

MetBioNet

Constitution

1. Name

The name of the organisation shall be the National Metabolic Biochemistry Network, MetBioNet.

2. Aims

The Network aims to provide the vision and national co-ordination needed to ensure that the specialised laboratory services for metabolic biochemistry (biochemical genetics) grow and develop to meet the needs of the national inherited metabolic diseases (IMD) agenda. Links with the clinical metabolic, newborn screening and molecular genetic services are particularly important so that an integrated and overarching national strategy for screening, diagnosis and management of patients with IMDs can be developed.

3. Membership

The Network is a group of specialist laboratories providing tests for the diagnosis and management of patients with IMDs across the United Kingdom. The group comprises 19 stakeholder laboratories and 5 associate laboratories. Stakeholder status is determined by workload and breadth of service. This is likely to change with time in response to improvements in scientific understanding and technology. Applications for membership will be considered by the group as a whole on a case-by-case basis.

4. Officers

The officers shall be senior members of staff/representatives from stakeholder or associate laboratories nominated from the stakeholder group and chosen by election of those stakeholder representatives present at the meeting where this is discussed with one vote per laboratory. Nominations should be submitted in advance to the secretary.

The term of office for the officers shall be three years eligible for re-election for one term.

- a) **Chair**
- b) **Secretary**
- c) **Treasurer**
- d) **National Training Lead**
- e) **BMS lead**
- f) **Website administrator**

5. Meetings

There shall be meetings of the stakeholder group at least once a year. One representative from each stakeholder laboratory shall be invited although officers or invitees may attend in addition to the stakeholder laboratory representative. Associate members would be welcome to attend. Deputies, empowered to make decisions are encouraged. The quorum needed to

formulate new policy or make decisions will be attendance by more than 50% of the Stakeholder labs. In a voting situation one vote will be available to each laboratory. Voting in absentia will be acceptable. Minutes of the stakeholder meetings will be circulated to all members (one named individual per laboratory) and associate members and put on the password-protected business page of the website.

6. External Links

MetBioNet shall be a constructive partner with a range of organisations that have a similar aim to improve patient care through research and development, professional education, and professional collaborations.

Examples being:

The British Inherited Metabolic Disease Group

The Royal College of Pathologists

The UK Genetic Testing Network

The Association for Clinical Biochemistry

ERNDIM

Society for the Study of Inborn Errors of Metabolism

7. Financial matters

MetBioNet is a not-for-profit organisation.

It had set-up funds from the Department of Health in 2002, but has no regular source of income. Sponsorships may be sought to help fund particular meetings or the website. An annual summary of accounts shall be presented by the treasurer at the one of the stakeholder meetings each year.

8. Alterations to Constitution

Alterations to this constitution can be made only after a ballot of the stakeholder group. This can take place by e-mail. At least 50% of the stakeholder member laboratories balloted should agree with the changes proposed.

9. Dissolution

The organisation may be dissolved by a resolution passed by a two-thirds majority of the stakeholders. This action can be taken and prosecuted by e-mail. Such resolution may give instructions for the disposal of any assets held by, or in the name of, the organisation. This is provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to, or distributed among the members of the organisation, but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the organisation as the organisation may determine and if in so far as effect cannot be given to the provision then to some other charitable purpose.