



THE CONSTITUTION OF THE BRITISH CARDIOVASCULAR SOCIETY

“THE RULES”

1. These Rules may be amended from time to time by the Trustees of the Society at their sole discretion.

2. **Criteria for Admission to Ordinary Membership**

Ordinary Members shall be:

- 2.1 Medical or surgical practitioners with a primary interest in cardiovascular disease who are:
 - 2.1.1 On the consultant staff of a hospital in the United Kingdom or overseas.
 - 2.1.2 Hold a permanent contract in a non-consultant career grade post.
- 2.2 Cardiology, paediatric cardiology, cardiac surgery or related discipline physicians in training.
- 2.3 Public health physicians or clinical managers responsible for healthcare delivery whose interests are primarily cardiac or cardiovascular.
- 2.4 Scientists whose primary interest is cardiac or cardiovascular research.
- 2.5 Allied professionals whose interests are primarily cardiac or cardiovascular.
- 2.6 Primary care physicians whose special interests include cardiology or cardiovascular disease.
- 2.7 Other applicants at the discretion of the Trustees.

3 **Ordinary Membership**

An Ordinary Member shall be entitled to:

- 3.1.1 Full voting rights at the Annual General Meeting.
- 3.1.2 The right to nominate and vote for Officers of the Society.
- 3.1.3 The right to stand as an Officer of the Society.
- 3.1.4 Eligibility for Chair and for full membership of Committees, Working Groups and Peer Review groups of the Society.
- 3.1.5 Inclusion on the mailing list for all Society notices and events.
- 3.1.6 Concessionary rates determined by the Trustees for attendance at the Annual Scientific Conference.
- 3.1.7 Exclusive rights to attend Society only educational/training/scientific meetings/conferences.
- 3.1.8 Eligibility for full access to the Society website.
- 3.1.9 Free or concessionary access to the meeting rooms of the Society at 9 Fitzroy Square for carrying out BCS work.
- 3.1.10 Free subscription to e-Heart and a reduced subscription to the paper version of Heart.
- 3.1.11 Eligibility to apply for the use of meeting rooms/conference facilities at the Annual Scientific Conference (subject to availability).

4 **Emeritus Membership**

- 4.1 Emeritus Members are persons who were Ordinary Members who have retired from clinical practice; do not undertake medico-legal work and have chosen to no longer be ordinary members. Emeritus Members shall receive all notices of the Society, but shall not be entitled to attend or vote at the Annual General Meeting, shall not receive a free subscription to e-Heart or Heart and are not entitled to nominate Officers or Ordinary Members for a seat on the Board of Trustees or Committees of the Society. They are not entitled to vote or stand in elections for Officers, Chairs, or membership of Committees of the Society.
- 4.2 Should an Emeritus Member wish to receive the online or paper version of Heart, the fee would be the current concessionary rate as determined by the Trustees.
- 4.3 Emeritus Members are eligible for concessionary rates determined by the Trustees for attendance at the Annual Conference.

5 Joint Membership

- 5.1 Joint Members (Affiliated) are members of the Affiliated Societies of the Society, who are not Ordinary Members.
- 5.2 Joint Members shall receive all relevant notices and communications of the Society, either directly or as specified via their own Affiliated Society.
- 5.3 Joint Members shall not be entitled to attend or vote at the Annual General Meeting, are not entitled to nominate or vote for Ordinary Members for a seat on the Board of Trustees or other Committees, and are not eligible for Chair of Society Committees, Working Groups or Peer Review Groups. They are eligible to be elected to membership of Society Committees, Working Groups or Peer Review Groups.
- 5.4 Should a Joint Member wish to receive the online or paper version of Heart, the fee would be the current concessionary rate as determined by the Trustees.
- 5.5 Joint Members are eligible for concessionary rates determined by the Trustees for attendance at the Annual Conference.

6 Honorary Membership

- 6.1 The award, by the Trustees, of Honorary Membership provides a means by which the Society is able to recognise individuals who have made an outstanding contribution to the practice of cardiology and who are not Ordinary Members.
- 6.2 Candidates for Honorary Membership should be:
 - 6.2.1 Nominated by an Ordinary Member of the Society on the basis of a written citation submitted to the Trustees.
 - 6.2.2 A cardiologist, cardiac surgeon, clinical scientist or, exceptionally, another who has:
 - 6.2.2.1 made an outstanding and sustained contribution to the biology, pathophysiology, prevention, diagnosis or treatment of diseases of the heart and circulation; and
 - 6.2.2.2 a close association with British cardiology.
- 6.3 Honorary Membership is for life and entitles the individual to receive all electronic communications from the Society. Honorary Members are not entitled to free subscription to e-Heart or Heart, cannot nominate or stand in elections and have no voting rights in either elections or the Annual General Meeting.

7 Online Members

- 7.1 Online Members are those who fulfil the criteria for Ordinary Membership but do not wish to be considered for Ordinary Membership of the Society for various reasons (e.g. they are practising abroad).
- 7.2 Applications for Online Membership must be supported by a written citation by a senior practising cardiologist in their place of work.
- 7.3 Online Members shall pay a reduced subscription, to be set on an annual basis by the Trustees and will be entitled to a more limited range of membership benefits commensurate with the payment. Online members wishing to attend the Annual Scientific Conference may do so subject to an additional payment at a defined preferential rate. They are not entitled to attend or vote at the Annual General Meeting, and are not entitled to nominate or vote for Ordinary Members for a seat on the Board of Trustees or other Committees. They are not eligible to be elected to membership of Society Committees, Working Groups or Peer Review Groups.
- 7.4 Online Members will receive all electronic communications of the Society.
- 7.5 Online Membership will cease in the circumstances outlined in articles 2.5.1, 2.5.4, 2.5.5 and 2.5.6 of the Articles of Association of the Society.

8 Associate Membership

- 8.1 Associate Members are members of the British Junior Cardiologists' Association (BJCA) who are not Ordinary Members.
- 8.2 Associate Members must hold membership of the BJCA to obtain this membership category.
- 8.3 Associate Members will have the same rights and benefits that are outlined in article 3 except for the following: Associate Members shall not be entitled to attend or vote at the Annual

General Meeting; are not entitled to nominate or vote for Ordinary Members for a seat on the Board of Trustees or other Committees and are not eligible for Chair of Society Committees, Working Groups or Peer Review Groups. They are eligible to be elected to membership of Society Committees, Working Groups or Peer Review Groups.

- 8.4 Two Associate Members will be co-opted to all BCS Committees and Working Groups and will remain on the Committee/Working Group for a maximum of three years. This does not include the Board of Trustees or the Executive, however, the President of BJCA is a member of the Executive.
- 8.5 Associate members will be asked if they wish to upgrade to Ordinary Membership, when they cease to be eligible for British Junior Cardiologists' Association (BJCA) membership.

9 Serious Professional Misconduct

- 9.1 Any member who is found guilty of serious professional misconduct must declare this to the Honorary Secretary of the Society, unless the member is the Honorary Secretary, in which case this must be reported to the President. Membership may cease in the circumstances outlined in articles 2.5.4, 2.5.5 and 2.5.6 of the Articles of Association of the Society.
- 9.2 Members of the Society shall inform the Honorary Secretary of any proven instance of serious professional misconduct of any other Member of the Society of which they may become aware.

10 Affiliated Societies

- 10.1 Any organisation wishing to apply for Affiliated Society status must have:
 - 10.1.1 a primary interest in the advancement of knowledge of diseases of the heart and circulation or the practice of cardiovascular medicine/surgery and related disciplines.
 - 10.1.2 a Chair or President and a governing body (including Officers) elected from its Membership with a defined term of office.
 - 10.1.3 a written constitution, including written criteria for Membership and an appropriate system for electing candidates to its Membership.
 - 10.1.4 a list of Members which is updated annually.
 - 10.1.5 a minuted annual general meeting with an agenda circulated to its Members in advance, in compliance with its rules.
 - 10.1.6 annual accounts which have been prepared or scrutinised by an accountant and submitted to the relevant authorities (for most this will be the charity commission).
- 10.2 An Affiliated Society may apply for the use of committee rooms at the Annual Conference; such facilities will be allocated by the Society if available. Any costs incurred must be met by the Affiliated Society.
- 10.3 An Affiliated Society may apply for the use of committee rooms at the BCS offices; such facilities will be allocated by the Society if available. Room use for council, board or equivalent meetings are provided free of charge for a maximum of 4 meetings per year. Any costs incurred must be met by the Affiliated Society.
- 10.4 Official publications, guidelines and recommendations of the Affiliated Society which are of mutual interest should be made available to the Trustees by request.
- 10.5 An Affiliated Society should demonstrate active engagement in the activities and purposes of the Society including regular attendance of the Chair or President of the Affiliated Society [or designated Deputy] at meetings of the BCS Council. An Affiliated Society may be administered by the BCS if the costs of administration are met by the Affiliated Society or as agreed with the BCS.
- 10.6 The Trustees may, at their discretion, disaffiliate an Affiliated Society should that organisation fail to fulfil the criteria within the Rules or else act in any way that would jeopardise the reputation of or be contrary to the purpose of the Society.

11 Associated Societies

- 11.1 These societies do not fulfil the criteria for affiliation but have aims that are consonant with the Society with a primary interest in the advancement of knowledge of diseases of the heart and circulation or the practice of cardiovascular medicine/surgery and related disciplines. Associated Societies may be groups with specific areas of cardiovascular interest or groups

on a path towards affiliation. Associated Society status will be granted at the discretion of the Trustees of the Society.

- 11.2 Criteria for admission of Associated Societies are as follows:
 - 11.2.1 The Associated Society should have a written constitution and a Chair or President or similar Chief Officer.
 - 11.2.2 The Society should have a list of Members which is updated annually.
- 11.3 The Trustees may, at their discretion, disassociate an Associated Society should that organisation fail to fulfil the criteria within the Rules or else act in any way that would jeopardise the reputation of or be contrary to the purpose of the Society.

12 Subscriptions

- 12.1 Subscription fees and the dates for their payment may be varied by the Trustees at their discretion, provided that one month's notice of any increase shall be given in writing to Members prior to an amount falling due for payment.
- 12.2 Payment of the subscription is due on admission of the individual to membership of the Society and thereafter annually on this date.
- 12.3 Method of payment: direct debit into the account of the British Cardiovascular Society or by credit card.
- 12.4 Membership category:
 - 12.4.1 Ordinary Member: A full subscription will be paid unless a reduced fee is agreed.
 - 12.4.2 Emeritus Member: no subscription currently payable.
 - 12.4.3 Honorary Member: no subscription currently payable.
 - 12.4.4 Online Member: a reduced subscription is payable, at the rate determined from time to time by the Trustees.
 - 12.4.5 Joint Member: A subscription will be paid, at the rate determined from time to time by the Trustees.
 - 12.4.6 Associate Member: A subscription will be paid, at the rate determined from time to time by the Trustees.
- 12.5 Those Members who are still in training who are basic scientists or who have made an application and set out their special case, at the discretion of the Trustees, may be given a discounted membership rate.
- 12.6 In the event of failed payment, a reminder letter requesting reinstatement of direct debit arrangements or payment by credit card will be sent to the member in question. If this remains unpaid two months after this notice is served, the member will be removed from the membership of the Society. The Trustees may in their absolute discretion readmit to membership of the Society any person removed on this ground on payment of the sum due or such part of the sum due, together with such penalty amount (or no penalty amount as the case may be) as the Trustees may, in their discretion, determine (Article 2.5.6 of the Articles of Association of the Society).

13 The Council

- 13.1 The following persons shall be members of the Council:
 - 13.1.1 the President who shall also act as Chair of Council meetings.
 - 13.1.2 the Honorary Secretary; who shall also act as Chair of Council in the absence of the President.
 - 13.1.3 the Vice-Presidents of:
 - 13.1.3.1 the Education and Research Division
 - 13.1.3.2 the Training Division
 - 13.1.3.3 the Clinical Standards Division
 - 13.1.3.4 the Corporate and Financial Affairs Division
 - 13.1.4 the President, Honorary Secretary and Vice-Presidents Elect (should there be any).
 - 13.1.5 the Chair of the BCS EEGC.
 - 13.1.6 Six Ordinary Members shall be elected by the Members and hold office for up to three years. In addition to Council duties, these Ordinary Members will assist the

Officers and in the administration of the Society's affairs and be co-opted onto relevant Committees and Working Groups. At the end of their term of office they will retire at the annual general meeting and will not be eligible for nomination in any election process to a position on Council, excepting as an officer, for one year. Of the six Ordinary Members:

- 13.1.6.1 at least two shall be based in non-surgical centres
- 13.1.6.2 one shall be a Member having responsibilities for advising on the particular career issues relating to women working in cardiovascular medicine
- 13.1.7 Four persons (called Nominated Council members) each of whom shall be nominated by and be elected officers of, one of the following organisations:
 - 13.1.7.1 The Society for Cardiothoracic Surgery
 - 13.1.7.2 The Irish Cardiac Society
 - 13.1.7.3 The Welsh Cardiovascular Society
 - 13.1.7.4 The Scottish Cardiac Society
- 13.1.8 Nominated Council Members shall serve for their term of office with the nominating organisation.
- 13.1.9 For so long as the post exists, the National Clinical Director for Heart Disease, NHS England and NHS Improvement.
- 13.1.10 For so long as the Royal College of Physicians exists, its President or equivalent office holder.
- 13.1.11 For so long as the British Heart Foundation exists, its medical director or equivalent office holder.
- 13.1.12 For so long as "Heart" exists as the journal of the Society, the editor of Heart, or the editor of a replacement journal of the Society, if any.
- 13.1.13 The Chair, president or similar chief officer of each of the Affiliated Societies, for so long as they are the chief office holder of such Society.
- 13.2 It is expected that all Council members should attend 75% of meetings. If attendance is not possible, a nominated deputy should attend.

14 Annual Conference

- 14.1 An Annual Conference shall be held.
- 14.2 Non-members may attend and they may take part in discussions and make presentations.
- 14.3 The Programme Committee shall be responsible for development of the scientific and educational content of the Conference programme and liaise with the Conference Logistics Committee (CLOc) with regards to the organisation, management and smooth running of the Conference.
- 14.4 There shall be a fee for attendance at and for participation in the Conference by the giving of research papers etc. which shall be set by the Trustees.
- 14.5 All Members, Affiliated Societies and invitees may make written proposals to the Programme Committee, in the time periods set by the Programme Committee each year, as to training or continuing professional development sessions, original research papers, educational communications or scientific reviews that they may wish to present at the Conference.
- 14.6 The Programme Committee shall develop objectives for individual sessions and activities. It is at the discretion of the Chair of the Programme Committee presentations made at the Conference shall be spoken in English and all speakers shall adhere to the timetable and agenda of the Conference.
- 14.7 The Programme Committee shall decide whether proposals submitted reach the criteria or standards required and may accept or reject sessions, speakers or Chairs at their discretion.

15 The Board of Trustees

The Board of Trustees shall consist of:

- 15.1 Elected Officers, who are:
 - 15.1.1 the President, who shall hold office for three years
 - 15.1.2 the President Elect (should there be one), who shall hold office for one year
 - 15.1.3 the Honorary Secretary, who shall hold office for three years
 - 15.1.4 the Honorary Secretary Elect (should there be one), who shall hold office for one year
 - 15.1.5 four Vice-Presidents who shall each hold office for three years and each be responsible for the direction of Divisions of the Society as follows:
 - 15.1.5.1 The Education and Research Division
 - 15.1.5.2 The Training Division
 - 15.1.5.3 The Clinical Standards Division
 - 15.1.5.4 The Corporate and Financial Affairs Division
 - 15.1.6 the Vice-Presidents Elect (should there be any), who shall hold office for one year
- 15.2 Non-executive Trustees who may be appointed by the Trustees. In exercising their power of appointment the Trustees shall have regard to the desirability of appointing non-executive Trustees such as accountants, lawyers, fund raisers or investment experts or persons with other professional or business expertise and which will be of benefit to the Society.
- 15.3 The Chief Executive Officer.

16 President Elect, Honorary Secretary Elect and Vice Presidents Elect

- 16.1 A President Elect, Honorary Secretary Elect and relevant Vice Presidents Elect will be elected one year before the end of the term of office of the President, Honorary Secretary and relevant Vice Presidents respectively. They will attend meetings of the Trustees and Executive Committee and any other meetings to which they are directed to attend by the Trustees in order to familiarise themselves with their substantive roles.

17 The Executive Committee

The Executive Committee shall consist of:

- 17.1 The Chief Executive Officer
- 17.2 Elected Officers, who shall serve for their term of office:
 - 17.2.1 the President
 - 17.2.2 the President Elect (should there be one)
 - 17.2.3 the Honorary Secretary
 - 17.2.4 the Honorary Secretary Elect (should there be one)
 - 17.2.5 four Vice-Presidents responsible for the direction of Divisions of the Society as follows:
 - 17.2.5.1 The Education and Research Division
 - 17.2.5.2 The Training Division
 - 17.2.5.3 The Clinical Standards Division
 - 17.2.5.4 The Corporate and Financial Affairs Division
 - 17.2.6 the Vice-Presidents Elect (should there be any)
- 17.3 The President, Chair, or nominated deputy of the British Cardiovascular Intervention Society, the British Heart Rhythm Society, the British Society of Echocardiography, the British Society for Heart Failure and the British Junior Cardiologists' Association, who shall serve for their term of office with the nominating organisation.

18 Appointment of Trustees, and Elected Members of Council and Committees

Vacancies arising among the elected Trustees and other positions open to election shall be filled as follows:

- 18.1 The Honorary Secretary shall, at least 12 weeks before the general meeting at which the vacancies will arise, notify all Ordinary Members of any vacancies arising on the Board, Council or the Committees due to retirement or otherwise, indicate which Trustees or Ordinary Members who are retiring are eligible for re-election and invite all Ordinary Members to make nominations ("nomination invitation")

- 18.2 The nomination invitation shall state the date by which nominations must be submitted to the Honorary Secretary, which shall be no later than four weeks after the nomination invitations were received by the Ordinary Members
- 18.3 Nominations shall:
- 18.3.1 be made in writing and be in such form as may be prescribed by the Trustees from time to time.
 - 18.3.2 be for any vacancies arising.
 - 18.3.3 be for a single position within the Society. Nominations for multiple posts will not be accepted.
 - 18.3.4 be proposed by an Ordinary Member and seconded by a different Ordinary Member and supported by a personal written statement by the nominee, including a written indication of intention to stand for election as a Trustee where applicable.
 - 18.3.5 reach the Honorary Secretary at the Office by no later than four weeks after the nomination invitations were received, on or before the date indicated in the nomination invitations.
- 18.4 In the event that the number of Ordinary Members nominated for election to a particular position on the Board, the Council or the Committees (as the case may be) is more than one, a ballot shall be held as follows:
- 18.4.1 The Honorary Secretary shall, within three weeks after the expiry of the date nominations were to have been received by the Honorary Secretary, send to all Ordinary Members at their last notified address, or via email, a notice of ballot, together with a list of nominees for each vacancy for which there is competition together with the personal statement of each nominee and access to an online ballot paper containing the names of each nominee and the position on the Board, the Council or the Committees for which the nominees have been nominated ("ballot paper").
 - 18.4.2 The notice shall include a date for the completion of online ballot papers, such date being at least three weeks after the ballot papers are deemed to have been received by the Ordinary Members.
 - 18.4.3 Every Ordinary Member shall have one vote for each vacancy to be filled.
 - 18.4.4 The Honorary Secretary or designated authority shall count the votes using a single transferrable vote system and the nominee with the most votes of the total number cast, using this system, for that position shall win the ballot. The Honorary Secretary's decision as to the winner shall be final and no appeal may be entered.
 - 18.4.5 In the event of an equality of votes for any one vacancy, the President shall have a second or casting vote.
 - 18.4.6 Those nominees winning the vote together with those single nominees for which there was no vote, shall be appointed to the Board or Council or the Committees by the Trustees.
- 18.5 Subject to the provisions of this Rule 19, if the position of a Trustee becomes vacant during the year for any reason, the Trustees may call for nominations and arrange a Ballot to elect a replacement Trustee at any time of the year. The newly elected Trustee shall sit for the remaining duration of the term of the replaced Trustee.
- 18.6 New Trustees will take office and the retiring Trustees shall cease to hold office with effect from the end of the Annual General Meeting at which they are elected or retire (as the case may be) save that:
- 18.6.1 if the office of President, Honorary Secretary or Vice-President shall become vacant for any reason during a year in which there is a President Elect, Honorary Secretary or Vice President Elect, then the position shall be filled immediately by the person holding the relevant Elect position who will serve as President, Honorary Secretary or Vice-President up to the next general meeting in addition to the full 3 year term of office subsequent to that.
 - 18.6.2 if the office of President, Honorary Secretary or Vice-President become vacant for any reason during a year in which there is no President Elect, Honorary Secretary

Elect or Vice-President Elect, then the Trustees will determine which of the current Officers shall assume the position of President, Honorary Secretary or Vice-President as the case may be pending the holding of an election; the duration of office of the acting President, Honorary Secretary or Vice-President in these circumstances will be determined by the Trustees but will include the period up to the annual general meeting when the newly elected President, Honorary Secretary or Vice-President assumes office.

- 18.7 The accidental omission to issue a ballot paper to any Ordinary Member entitled to vote shall not invalidate the Ballot or the election of the nominee to a place on the Board, Council or Committee.
- 18.8 Neither the Honorary Secretary nor the Honorary Secretary Elect shall, whilst they hold those offices, be eligible to be appointed as President or Vice-President except in the circumstances in Rule 18.6.2.
- 18.9 Conflicts of interest:
- 18.9.1 All Trustees, Officers, elected Members of Council and Committee members must declare any potential conflicts of interest at the time of nomination for such positions.
- 18.9.2 All Trustees, Officers, elected Members of Council and Committee members must complete and submit a declarations of interest form on an annual basis and identify any potential conflicts.
- 18.9.3 If the conflict of interest is deemed sufficiently significant by the Trustees, this must be resolved by the candidate to the satisfaction of the Trustees prior to the nomination being accepted.
- 18.9.4 If the conflict of interest is deemed minor by the Trustees, this must nevertheless be declared at the time of nomination and if the conflict becomes relevant during the Society business of the Officer, Council or Committee Member, the individual must recuse themselves from taking part in any discussion or voting on the matter.

19 Membership Handbook

Details of a Member's professional address, contact numbers, occupation, employer, specialty(ies) and sub-specialty(ies) and medico-legal expertise will be solicited and stored electronically by the Society subject to the agreement of the Member and in compliance with all legal statutes. Some of these details will be published by the Society in its Membership Book (electronic or printed version). Members will be asked to specify which details, held by the Society, may be published.

20 Publicity/Media

No reporters, newspaper media or other media representatives shall be permitted to be present at general meetings of the Society, and no report of proceedings at the annual general meetings shall be published save with the consent of the Trustees.

21 Committees of the British Cardiovascular Society

The President, President Elect, Honorary Secretary, Honorary Secretary Elect, Vice-Presidents and Vice-Presidents Elect, are ex officio members of all committees.

22 Rules for BCS Committees and Working Groups

- 22.1 Establishment:
- 22.1.1 The Trustees may establish a Committee in response to a clearly defined and potentially long-term requirement for discussion and action within an area of interest to the Society.
- 22.1.2 The President, in agreement with the Trustees, may establish a working group in response to a perceived short-term issue requiring a Trustee report. Continuation of the working group beyond 12 months requires endorsement by the Trustees.
- 22.2 Duration of office:
- 22.2.1 The continuing requirement for a Committee shall be reviewed annually by the Trustees.

- 22.2.2 The duration of a Working Group and the number of meetings to be held shall be decided by the Trustees.
- 22.3 Chairs and membership:
- 22.3.1 The Trustees shall appoint the Chairs of Committees not open to election by the Ordinary Membership. The Officers, having considered nominations of the Trustees and the Chair of each Committee shall determine the membership of a committee as well as determining the number of positions on each committee that will be open for election by the Ordinary Members.
- 22.3.2 Chairs of Committees and Working Groups are restricted to Ordinary Members of the Society.
- 22.3.3 Committees and Working Groups, with the exception of the Programme Committee for the Annual Conference and the BCS Training Committee, should include a maximum of ten members, including the Chair. In exceptional cases the Officers may endorse the appointment of additional members.
- 22.4 Terms of office:
- 22.4.1 The Chair of a Committee will normally serve for a term of three years. Members will normally serve for three years. The secretary, who will be appointed by the members of the Committee, may serve for an additional year if deemed appropriate by the Trustees.
- 22.4.2 The Chair and members of a Working Group will normally serve for the term of the group.
- 22.4.3 The Trustees may in their absolute discretion disband a Committee or Working Group or remove its members (including the Chair) and replace them with other persons.
- 22.4.4 An elected Chair of a committee may, at the discretion of the Trustees, have their period of office extended for up to a year.
- 22.4.5 Members of Committees will not be eligible for re-election to that committee for a period of one year following the end of their term of service.
- 22.5 Meetings:
- 22.5.1 Committees and Working Groups will meet, either virtually or in person with a frequency determined by the Chair, based on the workload of the Committee or Working Group. The Chair may convene extraordinary meetings with the approval of the Vice-President of the Corporate and Financial Affairs Division.
- 22.5.2 One of the meetings of the Committee or Working Group will normally take place during the Annual Conference of the Society. Other meetings will take place virtually but at the discretion of the Chair and with the agreement of the Chief Executive Officer, may take place at the Society's offices, however, an alternative venue, if more convenient to the Committee members, may be used at the discretion of the Chair and with the agreement of the Chief Executive Officer.
- 22.5.3 Arrangements for Working Group meetings will normally be decided by the Chair in consultation with the Vice-President of the Corporate Finance and Development Division.
- 22.5.4 For a Committee or Working Group meeting to be quorate, the minimum requirement consists of the Chair, Secretary or authorised deputy, plus a minimum of 25% of the membership of the Committee or Working Group. If the meeting is not quorate, then binding decisions cannot be made.
- 22.5.5 Committee and Working Group members, including the Chair, will be expected to attend a minimum of 75% of all meetings either in person or via telephone/video link. Failure to attend at this level will, at the discretion of the Committee or Working Group Chair, lead to the member being stood down from membership of said Committee or Working Group.
- 22.5.6 The Chair may, with the agreement of the relevant Vice President, Honorary Secretary or President, co-opt additional members to a Committee for a specific purpose and for a maximum of 1 year (unless an extension, for a specified term, is

agreed with the relevant Vice President, Honorary Secretary or President). Furthermore, the Chair, in agreement with the relevant Vice President, Honorary Secretary or President, may stand down members of the Committee for reasons other than stated in Section 22.5.5.

22.6 Financial decisions:

22.6.1 No financial arrangements with any organisation may be enacted without the approval of the Trustees.

22.7 Minutes and reports:

22.7.1 Chairs of Committees will be responsible for ensuring that minutes of every meeting are recorded and submitted to the Officers and for providing an annual report for Trustees.

22.7.2 Chairs of Working Groups will be responsible for informing the Officers on the progress of their project and for the preparation of the Trustees' report.

22.8 Administrative support:

22.8.1 Facilities for meetings at the Society's offices or during the annual conference will be arranged by the Chief Executive Officer of the Society in consultation with the Chair of the Committee or Working Group.

22.8.2 The Society, with the agreement of the Chief Executive Officer, will provide secretarial services for the typing of minutes, correspondence and reports, when requested.

22.9 Expenses:

22.9.1 The Society will reimburse travelling and subsistence expenses from within the United Kingdom for members of Committees and Working Groups for meetings not held at the time of the annual conference in line with the BCS Travel Expenses policy. Members meeting at the annual conference will be expected to meet their own expenses.