



*Registered Charity No. 1091996*

## **Rules of the Society for Education in Anaesthesia (UK) (Revised 2014<sup>1</sup>)**

- 1. The Society shall be called the 'Society for Education in Anaesthesia (UK)'**
- 2. The Society exists to promote the art and science of medical education and to provide a forum for discussion and research of pertinent matters.**

### **3. MEMBERSHIP**

- a. Any registered medical practitioner or educationalist may apply for Life or Ordinary membership of the Society. Retired members are nominated from those Ordinary Members who have retired from active medical practice upon personal application from the members concerned.
- b. Honorary Life Members are elected from persons, nominated by Council, who have made outstanding contributions to the advancement of medical education and allied specialties, and upon whom the Society desires to confer recognition by the presentation of a certificate at an Annual General Meeting.
- c. Persons who are not registered medical practitioners, but who are practising in any related field, may apply for Associate Membership, but would have no voting right.

### **4. MEMBERSHIP SUBSCRIPTION**

- a. An annual subscription for life or ordinary membership, the amount to be decided by Council, will be payable on the 1<sup>st</sup> January each year. The current annual membership fee is £20
- b. New members will pay the proportion of the annual fee, which is due at that time for the financial year in which they are joining.
- c. Members will pay a reduced registration fee for the Scientific Meetings of the Society.
- d. Retired Members are welcome to make a donation.

### **5. WHEN A MEMBER SHALL CEASE TO BE SO in the following circumstances**

- a. If notice is given in writing to the Secretary of the Society, the member resigns. Every notice to resign shall be deemed to take effect from the next Annual General Meeting after the giving of such notice.
- b. If the Member is expelled.
- c. If the Membership subscription is in arrears by six months and not after due notification, a Member who ceases to be so after failure to pay the Membership subscription may, with the consent of the Council be reinstated on payment of the arrears.

- d. If the Member's name is removed from the Medical Register by the GMC or equivalent licensing body!

## **6. GENERAL MEETINGS**

- a. There shall be an Annual General Meeting (AGM).
- b. Special General Meetings may be called from time to time by the Council and the Secretary shall call a Special General Meeting within six weeks from the receipt of a requisition signed by at least 15 Members stating the purpose for which the meeting is to be summoned. At least 7 days notice of the meeting must be given.
- c. No rule may be made, altered or rescinded except by the Society in a General Meeting.
- d. The AGM shall be held every year upon a date and place normally decided at the previous AGM. Notice of the AGM shall be sent to members at least one month before the date of the meeting.
- e. At the AGM the following business shall be conducted:
  - i. To approve the nominations of the Council for Officers of the Society
  - ii. To elect other Members of Council
  - iii. To receive a Report from Council
  - iv. To receive the Treasurer's Report and independently reviewed accounts
  - v. Such other business as Council may decide

## **7. NOTICE OF BUSINESS**

Any member wishing to move any resolution at the AGM shall give notice thereof in writing to the Secretary not less than eight weeks before the date of such meeting.

## **8. OFFICERS OF THE SOCIETY**

The officers of the Society shall consist of:

The President – elected for a period of 3 years

The Immediate Past President – to remain on Council for no more than 2 years

The President Elect – to have been on Council for one year prior to taking office in September

The Honorary Secretary Membership Secretary – elected for a period of 3 years

The Immediate Past Secretary - to remain on Council for no more than 1 year

The Honorary Treasurer– elected for a period of 3 years

The Immediate Past Treasurer - to remain on Council for no more than 6 months

Terms of office for President, Honorary Secretary and Treasurer may be extended for a further 1 -2 terms if decided by council.

## **9. COUNCIL OF THE SOCIETY**

A council consisting of the Officers of the Society and a number (as determined by the council from time to time) of Ordinary Members (including one trainee representative) if appropriate and a non-medical lay member shall conduct the business of the Society. Council shall also have the power to Co-opt as Members or invite as Observers those whose advice or expertise would assist Council's deliberations.

- a. The Council shall nominate the President, Honorary Secretary and Honorary Treasurer of the Society and the names submitted to the AGM for the approval of the Members. These Officers will take up post at the next meeting of the Council following the AGM. The President will not normally hold Office for more than 3 consecutive years, unless the Council and Society in General Meeting decide otherwise in a particular case.
- b. The Ordinary Members of Council are elected through an electronic process administered by the administrator and the results will be presented at the AGM. The initial term of office is for 4 years. They may with agreement of Council, stand to remain on council for a further 2 year period if approved at AGM. Any member of the Society may nominate any other Member of the Society for election to Council provided that such nominations are sent in writing to the Honorary Secretary as set out by the guidance on the website not less than four weeks before the AGM. The members who are elected to Council at the AGM shall take up their posts at the next Council Meeting.
- c. Any casual vacancy occurring in the office of Honorary Officers or of the Council may be filled by the Council, but any person so chosen shall retain the office so long only as the vacating members in whose place the appointment has been made would have retained the same if no vacancy had occurred, however such members may stand for re-election for a further term in such circumstances for up to 3 years.

## **10. MEETING OF COUNCIL**

- a. An Ordinary Meeting of Council shall unless the President otherwise dictates, be held at least half-yearly. Normally one meeting will be held shortly before the Annual General Meeting and the other in the autumn.

- b. Council shall have power to appoint standing or other committees or sub-committees as necessary to consider matters and report to Council. Any member of the Society may be appointed to these committees.
- c. In case of an emergency and it being impossible to summon a meeting of Council or the appropriate committee in time to deal with such an emergency, then the President shall take such immediate action as may seem necessary to him/her in the circumstances and shall report the matter to the next meeting of Council or the appropriate committee as the case may be. In the case of the President being unable to undertake his/her duties the immediate Past President will deputise.

## **11. MINUTES TO BE MADE**

Council shall cause minutes to be recorded and held

Of all appointments of Officers

Of the names of the members of Council present at each meeting of Council and of any committee of Council

Of all orders made or direction given to Council

Of all resolutions and proceedings of the General Meeting of the Society and of meetings of Council and committees of Council

## **12. EXPENSES**

Council shall have the power to reimburse Council members and others for expenses incurred in the service of the Society or to remunerate other persons who assist the work of the Council from time to time.

## **13. ACCOUNTS**

- a. Council shall cause true accounts to be kept of all sums of money received and expended by the Society and the matters in respect of which such receipt and expenditure takes place and of the assets, credits and liabilities of the Society. The books of accounts shall be kept at such place or places as the Council deems fit.
- b. The financial year of the Society shall be the charity calendar year (Jan – Dec) and reflect this for when the accounts of the Society shall be balanced.
- c. The accounts shall as soon as practicable after the independent financial conduct a review of the accounts of the Society at the end of each financial year. The report of such accounts normally shall be completed not less than 30 days before the Annual General Meeting.
- d. Subject to any reasonable restrictions as to the time and manner of inspecting the same that may from time to time be imposed by the Society in General

Meeting, the books and accounts of the Society shall be open to the inspection of the Members at all reasonable hours.

- e. At each Annual General Meeting, Council shall lay before the Society a balance sheet containing a summary of the property and liabilities of the Society made up to the last financial year.
- f. Cheques shall be signed by one of the following;

The President, The Honorary Treasurer or the Honorary Secretary.