



BRITISH OPHTHALMIC ANAESTHESIA SOCIETY

Rules of the British Ophthalmic Anaesthesia Society

1. The Society shall be called the 'BRITISH OPHTHALMIC ANAESTHESIA SOCIETY'.
2. The Society exists to promote the art and science of anaesthesia for ophthalmic patients and to provide a forum for discussion and research of pertinent matters.
3. MEMBERSHIP
 - a) Any registered medical practitioner may apply for Life or Ordinary Membership of the Society. Retired members are nominated from those Ordinary Members who have retired from active medical practice upon personal application from the members concerned.
 - b) Honorary Life Members are elected from persons, nominated by Council, who have made outstanding contributions to the advancement of anaesthesia and allied specialities, and upon whom the Society desires to confer recognition by the presentation of a certificate at an Annual General Meeting.
 - c) Persons who are not registered medical practitioners, but who are practising in any related field, may apply for Associate Membership, but would have no voting right.
4. MEMBERSHIP SUBSCRIPTION
 - a) An annual subscription of life or ordinary membership, the amount to be decided by Council, will be payable on the 1st Jan each year . The current annual membership fee is £40 for Consultants and £25.00 for Trainees and Allied Healthcare Professionals.
 - b) Membership begins from the day that the fee has been received into the BOAS Account and lasts for one year.
 - c) Members will pay a reduced registration fee for Scientific Meetings of the Society.
 - d) Retired Members are not required to pay a membership fee but are welcome to make a donation.

5. WHEN A MEMBER SHALL CEASE TO BE SO

- a) A member shall cease to be a member in the following circumstances.
- b) If by notice in writing to the Secretary of the Society, the member resigns. Every notice to resign shall be deemed to take effect from the next Annual General Meeting after the giving of such notice.
- c) If the member is expelled.
- d) If the membership subscription is in arrears by six months, and not after due notification. A member who ceases to be so after failure to pay the membership subscription may, with the consent of Council, be reinstated on payment of the arrears.
- e) If the member's name is removed from the Medical Register by the General Medical Council, or from the Register of the equivalent licensing body.

6. GENERAL MEETINGS

- a) There shall be an Annual General Meeting.
- b) Special General Meeting may be called from time to time by Council, and the Secretary shall call a Special General Meeting within six weeks from the receipt of a requisition signed by at least 15 members stating the purpose for which the meeting is to be summoned. At least 7 days notice of the meeting must be given.
- c) No rule may be made, altered, or rescinded, except by the Society in a General Meeting.
- d) The Annual General Meeting shall be held in every year upon a date and place, which normally have been decided at a previous Annual General Meeting. Notice of the Annual General Meeting shall be sent to members at least one month before the date of the meeting.
- e) At the Annual General Meeting, the following business shall be conducted:
 - i. To approve the nominations of Council for Officers of the Society;
 - ii. To elect other Members of Council;
 - iii. To receive a report from Council;
 - iv. To receive the Treasurer's report and audited accounts;
 - v. Such other business as Council may decide.

7. NOTICE OF BUSINESS

Any member wishing to move any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than eight weeks before the date of such meeting.

8. OFFICERS OF THE SOCIETY

The Officers of the Society shall consist of:

- President – elected for not more than a period of 3 years.

- Immediate Past President – to remain on Council for not more than 2 years.
- President Elect – to be on Council for one year prior to taking office in September.
- Honorary Secretary.
- Honorary Treasurer/Membership Secretary.
- Council members
- Any other offices from the Council determines from time to time.

9. COUNCIL OF THE SOCIETY

A Council consisting of the Officers of the Society and a number of Ordinary Members shall conduct the Business of the Society. Council shall also have the power to co-opt as Members, or invite as observers, whose advice or expertise would assist Council's deliberations.

a) The Council shall nominate the President, Honorary Secretary and Treasurer of the Society, and the names submitted to the Annual General Meeting for the approval of the Membership.

These officers will take up post immediately following the next AGM. The President will not normally hold office for more than 3 consecutive years, unless the Council and Society in General Meeting otherwise decide in any particular case.

b) The Ordinary Members of Council are elected at the Annual General Meeting. Ordinary council members will have a term of office of three years. They may seek re-election. Nominations, with a proposer and seconder will be submitted to the AGM for election by majority voting. Successful nominees will take up their posts immediately.

c) Any casual vacancy occurring in the office of Honorary Officers or of the Council may be filled by the Council, but any person so chosen shall retain the office so long only as the vacating members in whose place the appointment has been made, would have retained the same if no vacancy had occurred. However, such members may stand for re-election for a further term, in such circumstances, for up to 3 years.

10. MEETING OF COUNCIL

a) An Ordinary Meeting of Council shall, unless the President otherwise dictates, be held at least half-yearly. Normally, one meeting will be held shortly before the Annual General Meeting and the other in the autumn.

b) Council shall have power to appoint standing or other committees or sub-committees as necessary to consider matters and report to Council. Any member of the Society may be appointed to these committees.

c) In case of an emergency, and it being impossible to summon a meeting of Council or the appropriate committee in time to deal with such an emergency, then the President shall take such immediate action as may seem necessary to him/her in the circumstances and shall report the matter to the next meeting of Council or the appropriate committee as the case may be. In the case of the President being unable to undertake his/her duties, the immediate Past President will deputise

11. MINUTES TO BE MADE

Council shall cause minutes to be duly entered in the books provided for the purpose:

- Of all appointments of Officers;
- Of the names of the members of Council present at each meeting of Council and of any committee of Council;
- Of all orders made, or direction given to Council;
- Of all resolutions and proceedings of the General Meeting of the Society and of meetings of Council and committees of Council.

12. EXPENSES

Council shall have the power to reimburse Council members and others for expenses incurred in the service of the Society or to remunerate other persons who assist the work of the Council from time to time.

13. ACCOUNTS

a) Council shall cause true accounts to be kept of all sums of money received and expended by the Society, and the matters in respect of which such receipt and expenditure takes place and of the assets, credits and liabilities of the Society. The books of accounts shall be kept at such place, or places as the Council thinks fit.

b) The financial year of the Society shall end on the 31st March in each year, to which day the accounts of the Society shall be balanced. (Changed 18/10/06)

c) The accounts shall be independently examined by the Society accountants as soon as practicable after the end of each financial year. This examination shall be completed not less than 30 days before the Annual General Meeting. (Changed 18/10/06)

d) Subject to any reasonable restrictions as to the time and manner of inspecting the same that may from time to time be imposed by the Society in General Meeting, the books and accounts of the Society shall be open to the inspection of the Members at all reasonable hours.

e) At each Annual General Meeting, Council shall lay before the Society a balance sheet containing a summary of the property and liabilities of the Society made up to the last financial year.

f) Cheques shall be signed by one of the following:

- The President
- The Honorary Treasurer/Membership Secretary
- The Honorary Secretary