

CONSTITUTION OF THE WELSH INTENSIVE CARE SOCIETY

1. Definition

The Society shall be known as the Welsh Intensive Care Society (WICS)

2. Terms of Reference

The purpose of the Society will be:

- (a) To consider matters relating to Intensive Care and High Dependency Care in Wales
- (b) To promote education and training of medical staff In Intensive Care and to improve patient care by encouraging audit and research
- (c) To give advice to other professional bodies on all aspects of Intensive Care in Wales
- (d) To represent the views of clinicians with clinical responsibilities in Intensive Care in Wales
- (e) To agree and promote standards for Intensive Care in Wales
- (f) To liaise with the Intensive Care Society and other appropriate bodies

3. Membership

All clinicians with a responsibility for Intensive Care or High Dependency Care within Wales will be eligible for full membership. Doctors in training may become Associate Members at a reduced rate of subscription. Doctors in training will be allowed to choose full or associate membership. Non-medical full members will be permitted to a maximum 20% of the total full membership. Full membership may be obtained by sending a completed application form and standing order to the Secretary. Associate membership may be obtained with an application form and cheque. Members who do not pay to renew their membership will be reminded in the first year and removed from the membership roll in the second year.

4. Council and Elections

The business of the Society shall be controlled and managed by Council consisting of:

- (1) A number of Full Members who shall be elected by a show of hands at the AGM from whom a Chair and Secretary shall be elected by Council
- (2) The Regional Educational Advisor for Intensive Care Medicine
- (3) One member who shall be an elected member of the Welsh Intensivists in Training.

The aforementioned members of Council shall have full voting rights.

Council shall have the power to co-opt as non-voting members or invite as observers those whose advice would assist Council's deliberations.

Elected members of Council shall hold office for three years and shall be eligible for re-election for a further three years: thereafter they shall not be eligible for re-election to Council for three years. A member of Council who is elected to the office of Chair or Secretary may continue in office for a further two years notwithstanding that he has completed two terms of three years as a member of Council. The REA will continue on Council for the period he/she holds that office.

The Chair and Secretary shall be elected each year at the Annual General Meeting of the Society. Candidates for the offices of Chair and Secretary shall be nominated from the elected members of Council. The Chair and Secretary shall hold office as hereinafter provided:

(1) The Chair shall be nominated by the elected members of Council one working year in advance of his/her installation. His/her appointment shall normally be confirmed at the beginning of the annual general meeting at which he is to be installed and he shall hold office until the end of his/her report at the Annual General Meeting at which he shall install his/her successor. The normal period of office for Chair shall be two years. On completion of his/her term of office as Chair he shall hold the office of Immediate Past Chair for one year as an elected or co-opted member of Council.

(2) The Secretary shall be nominated by the elected members of Council. He/she shall hold office for two years and shall be eligible for re-election for successive periods of one year during such time as he/she remains an elected member of Council.

(3) The Chair shall hold office for not more than three years in succession.

(4) The Secretary shall hold office for not more than four years in succession.

The maximum number of elected members to Council shall be seven Full Members and one member who shall be a doctor in training from the Welsh Intensivists in Training Committee. The minimum number of Full Members of Council shall be five.

Council may from time to time and at any time appoint any Full Member of the Society as a member of Council to fill a casual vacancy among the elected members of Council. Any member so appointed shall hold office

only until the next Annual General Meeting, when he shall be eligible for re-election.

No person who is not a member of the Society shall in any circumstances be eligible to hold office as a member of Council.

5. Meetings

The Society shall meet at least once annually and this meeting must contain the Annual General Meeting (AGM). The agenda for the AGM shall be set by the Chair and the Secretary but any member is entitled to place an item on the agenda for discussion provided 14 days notice is given to the Secretary in writing. The Chair shall preside over the AGM and the incoming Chair shall assume the responsibilities of office once the AGM is completed. Documentation and meetings will be in English language.

Any Full Member of the Society can attend Council meetings in a non-voting capacity providing prior written notice is given to the Secretary.

6. Motions Without Notice

When a motion is under discussion or immediately prior to the discussion, it shall be open to any member to move:

- 6.1** An amendment to the motion (including the suspension of standing orders)
- 6.2** The adjournment of the discussion or the meeting
- 6.3** That the meeting proceed to the next business
- 6.4** The appointment of an ad hoc committee to deal with a specific item of business

No motion or amendment to a motion will be considered by the Society unless moved by a member and seconded by another member.

7. Withdrawal of Motions or Amendments

A motion or amendment once moved and seconded may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Chair.

8. Motion to Rescind a Resolution

Notice of motion to rescind any resolution (or the general substance of any resolution) which has been passed within the preceding three calendar months

shall be from the Chair, or bear the signature of the member who gives it and also the signature of three other members.

When any such motion has been debated by the Group it shall not be permissible for any member other than the Chair to propose a motion to the same effect within the further period of three calendar months.

9. Council Meetings

Council of the Society will meet at a frequency to be decided by the elected representatives.

10. Extra-ordinary Meeting of the Society

The Chair may call an extra-ordinary meeting at seven days notice. The Chair will also call a meeting after a written request for a meeting by at least six voting members. If the Chair fails to do so within seven days then a meeting may be called forthwith by those members.

11. Quorum

At the AGM at least 10 voting members shall constitute a quorum. At a meeting of council 5 voting members shall constitute a quorum. In the absence of the Chair the Secretary will preside over the meeting.

12. Voting

All full members may vote. All issues will be decided by a simple majority. In the event of a tie the person presiding will decide the issue by means of a second (casting) vote. Voting will be by show of hands. In no circumstances may an absent member vote by proxy.

13. Chair's Ruling

The decision of the Chair of the meeting on question of procedure, order, relevancy and regularity shall be final.

14. Minutes

The Secretary (or in his/her absence another council member) shall keep a record of the proceedings of all meetings and these "minutes" shall be drawn up and circulated before the next meeting. The minutes shall be signed as a true record at the next meeting by the person presiding. No discussion on the minutes shall take place except upon their accuracy or where the person presiding considers discussion appropriate.

15. Finance

The Society will require funds to continue its activities. Any such funds will be administered by the Treasurer who may establish a bank account for the purpose. Any such bank account will be in the name of "The Welsh Intensive Care Society" and any expenditure should be agreed by the Treasurer and the Chair.

16. Subcommittees

Council of the Society shall be empowered to convene subcommittees or working parties to consider matters of importance. Any such committee shall be a subcommittee of Council, and Council of the Society will have the right to amend any report generated by one of its subcommittees. Officers of the Society, namely Chair and Secretary, shall have the right to sit on any subcommittee or working party as full voting members.