

## **Constitution of British Paediatric Respiratory Society**

### **1. Name**

1.1. The Society shall be named the British Paediatric Respiratory Society

### **2. Aim and objectives**

2.1. **Aim.** The BPRS is a multidisciplinary organisation which exists to promote the respiratory health of all children and to improve the health of children with respiratory disease.

#### **2.2. Objectives**

2.2.1. To advocate excellence in provision of, and equity of access to clinical services for children with respiratory disease.

2.2.2. To set and maintain standards of care in paediatric respiratory medicine.

2.2.3. To promote education and training in paediatric respiratory medicine.

2.2.4. To foster co-operation and friendship between all those involved in the care of children with respiratory disease.

2.2.5. To promote research into paediatric respiratory disease

### **3. Membership**

3.1. Membership is open to both medical or non-medical professionals in good standing within their profession, and active in the field of paediatric respiratory medicine in the UK.

3.2. Categories of membership entitled to vote in appropriate elections and issues are: Consultant, trainee, and profession allied to medicine (which includes nurses, physiotherapists, technicians, and non-clinical scientists). Senior (retired) or overseas members are exempt from a membership fee, but not entitled to vote.

3.3. The Executive Committee shall consider all proposals for membership and reserve the right to seek further information and to decline or defer proposals as appropriate.

### **4. Officers of the Society**

4.1. The Officers shall comprise a President, and Honorary Treasurer, who will be elected by the ordinary members for a term of three years.

4.2. A three year term of office shall commence at the completion of the Annual General meeting. A 'year' will represent the length of time between Annual General Meetings and might not correspond exactly with a calendar year.

4.3. The President will be elected by electronic postal voting eighteen months before the retirement of the current office holder and shall serve as Deputy President from the date of election until taking over as President for a three year term of office. The retiring President will serve as Deputy President until the next election of a new President.

4.4. The Treasurer will be elected by electronic postal voting at least six months before the retirement of the current office holder.

4.5. The Treasurer may be elected for a second term of office.

- 4.6. The terms of office of the President and Treasurer should not coincide.
- 4.7. Only ordinary members are eligible to become Officers of the Society.  
Nominations will be canvassed among the membership at least two months prior to the election date, and nominations must be submitted on an appropriate form to be received by the Honorary Treasurer at least two weeks prior to the election date. In the event that only one nomination is received, the Executive Committee will consider the nomination, and, if approved, the appointment will be announced at the next General meeting.
- 4.8. The Executive Committee shall reserve the right to seek further information and to decline or defer proposals as appropriate.
- 4.9. In the event that a President is unable to complete the full term of three years the Deputy President will take over the role. If this occurs in the first 18 months of the term of office, the election of a new President shall be brought forward to the earliest feasible time, and the newly elected President will take up office at a time to be agreed between the Deputy President and the President elect, which shall not exceed 18 months from the time of election.
- 4.10. In the event that an Honorary Treasurer is unable to complete the full term of three years an Acting Honorary Treasurer shall be appointed from amongst members of the Executive Committee until the due process of nomination and election is completed for a new Honorary Treasurer.

## **5. Executive Committee**

- 5.1. The Executive Committee shall consist of the Officers of the Society, the Deputy President, the College Specialty Advisory Committee Chair, a trainees' representative, a representative of the professions allied to medicine, a representative of non-tertiary respiratory paediatrics, the Chair of the Research Committee, the representative of the Society on the British Thoracic Society scientific programmes committee for the Winter meeting, and a co-opted member with links to the European Respiratory Society, if none of the Executive Committee have such links.
- 5.2. Only ordinary members of the Society of at least one year's standing shall be eligible to become representatives on the Executive Committee.
- 5.3. The term of office of all members of the Executive Committee shall be three years, except for the trainees' representative, which shall be 2 years. All members other than the President and the trainees' representative can stand for a second term of office.
- 5.4. The trainees' representative shall be a trainee member and shall be elected by the trainee members of the Society.
- 5.5. The representative of the professions allied to medicine shall be elected by all non-medical members of the Society.
- 5.6. The other members of the Executive Committee shall be elected by all members of the Society.

- 5.7. In the event that the President of the Society is a non-tertiary specialist, the Executive Committee shall have the right to call for an election of a tertiary respiratory specialist instead of the non-tertiary paediatric representative on the Executive Committee for the duration of that President's term of office.
- 5.8. Elections for Executive Committee members and Officers of the Society will be held by electronic postal ballot, and conducted by the Officers. It is the responsibility of members to ensure that the Officers of the Society are aware of their current email address.
- 5.9. The Executive Committee shall meet at least twice between Annual General meetings, although this meeting can be by teleconference link. A quorum shall be five, of whom one must be the President or Deputy President.

## **6. Research committee**

- 6.1. The remit of the Research committee is to identify the key scientific questions in the field of paediatric respiratory medicine, in particular those amenable to multi-centre studies; to develop a strategy for progressing such studies; to act as an interface between the BPRS and the BTS Research committee; and to judge applications for the young investigator award and travel fellowships. The executive committee may assign other roles to the Research Committee.
- 6.2. The Chair and Deputy Chair of the Research Committee should be elected by all members, and have a three year term of office, with an option to stand for a further 3 year term if they wish.
- 6.3. The Chair and Deputy Chair will co-opt further members, up to a maximum of 8 including themselves. These members should include a scientist, and ideally a nurse and a physiotherapist where possible.

## **7. Annual General Meeting**

- 7.1. There shall be an Annual General Meeting at a venue and date to be arranged at least one year in advance.
- 7.2. An Extraordinary General Meeting may be arranged at the Executive Committee's discretion, or if twenty members apply in writing or by email to the President. Not less than 28 days notice shall be given of the date of such a meeting.
- 7.3. At all meetings of the Society, and of the Committee, each ordinary member shall have one vote except for the Chair, who will not normally vote. In the case of a tied vote the Chair shall have a casting vote.

## **8. Finance**

- 8.1. The financial affairs of the Society shall be managed by an Honorary Treasurer. There shall be annual subscriptions from all the members. Any change in subscription charges must be approved at an Annual General Meeting preceding the proposed change. The annual subscription together with all surplus funds accrued from symposia shall form the basic source of income of the Society. The Honorary Treasurer has the authority to disburse funds for the benefit of the

Society as appropriate and shall submit a statement of accounts to each Annual General Meeting.

- 8.2. Annual subscription charges may differ between medical and non-medical members of the Society. Subscriptions shall fall due on the first day of June each year. New members will pay a *pro rata* subscription for the first year after joining.

**9. Changes in the constitution**

- 9.1. Proposed changes to the Constitution shall be submitted to the President for consideration by the Executive Committee and must be circulated to members at least two months before the Annual General Meeting. Any changes to the Constitution shall require a two thirds majority of members present at the Annual General Meeting.

*Adopted by BPRS membership 5 December 2006*