



January 2015

## CONSTITUTION

### 1. Name

- a. The name of the group shall be:
- b. 'The British Neurosurgical Trainee Research Collaborative' hereafter referred to as BNTRC

### 2. Aim

- a. 'To develop and promote collaborative neurosurgical research in the United Kingdom'.

### 3. Objectives

- a. The group will fulfil the aim by:
  - i. Providing a network to support research
  - ii. Undertaking collaborative audit and research
  - iii. Disseminating findings in high-quality peer-reviewed journals and meetings
  - iv. Engaging with the Academic Committee of the SBNS
  - v. Fostering the concept of data sharing and collaboration

### 4. Membership

- a. Membership of BNTRC shall take two forms:
- b. BNTRC Full Member
  - i. Full membership is open to any doctor working as a neurosurgery trainee (NTN, trust-grade post or fellow, up until the time of taking a consultant post) in the United Kingdom who is interested in

contributing to the collaborative to achieve its aims and is willing to abide by the rules of the group.

ii. BNTRC full members shall have one vote at general meetings.

c. Associate membership

i. Associate membership is open to any person in good standing who is interested in contributing to the collaborative to achieve its aims and is willing to abide by the rules of the group. We anticipate this would include medical students, foundation year doctors, core surgical trainees, trainees from other medical or surgical specialties and allied health professionals.

d. BNTRC contributor status

i. Contributor status is open to any associate or full member who is directly involved in the design, recruitment, management or analysis of any study.

ii. BNTRC contributor status will be recorded by the BNTRC committee data manager. BNTRC contributors should hold current Good Clinical Practice accreditation.

e. Registration and termination of membership

i. The BNTRC committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member if his/her conduct is prejudicial to the interests and objectives of the BNTRC, provided that the individual member shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement. This will typically be the Academic Committee of the SBNS in the first instance.

## **5. Management & committee membership**

a. The BNTRC shall be administered by a committee of not less than three (3) people.

b. Committee Members must be UK trainees in good standing.

c. The officers of the BNTRC Committee shall be:

i. BNTRC Chairperson

1. This position is an annual appointment (January to January)

2. The post of BNTRC chair cannot be held for two consecutive (1 year) terms
  3. The BNTRC chair must be a trainee in a UK national programme
  4. The BNTRC chair cannot simultaneously hold a position on the BNTA committee.
  5. The BNTRC chair is responsible for upholding the constitution of the collaborative and representing the best interests of the members.
  6. The BNTRC chair or their nominated deputy, will, for the duration of their term only, represent the BNTRC at any national body.
  7. The BNTRC chair will be invited to sit on SBNS Academic Committee meetings.
  8. The BNTRC chair will be invited to sit on the committee of the BNTA for the duration of their term.
- ii. BNTRC study leads
    1. Any member who has set up or is the nominated lead organiser of any study is required to sit on the BNTRC committee until the publication of the main paper from their study.
  - iii. British Neurosurgery Trainee Association (BNTA) chair
  - iv. British Neurosurgery Trainee Association (BNTA) academic representative
  - v. BNTRC data manager
    1. This committee member will be responsible for the collation, storage and dissemination of collaborative study data when directed by the study steering group.
  - vi. Such other officers the collaborative shall deem necessary at the meeting

## **6. Running the Committee**

- a. The Committee will meet twice a year.
- b. Committee members must be present for the Management Committee meeting to take place.
- c. Voting at Management Committee meetings shall be by secret ballot. If there is a tied vote then the chairperson shall have a second vote.

- d. The BNTRC chairperson is elected from within the BNTRC by committee members by secret ballot following self nomination.
- e. This ballot is only valid if all the members of the committee are informed of the election and >50% of committee members return a vote.

## **7. Publication and ownership of data**

- a. All actions of the BNTRC committee and members must be in line with Good Clinical Practice and data protection act guidelines.
- b. The authorship policy should be defined prior to starting any project by the study steering committee.
- c. The lead authors must have played a key role in data analysis or manuscript preparation in line with ICMJE (International Committee of Medical Journal Editors) guidelines ([www.icmje.org](http://www.icmje.org)).
- d. The manuscript must describe the role of each author.
- e. By default the BNTRC is the final (senior) author
- f. The SBNS academic committee will act as final arbitrator in the event of authorship disputes
- g. All collaborators will be cited alphabetically in the publication. This will be up to 2 per unit however additional names for a unit may be included at the discretion of the BNTRC chair (unless already specified by the study steering group).
- h. When presenting the results of any BNTRC study the presenter is responsible for including a complete and up to date acknowledgement slide. This slide must be maintained by the study lead(s) of each project.
- i. Once the main paper has been published for each project, collaborative contributors will have access to the dataset from the day of publication of the first study paper.
- j. The variables collected (and thus available for analysis) for each study will be made available on the BNTRC website.
- k. Access to the dataset will be at the discretion of the BNTRC committee. Interested parties must apply in writing, stipulating the plan for analysis and dissemination of findings. A request for access may be declined if the proposal lacks clarity or a satisfactory methodology however the BNTRC committee must report at the next general meeting the reasons for any declined access and are accountable for their decision.
- l. Any published or presented analysis of BNTRC data must include the BNTRC contributors as senior author as described previously.
- m. The practice of the BNTRC should always be to submit manuscripts aiming for to the most relevant journal with the highest impact factor. The final decision however rests with the study lead for each project.

## **8. Committee Meetings**

- a. The committee shall meet twice each year.
- b. It is the responsibility of the BNTRC chair to arrange the time and place of these meetings
- c. The quorum for a meeting shall be greater than 50% of committee members.
- d. The committee shall be accountable to BNTRC members at all times.
- e. All meetings must be minuted and available to any interested member of the BNTRC or SBNS academic committee.
- f. These minutes should be published within two weeks on the BNTRC website.
- g. All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

## **9. General Meeting of the BNTRC**

- a. The committee shall aim to arrange at least one general meeting each year, the purpose of this meeting is for the committee to account for its actions and consider the development of new projects according to the group's objectives.
- b. The Chair of the group shall normally chair and coordinate these meetings.
- c. Invitations to general meetings should be sent via the BNTA email list and advertised on e1v1m1 and the BNTRC website
- d. The business of the meeting shall include:
  - i. Receiving a report from the Chairperson of the group's activities over the year including a summary of requested access to any BNTRC dataset.
  - ii. Appointing a new Management Committee and considering any other matter as may be appropriate at such a meeting.

## **10. Alteration of the Constitution**

- a. Proposals for amendments to this constitution must be delivered to the SBNS Academic Lead in writing. The BNTA academic representative in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- b. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

## **11. Adoption of the Constitution**

- a. This constitution was adopted by the members present at the AGM held on 5<sup>th</sup> January 2015 and by consensus of BNTA members on 16/1/15 via email.