

Byelaws GOBLET

General Rules & Regulations for the Functioning of the Stichting & its Boards

27 June 2016

Section I – The Membership

1. GOBLET comprises a range of specialist members with expertise or interests in bioinformatics, biocuration, biocomputing and/or computational biology training.
2. Members may be admitted to GOBLET on payment of an annual membership fee commensurate with their career status and/or role within GOBLET.

Section II - The Committees & Task Forces

1. The Executive Board may establish specialist Committees to carry out specific tasks.
2. Committees are established for an unlimited period, but can be dissolved at any time by a majority vote of the Executive Board.
3. Committee activities may be funded upon written request to the Executive Board by the Committee Chair, subject to GOBLET's financial position at that time.
4. Some of the Foundation's activities may be delegated to Task Forces in order to complete specific time-limited tasks, and/or to make recommendations to the Committee Chairs, or Executive and/or Operational Boards.

Section III – Officer eligibility

1. Organisational members of GOBLET may be elected by the Constituency as 'Officers' – *i.e.*, to work as part of the Executive Board or as Committee Chairs.
2. Individual members who wish to stand for election may also be considered for Officer roles if they can demonstrate:
 - i) a minimum of 3 years continuous GOBLET membership;
 - ii) active participation in a GOBLET committee during this time; and
 - iii) active contribution to external GOBLET activities (such as ISCB WEB events, ISCB Computational Biology Education COSI, GOBLET publications (articles, posters, *etc.*), joint GOBLET-ELIXIR events, and so on).
3. Individual members may not stand for election if they are affiliated with an organisational member whose representative already holds an Officer role.
4. Organisational members may not hold more than one Officer role; however, additional organisational members may join committees.

Section IV – Officer responsibilities

1. Members elected to Officer roles represent the Foundation and are responsible for its activities and finances; they must, therefore, act in the interests of GOBLET and not in any way either to bring the Foundation into disrepute, or to the detriment of its finances.
2. GOBLET's Officers should be familiar with, and respect, the Foundation's Statutes, Byelaws and ethos.
3. GOBLET's Officers have a responsibility to help the Foundation to fulfill its mission and vision; to this end, they are expected to understand their commitments and to perform their associated tasks in a timely way:
 - 3.1 The Chair is expected to preside over all meetings of the Executive and Operational Boards, and the AGM; s/he is responsible for general management of the Foundation's activities and business affairs; s/he is expected to liaise with the Committee Chairs and to attend their meetings, as appropriate; s/he may also perform other such reasonable tasks assigned, from time to time, by the Boards.
 - 3.2 The Secretary is expected to give notice of, and to minute, meetings of the

Executive and Operational Boards, and the AGM (in his or her absence, the Board will assign a minute taker); s/he may also perform other such reasonable tasks assigned, from time to time, by the Boards (including liaison with designated Committee Chairs and attendance at their meetings, as appropriate).

3.3 The Treasurer is expected to oversee the Foundation's finances; s/he is authorised to approve transactions using his or her signature for amounts up to €2,000 (amounts above this figure must be approved with the digital signatures of two Executive Officers); s/he is responsible for compiling statements of income and expenditure and balance accounts for presentation at AGMs; in case of his or her resignation, retirement or removal from office, s/he will restore to the Foundation all properties and moneys in his or her possession, or under his or her control, that belong to the Foundation; s/he may also perform other such reasonable tasks assigned, from time to time, by the Boards (including liaison with designated Committee Chairs and attendance at their meetings, as appropriate).

3.4 The Member at Large, a full voting member of the Executive Board, does not have specific duties, but rather, is expected to serve the Board's strategic needs at any given time; his/her responsibilities may include, for example, serving as liaison to a Committee or joining a Task Force, but overall with the same responsibility as the Chair, Secretary and Treasurer to ensure the success of the Foundation.

3.5 Committee Chairs are expected to expedite and facilitate the work of the Foundation; they are responsible for drawing up their Committee membership and for holding regular (minuted) meetings; they are expected to specify their Committee's tasks, aims and targets, and to ensure completion of planned activities; they are responsible for reporting to the Executive Board via regular meetings of the Operational Board; if funding is required to meet some Committees' aims, Chairs may request a budget from the Executive Board against written proposals – where funds are granted, the Chairs will be responsible for ensuring that accounts are kept.

4. GOBLET's Officers are expected to declare any conflicts of interest.

5. GOBLET's Officers are required to maintain the confidentiality of any meetings of the Executive and Operational Boards and of the Committees that include confidential discussions (*e.g.*, relating to candidates for elected positions, to negotiations with other organisations, and so on).

Section V - Finances

1. A list of planned expenses should be prepared annually for the full GOBLET Constituency, including (but not limited to) AGM costs, Committee budgets (where relevant), accounting fees, website registration and design fees, bank account fees, *etc.*
2. The fee for a given year may be waived for a member who organises an AGM in that year.

Section VI - Conflicts

1. Conflicts with Officers and/or ordinary members will be managed and resolved by majority vote of the Executive Board. Specifically,
 - 1.1 Officers who fail to attend three consecutive Executive and/or Operational Board meetings without prior notification will be required to step down.
 - 1.2 Executive Officers who neglect their responsibilities (*e.g.*, by failing to complete their assigned tasks, or otherwise to fulfill their roles) and, by doing so, hinder the work of the Foundation, will be required to step down; on appeal against such a decision, an Executive Officer may be given a period of one month's grace.
 - 1.3 Committee Chairs who neglect their responsibilities (*e.g.*, by failing to organise monthly Committee meetings, failing to complete their planned activities, and so on) and, by doing so, hinder the work of the Foundation, will be required to step down; on appeal

against such a decision, a Committee Chair may be given a period of one months' grace.

1.4 Any member whose behaviour is judged to be bringing (or to have brought) the Foundation into disrepute, or to be abusing (or to have abused) its finances will have his or her membership revoked.

Section VII - Miscellaneous

1. The Byelaws may be changed at an Operational Board Meeting by a majority vote if at least 60% of constituency members are present.
2. The Operational Board shall decide on issues not covered by the Byelaws.