



Institute of Safety in Technology and Research

CONSTITUTION

1. Title

The Institute will be known as:

The Institute of Safety in Technology and Research Hereinafter called the Institute.

2. Aims of the Institute

The aims of the Institute are:

- 2.1. The furtherance of the interests of the health and safety profession within the areas of membership of the Institute,
- 2.2. The advancement of health and safety skills and knowledge amongst its membership,
- 2.3. The maintenance of the professional standards of its membership,
- 2.4. The preservation and enhancement of the status of its membership, including representation upon bodies of influence considered beneficial to the membership of the Institute e.g. the EBSA council.

3. Membership

- 3.1. Membership will be open to persons working within the disciplines of health and safety who satisfy the criteria for membership.
- 3.2. The Institute may, by resolution at an Annual General Meeting (AGM), determine categories of membership.
- 3.3. Individuals may apply to join as a Member provided they are professionally active in one of the following, or related sectors:
 - 3.3.1. Universities where technology or scientific research is a significant part of the activities,
 - 3.3.2. Research and Technological Institutes,
 - 3.3.3. Science or Technology based Industry.
- 3.4. Persons not otherwise eligible to join as a Member may apply to join as an Associate. Persons applying must satisfy the Executive committee (EC) that they have a sufficient interest in the activities of the Institute. They will enjoy all the privileges of membership except that they will not have voting rights, nor will they be eligible for election to office.
- 3.5. A nominal roll of the membership of the Institute is available for consultation on the ISTR website at: Home>Members area>Directory of members.
- 3.6. By accepting membership of the Institute, a person agrees to the holding of the personal data supplied on application in the Directory of Membership, and to disclosure of that information to ISTR Members, and to disclosure for other purposes which the Executive Committee (EC) may decide.



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4. Officers and Executive Committee

- 4.1. The Officers of the Institute will hold their positions in an honorary capacity. The terms, Chair, Vice-Chair, Secretary and Treasurer, will be construed accordingly.
- 4.2. The Officers of the Institute will be:
 - 4.2.1. Chair,
 - 4.2.2. Secretary,
 - 4.2.3. Treasurer,
 - 4.2.4. Vice-Chair (Chair Elect),
 - 4.2.5. Membership Secretary,
 - 4.2.6. Events Secretary,
 - 4.2.7. Chair of the Biological Safety Group (BSG).
- 4.3. The Executive Committee will consist of:
 - 4.3.1. The Officers of the Institute and,
 - 4.3.2. A minimum of three to a maximum of five other elected members,
 - 4.3.3. Only Members or Fellows are eligible to serve on the Executive Committee (EC).
- 4.4. The Executive Committee will manage the affairs of the Institute for the period between AGMs.
- 4.5. The Officers and members of the Executive Committee will be elected at an AGM.
- 4.6. The Executive Committee may co-opt additional members as required.
- 4.7. At a meeting of the Executive Committee five members and/or officers will constitute a quorum.
- 4.8. Officers will be elected as follows:
 - 4.8.1. The Chair of the Institute will be elected to serve for a period of two years preceded by a period of one year as Vice-Chair. The Vice-Chair (Chair Elect) will be elected at the AGM one year prior to the termination of the period of office of the incumbent Chair. They will act as Chair in the absence of that officer and will be a member of the Executive Committee for at least two years prior to taking office as Chair in their own right. The retiring Chair will automatically hold a position on the Executive Committee for a period of one year (Outgoing Chair) immediately following the end of the elected period in office and will act as Chair in the absence of that officer.
 - 4.8.2. The Secretary will be eligible for re-election biennially.
 - 4.8.3. The Treasurer will be eligible for re-election biennially.
- 4.9. Executive Committee members will be elected for a two-year period of office.
- 4.10. Nominations for election as Officers and members of the Executive Committee (EC) must be received in writing by the Secretary at least forty-two days (6 weeks) before the AGM. All nominations will be recorded and must include the written consent of the nominee.



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- 4.11. A nomination for office will be construed as a nomination for membership of the Executive Committee in the event of the nominee not being elected to the office in question.

5. Meetings

5.1. Annual General Meetings (AGMs).

- 5.1.1. Fellows and Members may submit items for inclusion on the agenda of any AGM to the Secretary. Such submissions must be made in writing at least twenty-eight days (8 weeks) before the AGM.
- 5.1.2. An AGM of the Institute will be held to elect Officers and members of the Executive Committee, to receive reports from the Chair, Secretary, Treasurer and Membership Secretary on the previous year's activities, and to transact any other business.
- 5.1.3. Notice of at least forty-two days (6 weeks) will be given of an AGM.
- 5.1.4. At an AGM twelve Fellows and/or Members will constitute a quorum.

5.2. Extraordinary General Meetings (EGMs).

- 5.2.1. An EGM will be called by the Secretary on instruction from the Executive Committee or the Ethical Practices Committee, or on receipt of a request in writing signed by at least one third of the Fellows or Members of the Institute, stating the business to be transacted at that meeting.
- 5.2.2. At an EGM twelve Fellows and/or Members will constitute a quorum. In the event that a quorum is not attained, the meeting will stand adjourned until the next AGM.

5.3. The Chair will preside at meetings of the Institute, and of the Executive Committee. In his or her absence the Vice-Chair or the Outgoing Chair will officiate. In the absence of the Vice-Chair or Outgoing Chair, the Executive Committee will elect a Chair for that meeting only from among those Executive Committee members present.

5.4. The election of Officers and members of the Executive Committee will be by ballot of the members of the Institute attending the AGM.

- 5.4.1. Any other voting will be performed by a show of hands as deemed necessary by the Chair unless a resolution to do otherwise is received and passed.
- 5.4.2. Only Fellows and Members of the Institute are entitled to vote.
- 5.4.3. Any resolutions, save as provided otherwise in this constitution, may be passed by a simple majority.
- 5.4.4. In the case of an equality of votes for and against a resolution, the Chair will have the casting vote.
- 5.4.5. Abstention from voting will neither be recorded as a vote for or against the resolution or other matter under consideration.



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6. Amendments to the Constitution

- 6.1. Notice to amend this Constitution must be given in writing to the Secretary at least twenty- eight days (4 weeks) before the AGM at which the amendment will be proposed.
- 6.2. All amendments to the Constitution must be approved by a two thirds majority of those present and voting.

7. Finances

- 7.1. Payments made on behalf of the Institute will be made either by bank cheque signed by any two Officers of the Institute or via internet banking by the Honorary Treasurer after written or e-mail confirmation has been received from one of the other Officers of the Institute.
- 7.2. Accounts which have been independently verified by a competent person (e.g. a past Chair or past Treasurer) will be presented to the AGM.
- 7.3. The Institute will collect and receive Membership fees, donations and grants in furtherance of its primary objects, either from its membership or other persons, and hold and apply the same and any other funds either for any particular, one or more purposes hereby authorised, or generally for the promotion of its aims and objects.

The Institute will collect Membership fees from its membership in furtherance of its primary objectives. It may also receive donations and grants from other persons for the promotion of its aims and objectives. The Institute will hold all such funds for purposed authorised.

- 7.4. The monies of the Institute not immediately required for its purposes may be invested in such investments, securities or property as may be thought fit, subject to current legal requirements.
- 7.5. The income and property of the Institute, howsoever derived, will be applied solely to the promotion of the aims of the Institute as set forth in this Constitution. No portion of such income and property will be paid nor transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the membership of the Institute, provided that nothing herein will prevent payment in good faith of reasonable and proper remuneration, or reimbursement of expenses, to any Officer or servant of the Institute

8. Other activities and Objectives

- 8.1. To further its aims the Institute may:
 - 8.1.1. Provide an organisation for its membership to exchange information and views,
 - 8.1.2. Endeavour to improve and elevate the standards of technical and general professional skills and knowledge of its membership,



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- 8.1.3. Promote, hold, and sponsor symposia, conferences, and other gatherings for the purpose of furthering the primary aims of the Institute,
- 8.1.4. Establish or incorporate working groups and special interest group to further benefit our members.

9. Ethical Practices Committee

- 9.1. An Ethical Practices Committee will be established if required by resolution of the Executive Committee or a general meeting. This will consist of the present Chair, all past Chairs who are still Members or Fellows of the Institute, and the Secretary in post. At a meeting of this committee a quorum will be the present Chair, the present Secretary, and one past Chair who is still a Member or Fellow of the Institute.
- 9.2. This committee will consider ethical matters referred by the Executive Committee and make reports and recommendations to a general meeting.

10. Winding Up or Dissolution

10.1. Voluntary Dissolution

Any proposal to voluntarily dissolve the Institute will be considered by the Executive Committee if it is supported by the written request of at least one third of the Fellows and Members of the Institute. Following the receipt of any such valid proposal the Officers of the Institute will convene an Extraordinary General Meeting to discuss and vote on the proposal. At least two weeks prior to the meeting all Fellows and Members will be sent a ballot paper which will allow them to register their vote for or against the proposal or to nominate the Chair or any other Fellow or Member to act as their proxy at the EGM if they so wish. Any proposal to dissolve the Institute will only be carried if it is supported by at least two thirds of the Fellows and Members currently on the Indicative Register of the Institute.

10.2. Disposal of Assets

If upon winding up or dissolution of the Institute there remains after satisfaction of all its liabilities any property whatsoever, the same will be capitalised and the monies received, together with any moneys remaining in the bank or investment accounts will be disbursed equally between the membership



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Annex A Membership Criteria as Presently Approved

A1. Categories of Membership

The membership will consist of three active categories namely:

- A1.1 Fellows.
- A1.2 Members.
- A1.3 Associates.

A2. Fellows

- A2.1 Nomination of Fellows and their election at the AGM by simple majority will be carried out in accordance with the following provisions.
- A2.2 Nominations for the category of Fellow will be made in the first instance to the Executive Committee.
- A2.3 Nominations will be written and will be confidential to the Executive Committee. They will be made by any two of the following:
 - A2.3.1 Chair,
 - A2.3.2 Vice-Chair,
 - A2.3.3 Secretary,
 - A2.3.4 Treasurer,
 - A2.3.5 Member of the Executive Committee.
- A2.4 Adjudication of all nominations for the category of Fellow will be carried out by the Executive Committee.
- A2.5 In reaching a decision, the Executive Committee will take the following factors into account. The nominee has:
 - A2.5.1 Normally been a Member for not less than ten years,
 - A2.5.2 Achieved a position of eminence in the field of health and safety, determined by evidence of relevant published work, reputation as a public speaker/lecturer on health and safety subjects, membership of committees or governing bodies of health and safety institutions or the editorial panels of relevant publications,
 - A2.5.3 Made a significant contribution to academic research in the field of health and safety,
 - A2.5.4 Attained a senior position in his or her organisation, taking into account the scale and nature of the organisation,
 - A2.5.5 Made an outstanding contribution to the Institute or served as a member of the Executive Committee for more than two appointment terms.



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A3. Members

- A3.1 The category of Member will be open to persons who can demonstrate to the Executive Committee that they have attained a relevant qualification in a scientific, technological, engineering, or Health and Safety discipline and adequate experience in one or more of the disciplines of safety within the areas of interest defined in clause 3.3 of the Constitution.
- A3.2 In assessing an applicant, the Executive Committee will consider all the relevant facts, including formal qualifications, and experience. Applicants must have a minimum of two years in a substantive H&S/governance role within the disciplines of health and safety in an organisation defined in paragraph 3.3 of the Constitution. This should be evidenced by a job description, a sponsor statement, or letter of appointment.
- At the discretion of the Executive Committee individuals may be awarded membership status when aforesaid conditions are not met. The individual's role, experience, and qualifications will be taken into account when making such a decision.
- A3.3 The Executive Committee may take such enquiries as it deems necessary to verify information supplied by applicants.
- A3.4 The disciplines of health and safety are considered to be:
- A3.4.1 General Safety,
 - A3.4.2 Occupational Hygiene and Occupational Health,
 - A3.4.3 Radiation Safety,
 - A3.4.4 Biological Safety,
 - A3.4.5 Fire Safety,
 - A3.4.6 Engineering Safety,
 - A3.4.7 Environmental Safety,
 - A3.4.8 Chemical Safety,
 - A3.4.9 Nanotechnology Safety.

A4. Associates

- A4.1 Persons not otherwise eligible to join as a member may apply to join as an associate. Persons must satisfy the Executive Committee that they have a sufficient interest in the activities of the Institute. They will enjoy all the privileges of membership except that they will not have voting rights, nor will they be eligible for election to office.

A5. Retirement

- A5.1 Individuals who retire from gainful employment (which includes self-employment, consultancy etc.) may retain their category of membership on a retired basis and pay the reduced



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membership fee. They will enjoy all the privileges of membership including voting rights and election to both the executive committee and one of the officer positions. Retired members may continue to use MISTR or FISTR but must also include Ret.d to indicate that they are retired from gainful employment. Should the individual take up gainful employment again (which includes self-employment, consultancy etc.) they must revert to their pre- retirement membership status and pay the appropriate annual membership subscription.

A6. Change of Circumstances

- A6.1 Individuals whose circumstances change such that their membership requirements fall below those of their category of membership should notify the Secretary and, if necessary, the Directory of Members will be amended accordingly.

A7. Abbreviated Titles and Designatory Letters

- A7.1 Each Fellow and Member of the Institute may use the title of the category of membership to which he or she belongs, or the appropriate abbreviation thereof as shown below, and will not use any other title or abbreviation to denote his or her membership of the Institute.
- A7.1.1 Fellow – FISTR,
- A7.1.2 Member – MISTR,
- A7.2 Retired Members should continue to use titles and designatory letters with the addition of (ret.d).

A8. Directory of Members

- A8.1 A directory will be kept containing the names of each Fellow, Member, Associate and Retired Member of the Institute.

A9. Admission and Certification

- A9.1 Every Fellow, Member and Associate will, on election be awarded a certificate of admission to his or her appropriate category of membership. Such certificates will remain the property of the Institute.
- A9.2 Admission to membership will be effective from the date of a decision to this effect by the Executive Committee.



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Annex B Incorporated working groups presently approved

- B1.1 UK Biosafety Association (UKBSA),
- B1.2 The ISTR Biosafety Steering Group oversees the UKBSA through its Terms of Reference.