

Devon and Exeter Medical Society

CONSTITUTION and RULES OF THE SOCIETY (Revised 2016)

(Agreed by DEMS Council 7 January 2016 and adopted 8 March 2016)

1. Name

The Society shall be called the **Devon and Exeter Medical Society**.

2. Object

The object of the Society shall be the advancement of the art and science of medicine in all its branches.

3. Membership

The Society shall consist of: a) Full Members and b) Associate Members.

a) Full Members shall be practising or retired medical or dental practitioners. Full Membership shall be available to all those eligible upon written application and the payment of the appropriate current subscription, which was set at £35 per annum in October 2015.

b) Associate Members shall not be eligible for Full Membership, and shall be university graduates practising or retired from a profession allied to medicine. Associate Members shall be entitled to speak at all meetings but not to vote. Associate membership shall be available to all those eligible upon written application and the payment of the appropriate current subscription, which was set at £12 per annum in January 2016.

4. **The Society is an unincorporated Charity**, number 262343, registered with the Charity Commission. The Council shall elect two Trustees to serve the Society, for a period of no more than four years each.

5. Subscriptions

The annual subscriptions for Full and Associate Members shall be determined at the Annual General Meeting. Members elected after 1st May shall not be liable for their first subscription until the following 1st January. Subscriptions shall be paid by Standing Order, and are payable as from 1st January for the ensuing year.

6. Arrears of subscription

Any member whose subscription is one year in arrears shall receive written notice from the Treasurer. If the subscription is not paid within three months of the receipt of this notice, he or she shall cease to be a member of the Society.

7. Officers of The Society

The Officers of the Society shall be the President, Vice-President who is also President Elect, Treasurer, Secretary, and six ordinary members of the Council. The

President and Vice President shall hold office for a period of one year, the President retaining office as Immediate Past President for one further year. The ordinary members of Council shall be elected each year to hold office for a period of three years; they shall be ineligible for re-election in the following year.

8. Council

The Council shall consist of the President, two Trustees, Immediate Past President, Vice President, Treasurer, Secretary, and six Full Members of the Society. The Council may co-opt not more than two other full members of the Society.

9. Duties of the Council

The Council shall have the management of the affairs of the Society and shall meet at such times as may be determined by the President and Secretary. Four shall form a quorum.

10. Election of Officers

The Officers for the ensuing year shall be elected at the AGM. The Council shall notify all the members not less than 21 days before the AGM of its own nominations for office bearers. The notice containing the nominations of Council shall invite members to submit additional nominations to the Secretary not less than seven days before the AGM.

Casual vacancies shall be filled in the following manner: the vice-president assumes the office of President; in the case of the vice president, treasurer, Hon Sec or full member of the Council, a successor shall be elected at the next possible ordinary meeting, the Council having notified the members of their nomination for the office bearer not less than seven days before the meeting and invited additional nominations to be submitted to the secretary by 12 noon on the day of the ordinary meeting.

11. Duties of Treasurer

The treasurer shall receive the subscriptions of members. He or she shall keep an account of all receipts and payments and present a report of the finances of the Society to the AGM.

12. Duties of Secretary

The Secretary shall conduct the correspondence of the Society. He or she shall maintain a list of the members; shall convene and attend the meetings of the Council and the Society, and keep minutes of the same; shall also prepare and submit for the approval of the Council a report of the proceedings of the Society to be presented at the AGM.

13. Reporting Secretary

A reporting secretary, who shall keep records of the attendance and topics discussed at ordinary meetings, shall be appointed at the AGM.

14. Meetings of The Society

The meetings of the Society shall be held at least once a month from October to May

inclusive.

15. Visitors

Each member may introduce a guest or guests to the meetings whose name shall be given to the Secretary. Junior hospital doctors, registrar general practitioners, dental practitioners in training, and medical and dental students shall be eligible to attend the ordinary meetings of the Society as guests.

16. Chairman of Meetings

The President shall preside at the meetings of the Society and of the Council, or in his or her absence the Vice President and in his or her absence the Immediate Past President. In the absence of all these, a chairman shall be elected from the members present.

17. Order of business at Annual General Meetings

At the AGM, business shall be conducted in the following order:

- a) Minutes of the previous meeting shall be read and submitted for approval.
- b) The reports of the Council shall be read:
 - i) The report of the Treasurer
 - ii) The report of the Secretary
- c) Election of office bearers for the ensuing year.
- d) Any other business
- f) Scientific proceedings of the Meeting.

18. Special General Meetings

A Special General Meeting may be called at any time by the Council, or on the requisition in writing of seven full members addressed to the Council stating the object for which they desire the meeting to be convened. Seven days' notice shall be given of the time and purpose of such meetings and no other business but that announced in the circular shall be transacted.

19. Alteration of Rules

The Council may from time to time make and adopt interim changes to the rules of the Society, if the members of the Council unanimously agree at an ordinary meeting of the Council. These changes must be ratified by a majority vote at the next AGM.

Signed..... Office..... Date

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Signed..... Office Date