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I. LS² General Regulations

1. Organisation

The Organisation of LS² is subject to change upon proposition of the Delegates Assembly, validated by the General Assembly. The Organisation of LS² is based on this bicameral system.

The highest organ is the General Assembly (**GA**), and the second organ is the Delegates Assembly (**DA**). Both organs convene once annually at the LS² Annual Meeting (or around this time if not possible otherwise). Communication between the two chambers is not top down but bidirectional. The executive organ of LS² is the Executive Committee (**EC**); its composition is indicated in the Bylaws. The DA debates the propositions usually made by the EC, but can also initiate a discussion for consideration and implementation by the EC. The DA can also further make propositions to the GA.

The DA is composed as indicated in the Bylaws. The proportionality factor of delegates per section is 1 per 50 members, with a maximum number of 5 per section. The total number of delegates per section may not exceed 49% of all DA delegates. The delegates are elected by the sections during the section assemblies. The proportionality factor is subject to changes upon decision of the DA. An Extraordinary DA can be called upon by the EC.

The EC meets twice annually. The EC implements the decisions validated by the GA. The EC plays the role of the board of experts, brain trust, and analytical centre of LS². It debates important issues, makes propositions for the future, brainstorms about LS², and identifies the members of the EC. Propositions are validated by the GA.

The heart of the society are the sections and intersections, each reflecting a different discipline of life sciences.

a. Regulations of sections and intersections

1. The optimal number of members to create a new section is 50.
2. The optimal number of sections is 10.
3. The splitting of a large section can be proposed at the DA to prevent a misbalance between different sections.
4. Section boundaries are flexible and interactions as well as jointly organized events are highly encouraged.
5. Sections have their own board composed of at least two members, including the section president, who represents the section at the EC.
6. LS² administers the budget of the sections. Sections are in charge of proposing a balanced financial plan for their activities. The re-investment of possible profits from section events will be discussed at the EC.
7. Every member may join multiple sections.
8. Every section board may propose new board members throughout the year that will be voted upon at the GA. As much as possible, board members should be recruited from different Swiss institutions.
9. An existing Swiss society can form an intersection with an existing LS² section. Collaborative efforts and mutual benefits for each other's members have to be in accordance with both societies' aims and capabilities of LS².

b. Regulations of LS² partners

1. Partner societies and LS² negotiate a partnership agreement that defines the relationship. The agreement can be flexible and reflect the specificities of the societies and the extent of the partnership. Some suggestions are:
 - a. The partner society pays a partnership fee (in the order of 15 CHF/member) and receives full access to the LS² network (including member's directory) and takes advantage of the advertisement of the society events by the LS² MO.
 - b. LS² may organise symposia in the partner society's Annual Meeting or vice-versa, if space and meeting topics permit.
 - c. Members of the partner society have access to the LS² newsletter and may benefit from reduced access fees to LS² meetings upon agreement.
2. One delegate of the partner society participates in the LS² EC and DA, but is only eligible to vote in the DA.

c. Regulations of collective membership

1. Companies can become a collective member of LS² and negotiate an agreement that defines the interactions and conditions. This can include cross-advertisement of activities or sponsoring of LS² events. The conditions may vary from case to case and depend on the nature of the collective member.
2. For academia, a collective membership can be contracted for a group of at least 8 new members, e.g. from a research laboratory, with a 20% discount for the first 2 years. After those 2 years this membership is transformed into individual memberships (without discount).

d. Regulations of lifetime membership

1. Members who are already retired can apply for a lifetime membership.
2. The person requesting it should provide reasonable evidence that he/she is indeed retired
3. The lifetime membership cannot be requested retroactively.
4. The membership fee amounts to 10x the fee of a retired scientist, payable at the beginning of the membership.

e. Regulations of honorary membership

1. An honorary membership can exceptionally be attributed under the following conditions:
 - a. General criteria: outstanding scientific career and achievements and/or contributions to the LS² community and/or contributions to teaching and community work, and/or exceptional LS² funding or sponsoring efforts
 - b. Other requirements: scientists working in Switzerland, but not restricted to LS² members; scientists working abroad, have some reasonable connexions with LS². No age restriction.
2. The honorary membership does not involve a membership fee, and comes with an invitation to the next possible Annual Meeting for official introduction to the LS² community and for receipt of the membership.
3. Proposals for nomination of honorary members come from the sections, Presidency, or the MO (no self-nomination). A committee that includes different section members and junior members reviews and selects the proposals. The honorary member nomination needs approval by the GA, or provisionally ahead of it, by the EC.

f. The Management Office

The Management Office (MO) consists of the Scientific Officer(s) (SO) and a Secretary. Additionally hired staff for LS² will be considered as part of the LS² MO.

The tasks of the LS² MO include:

1. Administration of LS² and its sections
2. Accounting procedures
3. Establishment and maintenance of member database
4. Recruitment of new members
5. Organisation of events for or with sections, and for the public
6. Organisation of the LS² Annual Meeting
7. Representation of LS² in funding or other decision bodies (e.g. SCNAT, SAMW)
8. Raising funds and establishing partnerships/sponsorships with academic and non-academic institutions and societies
9. Centralization and coordination of all LS² activities
10. Communication tasks, including newsletter, website, posters, talks at events, etc.

2. Activities of LS²

Participation

All activities of LS² are open to the lay public. Anyone with an interest in Life Sciences in Switzerland can apply to become a member of LS².

Annual Meeting

One of the main activities of LS² is the organisation of the LS² Annual Meeting. Optimally, the annual meeting is organized alternatively in the French- and German-speaking parts of the country.

The Chairperson of the LS² Meeting is selected by the LS² Presidency, and the selection is approved by the DA, or by the Executive Committee between the dates of the DA. Ideally, the Chairperson is selected 2 years before the event.

If possible, the Chairperson of the LS² Meeting works in the German-speaking part of the country when the meeting is in the French-speaking part and vice-versa, in order to encourage and facilitate cross-involvement and participation of scientists from either part of the country. If necessary, the Chairperson and the LS² MO can nominate a local committee to help organize the meeting. Efforts are made to actively involve the Italian speaking region of Switzerland, and the Rhaeto-Romanic speaking region.

The annual meeting is managed by the LS² MO. The management includes logistics, floor plan, and all communication tasks (booklet, poster, flyers, etc.), as well as most sponsorship and fundraising activities. The scientific program of the annual meeting is conceived by the Chairperson with the help of the LS² MO. The Chairperson selects leading scientists from Swiss institutions as members of the scientific committee. The LS² MO and the Chairperson may adopt a general theme for the meeting and decide what sessions will be held during the meeting.

The sections may propose to organize sessions. The scientific content (topic, speakers, structure) is determined by the sections with the approval of the Chairperson and the LS² MO. Sections are encouraged to organize joint sessions with overlapping topics.

When selecting sessions, priority will be given by the LS² MO and the Chairperson to sections and to societies with which LS² has established a partnership agreement. If possible, 2-3 sessions are reserved for guest or partner societies. Next to scientific symposia, career-related sessions (e.g., the Postdoc competition “Tomorrow’s PIs: The future of Swiss research”, or “Non-academic careers in Sciences”) and broad panel discussions usually complement the meeting to make it attractive for both the scientific community and the broad public.

The goal is to attract more participants to the meeting every year. An expansion of the advertisement/communication strategy can be considered, for example to reach Swiss scientists abroad.

Section meetings

Each section may organise its own events with the help of the SO. Any section congress, workshop or training event will allow LS² to expand its range of activities, increase benefits for its members, and recruit new members. Section meetings are published as a meeting website at <https://meetings.ls2.ch/>.

Other meetings

LS² organizes other events, including sessions in meetings organized by others (e.g. Swiss Chemical Society) and satellite meetings before conferences organized by others (e.g. EMBO conferences, Jeantet or Latsis annual symposia). A satellite meeting is open to the participants of the conference and is managed and organized by LS² SO with the help of the conference organizers.

Other activities

LS² MO can plan and organize other types of activities, including collaborations to scientific journals or the public media, websites and forums, in order to promote Life Sciences in Switzerland and to defend Swiss Life Scientists. Other types of conferences, events organized towards the public or activities can be considered within the limits of what the SO can reasonably manage.

3. Sponsoring by the SCNAT

The SCNAT sponsors LS² activities, including travel grants, satellite meetings, and other activities including those towards the public. Funds provided by the SCNAT are used for the purpose approved by the SCNAT and have to meet their rules and criteria. Unused funds will be returned.

The LS² MO with the help of the EC plans the activities of LS² and acquires SCNAT support one year ahead of time, ideally in spring. An estimate for travel grants (TG) can be based on the sum of TGs awarded in the previous year. The SO prepares every year an application with all activities planned by LS², and submits the application to SCNAT in August.

Travel grant (TG) regulations provided & subsidized by SCNAT

1. Eligibility and formal criteria for applicants

- Minimum membership at LS2 is 1 year, at the time of submission
- Only PhD students are eligible for SCNAT travel grants.
- Maximum lifetime funding per PhD student for international conferences is 1400 CHF. Maximum funding for European conferences is 800 CHF
- What is funded: travel (economy and 2nd class), registration fees and accommodation
- Applications have to be submitted by individuals, it is mandatory to have a private Swiss bank account to receive the TG (no institutional application)
- Active participation at the meeting (poster or talk)
- Respect the two annual submission deadlines: March 1st and September 1st
- Applicants have to indicate their section on the application
- TG can only be applied within one section (but exchange of funds possible, see above)
- Applications have to be submitted before the grantee has attended the meeting
- Applicants have to confirm in their application that they will not receive additional funding covering the same item as the LS2 TG

2. Selection of TG candidates

All applications must be sent electronically to the LS² SO (info@ls2.ch). The SO does a pre-selection of candidates (non-scientific eligibility criteria) and forwards (formally) eligible candidates to the sections. The sections will determine the scientific criteria and award TGs according to their selection criteria.

3. TG reports

The recipient of a TG must submit a report on the conference ideally within 4 weeks after the end of the conference, to share his/her experience with LS2 members and the public. The report can have various formats (below) and can be discussed with the SO. Criteria for the TG Reports are:

- At least one page (A4) meeting report
- Please include name, affiliation, and e-mail address
- Please include the exact name and the place/dates of the conference
- Add photos and/or abstract of the poster or talk to the report
- Possibility to submit the meeting report in a different format (e.g. slide show, video of the talk), contact the SO for those options (info@ls2.ch)
- The TG recipient agrees that the report is published on LS² website and that photos sent from the conference are posted on LS² social media
- TG reports are submitted by e-mail to info@ls2.ch

4. Exchange of TG funds

An exchange of TG funds across sections should be simple and without much administrative effort. If a section has a surplus of funds after the last submission deadline, these funds can be transferred to another section that might be short in TG resources. The money can only be used to award TGs.

4. Membership fees

Categories		Annual Fees (CHF)
Undergraduate members	Bachelor's and Master's students	45
Postgraduate members	PhD students	75
Regular members	Postdoctoral fellows, lecturers, researchers, technical staff, medical doctors, professors, anyone interested in the life sciences	125
Emeritus members	Retired scientists	75
Lifetime members	Retired scientists	750
Collective members	Groups of at least 8 members, e.g. from academic institutions, research institutes, or companies interested in the life sciences	upon agreement
Partner members	Associations, scholarly societies	upon agreement

The membership categories are as described above.

The membership fees are subject to change upon proposition of the DA and validation by the GA. Information about members is in the members' directory on LS² website. Selected information (name, affiliation) are always visible to the other members (visible information is indicated by a star symbol next to the respective database entry). Additional information (e.g., expertise) can be entered on a voluntary basis. Only the LS² MO and the IT responsible can see the full contact information of our members and use them for administrative purposes only (e.g., billing and newsletter). Changes in this directory (address changes, expertise, status...) can be executed by members individually via their login at www.ls2.ch or by informing the SO via info@ls2.ch. Data privacy information can be accessed via our terms & conditions at <https://www.ls2.ch/about-us/terms-conditions>.

Members going abroad who wish to keep their LS² membership should inform the SO. Their data will remain in the directory of LS², and the public information will remain accessible to the other members of the society. Members going abroad will remain eligible for all other benefits of being an LS² member to facilitate access to the Swiss scientific community, also in case of a return.

5. Sponsors, annual meeting registration and exhibitors

Registration fees

The online registration fees for the Annual Meeting are as indicated below:

BSc/MSc student *	20 CHF
PhD student Member of LS ² **	60 CHF
Regular Member of LS ² **	70 CHF
PhD student Member of an LS ² Partner society **	100 CHF
Regular Member of an LS ² Partner society **	110 CHF
Non-member	175 CHF

* Presentation of the student card at the registration desk of the meeting.

** LS² Membership has to be confirmed at least one month prior to the meeting

On-site registration is possible at a higher price published on the Annual Meeting website (<https://annual-meeting.ls2.ch/>). Those fees apply to on-site meeting only.

Exhibitors

The LS² MO offers space to rent for exhibitors during the Annual Meeting. The floor plan of the exhibitors' booths is established by the LS² MO, and the fees can be adapted according to the needs.

Sponsors

LS² offers several sponsorship programs for the Annual Meeting, including gold and silver partnerships, advertising plans during the meetings (booklet, roll-ups, conference bags etc..) and the sponsoring of specific lectures. All sponsorship programs are available upon request and distributed as a booklet to all exhibitors and possible sponsors. Reduced prices may be given to start-ups and very small companies upon discussion with the MO.

II. Regulations of Scientific Awards

1. Awards of LS²

According to Article 15 of the Bylaws, LS² awards the following prizes:

- 1.1. Lelio Orzi Award
- 1.2. Friedrich Miescher Award

1.1 Lelio Orzi Award

The Lelio Orzi Award is awarded by the Lelio Orzi Fund, hosted by the Faculty of Medicine of the University of Geneva. The laureate is selected by the jury.

a. Profile of the Laureate

The Lelio Orzi Award is awarded annually to a Scientist who has achieved an outstanding performance in Fundamental Cellular Biology (Life Sciences) and who has led his/her work independently. The selection of the laureate is independent of his/her nationality and age. He/she must have conducted a significant proportion of the work in a Swiss research institution and thus contributed to the advancement of Swiss Life Sciences. The originality and impact of the work is determined by:

- High-quality rigorous publications (publications in journals with high Impact Factor is NOT a criterion)
- Original and novel contributions to the field
- Independence of work and ideas
- Importance of work for future development in the field of research

b. Composition of the Jury

The Jury is constituted of:

- The Past President, Vice-President and President of LS²
- Pierre Cosson, Prof. at the Geneva Faculty of Medicine, personally appointed member of the Lelio Orzi Fund Committee
- One additional delegate of the Geneva Faculty of Medicine
- At least 3 representatives from other Swiss Academic and Research Institutions

The members of the jury are appointed by the President of LS² and the representative of the Lelio Orzi Fund, who will strive to maintain an adequate representation of Swiss institutions, research fields, and gender. With the exception of the representative of the Lelio Orzi Fund and the LS² Past-President, Vice-President and President, jury members are appointed for three years, renewable once.

c. Selection of the laureate

Every year, an open call for nominations is sent to regular and emeritus members of LS², as well as to Swiss institutes of potential interest (cellular biology institutes, for example). If necessary (not enough candidates), each jury member can nominate one candidate. Nominations need to be supported with a justification, brief biosketch, statement of major achievements, and list of 3-5 most important publications. The award can be shared.

Among the list of applicants, the laureate is selected by the jury in two rounds:

Round 1: Each jury member votes anonymously for 3 candidates.

The LS² Management Office establishes a short-list of only two or three candidates with the highest number of votes. More candidates can be on the short list if they have the same number of votes.

Round 2: The short-list is submitted to the jury. Each jury member has only one anonymous vote. If the number of votes for each candidate is even, the vote of the LS² President is prevalent.

The jury can decide not to distribute the award if no suitable candidate could be selected.

The laureate is nominated by the jury, preferably before June 1st every year.

d. Award

The public announcement of the new laureate is embargoed until early January preceding the following LS² annual meeting in February.

The award is then made public in time to be announced in the program of the LS² annual meeting and on the LS² website. The laureate should also be announced in time to relevant academic institutions and if adequate to the media.

A public ceremony is organized during the LS² annual meeting. The ceremony begins with a Laudatio from the representative of the Lelio Orci Fund Committee. Then, the laureate presents his/her work in a public lecture of approximately 30 min. Finally, the laureate receives a 10'000 CHF award and the certificate from the Lelio Orci Fund Committee.

1.2 Friedrich Miescher Award

The Friedrich Miescher Award was created by the Molecular and Cellular Biosciences section of LS² to commemorate the 100-year anniversary of the discovery of nucleic acids. The prize is donated by the Friedrich Miescher Institute for Biomedical Research (FMI) in Basel.

a. Profile of the Laureate

The Friedrich Miescher Award may be awarded once every year to a young Scientist for outstanding achievements in biochemistry. To be eligible, candidates must not yet have reached the age of 40 years on January 1st of the award year. For female candidates with children, the age limit is automatically extended by one year per child. For male candidates with children, the age limit can be extended by 6 weeks per child or the actual time taken off as parental leave if this is longer than 6 weeks. The maximal extension is 6 months.

The scientific work must have been carried out in Switzerland or by a Swiss scientist abroad.

Preference will be given to candidates with a documented record of independent research.

Candidates can be nominated or self-apply for the award.

b. Selection committee

The Committee constitutes itself. Some members belong to the Committee *ex officio*: The President, Vice- President and the Executive Member of the Molecular and Cellular Biosciences section of LS². One delegate is of the Friedrich Miescher Institute for Biomedical Research (FMI) in Basel. Three additional representatives are from Swiss Universities.

c. Award

A public ceremony is organized during the LS² annual meeting. The ceremony begins with a Laudatio from a member of the jury. Then, the laureate presents his/her work as a public lecture of approximately 30 min. Finally, the laureate receives a 20'000 CHF award, a medal, and a certificate. LS² itself cannot guarantee the award since it is donated by the Friedrich Miescher Institute.

III. Financial Regulations of LS²

1. Aim

The aim is to provide financial regulations for the treasury of LS², and to define the financial responsibilities of the EC, the DA and GA.

2. Accounting of treasures

The treasure of LS² is constituted of the assets of LS² excluding the assets of the Oetliker foundation). Sections do not have their own assets, but revenues (and losses, if any) of section events will be administered through a common LS² account by the MO.

The LS² EC nominates an external trustee (financial auditor). The treasure of LS² containing all assets is managed by the MO. The administration of assets follows the rules established by the LS² EC.

3. Competences and responsibilities

a. General

The accounting year equals the calendar year.

LS² finances are managed by the LS² MO and the Presidency. If necessary, the accounting work is helped with in the MO by a part-time secretary and/or accountant, under the supervision of the treasurer (i.e. the Vice-President of LS²).

Between meetings of the DA, decisions concerning financial affairs or the budget are made by LS² EC.

The LS² budget needs to be approved by the DA and the GA.

The accounting of the sections is centralized and managed by the MO. Sections do not administer a separate budget.

b. Authority of signature

The Presidency (Past President, President, and Vice-President) and the MO (secretary and SO) are authorized to sign.

c. Authority to spend funds

Authority for non-budgeted fund expenditures (i.e., funds that have not been presented in the financial outlook at the past GA) is limited to 10'000 CHF per case. These funds can be authorised by the LS² President, Past President, Vice-President or the MO. This type of expenditure requires a double signature by two of the latter. A maximum of 30'000 CHF non-budgeted funds can be allocated per calendar year.

d. Budgeting and Annual Financial Report

The tentative budget and annual accounting for the following year are presented at the DA. The budget is also discussed at EC meetings.

To prepare the discussion, the tentative budget and annual accounting are prepared by the LS² MO and Presidency, and sent to the members of the EC, at least 2 weeks prior to the DA (or the EC meeting). The MO and Presidency prepare the annual budget of LS² and the balance sheet. The treasurer presents the annual budget of LS² and the balance sheet of the past year at the DA. The annual budget is approved by a vote of the simple majority of the delegates present. The budget is validated at the GA by a simple majority vote.

4. Income

The income of the society is mainly generated by the membership fees, the Annual Meeting, the interests from assets and donations (sponsors/societies/private).

5. Final Regulations

These Regulations have been established on January 1, 2015. A second version was presented to the DA & were approved at the GA on February 12, 2018. The current version will be presented for approval to the DA of January 26, 2021.

Last change: 26.12.2020

Voted at the DA of January 26, 2021