

BRITISH ASSOCIATION OF OTORHINOLARYNGOLOGISTS – HEAD AND NECK SURGEONS

THE CONSTITUTION

1. **TITLE:** The Association shall be called the British Association of Otorhinolaryngologists – Head and Neck Surgeons.
2. **OBJECTS:** To assist in the advancement of public education and research in otorhinolaryngology and head and neck surgery.
3. **POWERS:** In furtherance of the objects but not otherwise the Council may exercise the following powers:
 - (i) power to raise funds and to invite and receive contributions provided that in raising funds the Council shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
 - (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
 - (iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association;
 - (iv) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
 - (v) power to provide accreditation for postgraduate meetings;
 - (vi) power to publish and encourage the publication of research and educational documents;
 - (vii) power to provide representation for otorhinolaryngology and head and neck surgery within the medical profession and other spheres;
 - (viii) power to disseminate information promoting the highest standards of practice of otorhinolaryngology and head and neck surgery for the general benefit of patients;
 - (ix) power to do all such lawful things as are necessary for the achievement of the objects.

4. MEMBERSHIP

Full Members: Medical practitioners who are duly registered with the General Medical Council and are engaged in the practice of otorhinolaryngology – head and neck surgery or audiological medicine. All applicants shall satisfy the Council as to their qualification for membership.

Trainee Members: Registered medical practitioners in the training grades for otorhinolaryngology or audiological medicine.

Associate Members: Registered medical practitioners in non-consultant career grades who are not in ENT training. (Staff and Associate Specialist Grades).

Affiliate Members: Qualified professionals working in disciplines related to Otorhinolaryngology such as nurses, audiologists and GP specialty practitioners.

Corresponding Members: Registered medical practitioners resident and practising overseas.

Life Members: Members who have retired from active practice may elect to become Life Members on payment of two annual subscriptions at the rate in force at the time of retirement. Life Members may opt to receive *Clinical Otolaryngology* at the current rate for Full Members.

Honorary Members: Members may be elected as Honorary Members provided that they have been Members of the Association for at least ten years and have retired from active practice in the NHS. Council shall nominate candidates for Honorary membership and their names brought to the Annual General Meeting for election. Honorary Members may opt to receive *Clinical Otolaryngology* at the current rate for Full Members.

5. **ELECTION TO MEMBERSHIP:** Candidates for Full and Trainee membership shall complete an application form in which particulars of their employment or training as an otorhinolaryngologist – head and neck surgeon are included and shall send the application form to the Honorary Secretary.

Applications shall be submitted to the Council, who shall satisfy themselves that such applicants are eligible for Membership. Council shall then elect such applicants to membership retrospectively to the date of application.

Applications for membership will be considered at every Council meeting. New Members elected by Council on the day of the Annual General Meeting shall be entitled to vote at that Meeting and at all subsequent Annual General Meetings.

6. **SUBSCRIPTIONS:** The annual subscription for each Member shall be payable in full to the Honorary Treasurer at the time of election and subsequently on 1st October each year by Direct Debit. A reduced subscription will be payable by any Member who is still in full-time training in the Speciality.

A Member whose subscription is 12 months in arrears, and who has been duly notified thereof, shall cease to be a Member of the Association. With the consent of the Council, the Member may be reinstated on payment of arrears.

7. **THE ANNUAL GENERAL MEETING:** At the Annual General Meeting the business shall be:

- a. To appoint the Officers of the Association for the coming session
- b. To elect Honorary Members
- c. To elect Auditors
- d. To receive the Annual Report of Council
- e. To receive the Report of the Honorary Treasurer and the Balance Sheet
- f. Such other business as the Council may decide

Notice of business: Any Member wishing to move any resolution at the Annual General Meeting shall give notice in writing to the Honorary Secretary not less than one month before the date of such meeting.

8. **GENERAL MEETINGS:** An Extraordinary General Meeting must be called by the Honorary Secretary within one month from the receipt of a requisition signed by at least 10 Members, stating the purpose for which the meeting is to be summoned.

9. **QUORUM AT ANNUAL GENERAL AND EXTRAORDINARY GENERAL MEETINGS:** 20 Members shall form a quorum.

10. **OFFICERS OF THE ASSOCIATION:** The Executive Officers of the Association shall be appointed at the Annual General Meeting and shall consist of:

President • President Elect • Honorary Secretary
Honorary Assistant Secretary • Honorary Treasurer

The President shall serve for three years and be succeeded by the President Elect who shall be installed in office at the end of the Annual General Meeting.

The President Elect shall serve for a period of three years thereafter becoming President and serving in this capacity for a further period of three years.

Nominations for the post of President Elect shall be received from the whole membership. Nominees must be past or present members of the Council. Each nomination shall require the agreement of the nominee and will be accompanied by a proposer and two seconders. Nominees will give a brief outline of their relevant experience and why they are suitable candidates for election. **Election** shall be by a postal ballot of all Members of the Association.

The Honorary Secretary shall serve for three years and be succeeded by the Assistant Honorary Secretary.

The Honorary Secretary will summon all meetings, prepare Agendas, and keep Minutes of the proceedings.

The Honorary Assistant Secretary will serve for three years thereafter becoming Honorary Secretary for a further three years. **Nomination** and **appointment** of the Honorary Assistant Secretary will be by Council.

The Honorary Treasurer shall serve for a period of five years. **Nominations** shall be received from the whole membership. **Election** shall be by postal ballot of the whole membership.

The Honorary Treasurer shall receive subscriptions, pay all bills, and present the accounts annually to the Council and to the Annual General Meeting.

11. **COUNCIL:** The business of the Association shall be conducted by a Council consisting of:

Executive Officers (voting)	President	Honorary Assistant Secretary
	President Elect	Honorary Treasurer
	Honorary Secretary	

Regional Representatives (voting): One representative from each of the following Regions:

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| 1. Northern | 7. Oxford | 13. Wessex |
| 2. North Western | 8. East Anglia | 14. South Western |
| 3. Mersey | 9. North West Thames | 15. Wales |
| 4. Yorkshire | 10. North East Thames | 16. Scotland - West |
| 5. Trent | 11. South East Thames | 17. Scotland - East |

6. West Midlands 12. South West Thames 18. Northern Ireland

Regional Representatives shall be empowered to send a named deputy, acceptable to Council, to attend Council meetings and to vote on behalf of the elected Representative.

Advisors (ex-officio and non-voting)

1. Consultant Advisor in Otolaryngology to the CMO (ex officio)
2. Chairman of the Specialist Advisory Committee in Otolaryngology
3. Chairman of the Education and Training Committee
4. Chairman of the Intercollegiate Board for Otolaryngology
5. Chairman of the Clinical Practice Advisory Group (CPAG)
6. Chairman of the Audit Committee
7. Section of Otolaryngology Member of the European Union of Medical Specialists
8. Invited Member of Council of the Royal College of Surgeons of England
9. Representatives of each of the two Scottish Royal Colleges
10. Representative of the Irish College of Surgeons
11. Representative of the Young Consultant Otorhinolaryngologists-Head and Neck Surgeons
12. Representative of the Association of Otolaryngologists in Training
13. Editor of the 'Newsletter'
14. Presidents discretionary nominee(s)

Co-opted Members (non-voting):

The Council shall be empowered to co-opt. Chairmen or representatives of the following organisations will normally be co-opted:

1. Chairman of the Manpower Committee
2. British Association for Paediatric Otorhinolaryngology
3. National Council for Professionals in Audiology (NCPA)
4. British Association of Audiological Physicians (BAAP)
5. Tri-Services
6. British Society of Academics in Otolaryngology
7. Editor of 'Clinical Otolaryngology'
8. Central Consultants and Specialists Committee
9. Overseas Doctors Training Scheme
10. The Royal National Institute for Deaf People (RNID)

Co-opted Members will normally attend the September Council meeting but will not attend other Council meetings unless by invitation or at the representative's request for relevant business.

Council Meetings: These will normally take place in November, December, February, May and September each year.

Conduct of Meetings: The President, or in his absence, the President Elect, or in the absence of both, a member elected by the meeting, shall preside at General and Council meetings, and shall have a casting vote.

Quorum of Council: The quorum for a meeting of the Council shall be 10 Members.

Election of Regional Representatives on Council: Regional Representatives shall be elected for a period of three years and shall then be eligible for re-election for one further period of three years, making a total of six years served sequentially. Thereafter, the member shall not be eligible for re-election for a further period of three years.

The secretariat of the Association will seek nominations in writing from Regions to fill vacancies.

The nomination paper must be signed by two members of the Association and the nominee. Members may only nominate a candidate for a vacancy occurring in their own Region. Members may not nominate a member of Council to represent more than one Region.

In the event of more than one nomination being received for a Region a postal ballot will be conducted by the secretariat of the Association. Members may vote only for a candidate from their own Region and shall be entitled to one vote.

If no nominations are received Council shall be empowered to fill the vacancy for that Region by invitation.

Should two or more candidates receive an equal number of votes, the Council shall decide which candidate shall be deemed elected.

12. **BAO-HNS REPRESENTATIVES:** Nominations for the Association's representatives on the SAC in Otolaryngology and on the Intercollegiate Speciality Board will be sought from the whole membership and elected by a postal ballot of the whole membership.

The Invited Member of the Association on the Council of The Royal College of Surgeons of England and the Association's representatives on the UEMS Board will be nominated and elected by Council.

13. **TRUSTEES:** There shall be three custodian Trustees of the Association who shall be elected by an Annual General Meeting from amongst Members nominated for election by the Council, and the property of the Association shall, if and so far as the Council may think expedient, be vested in such Trustees for the time being who shall execute a Declaration of Trust with regard to any property so vested in them.

The Executive Officers and Regional Representatives on Council, the voting Members, are the managing Trustees of the Association and will act in accordance with the regulations laid down by the Charity Commission governing the responsibilities of the Trustees of Charitable Associations.

14. **FINANCIAL YEAR:** The financial year of the Association shall end on the **30th day of September** in each year, to which day the accounts of the Association shall be balanced.

15. **CHEQUES:** Cheques shall be signed by any two of the five Officers of the Association. The Administrative Secretary of the Association will be empowered, as one of the signatories, to sign cheques up to a limit agreed by the Executive Officers.

16. **AMENDMENT TO THE RULES:** These Rules may be added to, repealed, or amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless it be carried by at least three-fourths of the Members voting thereon. Notice of any proposal to repeal, amend or add to existing Rules must be sent to the Honorary Secretary in writing not later than one month before the meeting, and must appear on the Agenda of the said meeting in the form of a motion.