

**RULES OF THE CONSTITUTION OF THE SOCIETY OF ANAESTHETISTS OF
THE SOUTH WESTERN REGION**

Amended November 2019

1. TITLE

The name of the Society to be 'The Society of Anaesthetists of the South Western Region'.

2. Objects of the Society

- a) The meeting of anaesthetists of the South Western region for the furtherance of the knowledge and art of anaesthesia, by means of lectures, discussions, practical demonstrations and films.
- b) The promotion of co-operation and friendship between anaesthetists.

3. Membership

Membership shall be open to all registered medical practitioners, and members of allied professions who have a special interest in anaesthesia.

4. Members

Members shall be:-

- a) Ordinary Members
- b) Retired Members
- c) Honorary Members

Only Ordinary Members and Retired Members shall have voting powers.

5. Ordinary Members

- a) Application to join the Society will be on-line via the Society's website, apart from exceptional circumstances when the application will be considered by the Officers.
- b) Each application will be reviewed by the Committee, who shall have the power to reject it.

6. Retired Members

- a) Ordinary Members upon retirement from active practice may elect to become Retired Members of the Society.

- b) Retired Members shall pay:-
 - i) full annual subscription
 - ii) Reduced registration fee for home meetings
 - iii) full registration fee for overseas meetings

7. Honorary Members

- a) The Society may elect a small numbers of persons of exceptional distinction, from the UK or overseas, to be Honorary Members. Such persons need not have previously been members of the Society, and need not necessarily be Registered Medical Practitioners. They shall pay no annual subscription.
- b) The election of Honorary Members shall be made at the Annual General Meeting by a majority vote, after prior notice to the Committee of any name to be proposed.

8. Officers of the Society

The Officers of the Society, who shall be Ordinary Members, to be:-

President
Vice President (immediate Past-President)
President-Elect
Honorary Secretary
Honorary Treasurer

9. Committee

- a) The affairs of the Society are to be managed by a Committee which shall consist of:-
 - i) The (five) Officers of the Society (President / Vice President (immediate Past-President) / President-Elect / Honorary Secretary / Honorary Treasurer)
 - ii) The Honorary Secretary-Elect or immediate Past Honorary Secretary
 - iii) The Honorary Treasurer-Elect or immediate Past Treasurer
 - iv) Membership and Communications Director
 - v) Editor of the Society's Journal
 - vi) One Trainee representative each for the Northern area and the Southern area
- b) Any unexpected vacancy occurring in the office of President, Honorary Secretary or Honorary Treasurer shall be filled by the Committee. The nominated person shall only retain this office for the period remaining until the next Annual General Meeting.

- c) The President (or deputy) shall have the casting vote.
- d) Five members shall form a quorum. Teleconference access to Committee meetings shall be considered as attendance for the purpose of this article.
- e) The Honorary Secretary-Elect shall attend Committee Meetings for the year before assuming office and be entitled to vote. The immediate past Honorary Secretary shall attend Committee meetings for one year after relinquishing office and be entitled to vote.
- f) The Honorary Treasurer-Elect shall attend Committee Meetings for the year before assuming office and be entitled to vote. The immediate past Honorary Treasurer shall attend Committee meetings for one year after relinquishing office and be entitled to vote.

10. Powers of the Committee

- a) The Committee shall have powers to co-opt additional members who shall be non-voting. These may include: the immediate past & future bi-annual meeting organiser(s); Assistant Editor of the Society's Journal (or: Editor-Elect; immediate past Editor).
- b) The Committee may appoint an administrator at a fixed remuneration, or any other paid official whom it may deem necessary to engage.
- c) The Committee shall submit to the Annual General Meeting a report of work done by the Society in the preceding twelve months, together with a financial statement of the Honorary Treasurer.
- d) The Committee shall nominate Auditors who shall be approved at the Annual General Meeting.
- e) The Committee may appoint sub-committees for special purposes, whose powers and terms of reference shall be defined in the appointing resolution.
- f) Payment of expenses incurred by members of the Society in attending Committee Meetings shall be made from the funds of the Society.
- g) When circumstances are such as not to enable convenient and rapid consultation with the Committee, the President and Society's Officers may be authorised to act on behalf of the Committee or Society.

11. Election of Officers and Committee

- a) The President shall be elected at the Annual General Meeting one year before taking office, and hold office for one year.

- b) The retiring President shall become Vice President and hold this office for one year, during which time he/she shall undertake duties of the President should the incumbent be unable to do so.
- c) The Honorary Secretary shall be elected at the appropriate Annual General Meeting and hold office for three years.
- d) The Honorary Treasurer shall be elected at the appropriate Annual General Meeting and hold office for three years, renewable for a further three years.

12. Financial Year and Audit

The financial year shall begin on the first day of October each year. There shall be an annual audit by the appointed auditors.

13. Annual Subscription

Annual Subscriptions shall be payable on joining, and then annually. The amount of the subscription may be reviewed at the discretion of the Committee and be confirmed at an Annual General Meeting.

14. Change of Constitution

No new Rule of Constitution may be made, nor existing Rule altered or rescinded, except at an Annual General Meeting. Notice of such a proposed addition or alteration must be signed by at least five Ordinary Members, and be submitted to the Honorary Secretary at least three months prior to the annual General Meeting for circulation to members.

15. Meetings

- a) An Autumn Scientific Meeting shall be held at a time and venue to be arranged by the Committee; this will usually be in November.
- b) The Annual General Meeting shall be held during the autumn scientific meeting. Six weeks notice of any matter requiring discussion must be given in writing to the Honorary Secretary.
- b) A Spring Scientific Meeting shall normally be held at a time and venue to be arranged by the Committee.

16. The Society's Journal

- a) A journal may be published on behalf of the Society to convey scientific knowledge, information of the Society's affairs, and news of the membership of the Society.

- b) The Journal, at present called “Anaesthesia Points West” and established in 1968, shall be administered by an Editor and Assistant Editor, with input from the Committee as necessary.
- c) The Editor shall be appointed by the Committee of the Society for a term of office normally of three years. The Editor-Elect (or Assistant Editor) shall likewise be appointed by the Committee at least two years before being confirmed in office as Editor. The immediate past Editor shall continue as Assistant Editor in the year following the termination of office until the Editor-Elect has been elected. These arrangements may be adapted depending on circumstances, subject to approval by the Committee.
- d) The Editor shall be responsible to the Committee for the journal’s affairs. In his/her absence at Committee meetings, the Assistant Editor may deputise for him/her.
- e) The financial management of the journal shall be separately accounted, but be the responsibility of the Society through the Honorary Treasurer, to whom the accounts shall be presented.

17. Prizes and bursaries awarded by the Society

a) Society’s Prizes

Prizes for work presented orally or as posters may be awarded at the autumn and spring meetings of the Society. Entry criteria and the size of the awards will be decided by the Committee as and when necessary.

b) President’s Prize

The President may also award a prize at his/her own discretion.

c) Bursaries

One-off or recurring bursaries may be awarded by the Society subject to available funds, including external grants and donations. Entry criteria and the size of the awards will be decided by the committee as and when necessary.

Ratified at the Annual General Meeting of the SASWR; 21st November 2019.