

CONSTITUTION FOR THE NORTH EAST MUSCULOSKELETAL SOCIETY

1. NAME

The name of the society shall be The 'North East Musculoskeletal Society', hereinafter referred to as NEMS. This societies legal structure will be classified as an unincorporated association.

2. AIMS & OBJECTIVES

The aims and objectives of NEMS shall be:

- To provide FREE quarterly meetings to professionals in the North East with an interest in musculoskeletal disorders.
- To provide a forum to promote the exchange of ideas between members interested in musculoskeletal disorders.
- To develop and maintain links with North East and nationwide organisations that may assist us in sharing best practice.
- To support the regional CSP network in the dissemination of clinical guidance and best practice relating to musculoskeletal disorders.
- To encourage research and development in the field of musculoskeletal practice.

3. MEMBERSHIP

Membership of the NEMS is free and open to all clinicians with an interest in musculoskeletal medicine. An individual will become a member once they have attended a NEMS organised educational event. Members will be encouraged to offer signed consent to be added to the NEMS mailing list so that updates about the NEMS activities can be distributed. A minimum attendance at one NEMS event per calendar year is necessary to maintain membership.

4. EQUAL OPPORTUNITIES

The NEMS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. ROLE OF THE EXECUTIVE COMMITTEE

The executive committee is working on behalf of the membership towards the objectives of the society. Management of the society, both financial and professional, shall be vested in the executive committee. The executive committee will consist of: Elected officers & Co-opted members as necessary to fulfil the objectives of the NEMS.

6. EXECUTIVE COMMITTEE MEETINGS

The executive committee will meet a minimum of 4 times per year using a combination of face to face and skype meetings. This will be in addition to attendance at the NEMS organised CPD events. For quorum to be exist the meeting shall consist of at least 4 executive committee members, which could include full members who are appointed as co-opted members. The meetings will be chaired by the elected chair person. In the absence of the chair person the elected vice chair will chair the meeting. Minutes of all meetings will be taken by the secretary



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and circulated within 1 week to all committee members. Decisions will be made via consensus and where a consensus cannot be achieved a vote will be taken. If there are an equal number of votes on each side, the chair will have an additional casting vote.

7. ELECTION OF EXECUTIVE OFFICERS

Officers shall consist of a minimum: - Chair - Vice Chair - Secretary – Treasurer.

The following officer positions are recommended: - CPD Officer - Research Officer - Public Relations/Social Media Officer.

Nominations for new officer positions shall be voted on at the Annual General Meeting (AGM). An advert for nominations will be placed 6 weeks before the AGM. The application process will consist of a 300 word application letter with an up to date CV. Officers shall retire after a period of 3 years, unless they take on another officer position.

Co-opted members can be appointed onto the Executive Committee in order to fulfil specific objectives of the association. Co-opted members should not exceed the number of the executive committee. Their role should be reviewed annually and they should be eligible for co-option onto the executive for a maximum of 2 years. Co-opted members are still eligible to vote at executive committee meetings.

Once elected executive committee members shall serve for a period of 3 years following which they shall be eligible for re-election for a further three year period, providing their total period of service on the Executive Committee does not exceed 6 years. They shall then stand down for a minimum of 2 years before being eligible for re-election.

Executive Committee members and co-opted members may also be a representative for another group or a society. If the Executive Committee perceives that there may be a conflict of interest with another group or society that member will be asked to resign.

8. FINANCES

- A bank account will be maintained on behalf of the group at a bank agreed by the committee.
- There will be at least three signatories to the account (so that there are always two available to authorise payments). The signatures must not be related or living at the same address.
- Each transaction will require two signatures.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- An annual statement of accounts will be presented to the Annual General Meeting
- All money raised by the society will be spent solely on the objects laid out in the constitution.
- Members of the executive shall be reimbursed for costs incurred on behalf of the NEMS. This will include; postage, photocopying, stationary, telephone calls. Travelling expenses and subsistence will be reimbursed.



9. ANNUAL GENERAL MEETING

Twenty one clear days' notice of the AGM will be given to all members via email and social media. The business shall be:

- To elect new executive officers.
- To receive and adopt the annual report and audited accounts for the previous year.
- To appoint an auditor for the ensuing year.
- To transact any other business.

10. EXTRAORDINARY GENERAL MEETING (EGM)

The secretary shall call and arrange an EGM on receipt of:

- Instructions from the executive committee.
- Fourteen clear days' notice shall be given to all members.
- The business of an EGM shall be limited to that for which it was called.
- Proxies may be held at the AGM and EGM. The number of proxy votes held by any one member shall not exceed 10 and may be used on a specific agenda item and any amendments arising subsequently.

11. ALTERATIONS OF THE CONSTITUTION

- The constitution may only be altered by vote of Quorum present at an AGM/EGM. Details of each proposed alteration shall be sent to each member not less than 21 days before the date of the AGM/EGM.

12. CESSATION OF THE GROUP

This may be done at an AGM or EGM.

- The meeting shall decide the allocation of the group's assets.
- Twenty one clear days' notice of cessation shall be given to all members.