

Constitution of Protistology-UK

1. Name

The Society shall be known as Protistology-UK.

2. Aims and Objectives

Protistology-UK (formerly the British Society for Protist Biology) is a learned society and membership organization for scientists and amateurs interested in all areas of protistology¹, both pure and applied, from ecological to medical studies and from sub-cellular to population-level research.

The Society's objectives are to:

1. support and promote protistan research and teaching in the United Kingdom of Great Britain and Northern Ireland;
2. encourage and support the development of early-career scientists in the field of Protistology;
3. hold formal academic (scholarly) meetings/events, to explore recent findings in the field of protistology;
4. encourage engagement with protistology through focused outreach;
5. foster ties with other national and international learned societies with interests in protistology.

¹*Protistology*: the study of unicellular eukaryotes.

3. Membership

There shall be one category of membership:

- Voting Members (see Bylaws)

The Committee (see item 4) may require Members to pay an annual subscription fee.

All Voting Members shall be entitled to attend the Annual General Meeting (AGM, see item 8), vote on Society business, and stand for election to the Committee (defined in item 4).

4. The Committee

The Society shall be governed by a Committee that shall be responsible for the management, development, and organization of the Society and its finances.

Committee members must be members of P-UK.

Individual Committee members may hold more than one role.

The Committee shall meet at least once per calendar year (see Bylaws).

The Committee shall consist of, at a minimum, people holding the following offices (described in detail in Bylaws):

- President: the President shall serve a term of three years beginning immediately upon succession from the office of Vice President.
- Vice President to President Succession: the Vice President shall serve a term of three years. Upon completion of that term, the Vice President shall automatically succeed to the office of President and shall assume all duties, responsibilities, and authority of that office at the beginning of the next term, without the need for a separate election unless otherwise provided in this Constitution.
- Past-Presidential: the Past-President shall serve a term of three years beginning immediately upon succession from the office of President.
 - Secretary: the Secretary shall be elected for a term of three years.
 - Membership Secretary: the Membership Secretary shall be elected for a term of three years.
 - Treasurer: the Treasurer shall be elected for a term of six years.
 - Webmaster the Webmaster shall be elected for a term of six years
 - Members at large: more than one Member at large may be elected, and these posts shall be for three years.

A quorum for Committee meetings shall be three Committee members.

5. Elections and Vacancies

All Members of the Society shall be eligible to stand for election to the Committee (see Bylaws).

Elections shall be conducted at the Annual General meeting (AGM, see item 8).

Where no candidate is nominated for a position, or where a vacancy arises between AGMs, the Committee may co-opt a Member to serve until the next AGM.

Committee members may be re-elected.

6. Finances

The Treasurer shall maintain records of the Society's finances and present accounts to the Annual General Meeting (see item 8 and Bylaws).

All funds of the Society shall be used solely to further its aims and objectives (see item 2).

7. Events

The Committee may organize meetings, conferences, symposia, and other events in support of the Society's aims and objectives (see item 2).

The Committee may charge registration or entrance fees for events.

Where practicable, events shall be open to members of the public.

8. Annual General Meeting

An Annual General Meeting (AGM) shall be held once each calendar year. Members shall receive at least fourteen days' notice of the AGM. This is organized by the President, and if the President is unable to do so, the Vice President shall organize and chair the meeting.

The order of business shall normally include:

- President's Remarks
- Presentation of the Society's Accounts
- Election of Officers (when applicable)
- Any Other Business

All Members may participate in discussion and may submit motions to the Secretary in advance of the meeting.

In the event of a tied vote, the President (or Vice President if the President is not present) shall have a casting vote.

A quorum for an AGM shall be five Members.

9. Amendments to the Constitution

This Constitution may be amended by a majority vote of Members present and voting at an Annual General Meeting, provided that notice of the proposed amendment has been given in advance of the meeting.

10. Amendments to the Bylaws

The Bylaws may be altered by a majority vote of the Committee.

11. Dissolution

Should the Society be dissolved, any remaining funds, after settlement of all liabilities, shall be transferred to an organization with similar scientific or educational objectives, as determined by the Committee at the time of dissolution.

Protistology-UK Bylaws

1. Membership Policy

- 1.1 Currently (18/02/2026), there is no membership fee when joining directly through the Protistology-UK website, although this may change in the future, as decided by the Committee.
- 1.2 Membership of Protistology-UK (henceforth P-UK) shall be open to all adults (i.e., 18 years or older)¹ who are interested in furthering the Aims and Objectives of P-UK. Membership can be obtained by registering directly through P-UK (<https://www.protistology.org.uk/join-p-uk>).
- 1.3 New members will receive an email welcoming them to P-UK and will receive updates (e.g., when meetings are announced or changes are made to the membership).
- 1.4 P-UK will retain members' details (e.g., i. contact details, ii. scholarly/business affiliation, country of residence, iii. protistological interests, and any other details that are requested when registering for membership). P-UK will reserve the right to contact members strictly for matters associated with the running of P-UK.
- 1.5 P-UK will not provide members' details to any third party.
- 1.6 The Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend or representative, before the final decision is made².

¹Following the Equality Act 2010, P-UK will not discriminate against any adult (i.e. over 18) because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Should the Equality Act 2010 be superseded, then P-UK will follow the updated English law in force at that time.

²If the member is contacted by the email address that they provided to P-UK and they do not respond, then P-UK waives their right to be heard by the Committee.

2. Committee meetings:

Meeting procedures will be informal but loosely following Roberts Rules of Order, with the following expectations:

- 2.1 Motions to alter the Bylaws may be made at any time within the annual Committee meeting or more informally (e.g., by email).
- 2.2 Motions require a Committee member to second them before a vote is held.
- 2.3 Motions are upheld by a majority vote of Committee members.

3. Committee member roles:

3.1.1 President

- i. To attend and contribute to committee meetings and the AGM.
- ii. To provide scientific and strategic leadership for the Society acts as the principal representative of the Society
- iii. To chair Committee meetings and the Annual General Meeting (AGM).
- iv. To represent the Society to members, partner organizations, funding bodies and other learned societies, or to delegate these responsibilities.
- v. To typically be part of the eukaryotic division of *Microbiology Society*, while P-UK is associated with this Society, or delegate a substitute.
- vi. To liaise directly or indirectly (e.g., though the Secretary) with the *International Society of Protistologists*, to which P-UK is affiliated.
- vii. To support the organization of P-UK meetings, conferences and outreach activities.
- viii. To work with the Committee to ensure effective governance and financial oversight.
- ix. To ensure that the Constitution and Bylaws are followed.
- x. To prepare and present the President's report at the AGM.
- xi. To mentor and support the Vice-President/President-Elect to ensure continuity of leadership.

3.1.2 Past President

- i. To attend and contribute to committee meetings and the AGM.
- ii. To support the President in the transition into office and ensure a smooth handover of responsibilities.
- iii. To provide advice, institutional memory, and continuity of governance to the President and Committee.
- iv. To mentor and support the Vice-President/President-Elect in preparation for their succession to the Presidency
- v. To chair or otherwise assist the Committee with the nomination and election of Officers, where required.

3.1.3 Vice-President and President-Elect

- i. To attend and contribute to committee meetings and the AGM.
- ii. To deputize for the President where required.
- iii. To ensure that the Constitution and bye-laws are maintained.
- iv. To support the organizer of the Annual Meeting where necessary.

3.1.4 Meeting Secretary:

- i. To attend and contribute to committee meetings and the AGM.
- ii. To receive nominations from Members, prior to any elections.
- iii. To provide a summary (not a verbatim record) of the main points raised at Committee meetings and the AGM and record actions to be taken on each point, person(s) who will act on each point, and a deadline for completion of the action.
- iv. To post – in a timely manner – the summary, for all the Committee members to see; currently <https://docs.google.com/document/d/14cODW2fM5MXJPGt9swfM92Ov1P542xfK/edit> (18/06/2026)
- v. To request and obtain agreement from all Committee members on the veracity and completeness of the above summary.
- vi. When necessary, to encourage action on the points raised in the summary.

3.1.5 Membership Secretary

- i. To attend and contribute to committee meetings and the AGM.
- ii. To coordinate, in liaison with the Webmaster, members' lists from direct P-UK registration and the list obtained from the Microbiology Society.
- iii. To provide to ISOP a record of the membership of P-UK, on request.
- iv. To track active and lapsed P-UK members and maintain and retain a current list of members (in an appropriate archive, e.g., <https://docs.google.com/document/d/14cODW2fM5MXJPGt9swfM92Ov1P542xfK/edit>).
- v. To engage regularly with the membership, to inform members of website updates, upcoming events, general news, etc.

3.1.6 Treasurer

- i. To attend and contribute to committee meetings and the AGM.
- ii. To be responsible for the society's accounts, the cheque book(s), other bank and building society books, and giving out receipts on behalf of the society.
- iii. To oversee the financial side of all society activities, such as social events and fundraising events.
- iv. To ensure prompt payment of all society-agreed expenditure.
- v. To keep all records and accounts safely for the duration of office and to hand them over in their entirety to their successor. This

includes registering new bank signatories when handing over the society bank accounts.

- vi. To prepare an annual financial report, signed off by the appointed Auditor, for the AGM.
- vii. To be the main point of contact with P-UK if the Society applies for grants and ensure that all grant criteria are complied with.

3.1.7 Webmaster

- i. To attend and contribute to committee meetings and the AGM
- ii. To keep the website functional and accessible by:
 - keeping website pages up to date;
 - managing domain and hosting subscriptions, in liaison with the treasurer;
 - managing emails and online storage (e.g., GoogleDrive).
- iii. To maintain/update conference-related pages.
- iv. To assist meeting coordinators during event times with guest registration, including payments, abstract collection, and email correspondence.
- v. To regularly exchange with the Membership Secretary regarding new member registrations and correspondence with members (e.g., information, newsletters).
- vi. To coordinate with the Student Representative regarding social channels (e.g., Bluesky) and general website matters.

3.1.8 Meeting co-ordinator/organiser

- i. To attend and contribute to committee meetings and the AGM.
- ii. To search for external funding, or at least help to coordinate efforts by other committee members to do so.
- iii. To coordinate the planning and delivery of the Society's scientific meetings and conferences. If the primary meeting organizer is not in the committee, at least one committee member should also be involved.
- iv. To liaise with venues, speakers, and suppliers to ensure all arrangements are in place.
- v. To organise the conference meal.
- vi. To oversee meeting logistics, including registration, catering, audiovisual requirements, and room allocation.
- vii. To work with the Treasurer on meeting budgets and financial arrangements where required.
- viii. To coordinate with the Webmaster to ensure meeting information, registration, and abstracts are available online.
- ix. To ensure the smooth running of meetings and resolve any issues arising during the event.

- x. To work with the Secretary to write a meeting report, especially where external funding has been received.

3.1.9 Members at large (potential duties)

- i. To attend and contribute to committee meetings and the AGM.
- ii. To aid in fulfilling duties that other committee members are unable to undertake.