

Association of British Neurologists

Rules approved at the Annual General Meeting. Thursday 3 March 2011 at the Royal Society of Medicine, London

Name

1. The Society shall be called the Association of British Neurologists.

Aim

2. The aim of the Association of British Neurologists is to improve the health and well-being of people with neurological disorders by advancing the knowledge and practice of neurology in the British Isles.

Membership

3. The Association shall consist of Ordinary, Senior, Honorary, Honorary Foreign, Overseas, Associate and Affiliate Members.

4. Those appointed to consultant posts, or equivalent, in the neurological sciences, and others who have contributed significantly to the discipline in the British Isles and the Republic of Ireland, shall be eligible for Ordinary Membership.

5. Persons of distinction in Medicine and related sciences who have contributed to the advancement of neurology shall be eligible for the Honorary Membership. Foreigners of similar distinction shall be eligible for the Honorary Foreign Membership. The number of Honorary Members shall be limited to ten per cent of the current Ordinary Membership and of Honorary Foreign Members to a similar number; they shall be elected by the Association on the recommendation of the Council.

6. All specialist registrars and others pursuing clinical practice or research in clinical neurology or related disciplines within the British Isles or the Republic of Ireland shall be eligible for Associate Membership. General practitioners with a special interest in neurology shall be eligible for Affiliate membership. After completion of specialist training in neurology, and on appointment to a substantive consultant post, Associate Members will become Ordinary Members following approval at one of the thrice yearly Council meetings. These posts will then be ratified at the following Annual General Meeting.

7. Ordinary Members who cease to reside in the British Isles or the Republic of Ireland shall be deemed Overseas Members. In addition persons of British nationality who have left the British Isles or the Republic of Ireland to work abroad, others with significant past or present association with British neurology, or others who have made significant contributions to neurology internationally, shall be eligible for election to Overseas Membership.

8. Ordinary members on reaching the age of 65 or on prior retirement from hospital appointment, from academic appointment, or from the practice of clinical neurology, shall cease to be Ordinary Members at the next Annual General Meeting, and may become Senior Members, enjoying benefit of membership without payment of subscription.

9. Candidates for Ordinary, Associate, Affiliate or Overseas Membership shall be nominated by at least two members of the Association in writing to the Honorary Secretary. Nominations will be discussed, and approved at the next Council meeting, and then ratified at the Annual General Meeting.

10. The Council shall recommend that candidates from those nominated as Ordinary, Associate, Affiliate or Overseas Members be ratified at the Annual General Meeting.

Subscription

11. From time to time the annual subscription shall be decided by Council in the light of the financial situation of the Association and after taking advice from the Treasurer. The subscription shall then be ratified at the next Annual General Meeting of the Association. It shall be paid by Deed of Covenant, or Direct Debit, or Banker's Order.

12. Non-payment of the subscription within twelve months may be considered by Council as equivalent to resignation.

Officers and Councillors

13. The Council shall consist of the President, President Elect, the Honorary Secretary, the Honorary Assistant Secretary, the Honorary Treasurer, the Chairman of the Services Subcommittee, the Chairman of the Training & Education Subcommittee, the Chairman of the Clinical Research & Academic Committee, the specialist registrar grade representative and six Councillors. Apart from the Specialist Registrar Grade representative, all members of Council shall be Ordinary Members of the Association. Two of the six Councillors shall be elected annually by postal ballot prior to the Annual General Meeting. Council should reflect the broad clinical and scientific interests of the membership. The specialist registrar grade representative shall attend the Annual General Meeting.

14. Council may co-opt others, without voting rights, to attend its meetings.

15. A quorum of eight voting members will be necessary to validate decisions made by Council.

16. The office and person of President should represent and promote the legitimate interests and aspirations of the Association and its members in all clinical, scientific, educational and political matters relevant to clinical neurology, both nationally and internationally. The Honorary Secretary will write to the Ordinary Membership seeking nominations of Ordinary Members for the office of President. All nominations shall be supported by the signature of 10 Ordinary Members. A postal ballot of all Ordinary Members shall be conducted prior to the Annual General Meeting. The office of President shall be tenable for two years, preceded by two years as President Elect. The President will represent the Association on the Joint Neuroscience Council, along with one other member who will be nominated by Council.

17. If the President is absent, Council Meetings, Scientific or Annual General Meetings shall be chaired by the President-Elect or Senior Councillor.

18. The Honorary Secretary will write to the Ordinary Membership seeking nominations of Ordinary Members for the office of Honorary Secretary; all nominations shall be supported by the signature of 5 Ordinary Members. A postal ballot of all Ordinary Members shall be conducted prior to the Annual General Meeting. The elected individual will normally spend two years as Honorary Assistant Secretary and then two years as Honorary Secretary.

19. The Honorary Secretary will write to the Ordinary Membership seeking nominations of Ordinary Members for the office of Honorary Treasurer; all nominations shall be supported by the signature of 5 Ordinary Members. A postal ballot of all Ordinary Members shall be conducted prior to the Annual General Meeting. The office of Honorary Treasurer shall be tenable for four years, preceded by one year as Treasurer elect, co-opted to Council.

20. The Councillors shall hold office for four years; but two Councillors shall retire in rotation each year. Councillors shall not be eligible for re-election for a period of three years. Nominations of Ordinary Members for new Members of Council, signed by two Ordinary

Members of the Association, will be requested by the Honorary Secretary before the Annual General Meeting. Ballot papers will be sent to Ordinary Members of the Association, if possible, with the agenda for the Annual General Meeting and must be returned in time for the ballot to be completed before the meeting.

21. At least two weeks before the Annual General Meeting the Honorary Secretary shall send to each Member the names of the Officers and committee chairmen whom the Council or Members nominate for the ensuing year.

22. If an Officer or Councillor of the Association be unable to continue in office for any reason the Council shall have the power to nominate a successor to hold office until the next Annual General Meeting.

22a The retiring President will remain as a non voting member of Council for one year as Immediate Past President.

22b Sections of Council shall be formed in key neurological areas comprising ABN members. Each Section will have a Chair and Vice Chair who shall be responsible for recommending members to Council to which they are accountable. The Chair, Vice Chair and Section Members will be experts in the Section area. The Chair shall be responsible for the preparation of responses to relevant consultations received by the Association and on other matters as Council sees fit. The tenure of each Chair and Section member will be two years renewable for a further two years.

Services and Standards Committee of Council

23. Terms of reference: to advise the Association, through Council, on all matters relating to standards of neurological care and the staffing, organisation and distribution of neurological services in the United Kingdom.

24. Membership:

(a) One Ordinary Member representing each of 14 old geographical NHS regions in England, two from Scotland, and one from each of Wales, Northern Ireland and the National Hospital for Neurology and Neurosurgery who hold a consultant attachment in clinical neurology at a Neurology Centre in the region they represent; the President; the President Elect; the Honorary Secretary, the Honorary Assistant Secretary, a specialist registrar representative, the serving Secretary of the Royal College of Physicians Committee on Neurology, and the Chairman of the ABN Training and Education Committee.

(b) Officers: members of the Committee will elect their own Chairman and secretary. The Chairman and secretary are eligible for terms of three years and each may be re-elected for one further term of three years. The elected Chairman shall cease to represent his own region and a new regional representative shall be elected. The Chairman of the Services and Standards Committee, or in absentia the Committee secretary or a nominated Committee member, shall be a member of the ABN Council.

(c) Each regional representative will be elected to serve for three years, with possible re-election for one further term, after a ballot of all those Ordinary Members with a consultant contract in clinical neurology within the Region containing their Neurology and Neurosurgery Centre. In the event of a tied ballot, the member who has held his/her consultant post for longest shall be elected. The Honorary Secretary will invite the names of those wishing to stand in each region, and conduct a subsequent ballot of those same members.

(d) Each representative should appoint a deputy if he or she is unable to attend a meeting.

(e) The Chairman, in consultation with Council, will conduct business as and when required with an executive group consisting of the Chairman, secretary, at least two regional representatives and the Honorary Assistant Secretary of the Association.

25. **The Chairman shall represent the Association on other bodies as requested by Council.**

26. Meetings: At least two meetings shall be held annually at the time of the scientific meetings. The minutes will be submitted to Council at their next meeting.

Training and Education Committee of Council

27. Terms of Reference: to advise the Association, through Council, on all matters relating to undergraduate education, postgraduate training, and continuing professional development in neurology within the UK; and to liaise on relevant issues with appropriate UK and European organisations.

28. Membership: A Chair nominated by the Committee, and ratified by Council, to serve for three years, reappointable for one further term, a Vice-Chair nominated by the Committee and ratified by Council, to serve for three years, reappointable for one further term, the President Elect, the Honorary Assistant Secretary, the Chairman of the Services and Standards Committee, a Neurology SAC representative, two specialist registrar grade representatives, and five Ordinary or Senior members of the Association nominated by Council to serve for three years each with possible re-election for one further term.

29. In the absence of the Chairman, the President Elect shall chair meetings of this Committee or present its reports to Council.

Clinical Research and Academic Committee

30. Terms of Reference: to advise the Association, through Council, on all issues relating to research and academic matters.

31. Membership: A Chairman nominated by the Committee, and ratified by Council, to serve for three years, reappointable for one further term, the Honorary Secretary, the Honorary Assistant Secretary, three Ordinary Members nominated by Council to serve for three years, Trainee Representative with academic and research interest to be selected by the Association of British Neurology Trainees.

British Neurological Surveillance Unit

32. Terms of Reference: to provide researchers in the UK with a means of surveying neurologists and other physicians with a neurological interest in order to ascertain rare or unusual cases which otherwise would only be ascertained in such few numbers that meaningful scientific study would not be possible.

33. The Clinical Research and Academic Committee will oversee the coordination of the British Neurological Surveillance Unit. One member will be appointed to liaise with the membership over future projects and strategy.

Scientific Meetings and the Annual General Meeting

34. At least one scientific meeting shall be held each year, one of which shall include the Annual General Meeting. Associate members shall be entitled to attend the scientific meetings and the Annual General business meetings of the Association as non-voting members.

35. At least four months prior to the meetings the Honorary Assistant Secretary shall send a notice to each member and shall invite communications to be presented at the scientific meetings.

Scientific Meetings Committee of Council

36. The Scientific Meetings Committee will comprise the Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, a representative from the ABNT, two members of Council and the local organiser for each meeting. The Honorary Assistant Secretary will

consult with members of the Meetings Committee as and when necessary. The agenda for the scientific meetings shall be arranged by the Honorary Assistant Secretary in consultation with the Meetings Committee.

37. Any declarations of interest must be completed on abstract forms.

38. The programme for each scientific meeting shall be sent by the Honorary Secretary to each member of the Association at least twenty-one days before the meeting is held.

39. The agenda for the Annual General Meeting of the Association shall be sent to Ordinary, Overseas, Honorary, Honorary Foreign and Senior Members by the Honorary Secretary at least one week before the meeting is held.

40. A majority vote of those members present will be required to ratify decisions at the Annual General Meeting.

41. Proceedings of the scientific meetings may be published in abstract in the Journal of Neurology, Neurosurgery and Psychiatry.

Other Rules

42. No alteration shall be made in the rules except at the Annual General Meeting and unless proposed by the Council or by at least ten members in writing. In the latter case, the proposal must reach the Secretary at least four weeks before the date of the meeting. Notice of the proposed change shall be circulated to each member at least one week before the meeting at which it is to be brought forward, and it shall be decided by vote of those present at the meeting.

43. The income and property of the Association, whencesoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in the Rules, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend or otherwise howsoever by way of profit to members of the Association. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association, in return for any services rendered to the Association, nor prevent the payment of interest at a rate not exceeding 4 per cent per annum on money lent or reasonable and proper rent for premises demised or let by any member to the Association; but so that no member of the Council or governing body of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member of such Council or governing body, except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Association; provided that the provision shall not apply to any payment to any company of which a member of the Council or governing body may be a member, and in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share or profits he may receive in respect of such payment.

44. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Association, but shall be given or transferred to some other institution having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of the last preceding Rule, such institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some charitable object.

45. The Association shall be independent and its views shall not be compromised as a consequence of its relationships with commercial sponsors.