

BRITISH SOCIETY FOR PAEDIATRIC ENDOCRINOLOGY AND DIABETES

BYELAWS

These Byelaws supplement the Articles of Association of the Society.

1. Aims

To advance for the public benefit education in paediatric endocrinology, diabetes and related subjects by promoting research in such areas and disseminating the useful results of such research amongst health professionals, service providers and the public by the means of meetings, publications in any form and by any other appropriate means.

2. Membership

2.1 There shall be the following categories of membership and details of eligibility criteria and fees for each will be outlined on the Society's website:

- (a) Clinician Members: Full; Non-Consultant; Early Career, Student or Retired;
- (b) Scientist Members: Full; Early Career; Student or Retired;
- (c) Nurse Members: Full; Early Career; Student or Retired;
- (d) Allied Health Professional Members: Full; Mid-Career; Early Career; Student or Retired.

2.2 All members shall be Voting Members.

2.3 Membership will not be open to employees of commercial firms nor to lay persons without professional qualifications.

3. Subscriptions

The annual membership fees will be determined by the Executive Committee and announced at the Annual General Meeting and/or in advance of the AGM via other appropriate channels to update members in a timely manner.

4. Applications for membership

4.1 Applicants for membership shall complete the Society's membership application form and shall submit their application, accompanied by payment of the first year's membership fee, to the Society.

4.2 The Executive Committee may refuse an application for election for membership if, in their discretion they consider it to be in the best interests of the Society to refuse the application. They shall not be required to give a reason for their decision.

- 4.3 Approval of membership applications, either individually or 'en bloc' as the Executive Committee decides, shall be approved by resolution at each Executive Committee meeting.
- 4.4 All categories of members shall have the right to receive notice of and attend any general meetings.
- 4.5 Applicants awaiting Executive Committee approval of membership can register for conferences and training courses at the reduced member rates but will not be eligible to vote at the Society Annual General Meeting. If membership is subsequently disapproved by the Executive Committee, the Society will revoke any discounts granted and full registration payment will be due.
- 4.6 Once approved by the Executive Committee applicants for membership become Voting Members.

5. Termination of membership

Membership is terminated if:

- 5.1 the member dies;
- 5.2 the member resigns by written notice to the Society unless, after the resignation, there would be less than two members. Such resignation shall take effect from the end of the current membership year and no refunds of membership fees shall be made;
- 5.3 any sum due from the member to the Society is not paid in full by the annual renewal date;
- 5.4 the member is removed from membership by a resolution of the Executive Committee that it is in the best interests of the Society that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the resolution will be proposed and the reasons why it is to be proposed; and
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the Society) has been allowed to make representations to the meeting.
 - (c) the resolution is approved by not less than 75% of the members of the Executive Committee entitled to vote

6. Notice of Annual General Meetings

- 6.1 All members must be notified of the Annual General Meetings at least four months in advance of the meeting, and this notice shall include a call for nominations for vacant positions on the Executive Committee if not previously issued.

- 6.2 The agenda for Annual General Meetings shall be distributed at least one month in advance of the meeting.
- 6.3 All members must be notified of other general meetings at least one month in advance of the meeting and the notice shall include the agenda.

7. Election of Executive Committee members

All elections to the Executive Committee shall be conducted on the following basis:

- 7.1 Notices of elections shall be issued to all Voting Members;
- 7.2 All notices of election shall be issued at least four months before each Annual General Meeting;
- 7.3 Each notice shall:
 - (a) specify the names of the Executive Committee members whose retirement gives rise to the vacancies in respect of which the election is to take place;
 - (b) specify the nature of the vacancies;
 - (c) invite nominations from Voting Members for candidates to fill these vacancies. Each Voting Member may make one nomination for each Executive Committee vacancy.
 - (d) contain such other supporting information as shall be specified by the Executive Committee.
- 7.4 Each nomination shall be sent to the Secretary at least two months before the Annual General Meeting. All nominations must include a brief curriculum vitae and a summary of the nominee's contributions the field of paediatric endocrinology and diabetes.
- 7.5 To be eligible for election candidates must be nominated and seconded by a Voting Member.
- 7.6 All nominations which satisfy the provisions of Byelaws 7.4 and 7.5 shall be submitted to Voting Members for election unless the Executive Committee determines otherwise acting in the best interests of the Society.
- 7.7 The Secretary shall at least one month before the Annual General Meeting send to all members the list of nominations. In cases where the number of valid nominations does not exceed the number of vacancies Voting members can be given a further opportunity to submit nominations within two weeks.
- 7.8 Secret ballots shall be held before or during the Annual General Meeting, as decided by the Executive Committee. If there is a tied vote, then a further secret ballot shall be held at the same meeting, but only among the candidates with the tied votes.

- 7.9 A vote shall be valid if delivered to the Secretary by post or electronically no later than the latest time for receipt specified by the Executive Committee and if electronically at the address specified by the Executive Committee.
- 7.10 If no Voting Members vote to elect a particular candidate, the Executive Committee shall have power to fill the casual vacancy until the next following Annual General Meeting.

8. Sub-committees

The Society shall have the following sub-committee:

Clinical Committee, which shall be responsible for developing and maintaining guidelines and audits in clinical paediatric endocrinology and diabetes and disseminating information to the membership, working in accordance with terms of reference approved by the Executive Committee from time to time

and such other sub-committee as the Executive Committee think necessary from time to time.

9. Minutes

The Executive Committee must keep minutes of all:

- 9.1 appointments of officers made by the Executive Committee;
- 9.2 proceedings of meetings of the Society;
- 9.3 meetings of the Executive Committee and sub-committees including:
- (a) the names of the Executive Committee members and sub-committee members present at the meeting;
 - (b) the decisions made at the meeting; and
 - (c) where appropriate the reasons for the decisions.
- 9.4 The minutes must be made available to members of the Society on personal application to the Society's offices, but may not be removed from the premises.

10. Annual Meeting

- 10.1 The Society shall hold an annual meeting at a place and on a date which shall coincide with the Annual General Meeting unless the Executive Committee otherwise determines.
- 10.2 Voting Members may nominate themselves as convenor responsible for the next available meeting. Such nominations must be accompanied by any information specified by the Executive Committee from time to time. The Executive Committee shall review all applications and make the final decision on the appointment of the convener and shall also appoint a local organising committee.

11. Annual General Meeting

11.1 The Annual General Meeting will ordinarily be held during the Annual Scientific Meeting. If extenuating circumstances mean it is not possible to hold a physical meeting, it may be conducted online.