Guidelines for the

October 2022

Next revision due August 2023

Foreword
From its beginning in 1966 at a meeting of 26 veterinarians from Scotland and England, the Society for Veterinary Ethology (SVE), within a few years, grew by enrolling veterinarians, ethologists and other persons involved in animal behaviour, health and welfare from the UK and continental Europe. SVE continued to grow and became a society with membership from many countries and spanning many scientific disciplines and on its 25th anniversary, the Society's diversity was recognised when it was renamed the International Society for Applied Ethology. The increase in size and distribution of membership not only meant an increase in the influence and competence of the ISAE, but also led to an increase in the workload and organisational skills needed for the day-to-day running of the Society.

This document gives details about the functions and procedures that are important for the work of ISAE, based on the Constitution of the ISAE (Appendix I). The Guidelines evolve by capturing decisions made by the ISAE Council and through feedback from ISAE members, and they encapsulate the corporate memory and provide consistency from one administration to the next. The Guidelines exist to increase the transparency of the operating of the ISAE and to assist in the running of the many and different aspects of it. In the wording of the Guidelines, we try to find an appropriate balance between long-winded prose and short rule-like lists whilst avoiding heavy, legal phrasing.

We acknowledge the support from Bill Jackson, ISAE's Legal Assessor (1926-2020). We also acknowledge the efforts in the initial development of these Guidelines of Julie Morrow, Procedural Advisor to the ISAE (2000-2003).

October 2022

Heleen van de Weerd, *Procedural Advisor*

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Aims of the Society

As described in the Constitution (Appendix I), the aims of the Society are:

a. to encourage and support basic and applied research into the behaviour of animals as related to the use of animals by humans. This includes domestic, laboratory, zoo, companion, pest and captive animals or managed wild animals;

b. to stimulate the incorporation into practice of advances resulting from research into animal behaviour. This includes the application of results for the improvement of animal welfare, protection and legislation; standards for management and housing of animals; nature conservation; food security; and sustainable livestock production.

c. to provide an international forum in which scientists can communicate and discuss the results of the above research. This can be achieved by organising or encouraging scientific meetings and by encouraging scientific publications;

d. to encourage, where appropriate, links between applied animal behaviour science and other disciplines. This can be realised by encouraging presentations, discussions and publications and by maintaining contacts with appropriate scientific societies;

e. to encourage and support the teaching of animal behaviour in research and academic institutions, especially veterinary schools, departments of animal science and animal production, and departments concerned with laboratory or companion animals or captive wildlife;

f. to provide a pool of expertise to national governments, international bodies, industry and to those animal welfare organisations which deal with problems involving animal behaviour. To encourage, where possible and appropriate, the assimilation of scientific knowledge so as to facilitate its use in relation to practical problems concerning the way animals are kept and cared for.

In 2017 the ISAE was awarded charitable status by the Office of the Scottish Charity Regulator (the Society is still officially based in Edinburgh) and became a Scottish Charitable Incorporated Organisation (SC047974). The charitable purposes of the ISAE are the advancement of science, of education, and of animal welfare.

In 2009 Council adopted an ISAE mission statement (updated 2018), which consists of a brief overview of ISAE's activities and stresses that ISAE can provide independent expertise on animal behaviour to third parties. The mission statement appears as Appendix V and on the ISAE website.

Diversity

The Society recognises the importance of supporting and promoting diversity in its membership and the wider community, in gender, age, ethnicity, geographical representation and other factors. This should be applied in nomination and selection of officers, representatives, lecturers and recipients of funds, awards and honours.

Office Bearers

Duties of Officers

The elected officers shall perform the duties described in this section and such other duties as are prescribed for the office in the constitution, these guidelines, by Council, and by the President. All elected officers shall each year prepare a (short) report to be presented at the Annual General Meeting (AGM). This can be a summarised version of that published in the June Newsletter. In addition, some reporting is required prior to the New Year (electronic) Council Meeting. All officers should ensure that their contact information is accurate wherever it appears (e.g. website, forms, Newsletter) and promptly notify the Communications Officer of any changes. Council members are expected to attend as many meetings (including the AGM) as possible.

Duration of Service

In accordance with the Constitution, the Hon. President, the Hon. Junior Vice-President and the Hon. Senior Vice-President shall serve for a maximum of two years. The Hon. Senior Editor and the Hon. Junior Editor shall normally serve for a maximum of two years. Other office-bearing members shall normally serve for a maximum of four years. Closely related roles (main and assistant positions) should aim to be staggered (with a 2-year overlap) to ensure continuity). Other circumstances in which a Council Officer will cease to hold office are given in the constitution.

President
1. Be the chief executive officer and official spokesperson of the ISAE.
2. Preside over the Council and business meetings and assume overall responsibility for the affairs of the ISAE, including maintaining contact with external groups such as the WOAH, the World Organisation for Animal Health (formerly known as OIE).
3. Appoint the Chairpersons of standing committees of the ISAE and such temporary committees as may be desirable; appoint members of standing committees in consultation with the Council.
4. Sign and execute in the name of the ISAE all authorised deeds, mortgages, bonds, contracts or other instruments, except where the signing and execution is expressly delegated to some other officer or agent of the ISAE.
5. Prepare the Annual Report of ISAE's activities related to its charitable purposes for the OSCR.
6. Ensure that Student Representatives are elected yearly by the student membership, in November/December (in time to take office at the New Year Council Meeting).

7. Ensure that the ISAE 50th Anniversary Shield is preserved for the Society.

Junior Vice-President
1. Assume the duties of the President in the latter's absence or inability to serve.
2. Act as the coordinator for the Regional Secretaries, report on regional activities at Council Meetings and, before Congress Council Meetings, ask Regional Secretaries to provide a breakdown of their region's income and expenses.
3. Whenever practical, organise an informal gathering of Regional Secretaries at the annual congress to facilitate the exchange of information and experience.
4. Assist the Treasurer with applications for regional funds.

Senior Vice-President
1. Serve as a consultant and advisor to the President, in order to provide continuity in the development and implementation of long-term policies of the ISAE.
2. Be responsible, in the absence of the Procedural Advisor, for ensuring that all meetings of Council and the general membership are conducted according to the Constitution and guidelines of the ISAE.
3. Coordinate the planning of future annual congresses of the ISAE.
4. Contact future congress organisers as soon as possible and preferably at least 2 years prior to the congress and bring to their attention the requirements for congresses, as described in these Guidelines.
5. Serve as the chair of the Congress Advisory Committee and, as such, ensure that written policies relating to congresses are developed and revised annually.
6. Consult with the Treasurer and advise, in writing, the Local Congress Organising Committee (LCOC) of the sum up to which the Society will underwrite the congress.
7. Receive and make decisions (with the Treasurer and two other Council Members) on applications for the Congress Attendance Fund.
8. Ensure that the LCOC liaise with the D.G.M. Wood-Gush Memorial Fund for selection of the speaker for the Wood-Gush Memorial Lecture (see Appendix VIII for the full procedure).
9. Be responsible for maintaining a record of selected information from past congresses to assist with the running of future congresses and ensure that the information is made available to congress organisers.
10. Liaise with other scientific societies to promote research and education in animal behaviour and animal welfare.

Secretary
1. Be responsible for all arrangements for Council and business meetings and record the minutes thereof.
2. Be the custodian of the records of the ISAE and securely store, electronically, Council and AGM minutes as necessary.
3. Keep on file all committee reports.

4. Send out the call to meetings.
5. Prepare the order of business (agenda) for all meetings.
6. Receive votes, collate and report back to Council on voting outcomes; this may be delegated to another Council member if appropriate.
7. Be responsible for the posting of Officers' reports to the AGM, either by making them available before the AGM or submitting them for inclusion in the Society Newsletter.
8. Forward AGM Minutes to the Communications Officer to make them available to members.
9. Determine when Council positions will become vacant, notify Council of these and promptly arrange for announcements and calls for nominations to positions to be made on the mailing list and in the Newsletter.
10. Ensure that the e-mail distribution list of the ISAE Council is maintained.
11. With the help of the Assistant Secretary, compile the Newsletter (usually published in December and June, prior to the Council Meetings)
12. Securely store, electronically, Newsletters as necessary.

Assistant Secretary
1. Assume the duties of the Secretary in the latter's absence or inability to serve.
2. Coordinate the selection of potential candidates from the ISAE membership for committees/panels of experts for governmental (e.g. Council of Europe) and non-governmental bodies when such bodies specifically invite experts from the ISAE.
3. Maintain and update a list of ISAE experts that includes information on what governmental and non-governmental bodies they sit on and their contact emails.
4. Facilitate communication between Council and ISAE experts and be responsible for documenting decisions/views/opinions.
5. Be responsible for regularly collecting reports from ISAE experts on governmental and non-governmental bodies, and provide the Secretary with a copy.
6. Be responsible for keeping Council informed on all matters relating to ISAE experts, so funding can be prioritised.
7. Be responsible for sending letters of thanks when an ISAE member steps down as an expert for governmental and non-governmental bodies.
8. Coordinate SOPs for each of the council voting and non-voting positions and remind position holders to keep them updated.
9. Co-ordinate the Creativity and New Investigator awards, and biographies of Honorary Fellows.
10. Be responsible for the printing and delivery of certificates to newly elected Honorary Fellows.
11. Assist the Secretary with the preparation of the ISAE Newsletter.
12. Assist the Secretary in ensuring that all Council and AGM minutes are securely stored electronically, and that information about these records is passed to their successors after their election.
13. Maintaining records of terms served on the ISAE Ethics Committee.

Membership Secretary
1. Ensure that the names of potential new members of the ISAE, who have completed membership forms, are brought to the attention of the Council for approval as ISAE members. A list of applicants for membership and their proposers/seconders (and supporting statements, as appropriate) should be sent to Council several times per year (usually monthly) so that approved members can be admitted to the Society without undue delay. The result of the vote on admission should be reported back to Council soon after the vote has been conducted.
2. Ensure that the Regional Secretaries are provided with names, addresses and email addresses of new members in their Region and circulate an updated list to them 4 times a year.
3. Maintain an accurate and regularly updated online membership database that can be accessed by members.
4. Consult with Council on annual applications for sponsored membership and report the outcome to applicants.
5. Liaise with Elsevier to ensure that members who subscribe to *Applied Animal Behaviour Science* obtain their subscription.

Treasurer
1. In charge of all funds received by the ISAE.
2. Present a financial statement of the ISAE to Council and to the membership at the Annual General Meeting.
3. Prepare the annual budget and submit the budget to Council for review and approval.
4. Maintain ISAE accounts and ensure that they are independently examined each year.
5. Make purchases and employ assistance as authorised in the budget in order to expedite the business of the ISAE.
6. Transfer funds between accounts when necessary to maintain sufficient funds in the current account to meet expenditures and to minimise bank charges, and transfer funds as determined by Council.
7. In consultation with the Junior Vice-President allocate funds to Regional Secretaries. If the amount exceeds GBP 500 per annum approval by Council must be sought.
8. Advise the Senior Vice-President of the sum available for underwriting the congress.
9. Assist with the decision making on applications to the Congress Attendance Fund and any scholarship grants from external sponsors.
10. Decide whether Congress Attendance Funds should be transferred to the Local Congress Organising Committee or directly to the applicant.
11. Make all documents concerning ISAE funds available for the Independent Examiners.
12. Prepare the annual financial report and submit this to the OSCR, together with the report of activities provided by the President.

Communications Officer
1. Distribute the two annual ISAE Newsletters (usually published in December and June, prior to the Council Meetings) to ISAE members.
2. Distribute/post, as necessary and promptly, to the membership, any other information relating to the Society, such as Office-bearers' reports, the Guidelines, AGM Minutes and membership directory, or links to such information.
3. Maintain, or liaise with a professional provider to maintain the ISAE website.
4. Maintain and revise the regional websites with content specified by the Regional Secretaries.
5. Update and maintain the ISAE letterhead.

Assistant Communications Officer
1. Manage ISAE social media accounts (e.g. twitter, Facebook, LinkedIn – currently dormant): scheduling content, engaging audience, tracking efficacy and coordinating with members to leverage channels to promote ethology.
2. Summarize social media metrics twice yearly to report to Council and membership.
3. Assist the Communications Officer as necessary (e.g. helping with subcommittees and projects).

Senior Editor
1. Ensure that an annual ISAE special issue of Applied Animal Behaviour Science is published and decide (with the Junior Editor) the approach for the special issue. These special issues can be topic-based with proposals for topics submitted by members and selection made by the Senior and Junior Editors, or (most commonly) based on the topic of the yearly international conference. The issues are published as 'virtual special issues,' where articles are published as accepted.
2. Select and invite contributors to the special issue, with assistance from the Junior Editor.
3. Invite the Wood-Gush Memorial and plenary speakers from the ISAE congress to submit their papers to the Special Issue in Applied Animal Behaviour Science, as lead reviews. Liaise with the Reviews Editor of Applied Animal Behaviour Science to ensure timely publication of these contributions (preferably within 12 months of the Congress).
4. As appropriate, make sure use is made of the annual 6-page allocation in Applied Animal Behaviour Science for non-peer reviewed articles relating to ISAE.
5. Liaise with Elsevier on matters relating to publications of the ISAE, including monitoring the mutual agreement with Elsevier, and assessing the need for review.
6. When it is not possible for Elsevier to be represented at the Council Meetings, ensure that Elsevier submits to the ISAE Secretary before the congress Council Meeting a report, in the same way that Council Officers do, containing relevant statistics and other information relating to Applied Animal Behaviour Science.

Junior Editor
1. Assist the Senior Editor with the decision of the topic, selection of authors and the publication of an annual special issue of *Applied Animal Behaviour Science*.
2. As appropriate, help to ensure that appropriate use is made of the annual 6-page allocation in *Applied Animal Behaviour Science* for non-peer reviewed articles relating to ISAE.
3. Coordinate the Help-with-English scheme.

Education Officer (*role currently dormant*)
1. Collate and coordinate information on teaching material and make this information available on the ISAE website to members of the ISAE.
2. Respond to queries addressed to the Society regarding matters related to education in applied animal behaviour.

Ethics Officer
1. Serve as a consultant and advisor to Council during meetings, report on the issues raised in the Ethics Committee, discuss issues raised in Council with the Ethics Committee, and report back to Council.
2. Chair the Ethics Committee.
3. With the Ethics Committee, review and update the Ethical Guidelines for the ISAE as needed.

Procedural Advisor
1. If possible, be present and serve as Procedural Advisor at all meetings of Council and the general membership, to ensure that these meetings are conducted according to the Constitution and guidelines of the ISAE.
2. Provide advice to Council on procedural matters as needed.
3. Review the guidelines annually, or more often as needed, and recommend changes for consideration by the Council ensuring that these reviews are done within the rules of the Constitution.
4. Advise on amendments to the Constitution.
5. Oversees activities related to GDPR and Data Protection for the Society.

Development Officer
1. The Development Officer shall promote (and encourage members to promote) applied ethology and ISAE activity in countries where the ISAE is unrepresented or under-represented, particularly in Eastern Europe, Africa, the Middle East, Asia (apart from Japan) and Latin America.
2. In relation to work in particular Regions, this will involve liaison with Regional Secretaries and the Junior Vice-President. In relation to congresses, it will involve liaison with the Senior Vice-President.
3. Promotion may include, for example, sending out messages to the membership, distribution of ISAE leaflets and posters, activity at meetings of ISAE and other organisations, encouraging the organisation of ISAE and appointment of and supporting activities of country liaisons (who provide a local link to congress attendance funding, regional secretaries and the JVP).

4. Council may provide financial support for such activity, if necessary, for example to attend a conference where promotion of ISAE may be fruitful. Such expenditure (other than administrative costs) must be approved in advance by the President and Junior Vice-President. Claims for expenses must be accompanied by receipts of expenditure.
5. The Development officer will work with other Council members to apply for and manage (or support a co-opted member to manage) external funding sources for development activities for congresses, regional meetings and travel grants.

EDIA Officer (Equity, Diversity Inclusion and Accessibility Officer)
1. The EDIA Officer is responsible for handling all business related to the Equity, Diversity Inclusion and Accessibility Committee, including chairing the Committee meetings.
2. Any one EDIA Officer shall normally serve for a of 4 year-term.

Co-opted (non-voting) Council members

These are Council members appointed by the President or the Council to undertake tasks which are either temporary, or which complement the work of the Officers without warranting a full Council Officer position: these can include: Assistant Development Officer, Legal Assessors and Student Representatives.

Legal Assessor(s)
1. A Legal Assessors may be appointed by the President.
2. The Legal Assessor(s) can assist the Procedural Advisor with the review of and changes to the guidelines (on request)
3. The Legal Assessor can provide advise on amendments to the Constitution (on request).
4. Any one Legal Assessor shall normally serve for a maximum of 5 years with a preferred minimum of 3 years.
5. Unless the Legal Assessor is also an elected Council member, (s)he cannot vote at Council Meetings.

Assistant Development Officer
1. The Assistant Development Officer is responsible for handling all business related to the Developing Country Congress Attendance Fund (DCCAF), including oversight of available fund, working with the grant holder in promoting and managing the fund, coordinating the judging panel for awardees, communicating the outcome of the award, assisting travel and other arrangements of the awardees and help with organising relevant activities to the award.
2. Provide reporting on the DCCAF funding usage and other requirements required by the funder.
3. Assist the Development Officer as necessary (e.g. helping with projects, contribution to the newsletter, participation in council meetings, etc.)

4. Contribute to the regional development in terms of possible activities and initiatives.

Student Representatives
1. A maximum of two Student Representatives (who must be members of ISAE or have applied for membership) shall be elected by student members of the Society and appointed by the President. Student Representatives are responsible for recruiting their replacements by organising yearly elections (with the assistance of the Education Officer (role currently dormant) or the Assistant secretary).
2. Student Representatives shall represent the student membership in Council and organise and co-ordinate student-related activities. They can, e.g., assist with organisation of social, training and educational activities at conferences, and are responsible for creating and contributing to the student page of the ISAE website. ISAE will pay Student Representatives' registration at congresses, and can give financial support for activities at conferences.
3. Student Representatives shall serve for a maximum of two years, using a Senior – Junior system. Unlike other Council members, the Student Representatives' year runs from one New Year Council Meeting to the next.
4. Unless Student Representatives are also elected Council members, they cannot vote at Council Meetings.

Regions and Regional Secretaries

The regions to be represented are determined by Council. Each region will not normally be smaller than one country or represent more than about 20% of the membership. There are currently 13 regions:

Africa and West Asia, Benelux, Canada, East and South Europe, East Asia, Latin America, Nordic, UK/Ireland, Oceania, South and Central Asia, Southwest Europe, USA, West Central Europe.

These regions can be modified as requested by the regions or Council.

Appointing Regional Secretaries:

1. Regional Secretaries should reside in the region they represent.
2. Before appointing a Regional Secretary, the members from that region should be requested to submit suggestions for that position to the Junior Vice-President.
3. Candidates are asked to submit a CV and a brief statement of motivation.
4. Members of the region should be asked to vote or comment on the proposal as much as possible, alternatively,
5. Council appoints a Regional Secretary.
6. Regional Secretaries are appointed by and serve at the discretion of Council and their appointments may be reviewed, extended or revoked at any time.

7. New Regional Secretaries are generally appointed every 3–5 years. This position may be shared between two people, if desired.
8. Regional Secretaries will be eligible to attend Meetings of Council but not to vote.
9. Regional business is the responsibility of the Junior Vice-President who will supervise regional elections of new secretaries and report on regional business at the Council Meetings.

Duties of Regional Secretaries:

The main task of the Regional Secretary is to further the aims of the ISAE within that region by:

1. Communicating with members within the region and presenting their concerns and opinions to Council.
2. Informing the members about current business of ISAE. How information is distributed will vary, but possible suggestions include via email or by announcements at regional meetings. When email is used, the list of email addresses should not be made accessible to members.
3. Providing the Communications Officer with content for a regional page on the official ISAE site, giving regional information in English (and optionally in the main language of the region). A regional website is a prerequisite for a region obtaining financial support from the Society.
4. Promoting membership of ISAE. This can involve attracting new members and helping them submit applications. Regional Secretaries should also contact new members in their region to welcome them to the Society and ensure they are able to contact the Regional Secretary as necessary. Regional Secretaries will be provided with the names, addresses and email addresses of new members by the Membership Secretary when these names are approved by Council.
5. Promoting the organisation of appropriate regional meetings of ISAE where current research and matters of interest to the members may be presented and discussed. It is accepted that the wishes of the members in the different regions vary and this should be reflected in the frequency and type of regional meetings.
6. Building up and maintaining a record of regional business. This record will vary between regions, but should contain previous regional reports, a membership list for that region, details of how previous meetings were organised and what requests have been made for regional funding. The aim of the document will be to ease the transition from one Regional Secretary to another.
7. Establishing a separate account for regional funds at a local bank, or making other appropriate arrangements for such funds: see next section.
8. Providing a brief report on regional finances, which includes the past and current balance of the regional account and a break-down of incomes and expenses, to the Junior Vice-President and Treasurer in time for the Congress Council Meeting.

9. Submitting a written report to the Junior Vice-President prior to the Congress Council Meeting. The report should summarise the region's activities, but can also include any other information that the region wishes to bring to the attention of Council. In addition, informing the JVP of recent or new regional activities prior to the electronic, New Year Council Meeting.
10. Helping in routine Council administration as it refers to their region. This will mainly be in connection with membership issues, such as:
    a. helping the Membership Secretary to determine the suitability of applicants for ISAE membership who do not have a proposer/seconder, by "interviewing" applicants and acting as proposer as necessary (see Membership – application procedure)
    b. helping the Communications Officer and Membership Secretary find members' current e-mail addresses and contact details
    c. helping the Assistant Secretary identify possible sources of funding for ISAE representatives
    d. helping the Assistant Secretary identify potential candidates from the ISAE membership for committees/panels of experts for governmental and non-governmental bodies (e.g. Council of Europe)
    e. helping the Secretary to identify potential candidates for vacant Council positions if no nominations are received.
11. Conducting other activities which are relevant to the specific regions and which are requested by the members in the region.
12. Supplying the ISAE Communications Officer with information, such as meeting announcements relevant to applied ethology and ISAE, and obituaries for deceased ISAE members from the region for publication in the ISAE Newsletter.
13. Fostering links and promoting co-operation between ISAE and other groups and individual scientists with interests common to ISAE.
14. Informing appropriate government, industry and animal interest groups about the aims and activities of ISAE.

Regional Funds

- Regions are strongly encouraged to build up their own financial basis for the funding of regional activities (not just for holding meetings).
- Provided that the region has a website linked to the main ISAE website, regions can obtain funding from the ISAE account to cover expenditures associated with holding meetings.
- All requests for funding from regions should be in GBP, must provide an explanation of why funding from the Society is needed and should be sent to the Junior Vice President and the Treasurer.
- To receive funding from the ISAE account, a region needs to establish a way to organise money transfers and accounting (to protect the Regional Secretary, for transparency and for examining purposes). The best way to do this is to establish a regional ISAE bank account. However, in some regions this has proved difficult, and an alternative solution may have to be found. Some regional meetings have been run as a project within a university, or a

personal bank account may be used as a temporary solution as long as it is not used for other personal bank transfers.

- Each region's bank account (or alternative arrangement) is to be administered by its Regional Secretary. Regional Secretaries are listed on the ISAE website.
- If necessary, ISAE will support the opening and maintenance of regional bank accounts by providing a reasonable minimum balance and/or paying reasonable annual charges.
- The statements of this account (or alternative arrangement) must be available to the regional membership and to the Junior Vice-President and Treasurer, so that they may establish that a special need exists and that funds are being spent appropriately, and for examining.
- Sums up to and including GBP 500 can be awarded by the Junior Vice-President and Treasurer.
- Council must approve applications for sums greater than GBP 500.
- The sum of GBP 500 can be accumulated over 2 years (but no longer) and by regions for joint meetings, but cannot be accumulated over years and regions simultaneously. This effectively means that the maximum sum available is GBP 1000 **or** GBP 500 x the number of regions participating in the joint activity.
- Council strongly advocates the use of these funds to support student attendance at regional meetings.
- If regional meetings are held, their costs should be kept as low as possible to encourage high participation, particularly by students.
- Council encourages regions to consider a reduced attendance fee for ISAE members.
- Where possible, regional meetings should be held at a time of year and covering topics that minimise 'competition' with the annual Congress.
- After the event, a report on, and receipts demonstrating, how funds have been used must be provided to the ISAE Treasurer by the region.
- Council recognises that certain regions may need more financial support than others to help with regional activities.

Committees

Any standing committee shall have (but is not limited to) 3-5 members. All members of standing committees shall be members of the ISAE. The committees should be balanced across regions and areas of specialisation to the extent possible. Ad hoc committees for specific tasks can be established by the President after approval by Council.

Congress organising committees

1. Congress organisation will normally be undertaken by The Congress Advisory Committee (CAC) and the Local Congress Organising Committee (LCOC).

2. The CAC consists of the Senior Vice-President (chair), one representative from each of the previous two congresses, one from the current congress and one from the next, and the ISAE Senior Editor.
3. In the event that a congress is organised jointly by a number of institutions in a country, or the organising responsibilities are divided between several committees e.g. a local organising committee and a local scientific committee, then there may be more than one local organiser on the CAC.
4. The main task of the CAC is to provide knowledge and continuity between congresses, as the LCOC normally operates for about one year only. The LCOC decides on technical/operational issues as well as scientific issues related to their particular congress, such as abstract acceptance.

Editorial Committee

1. The Senior and Junior Editors in consultation with the Senior Vice-President shall appoint an Editorial Committee which shall comprise the Senior Editor (Chair); Junior Editor; one member of the Congress Advisory Committee (preferably the Chair); representatives of the LCOCs of the most recent and current congresses; others if necessary to expedite matters.
2. The Editorial Committee shall assist the Senior or Junior Editor in writing the 6-page annual submission to *Applied Animal Behaviour Science* (see also Agreement between Elsevier and ISAE available on the ISAE website in the members-only section).
3. The Editorial Committee shall assist the Senior and Junior Editors in completing the special issue of *Applied Animal Behaviour Science*.
4. The Editorial Committee approves the one-page advertisement for the ISAE written by the Communications Officer to be published in *Applied Animal Behaviour Science* twice per year.

Ethics Committee

The Ethics Committee shall:
1. Develop, publish, and regularly review Ethical Guidelines for the ISAE, related to the ethics of animal use.
2. Respond to questions from members of the ISAE.
3. Respond to questions from the Local Congress Organising Committee and the Congress Advisory Committee regarding reviews of congress abstracts. Ethical reports/comments on abstracts should be made available to the author(s) of the abstract in question.
4. As necessary, report annually to ISAE Council and ISAE members on relevant events and developments during the past year. The report must respect the anonymity of authors and treat issues with suitable sensitivity.
5. Bring to the attention of ISAE members relevant literature and information related to the ethics of animal use.
6. For reasons of continuity and acquired skills and knowledge, nominate a committee member for Chair (Ethics Officer), although other nominations may also be taken from the wider Society membership.

7. Normally serve for a 6-year term, but for practicality, continuity and to retain skills and knowledge, a member's term may be shortened or extended at the discretion of the Ethics Committee, with approval of Council if necessary.
8. Membership of the Committee comprises the Chairperson (Ethics Officer) and normally six other members.
9. Although the Chair is an office-bearing member and, thus, elected by the Society membership, it is desirable for continuity and experience that nominations be sought from within the Ethics Committee. The Chair shall not normally be eligible for re-election for 4 years. The ex-Chair may be allowed to remain on the committee 'ex-officio' to assist the new Chair.
10. Membership shall normally be determined by Council, although, if necessary, election by ISAE membership may also be used. Membership should aim to provide representation of different geographical (and cultural) locations, different fields of work and expertise with a broad range of species. Two Committee members shall normally stand down and be replaced by two new members every two years, although this will vary if it is a year in which a new Chairperson is required and a Committee member is elected to the position of Chairperson.

Awards Committees

1. Separate Committees will be assembled annually by the Assistant Secretary to evaluate applications for the Creativity and New Investigator awards.
2. Each Committee will consist of the Assistant Secretary (chair), three ISAE Council members and two ISAE members who do not hold Council positions.

Equity, Diversity Inclusion and Accessibility (EDIA) Committee

1. The Committee will be chaired by the EDIA Officer.
2. The EDIA develops, publishes, and regularly (i.e., annually or more frequently) reviews EDIA Guidelines for the Society.
3. The Committee will have a minimum of five members.
4. Members shall normally serve for a 6-year term (early-career researchers normally 2-4 years), but for practicality, continuity and to retain skills and knowledge, a member's term may be shortened or extended at the discretion of the EDIA Committee, with approval of Council if necessary (Start-up 2021: 2 for 2 years, 2 for 4 years and 2 for 6 years, and thereafter move to that replacement of 2 members every 2 years).
5. Nominations for the position of EDIA Officer should be sought from within the EDIA Committee. The Chair shall not normally be eligible for re-election for 4 years. The ex-Chair may be allowed to remain on the committee 'ex-officio' to assist the new Chair.
6. Membership shall normally be determined by Council, although, if necessary, election by ISAE membership may also be used.
7. The ISAE Equity, Diversity, Inclusion and Accessibility Committee should itself have a diverse membership, with diversity in gender, age, career stage, sexual orientation, impairment or disability, religious beliefs, race, ethnicity, and geographical representation.

Meetings

Annual General Meeting (AGM)

1. An Annual General Meeting shall be held during the congress. It shall be the duty of the Secretary to prepare the agenda for the AGM.
2. A majority vote is more than half the votes cast, excluding blanks or abstentions.
3. Similarly, proposals for amendments to the constitution will be passed if two-thirds or more votes are in favour, excluding blanks or abstentions.

Order of Business
1. Apologies for absence
2. Minutes of previous meeting (corrections, approval)
3. Matters arising from the minutes of previous meeting, which are not otherwise on the agenda
4. Business items
   a. Reports of the Officers
   b. Election of Officers (as it takes time to count votes, Election of Officers may be the first business item)
   c. Standing Committee Reports
   d. Appointment of independent examiners
   e. Special committee reports
   f. Other items (sent to the Secretary from Council or ISAE members)
5. Any other business
6. Date of next meeting

With regard to 4(a) above, all Officers present at the AGM will be introduced to the membership, but a decision will be made by Council at the preceding Meeting as to which Officers will make presentations at the AGM.

With regard to 4(b), if an election is contested and not all candidates are in attendance, the candidates should be presented by the Secretary or another Council member to ensure equal presentation of all candidates. Use of ballot papers is preferred to a show of hands, especially if any of the candidates is present.

If time permits, reports from Officers should be posted after the preceding Council Meeting and before the AGM. If this is not possible, then Officer reports are to be made available in the next Society Newsletter, at the latest.

General Meeting (GM)

Council may decide to hold additional General Meetings (GM) if necessary (as described in the Constitution (Appendix I).

Council Meetings

The Council shall meet at least once a year immediately prior to the AGM (the Congress Council Meeting), as stated in the Constitution. In addition to this, Council usually meets electronically once a year (generally in January/February, the New Year Council Meeting), although additional meetings can be held as necessary. Electronic meetings are described in the Constitution (Appendix I). Although voting by Council members is not always necessary to establish a decision at meetings, it may be used more during electronic meetings to better establish consensus. Votes should be sent to and recorded by the Secretary.

In the event that a Council officer is unable to attend the Congress Council Meeting and has a report to present and matters to discuss, the agenda may be arranged in order that the Council officer can participate in the meeting by video-conferencing or tele-conferencing.

The Congress

General operational aspects

1. The Congress Advisory Committee (CAC) and Local Congress Organising Committee (LCOC) should advise on amendments to this section of the guidelines where appropriate.
2. The LCOC should follow the guidelines and any deviation from them requires approval from the CAC.
3. Council recognises that, with the increasing size of the Society, it may not be possible to organise and run a congress without the assistance of a professional conference organiser and other paid assistance. Council suggests that one solution to this is to include into the congress registration fee a sum that covers the cost of professional organisers and/or salaries for LCOC members who have traditionally donated their time "in-kind".
4. English is the official ISAE congress language.
5. The proposed venues for future congresses must be approved by Council.
6. Council has agreed that special topics or themes for the annual congress are not necessary, but the LCOC may decide to have special topics or themes, as these provide a focus, and allow the review and raising of the profile of certain topics. If the LCOC decides on special topics they should check (well in advance) with the CAC that these topics have not been covered in a recent congress.
7. Congresses usually have no more than two parallel sessions, but the LCOC may choose to schedule more than two after discussion with and agreement by the CAC.
8. Whilst it is not appropriate to establish rigid rules, Council urges the LCOC to give precedence to plenary papers, and have more poster presentations rather than many short oral presentations; careful consideration needs to be given to the length and number of presentations to minimise the number of parallel sessions required.
9. The agreed publisher (currently Wageningen Academic Publishers, until and including the 2020 congress) is to be used to manage the abstracts and, normally, produce a PDF of the congress proceedings. This will be paid for

from ISAE funds. The LCOC may choose to print the PDF themselves, or WAP can do this; in either case, the cost will be the responsibility of the LCOC.

10. It is a matter for the LCOC whether they wish to invite particular speakers (other than the Wood-Gush Memorial Lecturer) and whether they should be paid a fee, or expenses, or be remunerated in some way.

11. The LCOC should also aim to schedule ample time for discussions (relating to particular presentations and informal discussions).

12. An appropriate venue and time periods must be allocated for the display of posters. The LCOC should strive to produce a poster forum that allows presenters to expand verbally upon their poster and permit questions and discussions with interested parties.

13. Oral and poster presentations are for the presentation of material from scientific research.

14. The holding of workshops on specific issues is encouraged, particularly as these provide a venue at which very recent data can be presented for discussion. This type of forum also allows for presentation of material relating to applied ethology, but which is not of a scientific research nature, such as teaching and ethics.

15. Within one month from the end of the congress, the LCOC should forward to the CAC the following information: an electronic list of abstract reviewers used; the number of congress attendees, divided into ISAE members and non-members, and student members and non-members; the numbers of oral and poster presentations; and any other information that may be useful to organisers of subsequent congresses. The Senior Vice-President is responsible for entering selected information about the past congress into the Congress Book.

16. The provision of childcare services during congresses is supported by Council in principle, but it is recognised that there are issues with such things as costs, practicality, registration and liability. Thus, the decision on the provision of this service resides with the LCOC.

17. To avoid confusion, it is recommended that the website for only one congress is 'live' at any time – thus the website for the following congress may be launched at the closing ceremony of the current congress, but not before.

Abstracts, presentations and proceedings

1. Abstracts are managed and proceedings published by the agreed publisher (currently Wageningen Academic Publishers). The LCOC may choose to use WAP for abstract handling only, with or without desk editing, and to produce a PDF of the abstract proceedings, and to print the proceedings. As indicated above, the cost of abstract handling will be covered by ISAE, while the cost of printed proceedings, if produced, will be part of the congress budget.

2. Abstracts must be submitted as described in the Abstract Submission Standard (Appendix II). Abstracts on topics that do not fit within the scope of the Society or that do not comply with the standards will not be accepted.

3. Authors of abstracts should not be made known to referees (i.e. abstracts should be sent to referees without the author(s) name(s) on the document).

4. Each abstract will be reviewed by at least two referees and according to the Guide for Reviewers, which, also, asks reviewers to consider any ethical issues associated with the work ([Appendix III](#)).
5. Decisions on how to handle ethically dubious abstracts are left to the LCOC, which may take advice from the Ethics Committee.
6. In order that abstract acceptance is not jeopardised as a result of time delays, it is essential that the Ethics Committee be contacted at the earliest opportunity to allow full discussion of the issues to take place and for the Ethics Committee to obtain further information from the authors if necessary.
7. The *Wood-Gush Memorial Lecture* and plenary speakers should be invited (by the Senior Editor) to submit their papers as lead reviews to be published in *Applied Animal Behaviour Science*, with the normal journal review process operating.
8. The LCOC should select abstracts that are indicative of high quality science.
9. The LCOC has the final decision as to the form of presentation for an abstract (e.g. poster, short oral, plenary etc.). If the abstract quality is acceptable but, because of programming restrictions, it is not possible for authors to give an oral presentation, authors should have the opportunity to present their work as a poster.
10. Whilst abstract quality is a key consideration, it may be difficult to produce a logical and coherent program based on this criterion only. Consequently, it may be necessary also to select abstracts on the basis of subject in order to program subject-related sessions.
11. Each presenting author may present only one oral paper or poster (not both a paper and a poster); the LCOC will accept only one abstract for presentation if an author submits multiple abstracts as the presenting author. The intentions of this 'rule' are to encourage the author to select the best of their pieces of work and to permit as many different people as possible to make a presentation.
12. Presenters must be registered for the congress before abstracts will finally be accepted.
13. At any time, the LCOC may request the assistance of the CAC in difficult situations related to abstract acceptance or revision.
14. Abstracts should be provided to congress participants in the form of proceedings, which may be printed or in electronic form.
15. Congress proceedings should be posted online via the ISAE website, in the open-access area, as soon as possible after the congress, and normally within 3 months. Prior to this, hard copies may be sold with an announcement made about their availability via ISAE-list and the ISAE website.
16. Instructions for chairing at ISAE Congresses can be found in [Appendix IX](#).

Student poster competition

1. A student poster competition is to be held and the LCOC is responsible for organising the running and judging of it.

2. Three prizes are awarded for this competition, which are 3-, 2- and 1-year's membership of ISAE and certificates (from the Society's funds) for 1st, 2nd and 3rd places respectively. The LCOC may wish to provide an additional small gift for each prize-winner to be met from congress funds.
3. The free years of membership run from the date that the prize was awarded, or the following year if the current year's membership has already been paid.

Wood-Gush Memorial Lecture

1. Following the death of Professor David Wood-Gush (1922-1992), a memorial fund was set up in 1993 to endow an annual lecture to be given in his memory in connection with the annual international congress of the ISAE (International Society for Applied Ethology).
2. The composition (including the chair) and renewal of the steering committee for the *David Wood-Gush Memorial Fund* is described in [Appendix VIII](#) together with guidelines for selecting the annual speaker, and the financial management of the Fund.
3. The chair of the committee is the point of communication with the LCOC and Council.
4. The LCOC sends a list of potential speakers to the steering committee for the *David Wood-Gush Memorial Fund*, through the Senior Vice-President.
5. After completion of the selection procedure, the LCOC is responsible for inviting the Wood-Gush Memorial speaker and to agree upon travel arrangements.

Loans, sponsorship and exhibition fees

1. Council welcomes the acquisition of sponsor money as long as it does not influence the rules of selection of papers or speakers, and lectures are not named after companies, and the general spirit of the congress is not affected.
2. Exhibition fees will be at the discretion of the LCOC to cater for local conditions and membership of the Society does not imply a discount for commercial activities at the congress.
3. A record of fees charged is to be recorded in the Congress Book by the Chair of the CAC (Senior Vice-President).
4. The LCOC are encouraged to try to obtain funding/sponsorship to support "local" applicants wishing to attend congresses, especially those from 'developing regions' close to where the congress is being held.
5. The LCOC can obtain a cash advance from the ISAE account to cover early congress expenditures, which is to be refunded at the conclusion of the congress.
6. The cash advance is limited to a maximum of GBP 3000 and can be obtained up to 2 years in advance of the congress.
7. The request for funds is to be made by the LCOC to the Treasurer, who consults with the Senior Vice-President and make a decision and the Treasurer then transfers the funds.

Budget and registration fees

1. The LCOC is strongly encouraged to reduce the costs of the congress as far as possible, including the costs of social events, such as the congress dinner, in order that student members can participate. This may be achieved by selecting modest venues and perhaps subsidising the congress dinner for students.
2. To encourage membership, it is recommended that registration fees for both Annual Congresses and regional meetings are lower for ISAE members than for non-members. Local organisers are asked to check that delegates who register as ISAE members are paid-up Society members and if not, to require them to pay the higher non-member registration fee.
3. Students, unemployed and retired ISAE members should be offered a reduced registration fee, but the amount of the reduction is decided by the LCOC.
4. Members of the LCOC should be entitled to free registration, although the ability to provide this may depend upon levels of sponsorship and the desire to keep registration fees low.
5. Local organisers should arrange with accommodation providers that delegates booking congress accommodation pay only a deposit (rather than the full cost) at the time of booking. If this is not possible, organisers should clearly state on the Congress website that full payment will be taken at the time of booking.
6. The LCOC should strive to make the budget of the congress balance, i.e. no profits and no losses.
7. If the annual congress makes a profit the money should go preferentially to the Congress Attendance Fund (see below). At Council's discretion, small losses (up to GBP 3000) may be covered by the Society. ISAE may, in exceptional circumstances (e.g. the cancellation of the congress), cover any loss a congress may have up to a maximum of GBP 10,000 or half of the ISAE's reserves, as determined annually in the Treasurer's report to the AGM, whichever is less.
8. Each year, after the previous congress has taken place and after the AGM, the Senior Vice-President shall, after consultation with the Treasurer, advise, in writing, the LCOC of the next congress of the amount to which the ISAE is underwriting the congress (i.e. agreeing to cover losses, if necessary). This timing of the decision ensures that two congresses are not underwritten simultaneously.
9. ISAE does not usually underwrite congresses organised jointly between various organisations and in such cases, the organisations are expected to meet any losses, and any profits will go to them and not to ISAE.
10. In the event of late cancellation of a congress e.g. as a consequence of a disease outbreak or acts of terrorism, ISAE retains the right (by 'force majeure') to retain congress registration fees to cover outstanding expenses, if absolutely necessary.

Congress Attendance Fund

1. The ISAE has established a Congress Attendance Fund to support the attendance of ISAE members at the annual congress. The amount of the fund will be determined yearly, depending on the Society's financial situation, but will be no less than GBP 2000. The fund will be allocated to needy ISAE members to cover the Congress registration fee and potentially contribute towards congress accommodation (but not travel) expenses. The application process is given in Appendix IV.
2. Members are encouraged to make donations to support the Congress Attendance Fund; this can be done while paying or renewing membership subscriptions online.
3. Applications to the Congress Attendance Fund, which should include a detailed budget, will be handled and decisions made by the Senior Vice-President, the Treasurer, and two other Council members.
4. No person shall receive support from the Congress Attendance Fund more than once in any 5-year period.

Membership of the committee for the Congress Attendance Fund is: Senior Vice-President (Chair); Treasurer; and two other members of Council.

Membership

1. Memberships (individual and corporate) are described in the Constitution (Appendix I). Full rate individual membership currently costs GBP 35 and the reduced rate (full-time students, unemployed and retired people) is GBP 15 per year. The corporate membership fee is currently GBP 100 per year.
2. To clarify the position on individual membership, Council determined that membership shall be open to undergraduate as well as graduate students, and to technicians. Both undergraduate and graduate students are eligible for the reduced membership fee, but technicians shall pay the full fee.
3. Payment may be made either annually or for a three year term. A three year term will be charged at three times the initial annual rate; no refund will be made if the member's circumstances change during the term.
4. A member who wishes to sponsor another member by paying for his/her subscription can do so by paying or renewing the membership subscription online.
5. Verification for eligibility for reduced rate membership must be sent by letter or email to the Membership Secretary, who decides whether reduced rate membership can be obtained. The Membership secretary may ask Council and especially Regional Secretaries for assistance in cases of doubt.
6. Verification of student status should be provided by the student's supervisor or university via letter or email, and confirmed annually by the student. A student is defined as someone enrolled full-time at a tertiary education institution and is eligible for reduced rate membership until the degree has been awarded or he/she is obtaining a salary from employment (thus a person holding a post doc position is NOT eligible for reduced rate membership).
7. Reduced rate membership may be awarded to ISAE members other than students, unemployed and retired people if special circumstances prevail.

This will be decided by the President, Treasurer and Membership Secretary for each case.

Those wishing to continue or obtain sponsored membership must apply to the Membership Secretary annually and Council will consider each case. The application must state the reasons why sponsored membership is needed and include a demonstration that the applicant is currently active in applied ethology research and/or teaching (e.g. provide a publication lists, names of courses taught, etc.). Failure to apply will result in the termination of membership.

Since March 2017, the ISAE has offered a sponsored corporate membership to the World Organisation for Animal Health (OIE) as part of the continued collaboration between the two organisations.

ISAE Code of Conduct and application procedure

ISAE requires that members agree to abide by a Code of Conduct (Appendix VI).

Members must also abide by the Society's Ethical Guidelines, Anti-Harassment Policy (Appendix VII) and other policies as outlined in the Constitution (Appendix I) and Procedural Guidelines, as well as legal requirements.

Failure to comply with the Code of Conduct may result in termination of membership of the ISAE and the forfeiture of any membership fees previously paid.

In the Constitution it is stated that 'A proposer and a seconder, of whom at least one must be a paid-up member of the Society and one of whom must have personal knowledge of the candidate, must endorse all applications. Thus, if members are approached to be a proposer or seconder for an applicant, they must either know the applicant personally and feel confident that the applicant will be an appropriate member of ISAE or, if a proposer has already been provided, then they should contact the proposer to discuss the suitability of the applicant to be a member of ISAE.

All applicants should submit to the Membership Secretary a brief statement containing information of academic and other qualifications and interests in applied ethology, and an explanation of why they wish to join ISAE. In the event that an applicant is unable to find a proposer and seconder (as may be the case when a person from a country not represented in ISAE wishes to join), then the applicant should also submit a CV. The Membership Secretary may request assistance from the Regional Secretaries and ask them to contact the applicant and 'interview' them to determine their suitability for ISAE membership. If the Regional Secretary decides that the applicant is suitable, then the Regional Secretary should act as the proposer. The proposer and seconder must send an email to the Membership Secretary supporting the application.

Persons must send payment immediately after their application has been accepted. Applicants applying and approved between Dec 1st and June 1st shall be considered

to have paid their membership dues for the remainder of the financial year and, thus, receive up to 18 month's membership for their initial payment of GBP 35 or GBP 15.

Termination and reinstatement

1. ISAE reserves the right to terminate membership for non-payment of fees.
2. Those ISAE members who have not paid their membership fee by June 1 will have their membership terminated automatically and immediately.
3. However, all these ex-members (i.e. those that have missed one payment) can be reinstated and without any formal application procedure until May 31 of the following year by paying the arrears.
4. If ex-members fail to make two or more consecutive membership fee payments and wish to renew their membership, they must undergo the same application procedures and fulfill the same conditions as new applicants for membership. Payment of arrears is not a requirement for this procedure.
5. In exceptional circumstances (e.g. if off work due to parental leave or long-term sickness), members may be permitted to miss a single year's membership fee and thereafter to be reinstated. Payment of arrears would not be required.
6. Long-standing ISAE members (who have held continuous membership for at least three years) who inadvertently miss a single year's subscription payment can be automatically reinstated without having to re-apply by paying for the missed year. If they do not wish to pay for the missed year they must re-apply for membership by following the usual procedure.
7. ISAE also reserves the right to terminate membership for breaches of the Code of Conduct.

Honorary Fellows

1. Persons of eminence in the field of the aims of the ISAE are eligible for election by Council as Honorary Fellows (quoted from the Constitution).
2. At the time of nomination, the candidate shall be alive and preferably still active in those fields specified as within the aims of the ISAE.
3. Proposals for Honorary Fellows shall be submitted to the ISAE Secretary in writing with at least one paragraph indicating the reasons for eligibility as well as a short description of the candidate in question.
4. Election to an Honorary Fellowship shall be by a majority vote in Council.
5. A maximum of two Honorary Fellows can be elected each year.
6. Newly elected Honorary Fellows may be invited to give a talk at an ISAE congress.
7. Newly elected Honorary Fellows should be acknowledged and introduced in the first ISAE Newsletter following the AGM.
8. Newly elected Honorary Fellows shall receive a certificate from the Society to acknowledge their contribution to applied ethology.
9. A complete list of Honorary Fellows will be available on the ISAE website.

Awards

In 2013 the Society created two new Awards, Creativity and New Investigator, each of which is described below. Annual nominations will be called prior to the annual conference. However, awards will only be granted when the respective committees deem that there are eligible candidates. The award ceremony will be held at the annual conference. Only one award in each category may be given each year. Nominations will be collected by the Assistant Secretary who will assemble a committee for each award.

The Creativity Award

Creativity is defined here as the ability to generate or recognise ideas, alternatives, or possibilities that may be useful in solving problems or communicating with others.

The award is given to a candidate, who – displaying exceptional creativity – has contributed research/a theory/a concept/a method that has had a significant impact on the field of applied ethology.

"Creativity is seeing what everyone else has seen, and thinking what no one else has thought."

Albert Szent-Györgyi (1893-1986)

Eligibility

The candidate must be an individual and a paid-up ISAE member. There are no limits to age (upper or lower) or publication record. Self-nomination is possible; nomination from someone else (preferred) requires approval from the candidate. Several nominations may be entered for the same candidate, and unsuccessful candidates may apply again.

Information to be sent for nomination:

- Name, position and affiliation of candidate to be nominated
- Name, position and affiliation of the nominator (if different from above)
- A description (max. 500 words) detailing why the candidate deserves the award
- A selected relevant publication list (minimum 1, maximum 5 peer-reviewed articles) by the candidate for the nomination
- A statement to indicate that the candidate has been informed and does not object to their nomination

Prize

The winner will be awarded free registration at an annual congress within the next three years and a plenary talk at that congress about the work the award was received for.

The New Investigator Award

The award is given to a candidate who has demonstrated scientific excellence and/or an exceptional aptitude for carrying out research in applied ethology early in their career.

Eligibility

The candidate must be an individual and paid-up ISAE member. The candidate should have completed their PhD studies in the last 5 years (unless there is strong justification for an exception to this limit, e.g. parental leave, unemployment). The candidate must have published at least one article in a peer-reviewed journal. Self-nomination is possible; nomination from somebody else (preferred) requires approval from the candidate. Several nominations may be entered for the same candidate, and unsuccessful candidates may apply again.

Information to be sent for nomination:

- Name, position and affiliation of candidate to be nominated
- Name, position and affiliation of the nominator (if different from above)
- A description (max. 500 words) detailing why the candidate deserves the award, i.e. providing evidence that they have demonstrated independent, scientific excellence and/or exceptional aptitude for research in applied ethology
- A 2-page CV summarising the candidate's education, recent employment history, funding granted, awards won and teaching experience. A list of publications (including at least one peer-reviewed article) should also be provided
- A statement to indicate that the candidate has been informed and does not object to their nomination, and is a paid-up member of ISAE

Prize

The winner will be awarded free registration at an annual congress within the next three years.

Finance and Examination of Accounts

Financial Year

Since January 2016 the ISAE financial year is from January 1 to December 31 inclusive.

Examiners

One independent examiner will be appointed annually who will examine the ISAE accounts prior to presentation at the Annual General Meeting and submission of the accounts to the Scottish Charity Regulator (OSCR). The external examiners should have the opportunity to see all papers relating to financial matters, such as proved accounts, bills, cheque stubs, account statements and the like so as to check that there has been no mis-appropriation or misuse of funds. The external examiner prepares a signed report according to OSCR guidelines, that has to be submitted to the OSCR, together with the accounts.

Communication

Mailing list

The Membership Secretary manages the ISAE mailing list. All members of the ISAE (with an email address) are subscribed to the mailing list upon obtaining membership of the ISAE. However, members who express a wish to be removed from the mailing list will be. The mailing list is the method of choice to distribute information between Council and ISAE members. It is intended as a forum for ISAE business and not for general discussion. The list of email addresses should not be made accessible to members except through members searching the secure (online) membership database on an individual basis.

ISAE Help–with-English scheme

ISAE has a service to help members with the preparation of manuscripts for publication in *Applied Animal Behaviour Science* (and other English-language journals) and which relies on the assistance of ISAE members. The coordinator of the scheme is the Junior Editor, who should be contacted for further details on how to offer or obtain help.

Guidelines

The ISAE guidelines are intended to be flexible, innovative and helpful. They can be changed as often as Council want and as circumstances dictate. An annual revision (in September) will take place, carried out by the Procedural Advisor, based on decisions taken at the Council Meetings. The guidelines cannot, however, conflict with what is in the Constitution.

ISAE Experts

ISAE experts in other organisations and societies

1. From time to time ISAE is approached to provide expertise for other organisations and societies. Given that these people are experts affiliated

with ISAE, it is essential that Council determines who should be the ISAE expert on a specific topic.

2. If an ISAE member is approached by another organisation to be an expert in the name of ISAE, the member must contact the Assistant Secretary who will advise Council, who will assess the suitability of the candidate.
3. The ISAE should be represented in subject areas only when suitable experts can be found within the membership.
4. If ISAE is approached to provide an expert, a general call for nominations is sent to the membership (via the mailing list).
5. Candidates should have been ISAE members for at least three years, should hold a PhD or equivalent qualification in applied ethology or a related field, have expertise in the relevant areas and excellent communication skills.
6. To support their application, nominees should provide a brief CV.
7. The selection of candidates must be approved by Council.
8. ISAE experts should consult with Council, particularly the President, to provide information on the issues under discussion and seek input as appropriate.
9. For continuity, a senior/junior system of ISAE experts, with an overlap period of at least one year, is the preferred option.
10. ISAE experts should report on their activities to Council as requested and at least twice a year for Council Meetings.
11. ISAE experts shall normally serve for a maximum of six years, but the need to retain expertise is recognised.

ISAE experts may receive support of a maximum payment of Euros 200/day (with a maximum of 2 days per year per person). Claims for expenses must be accompanied by receipts of expenditure.

Currently, ISAE has Experts for:

1. The ASAB Certification scheme for Animal Behaviourists.
2. The Board of Trustees of the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC).
3. The Advisory Board of the Animal Welfare Judging and Assessment Contest (North America).
4. The European Union Animal Welfare Platform and its sub-groups.

ISAE expertise and 'for profit' entities

Requests from 'for-profit' entities such as commercial companies or consultancies for ISAE expertise or advice should be discussed in advance by Council. Usually, ISAE will provide expertise in these circumstances only in return for a pre-agreed donation to the Society (e.g. to the Congress Attendance Fund). The amount will be dependent on the amount of work involved in the contribution. The Society retains the right not to provide advice if Council decides that this would be inappropriate.

Appendix I: THE CONSTITUTION OF THE INTERNATIONAL SOCIETY FOR APPLIED ETHOLOGY

1. The Name of the Society

The name of the Society shall be: "The International Society for Applied Ethology" (ISAE).

2. The Aims of the Society

These are: –

a. to encourage and support basic and applied research into the behaviour of animals as related to the use of animals by humans. This includes domestic, laboratory, zoo, companion, pest and captive animals or managed wild animals;

b. to stimulate the incorporation into practice of advances resulting from research into animal behaviour. This includes the application of results for the improvement of animal welfare, protection and legislation; standards for management and housing of animals; nature conservation; food security; and sustainable livestock production.

c. to provide an international forum in which scientists can communicate and discuss the results of the above research. This can be achieved by organising or encouraging scientific meetings and by encouraging scientific publications;

d. to encourage, where appropriate, links between applied animal behaviour science and other disciplines. This can be realised by encouraging presentations, discussions and publications and by maintaining contacts with appropriate scientific societies;

e. to encourage and support the teaching of animal behaviour in research and academic institutions, especially veterinary schools, departments of animal science and animal production, and departments concerned with laboratory or companion animals or captive wildlife;

f. to provide a pool of expertise to national governments, international bodies, industry and to those animal welfare organisations which deal with problems involving animal behaviour. To encourage, where possible and appropriate, the assimilation of scientific knowledge so as to facilitate its use in relation to practical problems concerning the way animals are kept and cared for.

The charitable purposes of the ISAE are the advancement of science, of education, and of animal welfare.

3. Structure and Administration of the Society

a. The structure of the Society consists of the Members, who appoint people from among their number to serve on the Council, and take decisions on changes to the constitution itself; and the Council, which manages the activities of the Society, and is responsible for monitoring and controlling the financial position of the Society. The people serving on the Council are referred to in this constitution as Council Officers.

b. The Society has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so. No part of the income or property of the ISAE may be paid or transferred (directly or indirectly) to the members – either in the course of the Society's existence or on dissolution – except where this is done in direct furtherance of the charitable purposes of the ISAE.

c. The affairs of the Society shall be vested in the Council, which is an administrative body of people, elected by the members of ISAE, formally constituted, and meeting regularly. The Council consists of Council Officers, who are the Honorary President, the Honorary (Hon.) Senior Vice-President, the Hon. Junior Vice-President, the Hon. Secretary, the Hon. Assistant Secretary, the Hon. Membership Secretary, the Hon. Treasurer, the Hon. Communications Officer, the Hon. Assistant Communications Officer, the Hon. Senior Editor, the Hon. Junior Editor, the Hon. Development Officer, the Hon. Ethics Officer and the Hon. Procedural Advisor. These Council Officers are the trustees of the Society and have the right to vote in Council with one vote each. Council shall have powers to co-opt other Council members as deemed necessary, who shall then be non-voting Council members. All Officers and members of Council shall be members in good standing of ISAE.

d. No Council Officer may serve as an employee (full time or part time) of the Society; and no Council Officer may be given any remuneration by the Society for carrying out his/her duties as a Council Officer. The Council Officers may be paid travelling and other expenses reasonably incurred by them in connection with carrying out their duties; in special cases this may include expenses relating to their attendance at meetings.

e. Each year the Society will hold an Annual General Meeting (AGM) at which all members of ISAE in good standing are entitled to have due notice, to be present, and to vote. Council may decide to hold additional General Meetings (GM) if necessary. Council can decide to hold the AGM or GM (partly or completely) in a virtual format, that is by use of a video-conference platform that allows for free access for all members. A quorum for an AGM shall consist of no less than twenty members present (either physically or virtually). For each vote taken, a member has one vote; and any voting, other than for Constitutional amendments, shall be by majority. Council can decide to make use of an online-voting system, instead of, or in addition to, the votes cast during the meeting. At the AGM, or, in exceptional cases, another GM, the Hon. President, the Hon. Junior Vice-President, the Hon. Senior Vice-President and the other Council Officers shall be elected. The Hon. President, the Hon. Junior Vice-President and the Hon. Senior Vice-President shall serve for a maximum of two years. The Hon. Senior Editor and the Hon. Junior

Editor shall normally serve for a maximum of two years. Other Council Officers shall normally serve for a maximum of four years. The minutes of the AGM will be recorded, and subsequently made available to the members on the ISAE website.

f. Each Council Officer has a duty to act in the interests of ISAE, and must seek, in good faith, to ensure that the Society acts in a manner which is in accordance with its purposes. In circumstances giving rise to the possibility of a conflict of interest between ISAE and any other party, each Council Officer must put the interests of the Society before that of the other party. Where any other duty prevents him/her from doing so, a Council Officer must disclose the conflicting interest to the Council and refrain from participating in any decision of the other Council Officers with regard to the matter in question.

g. A Council Officer will cease to hold office if he/she i) gives the Society a written notice of resignation; ii) becomes incapable for medical reasons of carrying out his/her duties as a Council Officer for a period that has continued (or is expected to continue) for more than six months; iii) ceases to be a member of ISAE; iv) is absent (without good reason, in the opinion of the Council) from more than three consecutive Council Meetings and the Council resolves to remove him/her from office; or v) is removed from office by resolution of Council on the grounds that he/she is considered to have committed a material breach of the Constitution or the Code of Conduct; or to have been in serious or persistent breach of his/her duties.

h. Any elected Council Officer who, for any reason, takes over the unexpired term of an elected Council Officer shall only serve the unexpired period of that term, but will be eligible for immediate election following the expiration of the unexpired term which was taken over.

i. An unscheduled vacancy in any Council Officer position other than that of Hon. President shall be filled by a person appointed by the Hon. President. If for any reason the office of Hon. President becomes vacant before the end of the two-year term, the Hon. Junior Vice-President shall serve for the remainder of the Presidential term and shall be eligible for election as Hon. President for a period immediately following the expiration of the remainder of that term.

j. The Council shall meet at least once a year immediately prior to the AGM. A quorum shall consist of not less than 5 Council Officers, one of whom should be one of the three Presidents. The minutes of the Council Meetings will be recorded and stored by the Secretary following approval by the Council.

k. The Council shall appoint Regional Secretaries. The Council shall take suitable steps towards satisfying itself that the Regional Secretaries are persons who will be likely to express the views of ISAE members in their region. Regional Secretaries will be eligible to attend meetings of the Council but shall not have a vote on Council. Regional Secretaries should maintain good contacts between the members in their regions and other members of the Society.

l. One or more honorary independent examiners will be elected annually to examine the ISAE accounts prior to presentation of such accounts at the AGM.

4. Membership

a. All persons holding scientific or other qualifications deemed satisfactory to ISAE Council are eligible for membership of the Society.

b. The name, qualifications and personal statement of each candidate should normally be submitted via the online application form available on the ISAE website. A proposer and a seconder, of whom at least one must be a paid-up member of the Society and one of whom must have personal knowledge of the candidate, must endorse all applications. The candidates must declare that they agree to abide by the ISAE Constitution and Code of Conduct. Election shall be by approval of the Council.

c. Newly elected members shall not be entitled to any of the privileges of the Society until they have paid the due subscription. If such payment has not been made before 1 June next following their election, such election shall be deemed null and void.

d. When the subscription due from any member of ISAE remains unpaid after 1st June, membership of the Society shall cease and the member's name shall be deleted from the Register of Members of ISAE. A member can at any point withdraw their membership by informing the Membership Secretary in writing. No refund will be made of subscription paid.

5. Corporate Membership

Corporate membership entitles an approved organisation to receive information normally distributed to members and to send two representatives to ISAE meetings under the same terms as ordinary members. Such Corporate Member Representatives shall have no power to vote and may not hold any position on Council. Corporate membership does not entitle organisations to reduced-rate subscriptions to *Applied Animal Behaviour Science*.

6. Honorary Fellows

a. Persons of eminence in the field of the aims of the Society shall be eligible for election as Honorary Fellows by the Council.

b. Proposals for an Honorary Fellowship shall be submitted in writing to the Hon. Secretary stating the reasons why the candidate is considered eligible for election together with a short description of the candidate.

c. Honorary Fellows shall not be required to pay an annual subscription.

7. Subscriptions

The minimum annual subscription shall be such sum as is decided from time to time by the Council and ratified at the next AGM following the Council decision. Such sum shall be payable on election and thereafter annually and in advance on 1 June each year. Subscriptions are non-refundable and non-transferable.

8. Meetings

An International Congress should be held at least once a year. The Council shall also encourage the organisation of regional and other meetings. The Council shall decide on rules for the conduct of all meetings. At Council's discretion, small losses (up to GBP 3000) may be covered by the Society. ISAE may, in exceptional circumstances (e.g. the cancellation of the congress), cover any loss a congress may have up to a maximum of GBP 10,000 or half of the Society's reserves, as determined annually in the Treasurer's report to the AGM, whichever is less.

9. Electronic 'Meetings'

a. Electronic discussions (meetings) between Council Officers are permitted. Such "meetings" rank equally with "meetings" at which the persons are physically present. Such "meetings" may be held using email, web-based message boards, video- or tele-conferencing, other electronic formats or combinations of such formats. The Hon. Secretary must ensure that all persons entitled to take part are informed in good time of the agenda. A Council Officer is deemed to be taking part once the Hon. Secretary has received a reply from the Officer of his or her participation in the meeting. The quorum and the recording of the minutes shall be as in Clause 3j above.

b. If the Hon. President decides that a vote be taken during an electronic, text-based meeting, Council Officers must register their vote by email direct to the Hon. Secretary in such a way that their vote is not revealed to other Council Officers; alternatively, online-voting tools can be used. Once the Hon. Secretary forms the opinion that all those entitled to vote have voted, and has allowed for differences in time-zones, the result of the vote may be revealed.

c. Standing committees and any special committees of ISAE can similarly hold electronic "meetings" provided such are held under similar terms as the electronic meetings of Council.

10. Amendments to the Constitution

The Hon. Secretary must receive any Notice(s) of Motion to amend the Constitution not less than 3 weeks before the date of the Annual General Meeting (AGM). Details of the Motion to be proposed shall be made available to all ISAE members via the ISAE web-site and in writing to members attending the AGM or the GM, respectively. A proposer and a seconder, both of whom shall be members in good standing of the Society, must endorse any amendment to the Constitution. The amendment will be voted upon among the members present at the AGM or GM, and will be passed if two-thirds or more votes are in favour of the amendment.

11. Dissolution

In the event that ISAE for whatever reason becomes unable to continue its activities, notice of intent to dissolve shall be sent to all members. Once such notice has been received the dissolution may be ratified by a majority decision of those entitled to vote. Any funds held by ISAE at that time may be transferred to an organisation having similar aims to ISAE under the CY-PRÈS equitable rule. That is the funds may be used as near as may be practical or reasonable in accordance with the aims of ISAE as outlined in Clause 2 above. The dissolution process will be carried out in accordance with the procedures set out in the Charities and Trustee investment (Scotland) Act 2005.

This version of the ISAE Constitution was adopted during an extraordinary virtual online Annual General Meeting held on 24th March 2021.

Appendix II: Abstract Submission Standard

The LCOC must ensure that the following information is available to prospective authors (however, much of this may be covered by abstract handling with Wageningen Academic Publishers):

- Abstracts must present information that falls within the scope of the ISAE.
- Abstracts presenting both theoretical and empirical work related to applied ethology will be considered for presentation at the ISAE Congress.
- Abstracts must not exceed 3000 keystrokes in length, excluding title, names and affiliation, with the exception of abstracts for potential plenary papers, which should be 2 to 3 pages in length. However, a shorter abstract for plenary papers may be published in the proceedings to avoid the possibility that it may be regarded by some publishers, as 'published previously'.
- The first name of authors, not just initials, should be given.
- Abstracts must contain a clear statement of the purpose of the work, the methods used, the results, and conclusions. Results should be presented in sufficient detail to support the conclusions drawn. Except for theoretical contributions and review papers (such as plenary papers), submitted abstracts must contain data, indicate the method(s) of analysis, and provide information about test statistics.
- Reviewers will be advised to reject empirical abstracts that do not contain data, since it is very difficult to evaluate the suitability of these abstracts for presentation.
- Although authors may submit multiple abstracts, each presenting author may present only one spoken paper, or one poster (not both a paper and a poster). Therefore, the Local Congress Organising Committee will accept only one if an author submits multiple abstracts as the presenting author.
- The required formatting and layout of the abstract (the use of a template should be considered) including how references should be given; ordinarily references are not cited in abstracts, however, if given, they should be placed in the text of the abstract in the following format: (Jones & Swanson, Appl. Anim. Ethol. 14:23, 1980).
- A statement by which authors must confirm that the work described in the abstract conforms with the ISAE Ethical Guidelines (see Appendix III).
- A checklist of potential ethical issues associated with the work reported in the submitted abstract (see Appendix III for details).
- A place where authors can provide additional information about their work in case it involves ethical issues (see Appendix III for details of the information that authors should provide).
- A place where authors can indicate whether they wish their presentation to be considered for the student presentation competition.
- A place where authors can nominate their preferred form of presentation of their work (e.g. plenary paper, short oral paper, or poster).

Appendix III: Guide for Reviewers of Abstracts

Reviewers are requested:

a. To be brief and succinct in their feedback
b. To make suggestions that improve English and comprehension
c. To check the following:

- Abstracts are approximately 3000 keystrokes or fewer in length (the Local Congress Organising Committee will check exact numbers).
- They contain the aim of the work, methods, results and conclusions.
- That data are given (unless the paper is a review or totally theoretical) together with method of data analysis and information on test statistics.
- That the conclusions are consistent with the results.
- Any potential ethical issues. The ISAE Ethics Committee has constructed a brief checklist of some relevant welfare or ethical issues. If any of these have occurred as part of the experimental design of the study being reviewed then the justification should be apparent. If it is not, the reviewer may wish to consult with the Ethics Committee or recommend that the Ethics Committee reviews the paper. Further information is available in the ISAE [Ethical Guidelines](). Reviewers should indicate on a scale (from none to major) their overall ethical concern about the study reported. Abstracts of major concern will automatically be forwarded to the Ethics Committee, whilst a decision on those of lesser concern will be at the discretion of the Local Congress Organising Committee. Referees should indicate overall if they feel the abstract should be seen by the Ethics Committee, even if the abstract is of low ethical concern. To assist with making a decision, reviewers should consider the following:

As part of the experimental design, did the study impose any of the following procedures or conditions?

- Housing or husbandry inappropriate for the psychological and physiological needs of the species being studied
- Staged aggression, competition, or social defeat
- Protracted food or water deprivation, or diet manipulations likely to have an adverse effect on the animals
- Mutilations (this can include some methods of permanent marking, e.g. toe or tail clipping)
- Killing of animals as part of the experiment (including giving live animals as food)
- Surplus animals raised/acquired for the experiment
- Inappropriate social conditions, e.g. protracted isolation of gregarious or social sentient animals, unduly early weaning, or group-housing of normally solitary animals
- Prolonged restraint
- Trapping
- Collecting biological samples directly from the animal, such as tissue, blood, urine, faeces, semen, and saliva
- Induced infection, disease or parasitism

- Inappropriate release of wild-caught animals
- Adverse implications for conservation or the ecosystem

Reviewers are requested to recommend:

1. whether the abstract should be accepted, rejected or whether further information is required (e.g. from the author or the Ethics Committee) before a decision can be made. If the decision is made to reject the abstract, reasons should be given.
2. the form of presentation most suited for the abstract (e.g. plenary paper, short oral or poster presentation).

To facilitate the review process, the checklist above should be presented for authors at abstract submission. Further, the following text, including options to provide additional information, should be provided:

If your study involved any of the procedures mentioned above, please provide an ethical justification for this study. In particular, please consider:
1. The justification for studying this topic/subject area
2. The choice of research protocol

Also, if not already stated in the abstract, please give details of the research protocol, e.g.:
1. The frequency and duration of potentially harmful procedures
2. The intensity and duration of any adverse effects experienced by the animals
3. The monitoring and procedures in place for alleviation of any suffering.

Appendix IV: Congress Attendance Fund

Although ISAE tries to keep the cost of attending its annual congresses as low as possible, they are without doubt too expensive for some members to attend on a regular basis. This is not exclusively a student problem, since grants to students are sometimes available and there is a reduced student registration. Neither is it exclusive to researchers in certain regions, since the cost of attending is a combination of travel, registration and hotel costs and so varies depending on where the conference is being held. The Society has therefore developed a fund that is open to all ISAE members; although priority will be given to the two categories of members described above, any member can apply.

Aim

To support ISAE members to attend annual congresses. The minimum allocation will be the sum equivalent to the cost of the Congress registration fee, with a potential contribution to accommodation (but not travel) expenses. The total sum of money to be allocated to this fund will be determined yearly, depending on the Society's financial situation, but will be no less than GBP 2000.

To be eligible

1. The person must be a member of ISAE or have applied for membership before submitting their application, and must be a member for funds to be awarded.
2. The person must normally have submitted an abstract and money will only be allocated if their presentation is accepted (although this may not apply for people funded from the Open Philanthropy Project). Note that the deadline for application will always be before an applicant knows whether their abstract has been accepted.

Application procedure

1. The application should contain the following information:
   a. Name of applicant
   b. Postal address and email address (or fax number)
   c. Which year they became a member of ISAE
   d. Occupation or position of applicant e.g. student, active researcher, unemployed researcher etc.
   e. A justification for why they should be given an award. There is no fixed format for how the justification should be presented since the reasons for the application will vary
   f. A budget, including the total cost of congress attendance (registration, accommodation, travel and subsistence) and the amount of funding requested. Applicants should state whether they will still be able to attend if they are not awarded the full amount requested
2. The application itself should not be more than one A4 page. It should be accompanied by a list of publications and/or presentations by the applicant

(including local and regional meetings) and a copy of the abstract submitted to the congress.

3. The applicant should submit the application to the organisers of the congress on the same deadline as the submission of abstracts.
4. The applications will be evaluated by the Senior Vice-President, the Treasurer and two other Council members.
5. Successful applicants will be notified at the same time as they are notified of whether or not their abstract has been accepted.
6. The money will either be sent to the applicant or to the conference organisers on the applicant's behalf. This decision will be made by the Treasurer. This is to avoid unnecessary currency exchanges. If requested, ISAE will help the successful applicant identify the cheapest possible travel to the meeting, or write a letter that can be used when applying elsewhere for travel funds.

Factors that will be taken into consideration in the decision process

1. Little or no possibility to attend the congress without financial support
2. Little or no possibility to obtain sufficient financial support from elsewhere (applicants should state where else they have applied or could apply for financial support; note that attempts to obtain funding from other sources will be viewed positively when assessing applications)
3. Quality of the submitted abstract
4. Track record of attending scientific meetings and giving presentations, although the committee will take into consideration how long the person has been active in research and their possibilities to attend relevant meetings, so whether experience is an advantage or a disadvantage depends on circumstances.

Mission statement of the International Society for Applied Ethology (ISAE)

The international, professional society devoted to the scientific study of applied animal behaviour

ISAE provides a forum for the presentation and discussion of advances in applied animal behaviour science and education, and inspires further innovations through an annual international scientific congress and regional meetings. *Applied Animal Behaviour Science* is the official journal of ISAE

The study of applied animal behaviour contributes to a greater understanding of the interactions between humans and other animals and helps to create a better balance between animal welfare and the requirements that humans have of other animals

ISAE members work on a wide variety of animal species and topics: e.g. the management and welfare of livestock; the interactions between humans and companion animals; the impacts of housing on the behaviour and welfare of zoo and laboratory animals

ISAE provides a pool of independent experts for governments, international bodies, industry and NGOs

The Society is a Scottish Charitable Incorporated Organisation (SC047974). The charitable purposes of ISAE are the advancement of science, education and animal welfare

Updated May 2018

Appendix VI: ISAE Code of Conduct

The ISAE requires that members agree to abide by a Code of Conduct.

1. ISAE is an independent body and acts to provide impartial scientific information.

2. The name and/or membership of the ISAE must not be used to promote personal and/or organisational views and philosophies, unless directly ordered/permitted to do so by Council.

3. The name and/or membership of the ISAE must not be used for financial and/or commercial gain, unless directly ordered/permitted to do so by Council.

4. Members must not act in any way likely to jeopardize the integrity of the Society or bring it into disrepute.

5. Members must abide by the Society's Ethical Guidelines, Anti-Harassment Policy and other policies (as outlined in the Constitution and Procedural Guidelines), as well as legal requirements.

Failure to comply with the Code of Conduct may result in termination of membership of the ISAE and the forfeiture of any membership fees previously paid.

2 August 2018

Appendix VII: Anti-Harassment Policy for the International Society for Applied Ethology

Preface

The ISAE Code of Conduct states that "Members must abide by the Society's Ethical Guidelines, Anti-Harassment Policy and other policies (as outlined in the Constitution and Procedural Guidelines), as well as legal requirements. Failure to comply with the Code of Conduct may result in termination of membership of the ISAE and the forfeiture of any membership fees previously paid." Further, the Procedural Guidelines contain the following statement: "The Society recognises the importance of supporting and promoting diversity in its membership and the wider community, in gender, age, ethnicity, geographical representation and other factors. This should be applied in nomination and selection of officers, representatives, lecturers and recipients of funds, awards and honours" (Procedural Guidelines, page 7). Consistent with the ISAE Code of Conduct and Procedural Guidelines, the ISAE Council has agreed the following Anti-Harassment Policy.

Statement of Policy

It is the policy of the ISAE that all participants **in** Society activities will enjoy an environment free from all forms of discrimination, harassment and retaliation. As a professional society, the ISAE is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of this, the ISAE is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, colour, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of the Society. Violators of this policy will be subject to sanctions.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Behaviour and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority, as individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behaviour. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behaviour that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with personal effectiveness. The following are examples of behaviour that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; display of sexually suggestive objects or pictures; sexually explicit jokes.

Definition of Other Harassment

Harassment on the basis of sexual or any other protected characteristic is also prohibited. This conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written, graphic or digital material that denigrates or shows hostility or aversion toward an individual or group.

Scope of Policy

This policy applies to all people involved in Society activities, including (but not limited to) scientists, students, guests, staff, contractors and exhibitors participating in scientific business, as well as sessions, tours and social events of any ISAE meeting or other ISAE activity.

Reporting an Incident

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact the ISAE President or another Society Officer, as appropriate. He or she will be asked for written evidence (as outlined below) but is not required or expected to discuss the concern with the alleged offender (although this may be an option to be discussed). All complaints will be treated seriously and be investigated promptly. Confidentiality will be honoured to the extent possible. The advice in the case of perceived harassment is to compile a record of the incident (times, places, nature of the incident and comments made). This can be a written (including emails, notes etc.) or photographic record. It is advisable to tell a trusted person about the incident as soon as possible. A complaints procedure will likely include a signed statement of complaint, documenting the nature of the harassment and/or discrimination, containing as many details as possible. Supporting documentation and statements from witnesses should be submitted with this statement if these are available.

The Investigation

1. The Council will name two impartial investigators, usually Society Officers or Council members. Any potential investigator who believes they have a conflict of interest should not serve as an investigator. If necessary, an investigator will be appointed from outside the Society.
2. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so.
3. The details of the complaint can be explained to the alleged offender by the investigators. This step will be discussed with the complainant, although the investigators may decide to take this action in the interest of the investigation, even if a complainant objects.
4. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence.

5. If the evidence is in dispute, further investigatory steps may include interviewing those named as witnesses (if these are available).
6. If, for any reason, the investigators are in doubt about whether or how to continue, they will seek appropriate counsel from within or outside the Society, as appropriate. This is especially relevant if a complaint is made about an ISAE member in a leadership position.
7. When the investigation is complete, the investigators should report the findings to the President of the Society or another Society Officer, as appropriate.
8. Cases of harassment will be reported to the Scottish Charity Regulator OSCR, following their procedure for reporting notifiable events (https://www.oscr.org.uk/managing-a-charity/notifiable-events).

Retaliation is Prohibited

The ISAE will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to sanctions.

Sanctions

Individuals engaging in behaviour prohibited by this policy, as well as those making allegations of harassment in bad faith will be subject to sanctions. Such actions range from a verbal warning to ejection from the meeting or activity in question, without refund of registration fees, and the reporting of their behaviour to their employer or to other authorities as appropriate. Repeat offenders or offenders of serious cases may be subject to further sanctions, such as being banned from participating in future ISAE meetings or other activities. Termination of membership is also possible based on the Code of Conduct.

Appeal and Questions

In the event that an individual is dissatisfied with the results of the investigation, he or she may appeal to the President of the ISAE or another Society Officer. Any questions regarding this policy should be directed to the President of the ISAE or to another Society Officer.

Updated, March 2020

Appendix VIII: Guidelines for the David Wood-Gush Memorial Fund

Following the death of Professor David Wood-Gush (1922-1992), a memorial fund was set up in 1993 to endow an annual lecture to be given in his memory in connection with the annual international congress of the ISAE (International Society for Applied Ethology). The first David Wood-Gush Memorial lecture was given by Professor Ian Duncan in 1994, and the tradition has been continued ever since.

In this document, the composition and renewal of the steering committee for the *David Wood-Gush Memorial Fund* (henceforth 'the Fund') is described together with guidelines for selecting the annual speaker, and the financial management of the Fund.

The Steering Committee

The Fund is overseen by the steering committee, who also approves the choice of annual speaker. The steering committee consists of the five most recent former Senior Vice-Presidents of the ISAE (i.e. they have previously been Presidents of the ISAE, and they have now left the ISAE Council). This ensures

1. that the steering committee is independent of the ISAE Council.
2. that all members will have taken part in Council work in the past, and will therefore know the spirit of the Society.
3. that all members will have some experience with the selection of previous Wood-Gush speakers.
4. a biennial turnover and a steady, sustainable, and organised renewal of the committee.
5. that it should be possible to reach a majority vote (should it come to that).

In addition, the chair of the original Wood-Gush committee, Prof. Alistair B Lawrence, will be part of the new steering committee for the first 3 years (i.e. concerning the speakers for the ISAE congresses in 2020, 2021 and 2022) to ensure a smooth transition between committees.

- The new steering committee was established on the 1st of August 2019.
- The names of the five members can be found in document R1 (see below).
- The renewal process will take place every second year following the Annual General Meeting of the ISAE.
- Over time, all members will serve a term of 10 years.
- The chair of the steering committee is always the (middle) member serving their 5th and 6th year on the committee (see doc R1 below).
- It is the responsibility of the chair to
    1. be the contact person for the Speaker process described below;
    2. ensure the evaluation of the list of potential speakers is carried out by the steering committee each year;
    3. keep doc R1 (see below) up-to-date.

The Speaker

The Wood-Gush Memorial speaker is chosen as follows:

1. The LCOC for the annual ISAE Congress sends a list of potential speakers to the steering committee for the Fund. This should be done as early as possible (preferably at least 10-12 months before the congress) to ensure availability of suggested speakers.

2. It is encouraged to favour persons of eminence in their field who would not normally contribute to an ISAE congress, who may or may not be ISAE members, and who can both inspire and provoke the members of the ISAE on subjects relating to applied ethology.

3. The steering committee either approves or rejects each of the suggestions, and may add suggestions of their own.

4. The steering committee should encourage the LCOC to ensure that David Wood-Gush is commemorated in connection with the lecture.

5. It is then up to the LCOC to invite the Wood-Gush Memorial speaker from the approved list of candidates (subject to their availability).

6. The LCOC are responsible for ensuring that the approved speaker receives a copy of the ISAE's Ethical Guidelines.

The Fund

- The Fund is held in a dedicated account managed by the ISAE.
- The amount allotted each year to support the speaker for the Wood-Gush Memorial Lecture is £500 (adjusted up from £400 in 2019), which the local organisers request from the Fund'
- It is up to the local organisers to finance any additional costs (above £500) the speaker may have.

Related documents (not included in these Guidelines):
- R1): Rolling list of Steering Committee members and list of all David Wood-Gush Memorial lectures (Excel file).
- R2): Original letter from the establishment of the Fund (PDF-file).
- R3): David Wood-Gush obituary written by Aubrey Manning.

Document last updated: 16/04/2019
Last edited by: B.L. Nielsen

Appendix IX: Instructions for chairpersons

Instructions for chairpersons during ISAE congresses

Good chairing of congress sessions is pivotal for a successful congress. Please read the following guidelines carefully.

There can be up to four types of theatre presentations of different duration during ISAE congresses:

Type of theatre presentation	Maximum time slot for talking	Time for questions/discussion
Short	4 minutes	1 minute
Regular (15 min)	12 minutes	3 minutes
Key-note (30 min)	24 minutes	6 minutes
Plenary (30 or 45 min)	24 or 35 minutes	6 or 10 minutes

All speakers should receive this information regarding the duration of their presentation well in advance of the congress – preferably at the time when the abstract is allocated to either oral or poster presentation.

The lecture halls should be equipped with hardware for audio-visual presentations, and helpers should be present to assist the chairperson and to ensure that everything works.

The primary role of the chairperson is:

- To be present, visible, and available at the place of the presentation during the break just before a session, so that the speakers of the next session can introduce themselves to you.

- To guide the speaker and audience nicely through the session, by

    - introducing yourself at the start of the session

    - introducing the next speaker and inviting the speaker to present

    - serving as moderator for the questions/discussion after every presentation

- To keep the time schedule set out in the congress programme – avoid delays as well as early starts so the parallel sessions in other lecture halls are kept synchronised.

    - The chairperson should signal the speaker when 2 and 0 min remain of the allotted time for speaking time

    - The chairperson must (gently but firmly) stop the presentation when time is up

- To chair the questions from the floor after a presentation.

    - Encourage the audience to ask short questions, and to present themselves upon asking

- If many people want to ask questions, the chairperson decides in which order they should be allowed to speak – this should prioritise people who do not always/often ask questions

- Nobody asks questions without the permission of the chairperson

- The chairperson directs the mobile helpers (at least two persons) with microphones to the person to ask the next question

- Remember to keep looking at the audience for raised arms indicating a question

- Direct the mobile helper with the second microphone to the next person to ask a question before the previous question has been answered

- Be sure to only allow a question if there is time left to answer it

- To facilitate the discussion/questions, it is a good idea to prepare one question for each abstract in the session, in case no questions arise from the floor.

- To announce when it is appropriate for the audience to shift to a parallel session in order to minimise disturbance during the discussion. This will be approximately 1 min. before the end of the total time of the presentation, unless followed by a break.

- To seek help promptly from the helpers and technical personnel in case of technical problems or other unforeseen events.

May 2019

Appendix X: Tasks of the Equity, Diversity, Inclusion and Accessibility (EDIA) Committee

The main tasks of the EDIA Committee are:
1. Developing, publishing, and regularly (i.e., annually or more frequently) reviewing EDIA Guidelines for the ISAE.
2. Advising ISAE Council on all matters related to equity, diversity (gender, age, race, ethnicity, geographical representation, and research experience), inclusion and accessibility in nomination or selection of:
   a. Council officer
   b. ISAE experts
   c. Members of ISAE's ad hoc and standing committees
   d. Plenary speakers at ISAE Regional Meetings and at the ISAE International Congress
   e. Recipients of ISAE funds, awards and honours

3. Advising ISAE Council on ways to promote diversity and support equity, inclusiveness, and accessibility within society, through (but not limited to):

   a. Promoting and supporting ethnically diverse membership in high-income countries

   b. Addressing EDIA inequality within ISAE (knowledge of membership composition), prevention of conscious and subconscious bias, harassment and bullying (linking to the anti-harassment policy)

   c. Supporting early-career members to establish themselves in the field of applied ethology and within ISAE (link to activities for ISAE student representatives)

   d. Working with the ISAE Development Officers to further promote diversity within ISAE and to help regions in their development

   e. Ensuring that regional and international conferences are geographically accessible to our members, that locations where meetings happen cater for all (e.g. parents with children, disabilities) and making congress presentations widely accessible to those who cannot attend (hybrid events, web recordings, webinars)

4. Advising the Development Officer and the Assistant Development Officer in developing activities that support the opportunities of ISAE members in middle- and low-income countries, through:

   f. Establishing research fund/grants for researchers in middle- and low-income countries to conduct research in their home countries and/or travel to present their results at the ISAE meeting

   g. Establishing an ISAE Support Scheme where a recognised member in a developed country can serve as a link for a member from a middle-

or low-income country between ISAE and the institution where the person works

h. Allowing early-career researchers from middle- or low-income countries to choose an ISAE mentor (already recognised as an ISAE member) for advice and collaboration

i. Internship/training/sabbatical opportunities: ISAE should provide opportunities for early-career researchers and researchers from middle- or low-income countries to go for internships, training, and sabbatical leave in high income countries (and vice versa)

j. Identifying additional gaps and support needed for middle- or low-income countries that ISAE can provide, e.g. ethical committee to assess and approve experiments where no such infrastructure is available for certain members

k. Applying for free or subsidized registration for members from middle- or low-income countries

5. As necessary, report annually to the ISAE Council and ISAE members on relevant events and developments in the areas of equity, diversity, inclusivity, and accessibility that have occurred. The report must respect the anonymity of authors and treat issues with suitable sensitivity.

6. Bring to the attention of ISAE members relevant literature and information related to equity, diversity, and inclusiveness.

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