

THE SOCIETY FOR THE STUDY OF HUMAN BIOLOGY
CONSTITUTION

Constitutional Rules

1. The Society shall be called "The Society for the Study of Human Biology"
2. The objects of the Society shall be the general advancement and promotion of research in the study of the biology of human populations in all its branches (including human variability and genetics, human adaptability, and ecology, and human evolution) and activities conducive thereto. In particular the Society will provide for the holding of conferences, meetings, symposia and lectures calculated to advance the objects of the Society and shall arrange for the publication and dissemination of symposia and other reports.
3. The Society shall consist chiefly of, and be governed exclusively by, Ordinary Members, who alone shall have power to elect members and officers and to change the constitutional or the Ordinary Rules.
4. Only those who work or have worked in the field of human biology as defined in Constitutional Rule 2 shall be eligible for Ordinary Membership of the Society.
5. The constitutional rules of the Society cannot be altered or added to, either directly or indirectly by changes in the Ordinary Rules, unless more than four-fifths of all the Ordinary Members of the Society vote in favour of such change.

Ordinary Rules

1. The Ordinary Rules of the Society shall not be changed unless two-thirds of all the Ordinary Members present at the Annual or a Special General Meeting vote in favour of such a change. Notice of the suggested change shall be given to the Secretary at least one month before such Annual or Special General Meeting and s/he shall notify all Ordinary Members of the suggested change at least one week before the Meeting.
2. The Officers of the Society shall consist of a Chairperson, a Vice-Chairperson, a General Secretary, a Programme Secretary, a Treasurer and a North American Secretary/Treasurer. The Editor, or Editors, of the Society's journal shall be ex-officio members of the committee.
3. The business of the Society shall be conducted by a Committee of Ordinary Members of the Society consisting of the Officers and nine other Members. There may in addition be up to two Co-opted members and up to two Overseas Visiting Members. The Chairperson of the Society or in the absence of the Chairperson, the Vice-Chairperson, shall preside at meetings of the Committee. In the absence of both the Chairperson and Vice-Chairperson, the Chair may be taken by a member of the Committee appointed by these two Officers. At meetings of the Committee five members shall constitute a quorum of which at least two shall not be Officers.

4. The Officers of the Society and other members of the Committee including the Editor or Editors of the Society's journal, shall be elected annually by the Ordinary Members attending the Annual General Meeting of the Society. Officers of the Society shall be eligible for re-election subject to the limitation that they shall not serve more than three consecutive years in the same office. Three of the other members of the Committee shall retire each year by seniority in order of election, provided they have served for a minimum of three years. Members shall not be co-opted for more than two years. Overseas Visiting Members shall retire when they return to their home country or after two years whichever is the shorter. No Officer or other member of the Committee shall be eligible for re-election to their respective office until one year has elapsed from their demission from office. Terms of office and membership of the Committee shall commence on January 1st following the AGM. Any vacancy occurring in the Committee during the year may be filled by the Committee until the next Annual General Meeting.
5. Nominations for the Officers of the Society and other members of the Committee may be put forward by the Committee or by any two Ordinary Members; nominations shall be received by the General Secretary at least four weeks before the Annual General Meeting. The General Secretary shall send to each Ordinary Member, at least one week before the Annual General Meeting, the names of those nominated to serve as officers of the Society or other members of the Committee.
6. The Officers shall present their reports at the Annual General Meeting.
7. The duties of the General Secretary shall be to arrange the business and scientific meetings of the Society subject to Rule 8 in accordance with the directions of the Committee, and to notify members of the time and place of meetings, to attend such meetings and also meetings of the Committee and to keep minutes of each.
8. The Programme Secretary shall be responsible for arranging the scientific programme and symposia of the Society.

Membership

9. The Society shall consist of Ordinary Members, Retired Members and Student Members, together with not more than twelve Honorary Members. Honorary Members are persons who have contributed in an outstanding way to the aims of the Society and are nominated for election by the Committee. Retired Members are former Ordinary Members who have retired from full-time employment, who do not wish to receive the Society's journal but wish to receive notice of meetings. Students following courses leading to diplomas or degrees and graduates registered for a higher degree are eligible for Student Membership and are entitled to buy the Society's publications at reduced rates. Student Members receive notice of meetings. They have no voting rights.
10. Any Ordinary Member may propose candidates for Ordinary, Student or Retired Membership of the Society by sending to the General Secretary, at least three months before the Annual General Meeting or before a meeting at which elections are to be held, their names and a statement of their qualifications for election, on a nomination form duly completed.

11. The committee shall nominate, from the names proposed by Ordinary Members, candidates for election to the Society.
12. At any meeting of the Society, to elect members, if election by ballot be demanded by any member, one adverse vote in six shall exclude.
13. At least one week before a meeting at which elections to membership are to be held, the General Secretary shall send to each Ordinary Member the names and a statement of the qualifications of the candidates nominated by the Committee for membership of the Society, together with the names of their proposers.
14. Ordinary Members may introduce not more than two visitors to any meeting of the Society and must enter their names in a book kept for that purpose. The Committee may suspend or modify this rule from time to time, notwithstanding Ordinary Rule 1.

Finance

15. The subscription to the Society of Ordinary Members shall be £39.00 (US\$65) per annum, of Retired Members £1.00 (US\$2) per annum and Student Members a single payment of £5 (US\$7.50), or such other sums as shall from time to time be determined by the Ordinary Members in General Meeting. The subscription shall be payable in advance and become due on the 1st day of January in each year. Dollar rates are applicable to members paying subscriptions to the North American Secretary/Treasurer. Payment of the annual subscription shall entitle Ordinary Members to receive the official Journal of the Society.
16. The capital and income of the Society shall be under the control of the Committee and shall be devoted solely to the furtherance of its objects as stated in Rule 2 and no portion thereof shall be paid to any Officer, or Member, of the Society except in respect of repayment of any out of pocket expenses properly incurred. Provided that this shall not prevent the payment of reasonable and proper remuneration to any officer, member or employee of the Society in return for services rendered to the Society. The Treasurer and Chairperson, or the Nominees, will be empowered to sign accounts.
17. Any member whose subscription is one year in arrears and who has been duly notified of the fact by the Treasurer shall cease to be a member of the Society, but shall be eligible for re-election after payment of arrears.
18. The Treasurer shall collect the annual subscription and shall submit an audited account of the finances of the Society to the Annual General Meeting. Accounting date will be 31st December.
19. In the event of the Society being dissolved for any reason, the surplus funds remaining after satisfaction of debts and liabilities shall not be distributed among the members, but shall be paid, or transferred, to some other institution or institutions, having objects similar to those of the Society and which shall prohibit the distribution of its or their income and property among its or their members. Such institution or institutions shall be determined by the members of the Society at, or before the time of dissolution and if effect cannot be given to such provision, the surplus funds shall be devoted to some charitable object or objects.

Meetings

20. An Annual General Meeting shall be held at which the annual business of the society shall be transacted. A Special General Meeting may be summoned at any time by the Committee or by the General Secretary on the written request of ten Ordinary Members. At least six weeks' notice of the Annual or any Special Meeting and one week's notice of the business to be transacted thereat, shall be given. At an Annual General Meeting or a Special General Meeting twenty members or more shall constitute a quorum.
21. At least one Ordinary Meeting per year shall be held for the purpose of presenting original scientific Communications, or for holding a Symposium organised by the Society.
22. The Programme Secretary shall send to each member of the Society preliminary announcements of each Ordinary Meeting or Symposium at least one month beforehand. Members wishing to contribute to an Ordinary Meeting shall communicate with the Programme Secretary within one week of receiving the Programme Secretary's notification. A week before each Meeting the Programme Secretary shall send to each member of the Society the agenda or programme for the Meeting or Symposium.
23. The Programme Secretary shall prepare and circulate to the members a record of the Proceedings of the Society's Ordinary Meetings and Symposia, together with other such information as s/he may think relevant to furtherance of the Society.

Overseas Committee Members

24. The Committee has the power to co-opt members not exceeding five in number, for up to two years.

(based on minuted Constitution of 1979, minuted changes until 28 Aug 03 and AGM approval 26 May 2004, 31st May 2007, 2nd April 2008)