

DMDG Rules

1. Name

The Group shall be known as the DMDG.

2. Object

The DMDG is a World-wide learned society for DMPK and related discipline scientists. In addition to an annual meeting and various one-day meetings scattered throughout the year, the DMDG also offers highly regarded and accredited training courses that are coordinated and run by member industry scientists.

3. Membership

Membership shall be corporate, by Company. Where a Member Company has more than 1 individual Sites actively engaged in studies on drug metabolism and/or pharmacokinetics, each Site can be considered for membership (and shall be referred to as a Member Site). Being a Member Company entitles that Company to be actively involved in the running and organisation of the DMDG. This includes voting rights and its employees being able to stand on the Management Committee.

Applications for membership shall be scrutinised by the Committee of the Group and new members join on the strict understanding that the DMDG is a learned society and sponsorship is only sought to ensure financial viability of meetings is achievable.

Membership status will undergo annual review by the main committee, where a decision to extend or terminate membership will be made based on evidence of active support of the DMDG.

The list of Member Companies and Member Sites shall be published on the DMDG website.

4. Fellowship Membership

Individuals who have made significant contribution to the DMDG may be considered eligible for Fellowship Membership at the invitation of the Committee. These members will be known as Fellows of the DMDG.

5. Liaison

Each Member Company/Site shall appoint a representative who shall be responsible for liaison between the Group and other interested persons in the Member Company/Site which they represent. If necessary, more than one representative can be appointed. Appointment of its representatives shall be solely the affair of each Member Company/Site.

6. 'Open' Meetings

An Open meeting shall be held annually, if possible. The venue for each Open meeting shall be determined by the Committee, with due regard to location, cost and amenities. The Committee or delegated sub-committee shall coordinate the scientific programme for the meeting and will be open to contribution from members and non-members. The cost of the meeting shall be borne by a combination of registration fees charged to each delegate and sponsorship from vendors and member sites/companies (where appropriate).

At the discretion of the committee, meetings may be run jointly with other learned societies.

7. Other Meetings

Meetings additional to the Open meeting may be organised during the course of the year. These will be typically on a focussed topic agreed in advance with the Committee. They will ideally be organised and/or hosted by a Member Company/Site. Any costs associated with running the meeting may be covered by the hosting site, sponsorship, a registration fee charged to delegates or a combination of these. However, this will be agreed in advance by the meeting organiser in consultation with the Committee

At the discretion of the Committee, meetings may be run jointly with other learned societies.

8. Annual Business Meeting

An Annual Business Meeting (ABM) shall be held either as a face-to-face meeting at the Open meeting or a webinar to provide an update on the activities of the DMDG for the prior year. Notice of the ABM shall be given at least 1 month prior to the date of the meeting.

It is expected that each Member Company/Site sending delegates to the Open meeting will ensure attendance of at least one delegate to the ABM when held face-to-face. When the ABM is a webinar it is expected that ALL Member Company/Sites have at least one representative on the call.

9. Attendance at DMDG events

On occasion, attendance at meetings of the Group may need to be limited (e.g. for reasons of venue capacity) to a set number per Member Company/Site. The following exceptions shall apply:

- (i) members of the Committee
- (ii) presenters named on the scientific programme.

Attendance at meetings of the Group by non members is permitted where capacity allows.

For training courses, the same principle applies, but course organisers are responsible for making any necessary decisions.

10. Finance

There shall be no membership subscriptions. The cost of organising and attending events shall be borne as indicated under Rules 6 and 7.

The Committee shall manage available funds and organise events that it considers will be of benefit to the Group. One objective of the Committee is to maintain sufficient financial reserves to cover the annual running costs of the Group. This may be achieved in part through sponsorship of selected DMDG activities. The Committee shall be accountable to the membership for all aspects of these activities.

In the event of the DMDG ceasing activities all residual financial reserves would be transferred to a kindred learned society or charity to be decided in consultation with the membership.

11. Management

Members of the Committee shall each come from a different Member Company.

11.1. The business of the Group shall be conducted by a Committee, normally comprising seven persons, all of whom shall be members of the Group.

11.2. Each member of the Committee shall have been nominated by a Member Company of the DMDG and seconded by a different Member Company of the DMDG. Where considered appropriate, the Committee may put forward a nomination for membership of the Committee.

11.3. Members of the Committee shall each come from a different Member Company.

11.4. No Member Company shall nominate more than one candidate for Committee membership at any one time. If more than one candidate from a Member Company is nominated, the Member Company will be asked to select a single candidate.

11.5. If the number of nominations received exceeds the number of vacancies, a ballot of Members shall be held to determine the elected Committee members. Each Member Site shall be entitled to a single vote in the ballot; this will normally be cast by the Site Rep, in accordance with the internal processes of the Member Site.

11.6. No persons shall serve for more than 5 consecutive years on the Committee.

11.7. The Officers of the Committee shall be elected annually from and by the members of the Committee. The Offices are those of Chairman, Honorary Secretary and Honorary Treasurer.

11.8. The Committee may, at its discretion, co-opt one additional member to the Committee.

11.9. The Committee may, at its discretion, appoint an Apprentice Committee Member. Applications will be sought from 'early career' scientists (i.e. those with less than 5 years' experience within the industry), from which the Committee will select the successful candidate. The term of the appointment will be 2 years. Note: this role is specifically excluded from the restriction on Member Company representation in 11.3 above.

11.10. The Committee may form subcommittees to oversee specific activities, as required. Usually, members of these subcommittees will be co-opted from the DMDG Membership; appropriate non-members may also be invited to join, at the Committee's discretion.

11.11. At the committee's discretion, currently serving committee members will be provided 12 months' grace in the event of them losing their employment status at a member site, i.e. through site closures or redundancy, from the date they leave their member site. At the end of the 12 month period, the Committee will review the circumstances with the affected committee member and, if required, a new election will be held.

12. Representation

Correspondence or other representation of the Group shall only be undertaken by the Chairman, Treasurer, Honorary Secretary, DMDG Secretariat or a person nominated by the Committee to do so for a specific purpose.

The DMDG website can be used to post jobs at member companies, there is an administration fee to use this service and this will be handled by the DMDG Secretariat.

The use of membership details for non-DMDG purposes requires the pre-approval of the Committee.

13. Alteration to Rules

13.1 No alterations or additions to the Rules of the Group shall be made except by the Group by ballot, and then only if such alteration be approved by a majority of two-thirds of the membership that vote on that particular proposal.

13.2 Proposals to change the Rules shall require notice in writing to the Honorary Secretary signed by Representatives of at least two member Companies. Changes and/or revisions to the Rules may also be proposed by the Committee. In each case, a ballot of Member Companies/Sites shall be organised by the Committee and the results announced to the membership.

13.3 Changes in Rules shall be announced during the Annual Business Meeting.

14. Committee Travel Budget

Committee members will be entitled to request remuneration for travel and lodging while on committee business where their member site will not provide travel budget. Committee business is attendance at committee meetings, the Open Meeting, and any other events where that individual is representing the DMDG. Travel claims must reflect reasonable carriage fares for that route (standard class in most instances) or mid-range accommodation. Requests will be approved by the Chairman and Treasurer and all expenses will be described in the Treasurer's report at each ABM. The travel budget available for the committee will be set by the Chairman and Treasurer and will be based on the total profit made in the previous calendar year.

Most recent revision – September 2020