

Statutes

Composition and Purpose

Article 1

(Composition, Denomination and Nature)

1. The Portuguese Laboratory Animal Science Association, abbreviation SPCAL, is a not-for-profit private association.
2. SPCAL membership is composed of individuals or collective persons whose activities are connected with laboratory animal science.
3. Laboratory animal science is understood as multidisciplinary scientific/technical activity that establishes the preconditions for using animals in research and experimentation, thus safeguarding the quality of the scientific results obtained while respecting animal well-being.
4. SPCAL is founded for an unlimited period.
5. SPCAL is governed by the present statutes and by all applicable legal instruments.

Article 2

(Purpose)

Within the scope of its activities, SPCAL pursues two types of objectives:

1. In general, to streamline and optimise the use of laboratory animals towards the promotion of human and animal health and well-being as well as to foster interdisciplinary approaches and cooperation among all professionals involved;
2. In specific terms, to implement and diffuse, ethical and behavioural principles relating to the use of laboratory animals through scientific practice. In this context, SPCAL seeks to:
 - a. Promote research and disseminate knowledge concerning the biology and pathology of laboratory animals;
 - b. Develop efforts towards limiting the numbers and usage of laboratory animals by stimulating recourse to alternative methods;
 - c. Promote the debate on the broader ethical questions surrounding animal experimentation, thus creating a jurisprudence that serves as a basis for scientific practice;
 - d. Promote among the competent authorities the need for the creation of posts for qualified technical professionals in the domain of animal research / experimentation;
 - e. Communicate the concerns and interests of professionals connected with laboratory animal science to relevant public and private entities;
 - f. Contribute to the shaping of public opinion on the topic of animal research / experimentation;
 - g. Take an active role in relation to all matters considered relevant for the scientific community and society in general such as legislation in force or coming into force relating to the use of laboratory animals;

- h. Develop and support the interdisciplinary approach required in the usage of laboratory animals;
- i. Establish relations with national and international entities which are dedicated to similar aims;
- j. Use all means at its disposal so that all SPCAL members pursue the objectives of the association with competence and dignity in the context of their various professions.

Article 3

(Organisational principles and operations)

SPCAL aims exclusively to contribute to the advance of science and has no profit-making goals. The Association is strictly organised according to democratic principles.

Article 4

(Head Office)

1. The head office of SPCAL is located at the Laboratory of Pharmacology of the Faculty of Pharmacy of the University of Coimbra and can be relocated at any time.
2. Without prejudice to point 1 of the present Article, the meetings of the association's organs and the associations' activities generally, can be held outside the head office.

Article 5

(Membership)

SPCAL is composed of the following categories of members: (1) Founding Members, (2) Effective Members, (3) Student Members, (4) Institutional Membership and (5) Associate Members.

Article 6

(Membership categories)

1. Founding Members are those who, fulfilling the conditions expressed in Article 1 of the present statutes, have signed the minute that formally signals the establishment of SPCAL.
2. Effective Members include Founding Members plus other members who fulfil the conditions expressed in Article 1 of the present statutes and whose request for admission is accepted.
3. Student Members are students matriculated in programmes of study leading to the award of an academic 1st, 2nd or 3rd cycle Degree or other type of postgraduate Diploma, plus graduate and postgraduate research scholars, all of whom fulfil the conditions expressed in Article 1 of the statutes and whose request for admission is accepted.
4. Institutional Members are public or private collective persons or non-autonomous services of collective persons which, fulfilling the conditions expressed in Article 1 of the statutes, have their request for admission accepted.

5. Associate Members are individuals or collective persons who are admitted to SPCAL upon invitation of the Administrative Board.

Article 7

(Annual Membership Fee)

1. Members pay an annual membership fee, depending on their category, the value of which is set by the General Assembly.
2. Upon proposal of the Administrative Board, the General Assembly has the authority to approve and alter the membership fees.

Article 8

(Admission and exclusion of members)

1. The proposal for the admission of members should be made in writing to the Administrative Board of SPCAL, accompanied by an application form, which must be endorsed by two effective members.
2. The Administrative Board deliberates on the proposals for the admission of new members.
3. Members can request cancellation of their membership upon presentation of a registered letter addressed to the President of the Administrative Board.
4. Members can be expelled from the Association due to violation of their statutory duties by means of an expulsion process prepared by the Administrative Board and upon an ensuing deliberation by the General Assembly.

Article 9

(Obligations of Members)

Members have the following obligations:

- To pursue the goals of the Association with competence and dignity;
- To fulfil and see fulfilled the deliberations of the General Assembly;
- To pay the membership fee on time;
- To inform the competent organs of the Association about everything they consider to be of special interest for the development of the activities of the Association;
- To execute, with diligence and dignity, the positions for which they may be elected;
- To respect the freely expressed opinions of the other members of SPCAL;
- To collaborate in technical and scientific work whenever requested;
- To contribute to the good name and prestige of SPCAL using every means at their disposal.

Article 10

(Rights of Members)

Members have the right to:

- Receive information and participate in the scientific meetings of SPCAL;
- Receive annually a copy of the executive summary of the financial report;

- Participate in meetings to which they are invited, in accordance with the statutes, namely the General Assemblies;
- Request the convening of extraordinary General Assemblies, in accordance with the statutes;
- Benefit from the agreements established between SPCAL and other institutions.

Article 11
(Voting rights)

1. In the General Assembly, all members have active voting rights, with one vote per member.
2. With the exception of the Ethics Committee, only members of the Association can be elected to positions on SPCAL governing bodies.
3. For the Administrative Board, the Supervisory Council and the Consultative Commission, only Effective Members can be elected.

Governing bodies

Article 12
(Governing bodies)

The governing bodies of SPCAL are: The General Assembly Board, the Administrative Board, the Supervisory Council, the Ethics Committee and the Consultative Commission.

Article 13
(General Assembly)

1. The General Assembly is composed of all members;
2. The General Assembly takes place annually in a location to be arranged;
3. The board of the General Assembly is composed of the president, vice-president and secretary;
4. The members of the board of the General Assembly are elected by the General Assembly by means of secret ballot, for a mandate of 2 years, and cannot retain any of the board positions for more than two consecutive mandates;
5. The General Assembly holds extraordinary meetings whenever requisitioned by its president and upon request of the Administrative Board or upon a written petition to the president by at least 10% of the Associations' members;
6. The Administrative Board of SPCAL is responsible for issuing the notice of the General Assembly meeting and respective agenda to all members, which it should do at least two weeks in advance. Electronic mail can be used for this purpose.

Article 14
(Competences of the General Assembly)

The General Assembly has the following competences:

- To elect the members of the Administrative Board;
- To elect the members of the Supervisory Council;
- To elect the members of the Ethics Committee;
- To elect the members of the Consultative Commission;
- To approve the plan of activities and the budget as proposed by the Administrative Board;
- To establish the value of the membership fee;
- To discuss and deliberate on all matters relating to the functioning of SPCAL;
- To approve alterations to the statutes;
- To approve all SPCAL regulations;
- To approve the annual financial report by the Administrative Board;
- To deliberate upon the dissolution of SPCAL;
- To grant the Administrative Board the authorisation to act on behalf of the Association in legal proceedings;
- To dissolve the governing bodies;

Article 15

(Administrative Board)

1. The Administrative Board of SPCAL is composed of a president, a vice-president, a secretary, a treasurer, a voter and two substitute voters.
2. The members of the Administrative Board are elected by the General Assembly by means of secret ballot for a mandate of 2 years and cannot retain any of the board positions for more than two consecutive mandates;
3. Absences from the positions of the Administrative Board between two elections are covered by other members of the same Board.

Article 16

(Competence of the Administrative Board)

The Administrative Board has the following competences;

- To represent SPCAL interests;
- To promote exchange with scientific associations of similar nature;
- To manage the funds of the Association, which are composed of membership fees, donations, sale of publications and other revenue;
- To request the President of the General Assembly to call extraordinary meetings of that governing body;
- To establish the plan of activities and the budget in order to pursue the objectives of the society;
- To present the annual report and annual financial reports;
- To deliberate on the admission of new members;
- To propose to the General Assembly the exclusion of members when motives for such action arise;
- To ensure that members are sent information and notices of meetings.

Article 17

(Meetings and Deliberations of the Administrative Board)

1. The Administrative Board will meet ordinarily, upon requisition of the President, whenever it deems necessary;
2. The Administrative Board will meet extraordinarily upon convocation of the President or when requested by the majority of its members whenever matters of importance for the Association should be discussed;
3. The deliberations of the Administrative Board are decided by simple majority of members present.

Article 18
(The Supervisory Council)

1. The Supervisory Council is composed of a president and two voters.
2. The members of the Supervisory Council are elected by the General Assembly, based on a single list proposed by the Administrative Board.
3. The members of the Supervisory Council exercise a mandate of 2 years and cannot retain any of their positions for more than two consecutive mandates;

Article 19
(Competences of the Supervisory Board)

The Supervisory Board has the following competences:

1. To issue its written opinion concerning the accounts of the Administrative Board of SPCAL;
2. To work for the fulfilment of the legal, statutory and regulatory requirements;
3. To examine, whenever necessary, the accounts and the treasury of SPCAL;
4. To attend, by its own initiative or upon the request of the Administrative Board, the meetings of the Administrative Board without power of vote;

Article 20
(Ethics Committee)

1. The Ethics Committee is composed of a variable number of members between a minimum of 5 and a maximum of 11, always an uneven number.
2. The Ethics Committee should include representatives from varied scientific areas such as veterinary medicine, pharmacy, medicine, biology, biochemistry, psychology, law and ethics, as well as a representative from civil society.
3. The members of the Ethics Committee are elected by the General Assembly on the basis of a single list proposed by the Administrative Board.
4. The members of the Ethics Committee exercise a mandate of 3 years and can be re-elected.
5. At the first meeting of each mandate, the Ethics Committee elects, from among its members, the president, the vice-president and the secretary and prepares the internal regulation of the committee.

Article 21

(Competences of the Ethics Committee)

The Ethics Committee pronounces itself, upon request of the Administrative Board, on all questions of ethical relevance in the area of laboratory animal science.

Article 22

(Consultative Commission)

1. The Consultative Commission works with the Administrative Board and is composed of either 5 or 7 members.
2. The Consultative Commission should include representatives from various scientific areas, chosen from among SPCAL members.
3. The members of the Consultative Commission are elected by the General Assembly, based on a single list proposed by the Administrative Board.
4. The members of the Consultative Commission exercise a mandate of 3 years and can be re-elected.
5. In the first meeting of each mandate the Consultative Commission elects the president from among its members and prepares the internal regulations of the Commission.

Article 23

(Competences of the Consultative Commission)

1. The Consultative Commission is responsible for advising on, and accompanying the elaboration of research/experimentation projects, as well as protocols for other activities involving laboratory animals and, in all that is judged to be pertinent, it counsels members whenever requested.
2. After consulting the Administrative Board, the Consultative Commission can request the possible collaboration of technical staff where these may need to be requisitioned to solve specific problems.

Article 24

(Organisation of scientific events)

The organisation of each scientific meeting has its specific regulations, which must be approved by the General Assembly.

Article 25

(Partnerships)

1. SPCAL can establish partnerships with other entities with similar principles.
2. SPCAL will make the necessary efforts to become a member of similar international organisations, namely the Federation of European Laboratory Animal Science Associations (FELASA) and Laboratory Animals Ltd.

Article 26
(Alteration of the statutes)

The General Assembly has the competence to alter the statutes, and to that effect must act with at least half of the Associations' members at the appointed time of the meeting upon first call, or with a minimum of a fifth of the members present at the appointed time of the meeting upon second call.

Article 27
(Omissions)

1. Any omissions from the present statutes will be resolved by the General Assembly.
2. In the absence of an applicable norm, the omissions become subject to the general Civic Association code.

Article 28
(Dissolution and liquidation)

1. SPCAL can only be dissolved by the General Assembly in an extraordinary meeting, with the deliberation being taken by a favourable vote of at least three quarters of all the members.
2. Once the dissolution of SPCAL is decided upon, a liquidation commission will be immediately set up, with the purpose of distributing the assets of the association in favour of institutions of scientific importance, in accordance with that which is decided upon by the General Assembly.