

# Rules and regulations for ISBUC

## 1. Organisation's name

The Integrative Structural Biology cluster at the University of Copenhagen (ISBUC)

## 2. ISBUC's members

ISBUC is a bottom-up organization that is open to all students and staff at the University of Copenhagen who are interested in integrative structural biology. This includes bachelor students, Masters students, PhD students, postdocs, Assistant Professors, Associate Professors, Professors, and others besides. Members are divided into two categories: Junior ISBUC and ISBUC. Students and junior researchers can join Junior ISBUC at any time by filling in the form on the ISBUC website (<https://isbuc.ku.dk/junior-isbuc/>). Group Leaders can join ISBUC at any time by contacting the ISBUC coordinator Lucy Holt ([lucy.holt@bio.ku.dk](mailto:lucy.holt@bio.ku.dk)). Members can request to leave ISBUC by contacting the ISBUC coordinator Lucy Holt ([lucy.holt@bio.ku.dk](mailto:lucy.holt@bio.ku.dk)).

## 3. Finances

ISBUC is financially supported by the Deans of the Faculty of Health and Medical Sciences and the Faculty of Science at the University of Copenhagen. This financial support covers basic 'housekeeping' costs for ISBUC, including:

- Employment of the ISBUC coordinator (.8 FTE)
- ISBUC PI Day
- ISBUC Annual Meeting
- ISBUC Industry Day
- Junior ISBUC

ISBUC applies for external funding to coordinate additional activities which help strengthen the ISBUC objectives. When external funds are sourced for the basic 'housekeeping' items identified above, the surplus budget remains with ISBUC and is used to strengthen existing activities as well as fund new activities.

## 4. Administration

ISBUC's finances and administration are located in the Department of Biology, Faculty of Science, University of Copenhagen. The primary responsibility for ISBUC's administration lies with the ISBUC coordinator, who is employed at the Department of Biology. In addition, the Department of Biology supports ISBUC by offering access to specialized administrative staff at the department, e.g. human resources, finance, communications, etc.

## 5. Steering Committee

ISBUC is led by a steering committee (SC), who has overall responsibility for determining the rules and regulations governing ISBUC, for ensuring that ISBUC's intended objectives are successfully reached and its core activities delivered in a fiscally responsible manner. The ultimate responsibility and therefore ultimate authority for ISBUC lies with the SC and only members of the SC will have voting rights on organisational decisions including both strategic and administrative decisions.

### A) Steering Committee Composition

The steering committee consists of nine members.

*Scientific members:* The steering committee includes nine scientific members. This includes eight group leaders which are evenly distributed between the Faculty of Science and the Faculty of Health and Medical Sciences (four representatives from each Faculty). This must

include at least one group leader from the Department of Biology, who will act as the ISBUC coordinator's supervisor. The ISBUC Chair and Vice-Chair are chosen by the ISBUC SC from the six group leaders. The Chair must rotate between SUND and SCIENCE. The Chairs sit for a 3-year period with the Vice-Chair becoming Chair. In addition, the steering committee includes one representative from Junior ISBUC. Unless there are special considerations, members should only sit in the ISBUC SC for a maximum of 8 years.

*Administrative members of the ISBUC SC:* The steering committee includes two administrative members: the ISBUC Coordinator Lucy Holt and Special Advisor Caspar Elo Christensen from the Department of Biology.

#### **B) Electing new steering committee members**

Members of the ISBUC steering committee are elected for a period of 4 years by a vote amongst the PIs. The vote is held every second year at the ISBUC PI Day and rotates so that only half of the seats stand for election at each vote. This is done through a bottom-up process however the ultimate decision making authority for the admittance of new members to the ISBUC SC resides with the SC. Every second January, the ISBUC Chair sends an email to ISBUC group leaders asking for nominations for new members to the ISBUC Steering Committee. ISBUC group leaders must nominate themselves via email prior to the ISBUC PI meeting, which is held in March. Interested candidates must email the ISBUC coordinator prior to the PI Day, announcing their intention to stand for election to the ISBUC steering committee.

#### **B) Leaving the ISBUC SC**

ISBUC SC members can leave at any time. Intentions to leave the ISBUC SC should be expressed at an ISBUC SC meeting. Following an expression of intention to leave the ISBUC SC, the ISBUC SC must decide whether to invite a new member to the ISBUC SC or wait until the next bi-annual call for self-nominations.

#### **C) Rejoining the ISBUC SC**

After leaving and unless there are special circumstances, prior members of the ISBUC SC may re-join the ISBUC SC after a period of two years.

#### **D) Appointment of Chair and Vice-Chair**

The ISBUC Steering Committee appoints the Chair and Vice-Chair at an ISBUC Steering Committee. Chairs and Vice-Chairs do not stand for re-election while they sitting.

#### **E) Junior ISBUC Steering Committee representative**

The Junior ISBUC Steering Committee is the Junior ISBUC Chair which is appointed by the steering committee.

### **6. Changes to the rules and regulations for ISBUC**

Changes to these rules and regulations must be decided upon by the Steering Committee. All members of ISBUC can request changes to the rules and regulations. These must be submitted by email to the ISBUC Chair. The requested changes will then be discussed at the next ISBUC SC meeting who will decide upon their approval and adoption.