

## THE RULES OF THE MEDICAL SCREENING SOCIETY

### 1 **Name**

The society is called *The Medical Screening Society*.

### 2 **Principal Object**

The object of the society is to provide a forum for those involved in medical screening. The society will provide a forum for interested people to discuss their ideas and problems related to medical screening. *The Journal of Medical Screening* will be the journal of the society.

### 3 **Additional objects**

In furtherance of the principal object, the society may:-

- (1) Set up working groups to look at issues in medical screening;
- (2) Produce scientific reports that will be published in appropriate academic journals, including *The Journal of Medical Screening*;
- (3) Hold periodic meetings on issues related to medical screening;
- (4) Do all such other lawful things as are incidental or conducive to the pursuit or attainment of the principal object.

### 4 **Membership**

- (1) The society may consist of an unlimited number of ordinary members.

- (2) The founding members of the society are listed in the schedule of founding members (30 November 2002) attached to these rules.
- (3) Honorary members may be appointed on merit with the agreement of the Standing Committee.

## **5 Officers & the Standing Committee**

- (1) The society must have a president, a vice-president, a secretary and a treasurer;
- (2) The founding officers of the society, who are listed in the schedule of founding officers (12 September 2002 ) attached to these rules, shall hold office for a period of five years from the first annual general meeting and may be re-elected;
- (3) There must be a standing committee consisting of:-
  - (a) The president, the vice-president, the treasurer, the secretary;
  - (b) Three members of the society elected in the manner specified below; and,
  - (c) Not more than three members co-opted by the standing committee, who hold office until the next Annual General Meeting, but may be co-opted again.
  - (d) Notwithstanding any provision made in sub-paragraph 5(3)(b) above, the founding officers may serve as a provisional standing committee until the first Annual General Meeting of the society, at which time the other members of the standing committee will be elected in the manner specified below.

## **6 Management**

- (1) The society is managed by the standing committee;
- (2) The standing committee, save for the officers, must be elected at the Annual General Meeting in each year, and, subject to termination of office by resignation, removal or otherwise, the members remain on the standing committee until their successors are elected at the Annual or a Special General Meeting following their election;
- (3) The founding officers of the society shall hold office for a term of five years and thereafter may be elected for a term of five years at the appropriate Annual General Meeting and shall remain in office until their successors are elected;
- (4) The standing committee may fill any casual vacancy that arises;
- (5) Retiring members of the standing committee may be re-elected.

## **7 Subscriptions**

- (1) The annual subscription fee is £80, which includes a subscription to the Journal of Medical Screening), with the exception of members of the Editorial Board of the Journal of Medical Screening, whose annual subscription will be £40;
- (2) Subscriptions are due in November in every year;

- (3) The standing committee may change the annual subscription fee at its own discretion but such change will not take effect until after the next Annual General Meeting;
- (4) Any member who fails to pay the annual subscription fee by the due date, may be sent a reminder by the standing committee. Any member who fails to pay, without an acceptable reason, despite being sent such a reminder, may be expelled by the standing committee immediately.

## **8 Honorary members**

- (1) The standing committee may elect as an honorary member, without payment of any or any further subscription, any member who has in the opinion of the standing committee rendered outstanding services to medical screening or the Society;
- (2) The standing committee may elect such an honorary member for such period as it thinks appropriate, whether it be for life or for some lesser period;
- (3) The election will not take effect unless and until confirmed at the next Annual General Meeting after the date of the election.

## **9 Temporary members**

- (1) The standing committee may admit people as temporary members on any terms it thinks fit.

## **10 Application for membership**

- (1) Every candidate for membership, save for the founding members, must be proposed by one member and seconded by another member;
- (2) All applications for membership must be made in writing and must be signed by the candidate and the proposers;
- (3) Election is in the discretion of the standing committee;
- (4) No candidate who has been elected a member is entitled to the privileges of membership until they have paid their first annual subscription;
- (5) If the first annual subscription is not paid within one month after notice has been sent informing a new member of their election, without an acceptable reason, the election is void.

## **11 Posting of members' names**

The names of members may, from time to time, be listed in *The Journal of Medical Screening*, or other appropriate journals, if deemed an appropriate place by the standing committee.

## **12 Resignation**

A member wishing to withdraw from the Society must give notice in writing to the secretary.

### **13 Expulsion**

- (1) The standing committee may expel any member who offends against the rules of the society or whose conduct, in the opinion of the standing committee, renders him or her unfit for membership of the society;
- (2) Before any such member is expelled, the secretary must give him or her written notice of the grounds of the complaint or complaints made against him or her;
- (3) Any member given such written notice may respond to the standing committee, in writing, to the complaint or complaints within a period of twenty one (21) days from the date of receipt of the written notice referred to in sub-paragraph (2) above;
- (4) Where such a response is received within the permitted period, no member may be expelled without due consideration of the response by the standing committee;
- (5) No member may be expelled unless at least two-thirds of the standing committee then present vote in favour of expulsion;
- (6) The decision of the standing committee is final.

### **14 Alteration of rules**

The standing committee may alter the rules, but no alteration takes effect until it has been confirmed at the next Annual General Meeting or a Special

General Meeting convened for the purpose and the proposal receives the support of two-thirds of the members present.

## **15 Byelaws**

- (1) The standing committee may make byelaws, not inconsistent with these rules, to regulate the conduct and affairs of the society;
- (2) The byelaws may, as is judged appropriate by the standing committee, be posted in *The Journal of Medical Screening* or other appropriate place and are binding on all the members of the society.

## **16 General Meetings**

- (1) A General Meeting of the society must be held in every year not later than [date] and must:-
  - (a) receive and, if approved, adopt a statement of the society accounts to the end of the preceding year;
  - (b) consider and, if approved, sanction any duly made alteration of the rules;
  - (c) appoint the members of the standing committee save for the officers of the society who are elected for a term of five years and who must be appointed at the General Meeting at the appropriate interval but not each year;
  - (d) appoint an auditor or auditors;
  - (f) deal with any special matters, which the standing committee desires to bring before the members, and receive suggestions from the members for consideration by the standing committee.

- (2) Notice convening the General Meeting must be given to members, and such notice may be effected by posting in *The Journal of Medical Screening* or other appropriate place not less than ten days before the meeting and must specify the matters to be dealt with.

## **17 Special General Meetings**

- (1) A Special General Meeting may be convened at any time by the standing committee;
- (2) A Special General Meeting must be convened within two months of receipt, by the standing committee, of a requisition in writing, signed by not less than twenty members, specifying the object of the meeting;
- (3) A Special General Meeting may be convened:-
  - (a) to consider and, if approved, sanction any duly made alteration of the rules;
  - (b) to deal with any special matter which the standing committee wishes to place before the members;
  - (c) to remove any member or members of the standing committee from office and to fill any vacancy or vacancies caused by the removal; or,
  - (d) to deal with any special matter which the members requiring the meeting wish to place before the society.

- (3) Notice convening a Special General Meeting must be sent to each member or posted in *The Journal of Medical Screening* or other appropriate place not less than ten days before the meeting and must specify the matters to be dealt with.

## **18 President's casting vote**

At committee meetings and at general meetings the president of the society (or an officer nominated by the president if the president is unable to attend) shall act as chairman, and will have a casting or additional vote in the event of an equality of votes.

## **19 Quorums**

- (1) The following numbers are required to form a quorum:-
  - (a) at standing committee meetings (except for the purposes of rule 13), three;
  - (b) at standing committee meetings for the purposes of rule 13, half the total members of the standing committee; and,
  - (c) at general meetings, seven.
- (2) Any member of standing committee may attend a meeting of the standing committee, for the purposes of forming a quorum, by means of telephone conferencing facilities, video or web-cam link or such other means of telecommunication that the standing committee deems appropriate.

- (3) Temporary members may attend General Meetings but they are not entitled to vote and must not be counted as part of the necessary quorum.

**20 Headings**

The headings in these rules shall have no bearing on the interpretation of the rules.

The Officers of the Society:

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