



SOCIETY OF BRITISH NEUROLOGICAL SURGEONS

Founded 1926

Constitution and By-Laws

March 2019

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*Constitution and By-Laws
approved by the Society at a meeting in
Plymouth in April 1979 and amended by*

*Advisory Council in May 1982 and meetings in
Edinburgh, September 1984, Sheffield, April 1998, Plymouth 2005 and Manchester 2019
being a revision of the original Constitution
which is preserved in the Minutes.*

CONSTITUTION

ARTICLE I

This Society shall be called the Society of British Neurological Surgeons.

ARTICLE II

The object of the Society shall be the study and advancement of Neurosurgery.

ARTICLE III

The officers of the Society shall consist of a President, a President Elect, Immediate Past President, up to 2 Vice-Presidents, an Honorary Secretary, Meetings secretary(s) and an Honorary Treasurer.

ARTICLE IV

There shall be a Council consisting of the Officers, ten other elected members and ex-officio members: Chair of the Intercollegiate Examination Board, Chair of the SAC in Neurosurgery, Chair of the Academic Committee EANS/WFNS representatives, NICE representative, BNTA representative, Lay member, Chair of the Neurosurgical Foundation (TNF), Editor of the BJN, Royal College representatives, Other individuals at the discretion of the President. Only officers and the elected Council members will have voting rights.

ARTICLE V

A Scientific Meeting shall be held at least once per year. At the spring Scientific Meeting a Business meeting must be held, open to all members of the Society, but there may be a reserved section at which Full Members only may attend and vote. The Annual General Meeting of the company will form part of this Business Meeting.

ARTICLE VI

Full, Associate, Affiliated, Senior and International Members (as defined in Clause 3 of the By-laws) shall pay an annual subscription, which shall be determined by the Council and approved by a two-thirds majority of those present at a Business meeting. Notice of a proposal to alter the subscription shall be sent to every full member at least four weeks before such meeting. Subscriptions shall become due on January 2nd each year and shall be paid to the Society via the usual arrangements.

ARTICLE VII

All proposed amendments to the Constitution shall be submitted to the Honorary Secretary at least four weeks before a council meeting, and a copy of such proposals shall be forwarded to every member at least two weeks before the Business meeting. Change will require a two-thirds majority at the Business Meeting.

ARTICLE VIII

The presence of thirty members shall be necessary for the conduct of business at a Business Meeting. Four Officers of the Society and six elected members of council will ensure a Council Meeting quorate. If the President is present they will take the Chair. If they are not present they may appoint one or other of the Vice-Presidents/President Elect/Immediate Past President to take the Chair in their place.

ARTICLE IX

Items for the agenda of the Business Meeting must be submitted to the Honorary Secretary four weeks before the meeting.

ARTICLE X

When issues are voted upon this may, at the discretion of the Chair, be by show of hands or by secret ballot. In the event of an equality of votes the Chair shall have a second, casting vote. A ballot of the full membership may take place at the discretion of the President.

BY-LAWS

MEMBERSHIP

1. Membership numbers of the Society shall not be limited.
2. Only such surgeons shall be eligible for election as Full Members as have given proof of interest and activity in Neurological Surgery to the satisfaction of the Council. Other active members must demonstrate their contribution to Neurological Surgery to the satisfaction of the Council.
3. There shall be the following defined categories of membership:
 - (a) Full members – Those Neurosurgeons who are on the specialist register and are subject to an NHS style appraisal and revalidation process in the NHS, or (at the discretion of the President) an Independent Sector Hospital. Holders of a CCT in Neurosurgery, not in employment, can also be full members.
 - (b) Associate Members – Neurosurgeons in training in the UK and Eire.
 - (c) Senior Members – Previous full members, no longer in active clinical practice, subject to Council approval.
 - (d) Honorary Members – Reserved for those to whom particular honour is due. A decision of the Council to be final in determining those who are to become Honorary Members.
 - (e) Affiliated members – Those practitioners who have demonstrated an interest in Neurological Surgery to the satisfaction of the Council.
 - (f) International members – Neurosurgeons in active practice abroad
4. Application for membership shall be submitted in writing to Council and if approved by Council be confirmed, by due process, at the next General Meeting.
5. Members may attend all Scientific Meetings of the Society, submit papers and take part in all social activities. Full and Senior members may attend the business meeting but only Full Members will have voting rights. Annual subscription shall be determined under Article VI of the Constitution.
6. All members present at any academic or business meeting shall sign their names in a book provided for that purpose.
7. Full, Associate, Affiliated and International Membership shall be automatically terminated if no subscription has been paid for two successive years.
8. Membership of the Society is not a right but a privilege. Members who are temporarily suspended from the Medical Register (or similar responsible body) may be allowed to retain membership at the discretion of Council. Members who are permanently removed from the Medical Register will automatically forfeit their membership and the decision to do so will be recorded in the minutes of Council. Forfeit of membership by Council may also occur if a member is suspended from their employment and/or is considered to have brought the Society into disrepute.

OFFICERS AND COUNCIL

MEMBERSHIP

1. The President shall normally hold office for two years and shall chair the Council Meetings. They will be elected more than a year before their tenure and shall hold the post on Council of President Elect and then for a year after their tenure as Immediate Past President.
2. The Vice-Presidents shall normally hold office for two years.

3. The Secretary and Treasurer shall each hold office for four years. The Meetings Secretary(s) shall hold office for two years, renewable for a further two years.
4. The elected members of the Council (ten in total) shall serve for five years.

Ex officio members of Council:

Chair of the Intercollegiate Examination Board
Chair of the SAC in Neurosurgery
Chair of the Academic Committee
EANS/WFNS representatives
NICE representative
BNTA representative
Lay member
Chair of the Neurosurgical Foundation (TNF)
Editor of the BJN
Other individuals at the discretion of the President
Royal College representatives

Subspecialty leads and other individuals may be invited, on occasion, to attend Council

5. In the event of an elected member of Council becoming an executive officer, a replacement will be elected by formal ballot.
6. The President and/or Council may choose from Council or from the general membership representatives of the Society to serve on Committees, Working Parties or to act as Advisors in the development of protocols or guidelines
7. The Society representatives on the Senate of Surgery and the Federation of Specialist Surgical Associations will normally be the President or a Vice President acting as their deputy.
8. The Society's representatives to the Royal Colleges will be nominated by the President or the respective Royal College.
9. The Society shall appoint an Archivist.

ELECTIONS

The President must be elected by email ballot of the Full Members. Each candidate must be, or previously have served as, a member of Council. Each candidate must sign a nomination paper and be nominated by six Full Members. The election will be held at least eighteen months before to allow the incoming President to serve as President Elect.

The process of appointment of Vice Presidents is by President's nomination and Council approval.

The Honorary Secretary, the Treasurer and the meetings secretary(ies) must be elected by an email ballot of the Full Members. Each candidate must sign a nomination paper expressing willingness to serve and be nominated by two Full Members.

Members of Council must be elected by email ballot of the Full Members. Each candidate must sign a nomination paper and be nominated by two Full Members. At the end of a term of office a Council member shall not be eligible for re-election on to Council for at least a twelve-month period. A member of Council who has retired from the National Health Service may continue to serve but should stand down from Council after one year. A member who has retired from the National Health Service is not eligible for election to Council.

EANS/WFNS Representatives are to be elected by email ballot of the membership and must sign a nomination paper and be nominated by two full members.

TENURE OF OFFICE

The President serves for two years and shall not be eligible for re-election as an Officer of the Society. The retiring President may return to or be elected to serve as a Council Member.

The Vice Presidents serve for two years

The Honorary Secretary serves for four years

The Treasurer serves for four years.

The Meetings Secretary(ies) serve for two years, extendable to four years.

Elected members of Council serve for five years.

THE FUNCTIONS OF THE COUNCIL SHALL BE:

1. To be the decision making body of the Society.
2. To consider, to seek advice as required and act on all matters concerning the Society,
3. To scrutinise the credentials of candidates for membership,
4. To delegate arrangements for scientific meetings and all business connected with such meetings.
5. To send the unconfirmed minutes to all full and senior members

SUB COMMITTEES OR WORKING PARTIES

- (i) To setup such sub-committees or working parties as may from time to time to be considered necessary for the efficient running of the Society affairs.
- (ii) The terms of reference and duties for delegation of functions shall be defined by Council. The Chair and at least one other member of any Sub-committee or Working Party must be a member of Council. Any additional members of such Sub-committees or Working parties may be any members of the Society with suitable expertise for the task to be co-opted on the recommendations of Council.
- (iii) Each sub-committee or working party shall submit to Council a report as instructed in the terms of reference.
- (iv) Other Society Representatives or Advisors developing guidelines or protocols shall ensure that such documents are reviewed and approved by Council before any endorsement by the Society is possible.
- (v) Members to whom authority has been delegated by Council to represent the Society shall submit reports to Council. Council will reserve the right to remove a member from the responsibility delegated to them in appropriate circumstances
- (vi) If it is believed to be helpful to the Society that Members acting as representatives on National or International Neuroscience Committees in a personal capacity should also inform the Honorary Secretary so that the Society in general may benefit from knowledge of their representation. Any member of the Society acting as a representative or serving on Council should declare any conflict of interest.

COUNCIL AGENDA

Statutory agenda items for meetings to include:

Oral or written reports must be received from:

The President

Chair of the Intercollegiate Examination Board in Neurosurgery

Chair of the SAC in Neurosurgery

Chair of the Academic Committee

NICE representative
Chair of other Committees
Meetings Secretary
EANS/WFNS/UEM representative
The Society Treasurer. (the accounts to be independently audited annually and formally accepted by the Society)
BNTA Representative

Presentation of a list of:
Officers
Council, both elected and ex-officio members
Subcommittees and membership
Society Representatives and their capacity, with date of commencement

MEETINGS

ANNUAL GENERAL MEETING (AGM)

1. An Annual General Meeting of the Society must be held in every year, normally in autumn and may
 - receive and, if approved, adopt a statement of the Society's accounts to the end of the preceding year;
 - consider and, if approved, sanction any duly make alteration of the constitution;
 - approve the appointment of an auditor or auditors;
 - approve the election of Full Members, Associate Members, International, Senior Members, Honorary Members and Affiliated Members; and
 - deal with any special matter which the Committee desires to bring before the Members and receive suggestions from the Members for consideration by the Committee.
2. Notice convening the Annual General Meeting must be sent to the Full Members not less than 10 days before the meeting and must specify the matters to be dealt with.

SCIENTIFIC MEETINGS

These shall be held at least once a year. The Secretary shall circulate the dates of each meeting to all Members at least four weeks in advance. The meetings will be hosted by Neurosurgical Departments approved at the General Meeting of the Society and organized according to the Society's Good Practice Guidelines.

Object of Meetings

To provide a forum for the exchange of knowledge and encouragement of warm friendly relations between members.

The programme committee may at their discretion choose some subjects for general discussion.

Organisation

The Secretariat of the SBNS will be responsible for the organisation of the meetings in cooperation with the Local Organising Committee.

Selection of papers

The selection of scientific papers will follow the guidelines laid down by the Academic Committee and approved by Council.

All papers and communications shall remain the intellectual property and copyright of the individual members

concerned in their presentation, although they shall submit an abstract to the Academic Committee/Editorial Secretary for publication in the designated journal of the Society. This does not infringe their rights to publish in extenso elsewhere, although a member may add at their own discretion the following footnote to any paper subsequent to presentation; 'Read before the Society of British Neurological Surgeons'.

Joint Meetings

The Society may meet with other Neuroscience Societies or other professional groups. The dates and places shall be selected by Council and placed before the Society for confirmation.

Business Meetings

The Autumn Scientific meeting will include a Business Meeting, chaired by the President, or in their absence a nominated Vice President. This meeting will include the Annual General Meeting as above. If for any reason the Autumn meeting is cancelled, then the Business meeting and AGM may occur in the Spring meeting.

EXTRAORDINARY GENERAL MEETINGS (EGM)

- An Extraordinary General Meeting may be convened at any time by the Council and must be convened within 42 days from receipt of a requisition in writing signed by no less than 20 members specifying the object of the meeting.
- An Extraordinary General Meeting may be convened:
 - to consider and, if approved, sanction any duly made alteration to the rules;
 - to deal with any special matter which the Council wishes to place before the members;
 - to remove any member or members of the Council from office and to fill any vacancy caused by the removal; or
 - to deal with any special matter which the members requiring the meeting wish to place before the Society.
- Notice convening an Extraordinary General Meeting must be sent to Full Members not less than 10 days before the meeting and must specify the matters to be dealt with.

SCIENTIFIC SOCIETY AFFILIATIONS

It is recognized that with increasing sub-specialisation within Neurosurgery special interest groups may form scientific associations with a membership consisting of both SBNS members and other clinicians with a Neuroscience interest. Such associations may become affiliated to the Society by agreement of the Society's membership.

RELATIONSHIPS WITH COMMERCIAL SPONSORS

POLICY STATEMENT

The Society of British Neurological Surgeons (SBNS) is an independent professional body. The Society is grateful for the financial support and support in kind that it receives from other organisations. It is pleased to acknowledge such support publicly and, whenever possible, to work with donors to ensure that such acknowledgements are made in an appropriate manner. However, the Society observes a consistent code of practice and asks sponsors to respect the following principles.

1. The Society will under no circumstances compromise its professional independence.
2. The Society will not endorse, implicitly or explicitly, directly or individually, any individual product or service.
3. The Society reserves the right to work in a particular field with more than one organisation when professional judgement deems it to be necessary.
4. The Society reserves the right to determine in its unfettered discretion the way in which the Society activities that are sponsored by external organisations shall be carried out or used and such organisations shall in no way own or have any other propriety interests in such activities.
5. The Society is sensitive to commercial restraints, especially to the competitive nature of the manufacturing sector, and will seek to be equitable in acknowledging support.
6. The Society requires those sponsoring organisations that may wish to publicise their relationship with the SBNS to ensure that the style and means of their publicity is consistent with the Society's policy and status.

AMENDMENTS

All proposed amendments of the By-Laws shall be considered and voted upon under Article VII of the Constitution but no alteration takes effect until it has been confirmed at the next Annual General Meeting or an Extraordinary General Meeting convened for that purpose.

DIRECTORS AND TRUSTEES

Board of Trustees: - The Board of Trustees consists of the President, President Elect/Past, Honorary Secretary and Treasurer.

As each SBNS Officer appointed demits the new appointee will replace them as Trustee.

Directors of Company Limited by Guarantee: - The Directors consist of President, President Elect/Past, Honorary Secretary and Treasurer as each SBNS Officer appointed demits the new appointee will replace them as Director.

Updated by John Thorne, Secretary of the SBNS, and ratified at the AGM of the society on 21/03/2019