

BRITISH ASSOCIATION OF ENDOCRINE AND THYROID SURGEONS

Constitution and Rules

1 The organisation

is named the “British Association of Endocrine and Thyroid Surgeons” abbreviated as BAETS.

2 The Objectives of BAETS

- 2.1 To promote the dissemination of education and information about endocrine and thyroid diseases particularly insofar as they may be treated by surgeons.
- 2.2 To carry out or promote research into the causes, effects and best clinical management of endocrine and thyroid diseases.
- 2.3 To share information and advice on the best treatment of endocrine and thyroid diseases and to facilitate comparative audit of the results of treatment of these diseases by members of the Association.
- 2.4 To promote high quality training for endocrine and thyroid surgeons of the future.

3 Application of the Income and Property

- 3.1 The income and property of the Association shall be applied solely towards the promotion of the Objectives of the Association.
- 3.2 An officer of the Association may pay out of, or be reimbursed from, the property of the Association reasonable expenses properly incurred by him or her when acting on behalf of the Association.
- 3.3 None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Association.

4 Membership

- 4.1 The Association is composed of Honorary, Senior, Ordinary, Corresponding and Associate members. Unless otherwise qualified, the term “member” refers to “ordinary member”.

- 4.2 The exact requirements for membership will be as defined from time to time by the Executive Committee and approved by a two-thirds majority of those present and voting at the Annual General Meeting.
- 4.3 Members are eligible to covert convert to senior membership on retirement from their consultant posts.
- 4.4 Corresponding members are those who, because of distance, residence outside Europe or other circumstances, are unable to fulfil the normal conditions of membership. They are not charged annual subscription fees.
- 4.5 Affiliate Members are persons who are not consultants but who may wish to participate in the Association's activities.

Any Affiliate Member who achieves consultant status must resign from Affiliate Membership but may then apply for ordinary membership.

Consultants who do not meet all the current requirements for full membership (sections 5.2, 5.3, 6.1) can become ordinary members but will not enjoy voting rights within BAETS.

- 4.6 Honorary membership may be conferred on anyone of special distinction whom the Association, expressing its wishes at the Annual General Meeting, may wish to honour.

5 Membership of BAETS

- 5.1 Surgeons can apply join BAETS via the BAETS website. Surgeons wishing to join BAETS as ordinary member should provide their GMC number to the BAETS office via info@baets.org.uk.
- 5.2 At the point of membership application / renewal, ordinary members are required to electronically acknowledge that
- i) they undertake thyroid, parathyroid, adrenal surgery or pancreatic surgery (or none of the above for retired members)
 - ii) they understand that voting rights within the BAETS will be granted as stipulated in section 6 below
 - iii) data submitted to the national audit will be available for public review as per Department of Health requirements unless the applicant specifically withdraws consent for this process (NB future statutory changes within the NHS may supersede any ability of members to withhold consent).
- 5.3 Members of the Association must not declare their membership as confirming or implying any clinical or technical competence in the practice of Endocrine and/or Thyroid surgery.

6 Voting Rights of Members

6.1 Ordinary members who

(i) actively participate in the BAETS National Audit with entry of a minimum of 20 cases per annum (exceptions will be made for newly appointed consultants or those who can provide in writing reasonable explanations for lower figures e.g. ill health)

and

(ii) attend a minimum of one BAETS annual meeting per 3 year cycle

and

(iii) maintain consistent payment of the annual BAETS membership subscription

will have voting rights to elect Officers of the BAETS Executive.

6.2 Honorary, Senior, Corresponding and Associate Members enjoy all the privileges of the Association but cannot vote at the Annual General Meeting or hold Office.

6.3 Honorary, Senior and Corresponding members do not pay subscriptions.

7 The Officers of the Association

are elected from and by the ordinary membership. They are:

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| a) President: | term of office: 2 years
role: to lead the organisation and promote the values of BAETS as defined in the constitution |
| b) Secretary | term of office: 4 years + option of being re-elected in competition for a further 2 years
role: to run the administration of the organisation in accordance with the constitution and to liaise with the treasurer to ensure all requirements of the Charities Commission are met, to liaise with the local organisers of the annual BAETS meeting to ensure that the meeting is of a high standard educationally, scientifically and organisationally |
| c) Treasurer | term of office: 3 years + option of being re-elected in competition for a further 2 years
role: to ensure the finances of the organisation remain in good standing and to liaise with the secretary to ensure all requirements of the Charities Commission are met |

- d) Director of Audit term of office: 3 years + option of being re-elected in competition for a further 2 years
role: to direct, inspect and analyse results of the BAETS national audit of endocrine procedures as directed by the President and / or secretary and to publish a regular report from the results
- e) Ordinary Member for DGHs term of office: 3 year + option of being re-elected in competition for a further 2 years
role: to champion the cause of Endocrine and Thyroid Surgery working within District General Hospitals to the BAETS Executive in accordance with the values of the BAETS as defined in the constitution
- f) Ordinary Member term of office: 3 years + option of being re-elected in competition for a further 2 years
role: to contribute to the running of the Executive and of the Organisation as requested by the President and/or the Secretary
- g) Ordinary Member term of office: 3 years, + option of being re-elected in competition for a further 2 years
role: to contribute to the running of the Executive and of the Organisation as requested by the President and/or the Secretary

Special Roles

President Elect: term of office 1 year leading directly to the role of President of BAETS. A new President Elect will be elected every 2nd year.

Immediate Past President: term of office 1 year leading directly on from post of President of BAETS. A new Past President will be in post every second year.

Co-opted member: The President of BAETS may exercise the right to co-opt 2 members onto the Executive. The term of office will be defined by the President but

(i) will be no longer than the term of Presidential office of that President

(ii) will cease when that President demits office as President

Local organiser of Annual BAETS meeting: term of office 1 year leading upto meeting . Demits office at AGM and is replaced by the following years Annual BAETS meeting organiser.

Director of Education: this portfolio is ascribed to a member of the Executive, usually an

Ordinary Member or co-opted member.

role: to promote endocrine surgery education on a national level ; to lead and manage the Thyroid & Parathyroid Masterclass course or any other courses felt be the Executive to be in keeping with the aims of the BAETS constitution

Director of Research: this portfolio is ascribed to a member of the Executive, usually an Ordinary Member or co-opted member.

role: to promote scientific and clinical research in Endocrine Surgery in line with the constitution on a national, regional or local level

8 Election of Candidates for Office

8.1 A call for nominations for Candidates for Office and for office of President Elect will be circulated to members by the Secretary in the Spring Newsletter. The Secretary should receive nominations by 1 July.

8.2 All nominations will be discussed at the July BAETS Executive meeting. In the event of multiple nominations for any one Executive post, candidates will forward personal statements for electronic distribution to the membership.

8.3 Members who enjoy voting rights will then elect the Executive Officers and/or President Elect. Members may be asked to cast their vote by post or electronically as directed by the Secretary.

8.4 Election is by simple majority voting. In the event of a tie for Executive members (excluding President Elect) the President will have the casting vote. In the event of a tie between candidates for the post of President Elect, the successful candidate will be chosen following discussion between the current President and two immediate Past Presidents.

8.5 Successful candidates will be announced at the Annual General Meeting and assume their position on the BAETS Executive from this time.

8.5 The President assumes office during the Annual General Meeting one year after the meeting at which he/she was elected President Elect. A new President assumes office every 2 years. He/she presides at all meetings of the Association and of the Executive Committee. Four members of the Executive including the President or President Elect constitute a quorum at Executive Committee Meetings.

9 Annual Scientific Meeting

The Association holds an Annual Scientific Meeting. This meeting consists primarily of the presentations of papers that have been submitted by, or sponsored by, members. Presentations are followed by discussion. Papers are spoken and not read and other than in

exceptional circumstances report work not previously published. A smaller part of the meeting consists of presentations that have been invited by the Executive Committee.

10 Annual General Meeting (AGM)

- 10.1 An Annual General Meeting (Business Meeting) of the members is held during the Annual Scientific meeting and at other times if deemed necessary by the Executive Committee. The Agenda for the AGM is sent out to all attending members in advance of the Annual Scientific Meeting. Any member may submit an item for inclusion to the Secretary 28 calendar days in advance of the AGM.
- 10.2 The AGM receives a report on the previous year's activities from the President, a Financial Statement from the Treasurer and reports from the Directors of Education, Research and Audit. The members present vote on applicants for office within the Association.
- 10.3 The outcomes of elections for President Elect and/or Executive Members are announced to the AGM.

11 BAETS Subscriptions

The level of the subscriptions, payable by ordinary and associate members only, are set at the AGM. Those liable to pay subscriptions who fail to do so within 6 months of due notice are deemed to have resigned, but are eligible for re-election.

12 Attendance of Members at the AGM / Annual Scientific Meeting

An attendance record is kept. Any ordinary or associate member who fails to attend at least one annual meeting of the Association in any 3 year cycle loses voting rights.

13 BAETS Audits & Outcome Data

- 13.1 Members of the Association are required to participate in any comparative audits formally established by the Association. Applications to have this requirement waived for any particular member must be made in writing to the Secretary citing reasons. Failure to participate in audit may, in the absence of a waiver from the Executive Committee, lead to a proposal to the Annual General Meeting that the member's membership of BAETS be rescinded.
- 13.2 All audit data submitted to the Association will be anonymised in relation to the patients.

- 13.3 The Association will openly publish surgical outcome data for parameters chosen by the Executive Committee or required by governmental bodies (or subsidiaries thereof). Members will be identifiable in these publications unless consent for this is specifically withdrawn by the member in writing or by email to the Secretary. Future regulatory or statutory changes within the NHS may supersede and nullify any ability of members to withhold consent.
- 13.4 The Association will respect the provisions of any data protection laws and regulations existing at the time of the audit.

14 Alterations to the Constitution

- 14.1 Any proposal to alter this Constitution and Rules must be delivered in writing to the Honorary Secretary of the Association not less than 28 days prior to the Annual General Meeting at which it is to be considered. An alteration will require the approval of a two thirds majority of members present and voting. Notification of the proposal to change the constitution and the wording of the proposed alteration must be sent to members in writing or electronically not less than 21 days prior to the meeting in question.
- 14.2 No alteration to the constitution shall be made that would cause the Association to cease to be a Charity in law.

15 Dissolution of BAETS

- 15.1 The Association may be dissolved at any time by a resolution passed by a three quarters majority of the members present and voting at an AGM or Extraordinary General Meeting advised in writing or electronically to all members no less than 28 days prior to the meeting. This shall be subject to a quorum of one half of the ordinary membership.
- 15.2 Such resolution may give instructions for the disposal of any assets held in the name of the Association provided that if any property remains after the satisfaction of all debts and liabilities such property shall be given or transferred to another charitable institution or institutions having objects similar to those of the Association as the Executive Committee may with the approval of the Charity Commissioners determine.

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