



British Society of Paediatric Gastroenterology Hepatology and Nutrition

THE BRITISH SOCIETY OF PAEDIATRIC GASTROENTEROLOGY HEPATOLOGY AND NUTRITION CONSTITUTION

**1997 Constitution with multiple revisions each proposed and agreed at the AGM last
Reviewed December 2017 and agreed at AGM 2018
Reviewed December 2021 and agreed at AGM January 2022**

Rule 1

The title of the Society shall be "The British Society of Paediatric Gastroenterology Hepatology and Nutrition" hereinafter referred to as "the Society".

Rule 2

The objectives of the Society shall be the advancement of research, clinical excellence and training in paediatric gastroenterology, hepatology and nutrition.

In furtherance of the above objects but no further or otherwise the Society shall:

- (i) Foster professional relationships with colleagues, both nationally and internationally.
- (ii) organise the Annual Meetings which shall remain the fora at which researchers can present their work.

Rule 3

Alterations to this constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Convenor of the Society at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a meeting must be given by the Convenor to the membership and must include notice of the alteration proposed. Provided that no alteration shall be made to Rule 2, Rule 15 or Rule 3 until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained and no alteration shall be made which will have the effect of causing the Society to cease to be a charity in law.

Rule 4

Membership: Full Membership shall be available, upon payment of the appropriate fee, to Consultants, Associate Specialists, Staff Grades, Specialist Trainees, Lecturers, Research Fellows and basic scientists in any speciality who are committed to an area of paediatric gastroenterology, hepatology or nutrition. All Members will have voting rights at the Annual General Meeting and Special Meetings. Proposals for Full Membership shall be submitted to the Council by a full member on the Society's Proposal Form. Proposals for Full Membership shall be submitted to the Membership Secretary, Administrator and Convenor. BSPGHAN Convenor shall be responsible for deciding on the suitability of applicants for membership of the society. Applications may be put forward to the Council if there is a need to discuss any relating issues such as a suitable proposer not being available for the new applicant.

Those approved for membership will be required to complete a Member's Registration Form and to pay the Society's annual subscription in order to become a member.

Members who resign from society will not be entitled to reimbursement of fees.

Members owing 2 years of membership fees or equivalent debt to the society will be regarded as no longer in good standing with the society. They will be formally requested in writing for payment to be made within 30 days. Members, who continue to remain in other than good standing with the Society, may have their membership withdrawn by the Society following discussion at Council.

Honorary Membership* may be conferred by the Society, at the recommendation of Council, upon distinguished colleagues who have made an outstanding contribution to paediatric gastroenterology, whether they be members of the Society or not. Upon retirement, Full Members may apply in writing to the Convenor to become Honorary Members. Honorary Members are not be required to pay the annual subscription fee and do not have voting rights at the Annual General Meeting nor at Special Meetings. Honorary members will not be granted access to Members' Only Area of website or online access to Frontline Gastroenterology

*Honorary membership entitles person to:

1. Full consultant Member's rates at BSPGHAN conferences and affiliated societies
2. Reimbursement of expenses, in accordance with BSPGHAN guidelines at council and elsewhere
3. Right to be a member of a working group

Addition to Rule 4: The BAPS representative (Surgeon) nominated to represent BAPS on the BSPGHAN council will automatically become an honorary member of the BSPGHAN, for time serving on council, if already not member of BSPGHAN.

Associate Membership shall be available, upon payment of an appropriate concessionary fee, to any non-medically qualified health professionals who are committed to clinical service and/or research in paediatric gastroenterology, hepatology or nutrition. Associate Members will have voting rights at the Annual General Meeting or at Special Meetings.

Rule 5

Members moving abroad may request to become Corresponding Members and shall pay a Corresponding Membership charge. Membership shall be open to Paediatric Gastroenterologists and Hepatologists from overseas for the duration of their clinical or research attachments in the UK. On their departure they would normally be required to become Corresponding Members if they so desired.

Free Student membership shall be available to undergraduate medical and allied health care students. Student members qualify for reduced registration rates for the BSPGHAN Annual meeting to be decided by the local organizer. Student members do not have voting rights at the Annual General or Special Meetings nor access to online edition of Frontline Gastroenterology

Members temporarily working outside the specialty may request to become Suspended Members for up to 2 years and re-join the Society without reapplying. If membership is suspended for more than 2 years, a Full Member shall be required to submit a further nomination for full membership to Council on the Society's proposal form. If a further proposal were not received then the person would be removed from the Society's mailing list.

Students or Suspended members would not be required to pay the annual subscription fee and would not have voting rights at the annual general meeting or at Special meetings. Suspended members would not be entitled to membership benefits such as reduced rates for BSPGHAN or BSPGHAN affiliated meetings.

Rule 6

Council: The business of the Society shall be conducted by a Council which shall consist of the President, Convenor, Treasurer and nine other members as follows.

Other council members with votes shall act as representatives for Gastroenterology, Hepatology, Nutrition, Research, Endoscopy and Education, Paediatricians with an expertise in GHN (PEGHAN Trainee members), and Associate Members of the Society.

Trustees of the Society: Will comprise President, Convenor, Treasurer and chairs of the following groups: Gastroenterology; Hepatology; Nutrition; Research; Endoscopy, Education and PeGHAN

Council shall be free to invite appropriate individuals such as CSAC Chair, Chair of Clinical Standards Group and representatives of other professional societies, Patient Parent Groups, organisers of annual meeting, the webmaster and lay representatives to attend Council in an advisory capacity and without voting rights.

Council members shall identify, declare and manage any conflicts of interest that arise.

A quorum of five must be present at a Council meeting and must include the President or Convenor.

Council members are normally expected to attend every Council meeting, of which there are usually four each year, one of which will be held in conjunction with the Annual Meeting. If a member attends fewer than two meetings in a year Council shall normally consider their membership of Council to have ceased.

Working groups with Chair appointed may be set up with Council approval with terms of reference to be finalised and agreed by Council.

The BSPGHAN working groups will be formed of society members. It is only in rare exceptions when a non-member may be asked to attend on invitation. This would be in cases when such expertise cannot be provided by any members of the BSPGHAN. The Working Group chair should seek permission in writing from the council for attending Working Group meetings by non-members especially when travel/hotel expenses are being claimed.

Strong links between the BSG and BSPGHAN will be maintained by BSPGHAN approved members on BSG sections, the BSPGHAN President being a member of BSG Council by right.

The President shall be elected by a ballot of the membership one year prior to taking up office and will be known as President Elect, and may attend Council meetings for the twelve month period prior to taking up office. By agreement with the current President they may take specific roles in the work of the Council during that year. The President Elect will normally be elected at the Annual General Meeting and take up office as President at the Annual General Meeting in the following year.

The Convenor and Treasurer and seven other members (Gastroenterology, hepatology, nutrition, research, education, PEGHAN and Endoscopy) shall be elected either by electronic voting if more than one application is received or at the Annual General Meeting if only one application is received, and this will be decided by Council at the Council meeting prior to the election.

The trainee's representative shall be elected by the trainees group and shall be ratified by Council. The trainees' representative should usually serve for a maximum of 2 years. The Associate Members' representative shall be elected by the Associate Members.

Rule 7

The President, Convenor, Treasurer and other members of Council shall normally serve for a period of 3 years. All may serve for up to six months following election of new officer to ensure effective handover.

Unless applying for a higher position (eg from gastroenterology representative to Treasurer/Convenor/President) they would not normally be eligible to serve as an elected member on council for a period of 3 years after this term; however they can be co-opted at the request of Council.

Rule 8

The President shall:

- (a) Preside at Business Meetings of the Society and chair meetings of Council;
- (b) Be authorised to speak on both academic and administrative issues. The Convenor may attend meetings as their deputy;
- (c) Authorise an appropriate member of the Society, who need not be a member of the Council, to represent the views of the Society to other Associations and Societies and, in particular, shall ensure that the Society is represented at deliberations of the British Society of Gastroenterology (BSG), British Association of Paediatric Surgeons (BAPS), the British Association for the Study of the Liver (BASL), British Association for Parenteral and Enteral Nutrition (BAPEN) and the European Society for Paediatric Gastroenterology, Hepatology and Nutrition (ESPGHAN).

Rule 9

The Convenor with the BSPGHAN Administrator shall:

- (a) Keep minutes of Business Meetings of the Council;
- (b) Prepare the agenda and take minutes of the Business Meetings of the Society;
- (c) Maintain a current list of members and their addresses;
- (d) Maintain an archive of documents pertaining to the history and development of the Society;
- (e) Deputise for the President;
- (f) Represent the Society at meetings of Convenors of the specialty groups of the Royal College of Paediatrics and Child Health;
- (g) Be responsible for communications with organisations such as RCPCH, NICE, DoH and others as appropriate at the time and liaise with the relevant member of council under whose remit the topic is most relevant.

Rule 10

The Treasurer with the BSPGHAN administrator and accountant shall:

- (a) Be responsible for the collection and banking of annual subscription fees
- (b) Be responsible for the payment of bills incurred by the Society out of the Society's Bank Account
- (c) Submit annually to the Society a statement of accounts
- (d) Submit accounts to the Charity Commission and Inland Revenue

Rule 11

Three scientific meetings shall normally be held annually:

- (a) There will be a BSPGHAN Annual Meeting.
- (b) BSPGHAN will have a regular presence at the BSG annual meeting. This will generally be in the form of joint sessions with the Adolescent and Young Person's Section and/or other sections of the BSG or in the future as separate parallel sessions.

(c) The Spring Meeting shall be held in association with the Royal College of Paediatrics and Child Health. It may consist of original scientific contributions, guest lectures, symposia or joint sessions with other paediatric specialty groups as the Council shall determine.

Papers submitted to the Society for the Spring Meeting, using abstract forms and submission procedures of the Royal College of Paediatrics and Child Health, shall be chosen by Council. In general, papers will be accepted on the understanding that they have not been published or read at a national or international meeting before the Society's scientific meeting.

The Society shall foster excellence in scientific presentation and discussion by providing clear guidelines of the acceptable standards for abstract preparation, slide preparation and presentation and poster presentation,

Rule 12

Funding: A membership fee shall be paid as determined by Council. Registration and accommodation at meetings held in association with the Royal College of Paediatrics and Child Health or with the British Society of Gastroenterology shall be administered by those societies.

The society takes full ownership of finances to support the Annual Meeting and the accountant provides the final statement. 25% of any surplus is given to the local organising team.

The surplus supplied to the local organiser is only to be used for furthering the objectives of the Society (see rule 2) and will only be paid to either an NHS Trust or University administered account.

Chairs of the working groups will set an annual budget for their respective groups in April (financial year), and propose to the council for approval. Virtual cost neutral meetings are encouraged and supported with BSPGHAN Zoom Licence

Rule 13

The proceedings of meetings of the Society and Council may be published in appropriate form as Council considers fit.

Rule 14

Members wishing to relinquish Full Membership shall have the opportunity of resignation or adoption of Corresponding Membership.

Rule 15

The Society may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose, of which 21 days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Society, provided that any property shall to be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institution having objects similar to some or all of the objects of the Society as the Society may determine and if and in so far as effect cannot be given to the provision then to some other charitable purpose.

Lucy Howarth
Convenor of BSPGHAN
January 2022