

CONSTITUTION

1.0 NAME

The name of the Association shall be the “*British Association for Emergency Medicine*” (BAEM).

2.0 OBJECT

The object of the Association shall be to promote, for the public benefit, a high standard in the science and art of Emergency Medicine and to encourage research into all matters relating to the specialty, together with the publication and dissemination of the results of such research.

3.0 MEMBERSHIP

3.1 Any registered medical practitioner who has an interest in Emergency Medicine shall be eligible for membership of the Association.

3.2 The Honorary Secretary shall submit all applications for Full and Associate Membership to the Executive Committee for consideration at its next meeting.

3.3 The Executive Committee may elect to membership any candidate who is eligible.

3.3.1 Full Membership

Full Membership shall be open to all eligible applicants.

Full Members shall have full voting rights.

Full Members shall receive the Journal, adopted by the BAEM, and the annual subscription shall be set accordingly.

3.3.2 Associate Membership

Associate Membership shall **NOT** be available to those who are Consultants or Associate Specialists in Emergency Medicine.

Associate Membership shall be open to Specialist Registrars, Staff Grade doctors and other doctors in training.

Associate Members shall pay reduced subscriptions. They may also receive the Journal, adopted by the BAEM, on the payment of the relevant subscription.

Flexible trainees shall be entitled to Associate Membership of the BAEM at a reduced subscription.

Staff Grade doctors shall be entitled to Associate Membership of the BAEM at a reduced subscription for the first year only.

Associate Members shall have **NO** voting rights.

Any Associate Member may choose to become a Full Member with full voting rights.

3.3.3 Honorary Life Membership

Honorary Life Membership may be offered to any person who has rendered outstanding service to Emergency Medicine.

Nominations shall be made by Council of the Association and submitted to the Annual General Meeting for approval.

Honorary Life Members shall **NOT** have the right to vote **UNLESS** they have previously been Full Members of the BAEM.

3.3.4 Life Membership

Life Membership is offered to retired Full Members on receipt of two years' subscription.

Life Members shall have full voting rights.

3.4 Termination of Membership

Membership may be terminated by:-

3.4.1 Resignation, subject to one month's notice in writing and the payment of any outstanding subscription to the Association.

3.4.2 Expulsion, by a resolution of the Executive Committee, after due inquiry by that committee, at a meeting of which not less than one month's notice shall have been given to the member concerned and at which the member may be heard in his defence.

3.4.3 Default in the payment of the annual subscription to the Association.

3.5 Subscriptions

3.5.1 The annual subscription shall be determined at the Annual General Meeting and shall be due, in advance, on 1st January each year.

3.5.2 Any member who fails to pay the subscription by the time of the Annual General Meeting shall cease to be a member.

4.0 VISITORS

Visitors may attend business meetings only with the express permission of the President.

5.0 GOVERNING BODY

5.1 The Governing Body of the Association shall be the membership at the Annual General Meeting or a duly convened Extraordinary General Meeting. It has the power to appoint members of the Executive Committee as ex-officio trustees of the Association, to hold property and general funds, on behalf of the Association.

5.2 The trustees of the Association (President, Honorary Secretary and Honorary Treasurer) have the power to invest monies of the Association in a wider portfolio of investment as approved by the Charity Commission to maximise return on these monies.

5.3 The day-to-day business of the Association shall be conducted by the Executive Committee and the Standing Committees. The Executive Committee shall report to a representative of Council and thence to the governing body of the Association.

6.0 OFFICERS

6.1 The Officers of the Association shall be:

- President
- Past-President or President-Elect
- Honorary Secretary
- Honorary Treasurer

6.2 President/Past-President/President-Elect

The President, or in his/her absence, the President-Elect or Past-President, or in his/her absence, a member elected by the meeting, shall preside at General, Council and Executive Committee meetings and shall have a casting vote.

6.3 Honorary Secretary

The Honorary Secretary and Honorary Assistant Secretary shall deal with all general correspondence and that relating to meetings and membership. They shall prepare agenda and keep minutes of all proceedings.

6.4 An Honorary Assistant Secretary may be appointed, but shall **NOT** be an Officer of the Association.

6.5 Honorary Treasurer

The Honorary Treasurer shall receive subscriptions and pay all bills (including the payment of expenses, reasonably and necessarily incurred by any member, in connection with the work of the Association, when approved by the Executive Committee).

The Financial Year shall end **31st December** each year. Cheques may be signed by the President, Honorary Secretary or Honorary Treasurer.

6.6 The British Association for Emergency Medicine (formerly Casualty Surgeons Association) is recognised under Section 192, Income and Corporation Taxes Act 1970, for tax rebate.

7.0 EXECUTIVE COMMITTEE OF THE ASSOCIATION

7.1 The Executive Committee of the Association shall comprise the following, all being Full Members of the Association:

- Officers of the Association
- Chairmen of Standing Committees
- One representative of the Emergency Medicine (EM) Sub-Committee of the Central Consultants and Specialists Committee (CCSC) of the British Medical Association

7.2 The Executive Committee shall meet at least four times each year. A quorum shall be two Officers and one other member of the committee. It shall be responsible to Council and to the governing body for the conduct of the business of the Association and shall, at each meeting, receive reports by the Chairmen of Standing Committees.

7.3 The Executive Committee shall deal with the administration of the Association and its representation on, and in connection with, other academic, professional and administrative bodies, including the Emergency Medicine (EM) Sub-Committee of the Central Consultants and Specialists Committee (CCSC) of the British Medical Association and the Board of Surgical Specialties of the Royal College of Surgeons of England.

7.4 The Executive Committee shall approve membership and make nominations for election within the Association and shall be empowered to fill any casual vacancies amongst the Officers' representatives and committees' members until the next meeting of an electoral body. It shall nominate trustees from within the Executive Committee as required. It shall have the power to expel members in accordance with Section 3.4 of the Constitution.

7.5 All the Officers shall be elected by the governing body of the Association.

8.0 COUNCIL OF THE ASSOCIATION

8.1 The Council of the Association shall comprise the following, all being Full Members of the Association:

- Members of the Executive Committee
- Emergency Medicine Trainees Association (EMTA) Representative
- Chair of the Forum for Associate Specialists and Staff Grades in Emergency Medicine (FASSGEM)
- Seventeen Regional Representatives within the Association, including one representative each from:-
 - Wales
 - Scotland
 - Ireland
 - England (there shall be one representative on Council of the Association from each of the areas covered by one Regional Health Authority)

8.2 The Council shall meet on at least two occasions each year. It shall receive reports from members of the Executive Committee and consider the strategy and policies of the Association.

8.3 The agenda for meetings of Council shall be compiled by the Executive Committee, but shall include matters notified in writing to the Honorary Secretary not less than four weeks prior to Council meeting at which they are to be discussed.

8.4 The decision to raise such matters for consideration by Council shall be made by at least three members of Council acting in concert, who shall also countersign the written notification of the said matters to the Honorary Secretary.

9.0 STANDING COMMITTEES

9.1 The two Standing Committees shall be:

9.1.1 The Publications Committee (to consider matters relating to the Journal and the publication of reports and other documents of the Association)

9.1.2 The Clinical Effectiveness Committee

9.2 The Standing Committees shall comprise the Chair, the President (ex-officio) and three other members each serving for a three-year term.

9.3 Each year one of these members shall retire and one new member be elected by the Executive Committee.

9.4 With exception of the President, membership of Standing Committees shall be restricted to one committee at any time.

9.5 Standing Committees shall meet separately, at least once each year, preferably shortly before the Annual General Meeting.

10.0 SUB-COMMITTEES

- 10.1** Both the Executive and Standing Committees may set up sub-committees to deal with issues as required. These sub-committees shall include at least one member of the parent committee.
- 10.2** The sub-committee is empowered to appoint its own Chair and, as with parent committees, to co-opt members and invite non-members as necessary.
- 10.3** Sub-committees may be discontinued at any time by the parent committee.
- 10.4** Each meeting of the parent committee shall receive a report from its members on each sub-committee.

11.0 INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE REPRESENTATIVE

- 11.1** The representative of the British Association for Emergency Medicine shall be its President or his/her nominated representative.
- 11.2** He/she shall be supported by one of the members of the Association who shall also act as the Co-ordinator for International Conferences.
- 11.3** The Association shall pay their travelling expenses and shall provide an honorarium as agreed by Council towards accommodation and subsistence allowances.

12.0 PERIODS OF OFFICE

12.1 President

The President shall serve for a period of three years and then shall hold the office of Immediate Past-President for one year. Following this, he/she shall be ineligible for re-election as President, but there is no restriction on re-election to the Executive Committee or Council.

12.2 President-Elect

The President-Elect shall take up office at the end of the Annual General Meeting at which he/she is elected and shall serve for two years and then succeed to the Presidency.

12.3 Honorary Secretary

The Honorary Secretary shall serve for a period of three years. He/she is eligible for re-election for a further period of three years and is thereafter ineligible for a further re-election in perpetuity as Honorary Secretary.

12.4 Honorary Treasurer-Elect

The Honorary Treasurer-Elect shall take up office at the end of the Annual General Meeting at which he/she is elected. He/she shall become Honorary Treasurer at the end of the next Annual General Meeting and shall serve for three years. He/she is eligible for re-election for a further period of three years and is thereafter ineligible for further re-election in perpetuity as Honorary Treasurer.

12.5 Chair of Standing Committees

The Chair of Standing Committees shall serve for three years and are eligible for re-election for a further period of three years, after which they are ineligible for further election to the same office. The committees may co-opt members for specific projects. These members shall not be eligible for the Chair.

12.6 Chair of the Forum for Associate Specialists and Staff Grades in Emergency Medicine (FASSGEM)

The Chair of FASSGEM shall serve for four years. After two years, a Chair-Elect shall be elected and shall serve for two years. At the end of the Chair's term of office, the Chair-Elect shall become Chair of FASSGEM. The outgoing Chair shall serve as Immediate Past-Chair for two years at which time a Chair-Elect shall be elected and shall serve for two years.

12.7 Regional Representatives

Regional Representatives shall serve for three years. They are eligible for election for a further three years and are then ineligible for election to the same office for a period of three years.

12.8 Emergency Medicine (EM) Sub-Committee of the Central Consultants Committee of the British Medical Association

The BAEM shall nominate three representatives to serve on the Emergency Medicine (EM) Sub-Committee of the Central Consultants and Specialists Committee (CCSC) of the British Medical Association. Where one of these representatives is the Chair of the Emergency Medicine (EM) Sub-Committee of the CCSC, this person shall serve as the representative of the Emergency Medicine (EM) Sub-Committee of the CCSC on the Executive Committee and Council of the BAEM during his/her term of office as Chair.

Should the Chair of the committee not be one of the BAEM's nominees, the Executive Committee shall decide which of these nominees shall sit on the Executive Committee and Council of the BAEM to represent the Emergency Medicine (EM) Sub-Committee of the CCSC.

In the event of the Chair of the Emergency Medicine (EM) Sub-Committee of the CCSC of the British Medical Association not being a Full Member of the BAEM, the Emergency Medicine (EM) Sub-Committee will be asked to nominate one of the BAEM representatives on the Emergency Medicine (EM) Sub-Committee as the Chair's representative on the Executive Committee and Council of the BAEM.

13.0 NOMINATIONS AND METHOD OF ELECTION

13.1 President, Honorary Secretary, Honorary Treasurer and Chairmen of Standing Committee

Any member may submit to the Honorary Secretary, not less than three months before the Annual General Meeting, nominations for members to serve as President, Honorary Secretary, Honorary Treasurer and Chairmen of Standing Committees, when these posts are due to fall vacant.

Any Full Member of the BAEM may be so nominated and election shall occur at the Annual General Meeting of the BAEM at which the vacancy occurs.

Each nomination must be duly seconded by another Full Member and the nominee must signify, in writing, his/her willingness to serve if elected.

The names of all nominees for these posts shall be circulated and election shall take the form of a postal ballot of all Full Members, Life Members and Honorary Life Members previously Full Members of the Association conducted prior to the AGM at which the vacancies occur.

13.2 Honorary Assistant Secretary

The Honorary Assistant Secretary shall be elected from and by Council of the Association.

13.3 Emergency Medicine Trainees Association (EMTA) Representative

Specialist Registrars in meeting shall elect their representative to Council of the Association. The Specialist Registrar representative on the Executive Committee and Council should be a member of the Association.

No-one may serve as the Specialist Registrar representative from three months after he or she has commenced a Consultant appointment.

Should the Specialist Registrar representative be unable to attend a meeting of Council of the Association, he/she may nominate a deputy with full voting rights.

13.4 Chair of the Forum for Associate Specialists and Staff Grades in Emergency Medicine (FASSGEM)

FASSGEM members shall elect their Chair to Council of the Association at a meeting specifically designated for that purpose, or by a postal ballot of all paid-up members of the Group.

The minutes of such meetings, or records of such postal ballots, shall be submitted to the Executive Committee.

Should the Chair of FASSGEM be unable to attend a meeting of Council of the Association, he/she may nominate a deputy with full voting rights.

13.5 Regional Representatives

There shall be a BAEM regional organisation based on the fourteen English Regional Health Authorities, Wales, Scotland and Ireland. These regional groups shall be open to all BAEM members working in the region.

BAEM members, retired from active work in the NHS, may be invited to attend meetings of the group in the region where they live.

Non-BAEM members may be invited to attend meetings of the group.

The regional BAEM groups shall elect their representative to Council of the Association, at a meeting specifically designated for that purpose or by a postal ballot of all members working in the region. If no such election is held the region shall remain unrepresented until such time as a formal election is held.

Attendance and minutes of such meetings, or records of such postal ballots, shall be submitted to the Executive Committee to validate election.

Should a Regional Representative be unable to attend a meeting of Council of the Association, he/she may nominate a deputy with full voting rights.

13.6 All voting shall be on the basis of the "single transferable vote" (*Electoral Reform Society, GB*).

13.7 After retirement from active practice, members shall be eligible for election to Council of the Association up to the age of seventy years, but not in the capacity of Regional Representatives.

14.0 ANNUAL GENERAL MEETING

- 14.1** The Annual General Meeting shall be held once a year. A quorum shall be two Officers of the Association, eight members of Council of the Association and twenty other members, or 10% of the current membership, whichever is the larger.
- 14.2** Rules of debate shall be adopted, when indicated by the Chair, with the words: *"There is a motion before the meeting"*.
- 14.3** Emergency General Meetings may be called by three Officers of the Association, or on petition of ten ordinary members. The petition must state the reasons for the meeting and be signed by all the petitioners. The quorum at such a meeting shall be two Officers of the Association, eight members of Council of the Association and twenty other members.
- 14.4** Not less than four weeks notice shall be given for either an Annual General Meeting or an Emergency General Meeting.
- 14.5** The business of the Annual General Meeting shall be:
 - 14.5.1** To receive a report from the Executive Committee
 - 14.5.2** To receive a report and minutes of Council of the Association
 - 14.5.3** To receive written reports from Chairmen of the Standing Committees and the representative of the Emergency Medicine (EM) Sub-Committee of the Central Consultants and Specialists Committee (CCSC)
 - 14.5.4** To receive results of elections of Officers, Chairmen of Standing Committees and Regional Representatives
 - 14.5.5** To receive a balance sheet and report by the Honorary Treasurer
 - 14.5.6** To elect auditors and trustees from the Executive Committee as required
 - 14.5.7** To approve the annual subscription
 - 14.5.8** To consider Constitutional Amendments submitted in the manner prescribed in paragraph 16.0 of the Constitution
 - 14.5.9** To consider Motions for Debate and amendments to such motions submitted in the manner prescribed below
 - 14.5.10** Such other business as the Executive Committee shall decide
- 14.6** Any member wishing to table a motion at the Annual General Meeting shall give notice thereof to the Honorary Secretary in writing, to be received not less than four weeks before the meeting.
- 14.7** At the meeting, amendments, which must be in writing and duly seconded, may be tabled, but no new motion shall be introduced, save with the express permission of the Chair.

15.0 CLINICAL MEETING

A Clinical Meeting shall be held twice-yearly in association with the College of Emergency Medicine, usually in conjunction with the Annual General Meetings of each organisation. The Clinical Meeting shall be open to non-members.

16.0 CONSTITUTION

- 16.1** The Constitution of the Association cannot be amended, repealed or extended, except by giving notice of motion of such a proposal before the date of the last Council meeting before the forthcoming Annual General Meeting.
- 16.2** Such a motion must be properly tabled and seconded. It shall be circulated to the membership within two weeks of that Council meeting. Any amendments to the motion must be received by the Honorary Secretary within a further period of four weeks and circulated to all members at least four weeks before the Annual General Meeting.
- 16.3** To be adopted, the motion must contain no alteration to the Constitution which shall cause the Charity to cease to be charitable at law and must receive the support of two-thirds of the membership present at the subsequent Annual General Meeting. If carried the Constitution shall be considered to be amended as from the time of the vote.
- 16.4** In the event of dissolution of the Association, any assets remaining, after payment of any debts and liabilities shall be transferred to a charitable institution or institutions, who have objects similar to those of the Association.

This Constitution was adopted by the governing body of the Casualty Surgeons Association at the Annual General Meeting held on 4th May 1977 and amended on 29th May 1980, 11th June 1981, 22nd April 1982, 13th April 1983, 26th April 1984, 14th April 1986, 14th April 1988, 6th April 1989, 26th April 1990 (this amendment changed the name of the Association to the "British Association for Accident and Emergency Medicine" (BAEM)), 11th April 1991, 9th April 1992, 24th May 1994, 28th April 1995, 18th April 1997, 16th April 1999, 7th April 2000, 6th April 2001, and 31st March 2004 (this amendment changed the name of the Association to the "British Association for Emergency Medicine" (BAEM)) and 1st April 2005.