurer, shall serve continuously as a member of Council and/or as an Officer and/or Vice President for more than twelve (12) years in total (in either, or combined, capacities).
- f. The Honorary Treasurer shall be elected annually at the AGM for a period of not more than twelve (12) consecutive years, but shall not then be eligible for re-election to the same office until an interval of at least one (1) year has elapsed.

5. Council

- a. The business of the Association shall be managed in accordance with these Bylaws by a Council which shall have sole control in all matters relating to the management and organisation of the Association.
- b. The members for the time being of the Council shall be entitled to act notwithstanding any vacancy in their number.
- c. The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit, and may determine the quorum necessary for the transaction of business. Two (2) Officers and any four (4) other members of Council shall constitute a quorum.
- d. The President of the Association or in his/her absence the Immediate Past-President or else a Vice-President shall be the chairman of the meeting of the Council, and if neither the President, Past-President nor a Vice-President be present at the commencement of any meeting of the Council, the members of the Council shall select a chairman for that meeting from amongst those present.
- e. The Council or the President of the Association may at any time, and the Honorary Secretary upon the request of three members of the Council shall, convene a meeting of the Council. When a meeting is convened at the request of three members the notice of meeting shall state the character of the business to be discussed, and only that business shall be discussed at the meeting. Questions arising at any meeting of the Council shall be decided by the majority of members present and voting at such meeting. In the event of the votes being equally divided,



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the Chairman shall have a casting vote in addition to the vote to which he/she is entitled as a member of the Council.

- f. All acts done by any meeting of the Council or by a committee of the Council or by any person acting as a member of the Council shall, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of the Council, or such committee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Council.
- g. Council shall have the power to establish, determine the powers and mode of conduct of business of its individual members, , regulate and dissolve committees, scientific sections and its representatives on other bodies.

6. Composition of Council

- a. The Council shall be elected from amongst voting members of the Association and shall consist of the:

President
Honorary Secretary
Honorary Treasurer
Honorary Meetings Secretary
And not more than nine (9) ordinary members, of which up to three (3) may be appointed Vice Presidents

the Immediate Past-President shall be *ex officio* a member of Council for the year following his/her retirement as President.

the President Elect, if not already a member of Council, shall be elected to Council for a period of one year prior to his/her election as President.

the Chairman, or a nominee of the company publishing the Association's official journal shall be entitled to attend Council meetings *ex officio* but shall not be entitled to vote.

- b. Council shall be empowered to invite other persons to attend in part or in whole any or all of its meetings. Such persons shall have no vote at Council meetings.
- c. Council shall have the power to co-opt Full Members to serve on Council until the next Annual General Meeting or for some specified shorter period, but co-opted members shall not have the power to vote at Council meetings.
- d. At least two (2) ordinary members of Council (including those serving as Vice Presidents) shall retire each year, normally on the basis of length of service, and then not be eligible for re-election before the Annual General Meeting in the year following their retirement from Council unless it be as President, Honorary Secretary, Honorary Treasurer or Honorary Meetings Secretary.
- e. With their prior consent, Full Members of the Association in good standing may be nominated for election as President, Honorary Secretary, Honorary Treasurer or Honorary Meetings Secretary or ordinary members of Council by any four other Full Members of the Association. All such nominations, with the written consent to act if elected of the persons nominated, shall be made in writing to be received by the Honorary Secretary not later than fourteen (14) days after the list of candidates nominated by the Council has been circulated and shall be added to the list of candidates after the Officers have satisfied themselves that the candidates are duly qualified and have been properly nominated.

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- f. If a ballot is necessary, not less than fourteen (14) days before the said Annual General Meeting, a list of the candidates shall be forwarded to each Honorary and Full Member entitled to vote. The ballot list shall clearly indicate the number of vacancies.
- g. Each Member entitled to vote and desirous of voting shall record his/her vote by making a cross against the names of the candidates in favour of whom he/she wishes to vote, provided that no Member shall vote for more candidates than the number of vacancies.
- h. The ballot list, bearing the signature of the Member, shall be delivered or transmitted to the Honorary Secretary at the address given on the ballot paper. The Honorary Secretary shall not be required to acknowledge receipt of returned ballot papers.
- i. The ballot papers shall be returned by a date to be determined by the Council and announced thereon and any ballot paper not received by then shall be rejected. Such date shall be no less than ten (10) days after the date of forwarding of the ballot list under Bylaw 6.g.
- j. Returned ballot papers shall be opened and votes counted by scrutineers appointed by the Council, who shall report the results of the ballot to the Honorary Secretary before the commencement of the Annual General Meeting.
- k. Any ballot paper which is not made or which is not delivered or transmitted in accordance with these Bylaws or which contains any other mark or writing shall be rejected.
- l. The names of those elected to Council shall be declared during the Annual General Meeting, and they shall assume office at the conclusion of that meeting.
- m. All service on the Council shall be honorary and without remuneration. No salaried official of the Association shall be eligible to serve on the Council in any capacity.
- n. The office of a member of the Council shall *ipso facto* be vacated:
 - i. if he/she becomes bankrupt or suspends payment or compounds with his/her creditors;
 - ii. if he/she is found mentally abnormal or becomes of unsound mind;
 - iii. if by notice in writing to the President or Honorary Secretary he/she resigns his/her office;
 - iv. if he/she ceases to be a Member of the Association.
- o. The Council shall be entitled to appoint a Full Member of the Association as a member of the Council to fill a vacancy, howsoever caused. The person so appointed shall hold office until the Annual General Meeting next after his/her appointment, and shall then retire but shall be eligible for election as provided by the Bylaws, his/her period of service being understood to commence upon that election.

7. Scientific Committee

The Scientific Committee shall be composed of the LASA Meetings Secretary and the Convenors of the Specialist Sections of the Association. Other members of LASA with specialist knowledge may be co-opted to the Committee when it is addressing specific issues at the request of Council.

The object of the Committee is to support and advise LASA Council:

- a. in the advancement of laboratory animal science
- b. on specific issues when requested by Council
and to
- c. promote the interchange of scientific information among members of LASA by means of meetings, lectures, demonstrations, discussions and publications as appropriate.

Meetings of the Scientific Committee will normally be called by the Honorary Meetings Secretary twice yearly. Additional meetings may be arranged if requested by any member of the Committee or by Council.

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8. Honorary Secretary

Subject to the direction of the Council, the Honorary Secretary will be responsible for the conduct of the correspondence of the Association; attendance at all General Meetings of the Association and meetings of the Council, the taking of minutes of the proceedings of such meetings; the reading of all minutes and communications that may be ordered to be read; the superintendence of such publications as the Council may direct. The Honorary Secretary shall, upon the direction of the President or the Council, freely attend any meetings of any committee, scientific section or other group wholly or partly within the Association.

9. Honorary Meetings Secretary

Subject to the direction of Council, it shall be the responsibility of the Honorary Meetings Secretary to oversee and coordinate the meetings of the Association's Scientific Sections; to organise the Annual Scientific meeting and such other meetings as Council may direct.

10. Honorary Treasurer

Subject to the direction of the Council, the Honorary Treasurer shall be responsible for the collection of the subscriptions and other amounts due to the Association and the preparation of the accounts of the expenditure of the funds, and to present all accounts to the Council for inspection and approval annually or whenever else the Council shall direct.

11. Trustees

These will comprise the President, Honorary Secretary and Honorary Treasurer of the Association.

12. Specialist Sections

LASA may have a number of Sections with particular interest groups.

- a. Sections may be formed in a specialism relevant to the Association's objectives, following the submission of a proposal in a standard format signed by at least ten members, and subject to the approval of Council. This proposal should define the field of operation and contain: the names of the organising committee; a draft programme and a budget for the first twelve months of the proposed Section's existence.
- b. Each Section is organised by a Convenor who shall be a member of the Association.
- c. Section Convenors shall be elected for a period of three consecutive years and may be eligible for re-election to the same office.
- d. Each Section will hold a scientific meeting at least once a year, usually in the first six months as agreed with the Meetings Secretary. All LASA members are eligible to attend. Notification of the meetings will be from the Section Convenor. Each Section Convenor will submit a report on their Section's activities which will be incorporated into the Meetings Secretary's Report at the AGM.
- e. Finances of each section meeting will be administered by the LASA Secretariat with the Convenor preparing budgets and overseeing all the transactions. All invoices will be issued by the Secretariat and payments made from central funds.



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- f. Section Convenors will submit a financial report which will be incorporated into the Honorary Treasurer's Report to the AGM. If sponsorship for the Section Meetings is sought, the Convenor should liaise with the Association's Treasurer or the officer responsible for sponsorship.
- g. Closure of any Section will be at the discretion of Council.

13. Secretariat

Council has powers to appoint a Secretariat to conduct the day to day administration of the Association in accordance with the aims of the Association. Council will remain responsible for the affairs of the Association. A representative of the Secretariat will be invited to attend meetings as Council deems appropriate but will have no voting rights.

14. Nominations Committee

Each year a Nominations Committee will be established which will comprise no more than four people drawn from Officers (and not including either the President or President-Elect), Council Members or Section Convenors who will individually serve for no more than one year in total. The object of this committee is to support and advise LASA Council on the selection of new council members. The committee will be required to submit to Council at a suitable time before each AGM a list of eight persons who have the potential to contribute positively to the objectives of LASA.

It will be the responsibility of Council to consider those names when preparing recommendations for nominations for the AGM.

15. Payments

Payments on behalf of the Association may be authorised by the Honorary Treasurer or failing him/her by the President or Honorary Secretary. All payments shall require the signature of two Officers, or one Officer and a senior member of the Secretariat. No payment shall be authorised by the beneficiary.

16. Accounts

Council shall cause to be kept proper records of accounts of all sums of money received and expended by the Association and the matters in respect of which the receipts and expenditure take place, of all sales and purchases of goods by the Association, and of the assets and liabilities of the Association.

17. Examination of Accounts

- a. Accounts will be prepared and reviewed in accordance with current Charity Commission best practice.
- b. Annually or whenever else the Council shall direct the records of the Association shall be inspected, approved and signed on behalf of the Council by the Trustees.
- c. Following this the Trustees should prepare a report for consideration at the Annual General Meeting.
- d. Once in every calendar year the accounts of the Association, prepared on an accrual basis, shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by a person who is approved by the Charities Commission for such a purpose.
- d. The examiner's report shall be attached to the balance sheet which shall be presented at the Annual General Meeting of the Association and shall then be open to inspection by any Member.



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18. Minutes

- a. The Council shall cause minutes to be duly entered in books provided for the purpose:
 - i. of all elections or other appointments of Officers;
 - ii. of the names of the members of the Council present at each meeting of the Council, and of any committee of the Council;
 - iii. of all resolutions and orders and proceedings of General Meetings and of meetings of the Council and committees.
- b. Any such minutes of any meeting of the Council or of a committee or of the Association, if signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be receivable as *prima facie* evidence of the matters stated in those minutes.

19. Annual General Meetings and Extraordinary General Meetings

- a. An Annual General Meeting of members shall be held once in every calendar year and not more than fifteen (15) months after the preceding Annual General Meeting. Should an Annual General Meeting not be so held, any two Full Members of the Association may convene a General Meeting within the ensuing two months. The conduct of this General Meeting shall resemble as closely as possible that of an Annual General Meeting as laid out in these Bylaws.
- b. The agenda of the Annual General Meeting, which shall be circulated to Members not less than 40 days before the Annual General Meeting, shall contain nominations made by Council, the names of those Council members retiring and of those continuing to serve.
- c. The business of an Annual General Meeting shall be:
 - i. to receive and consider the accounts, the balance sheet and the reports of the Honorary Secretary and Honorary Treasurer, and such other reports as Council shall determine;
 - ii. to appoint an appropriate person to examine the accounts;
 - iii. to transact any other business which under these Bylaws ought to be transacted at an Annual General Meeting.
- d. If any Member has any proposal which he/she wishes to make to an Annual General Meeting he/she shall give at least fourteen (14) days written notice thereof to the Honorary Secretary. Proposed changes in the Bylaws must be approved by a majority of two-thirds of those present and entitled to vote at a General Meeting.
- e. Every Annual General Meeting or Extraordinary General Meeting of the Association shall be presided over by the President or in his/her absence the Immediate Past-President or a Vice-President, and in the absence of the President, Immediate Past-President and Vice-Presidents, the meeting shall elect a chairman from the members of the Council then present or from the Members of the Association.
- f. All Honorary and Full Members shall be entitled to vote at General Meetings except that no Member shall be entitled to vote if his/her subscription is one hundred and eighty (180) days or more in arrears.
- g. For all purposes the quorum of a General Meeting shall be fifteen (15) Members of the Association personally present and entitled to vote.
- h. No business shall be transacted at any General Meeting unless the quorum requisite shall be present.
- i. If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting if convened upon such requisition as specified in Bylaw 13.I shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week at the same time and



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place, and if at such adjourned meeting a quorum is not present, those Members who are present and entitled to vote shall be a quorum and may transact the business for which the meeting was called.

- j. Except where there is no quorum, an Annual General Meeting shall not be adjourned but all business that can be concluded shall be on that same day that it is called.
- k. Questions submitted to a meeting shall be decided in the first instance by a show of hands, and in the case of an equality of votes the chairman shall both on a show of hands and at a poll have a casting vote in addition to the vote to which he/she is entitled as Member. Every other Member shall have one vote and no more.
- l. An Extraordinary General Meeting to transact specified business shall be called by the Honorary Secretary if requested in writing by fifteen (15) or more Honorary or Full Members. At least forty (40) days notice of any such meeting shall be given to Members. Except as otherwise specified in the Bylaws, Extraordinary General Meetings shall be conducted in the same manner as Annual General Meetings except that if no quorum is present within thirty (30) minutes, the meeting shall be abandoned.

20. Other Meetings

- a. The Council may at its discretion arrange for meetings to be held for matters considered by the Council likely to further the object of the Association, whether by means of lectures, discussions or otherwise, and the Council shall determine the conditions of admission to and manner of conduct of such meetings.
- b. No record other than informal personal notes of the proceedings of any meetings of or conducted by the Association or any committee, scientific section or other group thereof or for which the Association, committee, scientific section or other group is responsible shall be taken, or any records whatsoever published without the prior consent of the Council.

21. Notices

- a. Each Member shall notify the Honorary Secretary of the Association in writing of an address at which notices may be served upon him/her, which shall be deemed to be his/her registered place of address.
- b. A notice may be served by the Association upon any Member either personally or by sending it through the post in prepaid envelope or wrapper addressed to such Member at his/her registered address.
- c. Any notice sent by post shall be deemed to have been served within five (5) working days of that on which the envelope or wrapper containing the same is posted. A certificate in writing signed by an Officer of the Association or a senior person from the Secretariat that the envelope or wrapper containing the notice was properly addressed, prepaid and posted shall be sufficient evidence of its despatch.
- d. The signature of any notice to be given by the Association may be written or printed.
- e. Every notice or application to the Council or the Honorary Secretary of the Association, except where otherwise specifically provided, shall be sufficient if the same is signed by the person or persons giving or making the same, and be given to the Honorary Secretary or forwarded to him/her by post prepaid at the official address of the Association.