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# **CONSTITUTION**

## **ARTICLE I - NAME**

The Society shall be called the British Division of the International Academy of Pathology. It will incorporate the United Kingdom, Belgium, The Netherlands and the Republic of Ireland

## **ARTICLE II - OBJECTIVES**

Promoting excellence in the practice of pathology through education and research.

## **ARTICLE III - MEMBERSHIP**

1. Membership shall be international in scope and shall consist of Ordinary Members, Trainee Members, Senior Members and Honorary Members of the British Division.
2. Members are elected by Council following nomination in writing by two medically qualified Members who are not in training.
3. Membership issues will be organised by the Nominations and Membership Committee and will be agreed by Council.

## **ARTICLE IV - OFFICERS, COUNCILLORS AND EXECUTIVE COUNCIL**

The officers shall be:

- President
- Past-President
- President-Elect
- Treasurer
- General Secretary
- Meetings Secretary
- International Secretary

- Divisional Editor

The Officers and the Councillors shall constitute the Council of the BDIAP. There shall be six (6) Councillors who are not trainees, of whom one will be a pathologist from Belgium, one from The Netherlands, one from the Republic of Ireland and three (3) from the United Kingdom. In addition, there shall be two (2) Trainee Members of Council. The European Vice President of the IAP, who represents the BDIAP, will be a member of Council. The Editor of Histopathology will be ex-officio, not a Trustee and a non-voting member of Council. The Administrative Secretary will be a non-voting member.

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## **BYE-LAWS**

### **ARTICLE I - MEMBERSHIP**

1. Members shall normally consist (a) of those who possess a registrable medical qualification and are following a career in pathology or (b) graduates in veterinary or dental surgery or doctors in allied biological sciences who have demonstrated an interest in pathology.
2. Members of good standing who retire from active practice may elect to be Senior Members by payment of a reduced annual subscription. Such Members will be given the option of continuing or discontinuing to receive the journal Histopathology, for which they will pay.
3. Persons distinguished for eminent services to Medicine and especially to the cause of Pathology and to the Division may be made Honorary Members by nomination to the Nominations and Membership Committee and subject to approval by Council. Honorary Members shall be exempt from subscriptions, for membership and the journal, and are eligible to attend all meetings of the Division. There will be, at any one time, a maximum of 25 Honorary Members.
4. Trainee Members will be eligible for a reduced annual fee, which will revert to the Ordinary membership fee once training is completed within member countries. For non-member countries, trainee status will be viewed as a 5 year period, with Council approval required for extension.
5. Foundation Members (doctors in foundation training within the four member countries) will have the same rights as trainee members, other than they will not have complimentary access to the journals. Membership will be free whilst a Foundation member. This will revert to Trainee membership if they take up a career in histopathology.
6. Biomedical Scientists who either hold or are in training for either a Master's degree or the Institute's Diploma of Expert Practice in Histological Dissection will be eligible for an affiliate membership.
7. The annual subscriptions of the Division shall be fixed by Council and shall be payable in advance. Members whose subscriptions are in arrears may be disqualified from membership at the discretion of Council
8. The Nominations and Membership Committee shall consist of the Past President (Chairman), the President, the General Secretary, a Councillor and the Administrative Secretary. It shall be responsible for the Cunningham and President's Medals (awards should be considered every year but not necessarily awarded on an annual basis), selection of President-Elect, Honorary Membership, the election of Officers and all other membership issues. Its decisions must be ratified by Council.

## **ARTICLE II - OFFICERS AND COUNCILLORS**

1. The six Councillors representing the four incorporated countries of the Division shall be nominated and seconded by two non-Trainee Members from the relevant countries, who will elect them by ballot. Nominations must be submitted in writing to the Secretary at least one month before the Annual General Meeting, provided the consent of the nominee has been obtained. Trainee Councillors must be in training within the four incorporated countries of the Division; they will be nominated, seconded, and elected by the trainee membership.
2. Officers shall be nominated and seconded by two Members of the Division, in writing to the Secretary at least one month before the Annual General Meeting, provided the consent of the nominee has been obtained. Nominees must be serving members of Council or have previous experience as Councillors. Officers will be elected by Council.
3. The term of office of the President, the Past President and the President-Elect shall be for two years. The term of office for the General and Meetings Secretaries, International Secretary, Treasurer and Divisional Editor shall be for three years and they shall be eligible for re-election at the discretion of Council. Councillors shall serve for a period of three years and shall not be eligible for re-election as Councillors until after a further period of three years.
4. Normally no more than two consecutive Presidencies shall have Presidents who originate from the same country i.e. England, Wales, Scotland, Northern Ireland, Republic of Ireland, Belgium and the Netherlands.
5. The Council shall have power to co-opt any member of the Society to attend Council meetings but the co-opted member shall not have the power to vote.
6. The term of office of the Council shall begin as from 1 January the year following election.

## **ARTICLE III - DUTIES OF OFFICERS**

1. The Council shall formulate policies and shall authorise disbursement of the Division's funds for ordinary business.
2. The President, President-Elect, Past-President, Treasurer, General Secretary, Meetings Secretary and Divisional Editor shall discharge the duties usually assigned to these offices. The Council shall appoint permanent and temporary committees as are necessary for the proper administration of the Division's affairs.
3. The permanent subcommittees will be the Finance Subcommittee, the Education and IT Subcommittee, the Programme and Meetings Subcommittee, the Nominations and Membership Committee and the International Subcommittee. The Treasurer, Divisional Editor, Meetings Secretary, Past-President and International Secretary, respectively, will chair these Subcommittees.
4. The Secretaries shall submit to Council reports of all transactions since the last meeting and the Treasurer shall submit a duly audited financial statement. He shall also submit an estimated budget for the approval of the Council.
5. BDIAP Meetings are organised by the Meetings subcommittee chaired by the Meetings Secretary with help from other specialist pathologists on Council or from the general membership as required. Joint meetings with the Pathological Society and other societies are organised by the Meetings Secretary in conjunction with the Pathological Society Meeting Secretary and a specially summoned organising committee.

## **ARTICLE IV - MEETINGS**

1. The programme of meetings shall consist of three (3) parts:
  - a) The Council shall meet before and after the General Meeting of the Division and take action on such matters as are brought to it. This will normally be twice a year, in the Spring and Autumn.
  - b) The General Meeting of the Division will include the General and Meetings Secretaries' reports, the Treasurer's report, the election of Officers and Councillors and consideration of such business as may be required. This will normally be held at the time of the Division's Autumn Scientific Meeting.
  - c) The scientific meetings, which will normally consist of two meetings per year, one in the Spring and one in November (normally the last Friday/weekend in November).
2. The Council may be called into extraordinary sessions by the President to transact such business as necessary to meet emergencies. The Council may co-opt interim officers or Councillors, to fill vacancies occurring by election, resignation or death. The election of these officers and councillors and their duties shall be as provided for in the bye-laws. All actions of the Council under these circumstances are taken in the name of the Division and the General Secretary shall notify Members of such actions.
3. Members may introduce guests at the scientific meetings, providing the appropriate registration fee is paid.
4. The election of these officers and councillors and their duties shall be as provided for in the bye-laws.
5. Extraordinary General Meetings can be called by the President and 50 Members.

## **ARTICLE V - TRANSACTION OF BUSINESS**

1. A quorum of the Council shall consist of more than 50% of the Council Members, at least one of whom should be an Officer.
2. A quorum at a General meeting of the Division shall consist of twenty (20) Members, of whom at least one shall be an Officer.

## **ARTICLE VI - CHANGES IN THE CONSTITUTION**

1. Amendments to the Constitution and to the Bye-laws shall first be submitted to the General Secretary in writing for consideration of the Council. The proposed amendment and the recommendation of the Council shall be submitted to the membership either at the Annual General Meeting or by correspondence. A simple majority vote of those present at a General Meeting, or of those voting when polled by correspondence, shall be required for adoption of the proposed amendment(s).

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