



British Cardiovascular Society

MEMBERSHIP RULES OF THE BRITISH CARDIOVASCULAR SOCIETY (THE "SOCIETY")

1. These Rules may be amended from time to time by the Trustees of the Society at their sole discretion.
2. The core values of the Society will be articulated and agreed by the Trustees of the Society and will be reviewed on a five-yearly basis.

3. Criteria for Admission to Ordinary Membership

Ordinary Members of the Society shall be:

- 3.1 Medical or surgical practitioners with a primary interest in cardiovascular disease who are: on the consultant staff of a hospital in the United Kingdom or overseas or hold a permanent contract in a non-consultant career grade post.
- 3.2 Cardiology, paediatric cardiology, cardiac surgery or related discipline physicians in training.
- 3.3 Public health physicians or clinical managers responsible for healthcare delivery whose interests are primarily cardiac or cardiovascular.
- 3.4 Scientists whose primary interest is cardiac or cardiovascular research.
- 3.5 Allied professionals and clinical scientists whose interests are primarily cardiac or cardiovascular.
- 3.6 Primary care physicians whose special interests include cardiology or cardiovascular disease.
- 3.7 Other applicants at the discretion of the Trustees.

4. Ordinary Membership

An Ordinary Member shall be entitled to be admitted as a Companies Act member of the Society and subject thereto shall have:

- 4.1 Full voting rights at the Annual General Meeting.
- 4.2 The right to nominate and vote for Officers of the Society.
- 4.3 The right to stand for an Office of the Society.
- 4.4 Eligibility for Chair and for full membership of Committees, Working Groups and Peer Review groups of the Society.

In addition, Ordinary Members shall be entitled to:

- (i) Inclusion on the mailing list for all Society notices and events.
- (ii) Concessionary rates determined by the Trustees for attendance at the Annual Conference.
- (iii) Exclusive rights to attend Society only educational/training/scientific meetings/conferences.
- (iv) Eligibility for full access to the Society website.
- (iv) Free or concessionary access to the meeting rooms of the Society at 9 Fitzroy Square for carrying out BCS work.
- (v) Free subscription to e-Heart and a reduced subscription to the paper version of Heart.
- (vi) Eligibility to apply for the use of meeting rooms/conference facilities at the Annual Conference (subject to availability).

5. Emeritus Membership

- 5.1 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 are not Companies Act members of the Society and accordingly

shall not be entitled to attend or vote at the Annual General Meeting 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 also not entitled to vote or stand in elections for Officers, Chairs, or membership of Committees of the Society.

- 5.2 Emeritus Members shall receive all relevant notices and communications from the Society (other than those reserved for Companies Act members) but shall not receive free subscription to e-Heart or Heart
- 5.3 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.
- 5.4 Emeritus Members are eligible for concessionary rates determined by the Trustees for attendance at the Annual Conference.

6. Affiliate Membership

- 6.1 Affiliate Members of the Society are members of an Affiliated Society of the Society, who are not Ordinary Members and are not a practising consultant cardiologist.
- 6.2 Affiliate Members are not Companies Act members of the Society and accordingly shall not be entitled to attend or vote at the Annual General Meeting and are not entitled to nominate Officers or Ordinary Members for a seat on the Board of Trustees.
- 6.3 Affiliate members are, however, eligible to be elected to membership of Society Committees, Working Groups or Peer Review Groups, and are entitled to vote on nominations for Society Committees, Working Groups or Peer Review Groups.
- 6.4 Affiliate Members shall receive all relevant notices and communications from the Society (other than those reserved for Companies Act members) either directly or via their own Affiliated Society as well as free subscription to e-Heart and a reduced subscription to the paper version of Heart.
- 6.5 Affiliate Members are eligible for concessionary rates determined by the Trustees for attendance at the Annual Conference.

7. Honorary Membership

- 7.1 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.
- 7.2 Candidates for Honorary Membership should be nominated by an Ordinary Member of the Society on the basis of a written citation submitted to the Trustees.
- 7.3 A cardiologist, cardiac surgeon, clinical scientist or, exceptionally, another who has made an outstanding and sustained contribution to the biology, pathophysiology, prevention, diagnosis or treatment of diseases of the heart and circulation; and a close association with British cardiology.
- 7.4 Honorary Members are not Companies Act members of the Society and accordingly shall not be entitled to attend or vote at the Annual General Meeting 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 also not entitled to vote or stand in elections for Officers, Chairs, or membership of Committees of the Society.
- 7.5 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.

8. Online Members

- 8.1 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). They cannot be cardiologists currently working in the United Kingdom.
- 8.2 Applications for Online Membership must be supported by a written citation by a senior practising cardiologist in their place of work.
- 8.3 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.

- 8.4 Online Members are not Companies Act members of the Society and accordingly shall not be entitled to attend or vote at the Annual General Meeting 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 also not eligible to be elected to membership of Society Committees, Working Groups or Peer Review Groups.
- 8.5 Online Members will receive all electronic communications of the Society.

9. Associate Membership

- 9.1 Associate Members are members of the British Junior Cardiologists Association (BJCA) who are not Ordinary Members.
- 9.2 Associate Members must hold membership of the BJCA to obtain this membership category.
- 9.3 Associate Members are not Companies Act members of the Society and accordingly shall not be entitled to attend or vote at the Annual General Meeting. 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 eligible to stand in elections for Officers, Chairs or membership of Committees of the Society.
- 9.4 Associate members are, however, eligible to vote on nominations for any post in Society elections.
- 9.5 Associate Members are entitled to receive the following benefits:
- (i) inclusion on the mailing list for all Society notices and events.
 - (ii) Concessionary rates determined by the Trustees for attendance at the Annual Conference.
 - (iii) Exclusive rights to attend Society only educational/training/scientific meetings/conferences.
 - (iv) Eligibility for full access to the Society website.
 - (v) Free or concessionary access to the meeting rooms of the Society at 9 Fitzroy Square for carrying out BCS work.
 - (vi) Free subscription to e-Heart and a reduced subscription to the paper version of Heart.
 - (vii) Eligibility to apply for the use of meeting rooms/conference facilities at the Annual Conference (subject to availability).
- 9.6 Two Associate Members will be co-opted to all BCS Committees 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 although the President of BJCA is a member of the Executive.
- 9.7 Co-option of Associate Members to BCS committees will be coordinated jointly by the BCS and the BJCA. This will involve a formal application process to the BCS followed by selection of co-optees by the BCS Vice President of the relevant division (or the chair of the relevant committee, as the Vice President's nominated deputy) and the President of the BJCA.
- 9.8 Associate Members will be asked if they wish to upgrade to Ordinary Membership, when they cease to be eligible for BJCA membership.

10. Applications for Membership

Every application for membership shall be made via the on-line application form and in line with current membership processes agreed by the Trustees. Every member shall update the society of any change of name, email or address in order that the appropriate alterations may be made in the Society's records; members are able to update these details directly within their electronic membership records.

11. Cessation of Membership

- 11.1 Membership of the Society is not transferable and a member shall cease to be a member of the Society:
- (i) in the case of an individual, on death;
 - (ii) if, by notice in writing to the Honorary Secretary, the member resigns;

- (iii) if the member is found guilty of serious professional misconduct by such person's professional governing body, leading to suspension or erasure from the medical register or its equivalent, or is convicted of a serious crime, and the Trustees, by a simple majority, vote to terminate such member's membership; any member who ceases to be a member in consequence of this article and who subsequently is reinstated on the medical register or its equivalent may seek to re-join as a member at a later date, provided that they have informed the Society of the outcome of any professional or criminal action. Any subsequent application for membership will be considered by Trustees according to the criteria set down in these Rules;
 - (iv) by unanimous vote of the Trustees or, if there shall be more than six Trustees, by resolution of the Trustees passed by a majority of not less than three quarters of the Trustees present and voting at the meeting of the Trustees convened for the purpose. A resolution to terminate a member's membership shall not be passed unless the member has been given not less than 14 days' notice in writing of the meeting of the Trustees at which the matter is to be considered and has been afforded a reasonable opportunity of being heard by or of making a written representation to the Trustees prior to the Trustees voting on the resolution;
 - (v) if any subscription or other sum payable by the member is not paid on its due date and remains unpaid two months after notice is served on the member on behalf of the Trustees informing the member that they will be removed from the membership if it is not paid.
- 11.2 Without prejudice to article 11.1(v) if any subscription or other sum payable by a member is not paid on the due date the Trustees may by notice to the member suspend such member's rights and privileges as a member of the Society (other than, in the case of Ordinary Members, under the Companies Act) until the relevant amount is paid in full. If a member's membership of the Society is suspended pursuant to this article the Trustees may, during a six month period following suspension and upon receipt of full payment being made, the membership rights may be reinstated failing which the member's membership will cease. The Trustees may in their absolute discretion readmit to the relevant class of membership of the Society any person removed on this ground upon the member paying the sum due, together with such additional amount on account of interest as the Trustees may, in their discretion, determine
- 11.3 No member, on ceasing to be a member, shall be entitled to receive repayment of all or any of the annual subscriptions which have been prepaid.
- 11.4 All 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).

12. Affiliated Societies

- 12.1 Any organisation wishing to apply for Affiliated Society status must have:
- 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.
 - A Chair or President and a governing body (including Officers) elected from its membership with a defined term of office.
 - A written constitution, including written criteria for membership and an appropriate system for electing candidates to its membership.
 - A list of members which is updated annually.
 - A minuted Annual General Meeting with an agenda circulated to its members in advance, in compliance with its rules.
 - 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).
- 12.2 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.
- 12.3 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 more than this will be chargeable at rates determined by the BCS). Any additional costs or incurred must

be met by the Affiliated Society.

- 12.4 Official publications, guidelines and recommendations of the Affiliated Society which are of mutual interest should be made available to the Trustees by request.
- 12.5 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.
- 12.6 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.

13. Associated Groups

- 13.1 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 Groups 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.
- 13.2 Criteria for admission of Associated Societies are as follows:
 - The Associated Society should have a written constitution and a Chair or President or similar Chief Officer.
 - The Society should have a list of members which is updated annually.
- 13.3 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.

14. Partner Societies/Agencies/Organisations or Charities

- 14.1 These are organisations that do not fulfil the requirements to become either Affiliated or Associated Societies, but nevertheless have aims and objectives that are consonant with the Society.
- 14.2 Partner organisations may be either national or international and will be defined as enduring or recurring at the discretion of the Trustees. The list of partner organisations will be reviewed annually by the Board and recurring partner organisations will need annual reaffirmation. Enduring partner organisations will not require yearly re-affirmation by the Board.
- 14.3 Partner organisations should be in communication, either in person, via electronic means or by emailed report / update at least twice per year
- 14.4 A partner organisation will have a meeting with officers of the BCS at least once per year
- 14.5 Criteria for recognition as a Partner Organisations are as follows:
 - 14.5.1 Partner organisations should be a recognised entity (either charity or registered company) within its primary jurisdiction.
 - 14.5.2 Partner organisations should be proposed by a Trustee of the organisation and be affirmed by majority Board consent.

15. Subscriptions

- 15.1 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.
- 15.2 Payment of the subscription is due on admission of the individual to membership of the Society and thereafter annually on this date.
Method of payment: direct debit into the account of the British Cardiovascular Society or by credit card. Methods of payment may be varied from time to time at the discretion of the trustees.
- 15.3 Membership category:

- Ordinary Member: A full subscription will be paid unless a reduced fee is agreed.
 - Emeritus Member: no subscription currently payable.
 - Honorary Member: no subscription currently payable.
 - Online Member: a reduced subscription is payable, at the rate determined from time to time by the Trustees.
 - Affiliate Member: A reduced subscription will be paid, at the rate determined from time to time by the Trustees.
 - Associate Member: A reduced subscription will be paid, at the rate determined from time to time by the Trustees.
- 15.4 Those members who are still in training who are basic scientists or who have made application and set out their special case, at the discretion of the Trustees, may be given a discounted membership rate.
- 15.5 In the event of failed payment, a reminder communication 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).

16. The Council

- 16.1 The following persons shall be members of the Council:
- The President, who shall also act as Chair of Council meetings.
 - The Honorary Secretary, who shall also act as Chair of Council in the absence of the President.
 - The Vice-Presidents of:
 - the Education Division
 - the Training Division
 - the Clinical Standards Division
 - the Corporate and Financial Affairs Division
 - the Digital Communications and Marketing Division
 - the Professional and Society Values Division
 - The President, Honorary Secretary and Vice-Presidents Elect (should there be any).
 - The Chair of the UK European Examination in Core Cardiology.
 - The Chairs of BCS Working Parties.
 - The Chairs of the Education, Guidelines and Practice, and Communications Committees.
 - 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 in the administration of the Society's affairs and be co-opted onto relevant Committees and Working Groups. One elected Council member will individually attend the Executive Committee and the Board of the Society allocated on a rolling basis. 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 at least two shall be based in non-surgical centres and one shall be a member having responsibilities for advising on the particular career issues relating to women working in cardiovascular medicine.
 - Four persons (called Nominated Council members) each of whom shall be nominated by, and be elected Officers of, one of the following organisations:
 - The Society for Cardiothoracic Surgery
 - The Irish Cardiac Society
 - The Welsh Cardiovascular Society
 - The Scottish Cardiac Society
- Nominated Council members shall serve for their term of office with the nominating organisation.

- For so long as the post exists, the National Clinical Director for Heart Disease, NHS England and NHS Improvement.
 - 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.
 - 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.
- 16.2 It is expected that all Council members should attend 75% of meetings. If attendance is not possible, a nominated deputy should attend.

17. The Board of Trustees

- 17.1 The Board of Trustees have responsibility for the effective running of the society and are responsible for the appointment of the Chief Executive Office (CEO).
- 17.2 The Board of Trustees shall consist of:
- (i) Elected Officers, who are:
 - The President, who shall hold office for three years.
 - The President Elect (should there be one), who shall hold office for one year.
 - The Honorary Secretary, who shall hold office for three years.
 - The Honorary Secretary Elect (should there be one), who shall hold office for one year.
 - Six Vice-Presidents who shall each hold office for three years and each be responsible for the direction of Divisions of the Society as follows:
 - The Education and Research Division
 - The Training Division
 - The Clinical Standards Division
 - The Corporate and Financial Affairs Division
 - the Digital Communications and Marketing Division
 - the Professional and Society Values Division
 - The Vice-Presidents Elect (should there be any), who shall hold office for one year.
 - (ii) 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 which will be of benefit to the Society.
- 17.3 The appointment of a non-executive trustee will be for a period of three years, with the opportunity to renew for a further three years with the consent of the other trustees.
- 17.4 The selection of candidates for appointment to the Board of Trustees shall be made on the basis that diversity principles are properly considered and reflected.

18. The Chief Executive Officer

- 18.1 The CEO acts as the principal advisor and executive officer to the Board of Trustees, leading the operational management of the BCS, and supporting strategic vision.
- 18.2 In collaboration with the President, Board of Trustees and Council members, the CEO is responsible for ensuring that the BCS delivers its mission and vision. The CEO helps to shape the organisation and deliver the Society’s objectives to enable the Society to remain highly relevant to its membership. The CEO will ensure good governance, and excellent working relations with the Council, the Officers and the President, working with the Board of Trustees to realise their aims and ambitions, and to enable them carry out their governance functions.
- 18.3 The CEO’s remit covers responsibility for leadership and management, finance and business, digital and IT, governance, HR, risk, operational delivery and for the performance of all BCS services working closely and in collaboration with all Officers and Trustees of the Society in respect to these activities.

19. The Executive Committee

- 19.1 The Executive Committee shall consist of:
- The CEO

- Elected Officers, who shall serve for their term of office:
 - The President.
 - The President Elect (should there be one).
 - The Honorary Secretary.
 - The Honorary Secretary Elect (should there be one).
 - Six Vice-Presidents responsible for the direction of Divisions of the Society as follows:
 - The Education and Research Division.
 - The Training Division.
 - The Clinical Standards Division.
 - The Corporate and Financial Affairs Division.
 - The Digital Communications and Marketing Division
 - The Professional and Society Values Division
 - The Vice-Presidents Elect (should there be any).
 - The Chairs of the Education, Digital, and Guidelines and Practice Committees.
 - The Chair of the BJCA.
 - The BCS the chair of the Women in Cardiology committee.
 - 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.
 - One elected member of Council allocated on a rolling basis.
- 19.2 A subgroup of the executive will meet more frequently for specific operational and delivery society business. This will consist of the CEO, the society officers and the appointed BCS committee chairs

20. Society Elections

- 20.1 Eligibility with the BCS membership to stand, nominate and vote within the Society's elections is as follows:
- **Ordinary members**
 - May stand in elections and be nominated for Officer, Council, Chair or Society Committee positions.
 - May nominate other candidates running for election.
 - May vote on the ballot for any nominated positions.
 - **Affiliate members**
 - May stand in elections and be nominated for Society Committee positions only.
 - Cannot nominate other candidates running for election.
 - May vote on the ballot for nominated positions on Society Committees only.
 - **Associate members**
 - Cannot stand in elections or be nominated for Officer, Council or Society Committee positions, or Chair positions.
 - Cannot nominate other candidates running for election.
 - May vote on the ballot for any nominated positions.
 - **Online, Emeritus and Honorary members**
 - Cannot stand in elections or be nominated for Officer, Council or Society Committee positions, or Chair positions.
 - Cannot nominate other candidates running for election.
 - Cannot vote on the ballot for any nominated positions.

The current voting rights are summarised as follows:

Category of membership	Committees		Officers (including President)		Committee Chairs	
	Stand	Vote	Stand*	Vote	Stand*	Vote
Ordinary	X	X	X	X	X	X
Affiliate	X	X				
Associate (BJCA)		X		X		X

** must also have served as an elected or co-opted member of a Society committee*

21. Appointment of Trustees, and Elected Members of Council and Committees

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

- The Honorary Secretary shall, at least 12 weeks before the Annual 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 Members who are retiring are eligible for re-election and invite all Ordinary and Affiliate Members to make nominations (“nomination invitation”).
- 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 and Affiliate Members.

Nominations shall:

- Be made in such form as may be prescribed by the Trustees from time to time.
- Be for any vacancies arising.
- Be for a single position within the Society. Nominations for multiple posts will not be accepted.
- 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.
- 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.

21.2 In the event that the number of Ordinary Members nominated for election to a particular position on the Board, the Council, or Ordinary or Affiliate Members to the Committees (as the case may be) is more than one, a ballot shall be held as follows:

- 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, Associate and Affiliate Members at their last notified address, or via email, a notice of ballot, together with a list of nominees (for which no titles will be included; only forenames and surnames will be cited) 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”).
- 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, Associate and Affiliate Members.
- Every Ordinary, Associate and Affiliate Member shall have one vote for each vacancy to be filled.
- 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.

- In the event of an equality of votes for any one vacancy, the President shall have a second or casting vote.
 - 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.
- 21.3 Subject to the provisions of this Rule, 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.
- 21.4 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:
- 21.4.1 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 Annual General Meeting, in addition to the full three year term of office subsequent to that.
- 21.4.2 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.
- 21.5 The accidental omission to issue a ballot paper to any Ordinary, Associate or Affiliate Member entitled to vote shall not invalidate the Ballot or the election of the nominee to a place on the Board, Council or Committee.
- 21.6 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 22.4.2.
- 21.7 Declaration of interest:
- 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.
 - 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.
 - Declarations of interest will be handled in accordance with the conflict of interest policy of the society.
- 21.7.1 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.
- 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.

22. 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.

23. Rules for BCS Committees and Working Groups

- 23.1 Establishment:
- The Trustees may establish a Committee in response to a clearly defined requirement for discussion and action within an area of interest to the Society.
 - 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.

23.2 Duration of office:

- The continuing requirement for a Committee shall be reviewed annually by the Trustees.
- The duration of a Working Group and the number of meetings to be held shall be decided by the Chair of the Working Group.

23.3 Chairs and membership:

- The Trustees shall appoint the Chairs of Committees which are 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.
- Chairs of Committees and Working Groups are restricted to Ordinary or Affiliate Members of the Society.
- Committees and Working Groups, with the exception of the Programme Committee for the Annual Conference, should include a maximum of ten members, including the Chair. In exceptional cases, the Officers may endorse the appointment of additional members.
- Members of the Society (Ordinary Members, Emeritus Members, Affiliate Members, Honorary Members, Associate Members) except On-line Members may be co-opted to committees or Working Groups when required in order to maintain full membership of the committee/Working Group and/or to provide particular expertise to the committee/Working Group.
- Co-option will be at the discretion of the Chair of the relevant committee.

23.4 Terms of office:

- The Chair of a Committee will normally serve for a term of three years. Members will normally serve for three years. The chair may serve for an additional year if deemed appropriate by the Trustees.
- The Chair and members of a Working Group will normally serve for the term of the group.
- Co-option to a committee will be for a maximum of three years and co-option to a Working Group will be for the duration of the Working Group.
- 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.
- An elected Chair of a committee may, at the discretion of the Trustees, have their period of office extended for up to a year.
- Elected 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.

23.5 Meetings:

- 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.
- 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.
- Arrangements for Working Group meetings will normally be decided by the Chair in consultation with the Vice-President of the Corporate and Financial Affairs Division.
- 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.
- 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.

- 23.6 Financial decisions:
- No financial arrangements with any organisation may be enacted without the approval of the Trustees.
- 23.7 Minutes, records and reports:
- Chairs of Committees will be responsible for ensuring that minutes or records of every meeting are recorded and submitted to the Officers and for providing an annual report for Trustees.
 - 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.
- 23.8 Administrative support:
- 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.
 - The Society, with the agreement of the Chief Executive Officer, will provide secretarial services for the typing of minutes, correspondence and reports, when requested.
- 23.9 Expenses:
- 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.

24. Rules for BCS Working Parties

- 24.1 Establishment:
- Trustees may establish BCS Working Parties across areas of clear common and recurring interests which crosses the interests of both the BCS and one or more of the Affiliated Societies with the objective of developing policy, guidelines and advising Council.
 - Working parties will normally be set up in response to an enduring requirement (as distinct from working groups) however continuation of the working group beyond 12 months requires endorsement by the Trustees of the BCS and the constituent Affiliated Societies on a yearly basis.
 - The duration of a Working Party and the number of meetings to be held shall be decided by the members of the group.
- 24.2 Chairs and membership:
- The members of the group shall elect/agree the Chairs of Working Groups from amongst the members of the group.
 - The chair will be endorsed by the Trustees of the British Cardiovascular society.
 - Chairs of Committees and Working Groups are restricted to Ordinary Members of the Society, members of the affiliated Societies by appointment of the BCS, or Affiliate members of the Society who have previously served on a committee.
- 24.3 Terms of office:
- The Chair of a Committee will normally serve for a term of three years. This may be renewable for a further term for appointed Chairs by agreement of the President, Honorary Secretary and Trustees. Members will normally serve for three years.
 - The Trustees may in their absolute discretion disband a Committee or Working Group or remove its members (including the Chair).
- 24.4 Meetings:
- Committees and Working Groups will meet virtually with a frequency determined by the Chair, based on the workload of the Committee or Working Group.
 - For a Working Party meeting to be quorate, the minimum requirement consists of the Chair or authorised deputy, plus a minimum of 25% of the membership. If the meeting is not quorate, then binding decisions cannot be made.
 - Working party members including the Chair, will be expected to attend a minimum of

75% of all meetings Failure to attend at this level will, at the discretion of the working party, lead to the member being stood down from membership of said Committee or Working Group.

- 24.5 Financial decisions:
- No financial arrangements with any organisation may be enacted without the approval of the Trustees.
- 24.6 Minutes and reports:
- Chairs of Committees will be responsible for ensuring that minutes (which may be in the form of action points) of every meeting are recorded and submitted to the Officers and for providing an annual report for Trustees.
 - 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.
 - Chairs will provide a report and sit as full members of BCS Council.
- 24.7 Administrative support:
- The Society, with the agreement of the CEO, will provide administrative services for the typing of minutes or actions and scheduling of meetings when requested.

25. Annual Conference

- 25.1 An Annual Conference shall be held.
- 25.2 The cancellation of an Annual Conference shall only occur with majority consent of the Board of Trustees.
- 25.3 Non-members may attend and they may take part in discussions and make presentations.
- 25.4 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.
- 25.5 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.
- 25.6 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.
- 25.7 The Programme Committee shall develop objectives for individual sessions and activities. It is at the discretion of the Chair of the Programme Committee that presentations made at the Conference shall be spoken in English and all speakers shall adhere to the timetable and agenda of the Conference.
- 25.8 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.

26. Publicity/Media

- 26.1 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.
- 26.2 Trustees, Staff, Officers, elected, appointed members of Council and Committees may engage freely with social media. They should however immediately inform the Trustees of any activity on social media which is likely to cause reputational damage to, embarrassment to, or conflict directly with the aims and objectives of the Society.
- 26.3 Where activities by staff, officers elected and appointed individuals on social media are deemed to have brought the society into disrepute the society reserves the right to take such action as is deemed necessary, proportionate and appropriate as defined by the circumstances.
- 26.4 No activities from BCS council, committees or boards should be made available on social media without the express consent of the chair.

27. Awards of the Society

- 27.1 The Trustees will award the Mackenzie Medal to an individual who has made an outstanding contribution to the field of cardiovascular medicine.
- 27.2 The award of the Mackenzie Medal will be at the gift of the Trustees of the BCS and must be affirmed by the Board of Trustees.
- 27.3 The Trustees will award two Mackenzie Medals per year but may vary this number with the agreement of the Board of Trustees on any year in the event of extenuating circumstances.
- 27.4 The Trustees will award the Fellowship of the British Cardiovascular Society to an individual who has made an outstanding contribution to the work of the Society.
- 27.5 Ordinary or Emeritus members of the Society shall be eligible for a Fellowship award.
- 27.6 Fellowship may be bestowed on individuals who have made a significant contribution to the society but are not ordinary or emeritus members at the discretion of the trustees.
- 27.7 Both Mackenzie Medal awardees and recipients of the Fellowship award will be announced at the Annual General Meeting.