

**CONSTITUTION AND BYE-LAWS OF THE BRITISH ASSOCIATION for COGNITIVE
NEUROSCIENCE**

RULES

1. NAME

British Association for Cognitive Neuroscience, abbreviation BACN.

2. OBJECTIVES

To advance education in cognitive neuroscience for the public benefit.

3. ACHIEVEMENT OF OBJECTIVES

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- a) Holding of an Annual Conference and/or other meetings.
- b) The production of an Annual Newsletter to include abstracts of the Annual Conference proceedings. The Newsletter will also contain the Membership list of the Association and include research and relevant information.
- c) Dissemination of information through a quarterly News Sheet.
- d) Contributing to the Journal of Psychophysiology, hereafter referred to as the Journal, through the publication of manuscripts and the provision of a Co-Editor or Members of the Editorial Board and Associate Editors and other means of furthering the Journal.
- e) To further Cognitive Neuroscience through the association with or affiliation to other organisations that meet with the Association's approval.

4. MEMBERSHIP

Membership is open to persons of sufficient scientific standing, ability and continuing interest in the field of scientific enquiry in Cognitive Neuroscience.

- 5.** The members shall consist of Ordinary Members, Honorary Members, Affiliates and Subscribers, admission to any class being subject to the principles stated in Rule 3 and all classes being subject to the provisions of Rule 27 (Resignation and Expulsion).

All members will be issued with the Rules of the Association.

6. ADMISSION TO ORDINARY MEMBERSHIP

- a) The Candidate shall submit evidence of fulfilling criteria to the Committee which will include the statement of the Candidate's qualifications, experience, present work and interests, and where possible, should be submitted not less than one month before the Annual General Meeting.

- b) The Committee shall recommend those Candidates whom it considers eligible to the Annual General Meeting for election by ballot.
- c) The names thus selected shall be presented, with an indication of the Committee's approval attached, for election at the said Meeting.
- d) A Candidate not thus selected shall be informed but shall nevertheless be entitled to apply again for election at the said Meeting or a following Meeting.

7. ADMISSION TO HONORARY MEMBERSHIP

- a) Honorary Membership shall be by invitation.
- b) Honorary Membership may be granted to persons of outstanding eminence and seniority.
- c) Nominations for Honorary Membership shall be submitted to the Committee one month before the Annual General Meeting.
- d) Candidates for Honorary Membership shall be considered by the Committee and elected only by a ballot at an Annual General Meeting.
- e) No person shall be presented for election without the Committee's approval.
- f) Honorary Members shall not pay any membership dues.
- g) They shall, on the same terms and conditions as Ordinary Members, be entitled to attend all scientific sessions, to receive any publications issued by the Association and to receive subscription to the Journal without payment.

8. ADMISSION TO AFFILIATE MEMBERSHIP

- a) Scientists, including full members of other European societies, may apply to the Committee to become Affiliate Members.
- b) Such members will pay membership dues less the Journal subscription.
- c) They shall not have the power to vote.

9. ADMISSION TO SUBSCRIBER MEMBERSHIP

- a) Individuals expressing an interest in the objectives of the Association but who are not actively involved in day-to-day work in cognitive neuroscience may apply to the Committee to become Subscribers.
- b) Such members will pay membership dues less the Journal subscription.
- c) They shall not have the power to vote.

- 10.** A list of all Candidates together with relevant information will be available at the Annual General Meeting.

11. MEETINGS

General Meetings of the Association shall be designated Annual or Extraordinary and shall be held at such times and places as may be determined by the Committee, but it is the Committee's responsibility to organise at least one Meeting each year. At the said Meeting the Officers of the Committee shall present reports to include a financial statement by the Treasurer.

12. OFFICES AND COMMITTEE

The Offices of the Committee shall be the Chairperson, Secretary, Treasurer, and such other offices as may be decided by the Committee.

13. The business of the Association shall be conducted by the Committee consisting of the Officers of the Association and other Members making a total of twelve, and it shall have the power to co-opt two further Members.

14. ELECTION OF OFFICERS AND/OR MEMBERS OF THE COMMITTEE

The Chairperson shall be elected for up to three years from among the Ordinary Members at the Annual General Meeting. The Chairperson shall retire at the end of the Annual General Meeting or at a Meeting of the Committee if held in conjunction with the Annual Meeting, but will be eligible for Committee Membership.

15. The Secretary and Treasurer and other Officers of the Committee shall be elected for up to three years by an Annual or Extraordinary General Meeting (see Rule 21). They shall be eligible for re-election.

16. The Members of the Committee other than the Officers shall be elected by the Annual General Meeting for up to three years. They shall be eligible for re-election.

17. Co-opted Members of the Committee shall hold Office until the next Annual General Meeting when they shall be eligible for election as Ordinary Members of the Committee or for co-option again.

18. Nominations for Membership of the Committee should normally be received by the Secretary at least one month before the Annual General Meeting. Such nominations may be made by any Ordinary Member or by the Committee, and a list of such nominees and their nominators shall accompany the notice of the said Meeting which will be distributed with the preliminary Programme and list of applicants for Membership up to one month before the Annual General Meeting.

19. SUBSCRIPTION AND FINANCE

- a) Each Ordinary Member shall normally pay an Annual Subscription in advance by 1 January each year. The amount of such a subscription shall be determined at the Annual or Extraordinary General Meeting and shall take effect from the calendar year following the meeting. Payment of the Subscription shall entitle the Member to attend all the Meetings (Scientific and General) of the Association and to receive any publication issued by the Association.

- b) Members may choose whether to subscribe to the Journal or not. Subscription to the Journal shall be included in the Association membership dues for those who choose to receive the Journal.

- c) If a Subscription is not renewed and if after a further reasonable period (normally one year) the Subscription remains unpaid, the Treasurer shall report to the Committee which may take action under Rule 27 with respect to resignation and expulsion.
- d) At the discretion of the Committee a Member's Subscription may be waived. Normally the Committee shall only consider proposals for omission of Subscription on the retirement of a Member. This does not include Subscription to the Journal which will be paid at Ordinary Membership rate for those who choose to receive the Journal.
- e) Student membership is available to full-time students not in full-time employment on courses that meet the Committee's approval and upon providing evidence of student status. Student Members may choose whether to subscribe to the Journal or not. Subscription to the Journal shall be included in the Student membership dues for those who choose to receive the Journal.

20. THE JOURNAL

Membership of the Editorial Board shall be elected for a period of three years in the first instance or for such time as is indicated by the Constitution and Bye-Laws of the Federation of European Psychophysiology Societies.

- 21. The composition of the Editorial Board will be in accordance with the Constitution and Bye-Laws of the Federation of European Psychophysiology Societies.

22. CONDUCT OF MEETINGS

Written notice of all Meetings shall normally be given one month beforehand to all Ordinary Members and to such other Members who may be invited to attend. The Chairman shall take the Chair at any General Meeting or in the absence of the Chairman any Member of the Committee may be chosen by the Committee or by the General Meeting to preside. In the absence of the Secretary the Committee or the General Meeting shall appoint an acting Secretary for the duration of the said Meeting. The quorum for any General Meeting shall be twenty or one tenth of the Ordinary Members whichever is the greater. An Extraordinary General Meeting may be summoned at any time by the Committee or on a written requisition signed by at least ten Ordinary Members. The Notice in convening the Meeting shall specify the resolutions to be moved and no other business other than arising out of the resolution(s) so specified shall be dealt with or transacted at such Meetings.

- 23. Except as otherwise provided or implied by these Rules or by subsequent Resolution or by decision of the Committee or (in case of necessity) by a ruling of the Chairman, a motion (duly seconded and in order) shall be voted upon by a show of hands and carried by a simple majority of those present and voting. In the event of an indeterminate result, the Chairman may declare it null and void and refer the motion for further discussion and/or reformulation, or may exercise an additional or casting vote.

24. COMMITTEE MEETINGS AND PROCEDURE

The Committee shall decide at what times and places it shall meet. In the absence of the Chairperson it shall choose a Chairperson from among its Members. Six or one third of the Members whichever is the greater, including the Secretary or acting Secretary shall constitute a quorum.

Agenda items should be solicited from Committee Members beforehand and minutes of the previous meeting should be circulated prior to the meeting.

25. VISITORS

Visitors, i.e. non-members as defined in Rule 4, may attend the Annual Meeting or other Meetings that the Association may organise.

Visitors shall not be present during the transaction of business except at the invitation of the Committee, and in no circumstances shall have the power to vote.

26. ALTERATION OF RULES

These rules may be altered, revoked, amended or added to in any manner and to any extent at the Annual General Meeting or at any Extraordinary General Meeting especially convened for that purpose, but notice of the proposed alterations shall be given in the Notice convening the Meeting and any such alterations shall require a two thirds majority of those present and voting thereon.

27. RESIGNATION AND EXPULSION

Any Member of the Association may by written notice signed by himself/herself and addressed to the Secretary retire from Membership of the Association.

The Association and its members shall not engage in any activity considered by the members to detract from the professional status of its members.

The Committee shall have power pursuant to a resolution passed in the Annual or Extraordinary General Meeting of the Association to require the resignation of any Member without assigning any reason for so doing or in default of such resignation to expel such Member from the Association, but in the latter case only after affording such Member an opportunity of being heard by the Committee on the subject of his/her expulsion from the Association before resolving on such expulsion.

No amendment may be made to Rule 2 (objectives), or this rule without the prior consent in writing of the Charity Commissioners.

No amendment may be made which would have the effect of making the charity cease to be a charity at law.

The Committee shall promptly send to the Charity Commissioners a copy of any amendment made under this rule.

28. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the

Committee shall have the power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the charity must be sent to the Charity Commissioners.