

# CONSTITUTION

## *Article 1 – Name*

The group, founded in 1995, shall be called **The Association of Breast Clinicians**

## *Article 2 – Objectives*

- A) To establish, maintain and promote recognition of the Breast Clinician as a senior independent specialist using a multidisciplinary approach with multidisciplinary skills in the diagnosis and management of breast disease.
- B) To facilitate acquisition of knowledge and skills within all appropriate disciplines, establishing, monitoring and maintaining standards in this multiskilled practice by exchanging information and providing training and technical expertise
- C) To establish optimum terms and conditions of working for all our members
- D) To establish a formal accreditation in this field

## *Article 3 – Membership*

From June 2006, there will be three types of membership

### Full Membership

Membership is open to any registered medical practitioner who is currently practicing or training in the specialty, working within a recognised National Health Service Breast Screening Programme or symptomatic breast unit.

### Associate Membership

Associate membership is open to advanced practice or Consultant Radiographers and advanced practice nurses working in breast disease within the NHS BSP or in symptomatic clinics.

### Honorary Membership

Honorary membership to be given at the discretion of the Executive committee, and may be available to breast clinicians working in other countries and to retired members

## *Article 4 – Members, applications and subscriptions.*

Founder members are those members who were involved in the initial founding and organisation of the Group. This is defined as anyone who attended the July 1995 or February 1996 meetings, or sent apologies for non-attendance at those meetings.

New members are admitted after review of application by members of the Executive Committee. Supporting nomination is provided in writing by two clinicians working within

breast disease management, one preferably being a breast Clinician and submitted with an application.

A summary of membership activity will be provided at the Annual General Meeting

The annual subscription of the Association will be set/reviewed at the Annual General Meeting.

Members whose subscriptions are one or more years in arrears will have membership suspended.

The Executive Committee shall have unquestionable authority as to the expulsion of members for actions contrary to the Constitution.

### ***Article 5 – offices***

The offices of the Association are: the Assembly and the Executive Committee.

The Executive Committee shall consist of the President, the Secretary, the Treasurer, the Vice-President and an officer responsible for training and development

Co-opted members, shall, at the discretion of the executive committee form part of the Executive Committee to assist with achieving the objectives of the Association.

### ***Article 6 – Assembly***

The Annual General Meeting (AGM) of the Association will be held annually wherever possible, unless Force Majeure dictates otherwise.

The provisional date will be determined at the previous AGM.

The general and financial reports of the Executive Committee shall be submitted for discussion and approval.

Notification of the Meeting of the Assembly as well as the agenda shall be sent to the pre-declared email address of each member at least twenty (20) days prior to the Meeting.

Members should submit matters for discussion at the AGM, in writing, to the secretary, at least fourteen (14) days prior to the meeting.

For matters arising within the AGM and election of officers, each member has the right to one (1) vote. Absentee members can be represented by a member present at the Assembly in possession of a written authority from the absentee member. Each member present cannot represent more than two (2) absentee votes.

## *Article 7 – Executive Committee*

Members of the Executive Committee (Exec) must uphold all aspects of the constitution and act on behalf of the Association in all professional matters.

The President will oversee Association activity, represent the Association within allied committees and working groups and chair meetings of the Exec.

The Vice President will work, with the President and other members of the committee to ensure the objectives of the Association are maintained.

The Secretary will ensure records of all executive meetings and the AGM are maintained, and where appropriate available to all members. The Secretary will provide an agenda for all meetings of the Exec and The Assembly. The secretary is responsible for summoning all meetings of the Exec and The Assembly.

The Treasurer will oversee membership subscriptions, all costs borne by the Association and regularly audit the accounts to ensure funds are used appropriately to the benefit of the Association and its members.

The Training Officer will facilitate educational events provided by or running conjointly with The Association, the timing of which is dictated by the Exec.

Terms of office will run from the point of election at an AGM.

The term of office for all positions within the Exec is three (3) years. No members of the Executive Committee may hold the same office for more than two (2) consecutive terms.

Positions within the Exec available for nomination will be circulated by The Secretary in advance of and with the summoning of the AGM.

Members standing for any position within the Executive Committee shall be nominated and seconded by members of the Association at the Annual General Meeting, provided the consent of the nominee has been obtained, and shall be elected at said meeting.

If circumstances dictate that a mid-term appointment is deemed necessary, the Exec may appoint in the interim without the approval of The Assembly. Formal approval of any interim appointment will be sought at the next AGM.

The Executive committee must deliberate with all voting members with election of officers being carried by a simple majority.

### ***Article 8 – Meetings***

The programme of the Annual General Meeting shall consist of reports from all members of The Exec, the election of the Executive Committee if appropriate, matters arising from members and any other business.

The minimum number of members at the AGM for it to be considered quorate is ten (10).

Executive officers reports will be sent in advance of the AGM by at least twenty(20) days.

The Executive committee must deliberate with all voting members with any matters arising requiring a vote and these should be carried by a simple majority

### ***Article 9 – Changes of the Constitution***

Amendments to the Constitution shall be first submitted to the Secretary in writing for consideration by the Executive Committee.

The proposed amendments and the recommendations of the Executive Committee shall then be submitted to the members with the agenda prior to the Annual General Meeting.

A simple majority vote of those present at the Annual General Meeting shall be required for adoption of the proposed constitutional amendments.

### ***Article 10 – Assets***

The Assets of the Association shall consist of the subscription fees of its members, public and private contributions and funds raised by the initiatives of its members.

The details of The Assets shall be made available to members by means of the Treasurers report at the AGM.

In the circumstance that The Association ceases to exist, The Assets will be distributed as follows.

- 1) All debts and outstanding costs of the Association will be paid in full
- 2) Members in good standing with The Association will have subscriptions reimbursed for the previous 12 months.
- 3) A Bursary fund will be made available for all full members in good standing to apply for over the next 12 months. This will enable members to attend a course or conference relevant to the field of Breast Disease management with some / all of the costs of attendance being borne by the bursary. The exact amount of the bursary shall be determined by the Exec and approved at an Extraordinary General Meeting of The Assembly to ratify this action. The Extraordinary General Meeting will be summoned by the secretary and follow guidance on quorum in line with the AGM. The Bursary application process will be overseen by The Secretary and The Treasurer at the time of cessation of The Association, with all queries being the responsibility of The President.

- 4) 12 months after The Association ceases to exist, any residual assets will be donated to a Breast Cancer Research Charity, with intent to use this for health promotion and prevention work.

Revised September 2021.

Ratified and passed by the membership at the Annual General Meeting of the Association of Breast Clinicians, 10<sup>th</sup> June 2022, held at The Bristol Hotel, Bristol.