

REGULATIONS
of
THE BRITISH PAIN SOCIETY

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These Regulations of The British Pain Society (“the Society”) are made by the Council of the Society in General Meeting pursuant to the power granted to it by Article 4 of the Society’s Articles of Association and may be repealed, varied or added to by the Council.

The definitions and interpretation which apply to the Memorandum and Articles of Association of the Society shall apply equally to these Regulations.

1 CURRENT OFFICERS AND MEMBERS OF COUNCIL

1.1 The current Officers and members of Council are:

| Title | Name | Year of AGM |
|--------------------------|------------------------|-------------|
| President | Dr Andrew Baranowski | 2019 |
| Immediate Past President | Dr William Campbell | 2017 |
| Honorary Secretary | Prof Roger Knaggs | 2019 |
| Honorary Treasurer | Dr Heather Cameron | 2019 |
| Vice President | Dr Martin Johnson | 2018 |
| Vice President | Dr Paul Wilkinson | 2018 |
| Elected Council Member | Prof. Sam Ahmedzai | 2018 |
| Elected Council Member | Dr Arun Bhaskar | 2017 |
| Elected Council Member | Mr Paul Cameron | 2018 |
| Elected Council Member | Dr Timothy Johnson | 2019 |
| Elected Council Member | Dr Austin Leach | 2017 |
| Elected Council Member | Dr Sarah Love-Jones | 2018 |
| Elected Council Member | Dr Zoey Malpus | 2019 |
| Elected Council Member | Dr Ann Taylor | 2017 |
| Elected Council Member | Dr David Glyn Williams | 2019 |
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and such persons shall hold office until the close of the Annual General Meeting set opposite his or her name.

2 **OBJECTS**

2.1 The Society is established for the objects expressed in the Memorandum of Association of the Society.

3 **REGULATIONS**

5 Council may from time to time make such regulations as it may think fit and add to, repeal or vary any such regulations as determined in Article 4 of the Articles of Association of the Society.

4 **MEMBERSHIP REGULATIONS**

10 Membership of the Society follows election thereto and is contingent on compliance with the requirements of the Memorandum and Articles of Association and Regulations of the Society and such other general requirements of membership as may be adopted from time to time by the Council.

5 **MEMBERS**

5.1 **Ordinary Members.**

15 5.1.1 Scientists, medical practitioners or other healthcare professionals (persons who by education, training, certification or licensure are qualified to be and are engaged in providing health care) interested in the objectives of the Society shall be eligible to be admitted as an Ordinary Member of the Society. Admission to Ordinary Membership shall be made by online application for membership which shall include provision of a brief CV outlining their association with the management of pain and supported by two referees that the Society shall be able to contact, followed by a review and affirmative recommendation thereon by the Council of the Society. An Ordinary Member shall be entitled to attend, speak and vote at Society General Meetings.

20 5.1.2 It shall be a condition for acceptance for Ordinary Membership that an Ordinary Member must continue to meet all eligibility criteria for admission as an Ordinary Member and that if he ceases to meet any such criteria he shall cease immediately to be an Ordinary Member.

5.2 **Retired Members.**

Retired Membership shall be granted on request to Ordinary Members in good standing who have retired from active practice and who wish to continue their association with the Society. (Retired Members shall not have the right to stand for election for the Council of the Society nor for election as an Officer of the Society). Ordinary Members who have retired from active practice may request, in writing, transfer to Retired Member status. Retired Members shall be entitled to receive notice of General Meetings and to attend and speak, but not vote, at Society General Meetings.

5.3 **Honorary Members.**

5.3.1 Honorary Members shall be elected by the Council. Persons elected to Honorary Membership will have made an outstanding contribution to the advancement of the objectives of the Society. Honorary Members shall be entitled to attend, speak and vote at Society General Meetings.

5.3.2 Council may from time to time make an award called the British Pain Society Medal of Distinction. The recipient of such an award shall be granted Honorary Membership if the individual is not already an Honorary Member.

5.4 **Contributing Members.**

Contributing Members shall be admitted by a resolution of the Council of the Society. Contributing Members will be persons who are interested in furthering the objectives of the Society and who will normally be individual employees of organisations, or members or charitable or business organisations whose interest is in within the field of pain. Applicants who are employed on the basis of their healthcare professional qualification may be eligible for Ordinary Membership. Contributing Members of the Society shall be entitled to receive notice of General Meetings and to attend and speak, but not vote, at General Meetings of the Society, or vote or stand in elections for the Society's Council or Executive positions.

5.5 **Associate Members.**

5.5.1 Associate Members shall be admitted by a resolution of the Council of the Society. Associate Members will be individuals who have an interest in the objectives of the Society but who are not eligible for admission as Ordinary Members of the Society. Associate Members of the Society shall be entitled

to receive notice of General Meetings and to attend and speak, but not vote, at General Meetings of the Society, or vote or stand in elections for the Society's Council or Executive positions.

5.5.2 It shall be a condition for acceptance for Associate Membership that an Associate Member must continue to meet all eligibility criteria for admission as an Associate Member and that if he ceases to meet any such criteria he shall cease immediately to be an Associate Member.

5.6 **First Ordinary Members and Associate Members**

The first Ordinary Members shall be the subscribers to the Memorandum of Association of the Society and as from the date of registration of the Society as a charity all other Ordinary Members of the Unincorporated Society at that date. At that date there shall be no Associate Members of the Society.

5.7 **Change of Details**

It shall be a further condition for acceptance for Membership that a Member must notify the Society of changes to the Member's salary or employer.

5.8 **International Members**

International Members include anyone resident outside Great Britain and Northern Ireland. Current International Members will continue to receive all current membership benefits. New International Members (from Friday 3rd April 2009) will be subject to a subscription rate of such reasonable amount as the Council may from time to time decide in general meeting. Such Members will have access to the Members' section of the website and will be entitled to a reduced registration fee to attend meetings of the British Pain Society including the Annual Scientific Meeting. International Members of the Society shall be entitled to receive notice of General Meetings and to attend and speak, but not vote, at General Meetings of the Society, or vote or stand in elections for the Society's Council or Executive positions.

6 **RESIGNATION OF MEMBERSHIP**

A member may resign at any time by giving at least 14 days' written notice to the Honorary Secretary. Any subscription, which has been paid, shall not be refunded.

7 **7 TERMINATION OF MEMBERSHIP**

Termination of membership is determined in Articles 9 and 12 of the Articles of Association of the Society.

8 **8 SUBSCRIPTIONS**

Subscriptions for the different categories of membership are determined in Articles 11, 12, 13, 14 of the Articles of Association of the Society.

THE OFFICERS

9 The Officers of the Society shall be:

9.1 the President.

9.2 the Immediate Past President

9.3 the Vice President/s

9.4 the Honorary Secretary.

9.5 The Honorary Treasurer.

9.6 The President Elect.

9.7 the Honorary Secretary Elect.

9.8 the Honorary Treasurer Elect.

10 ORDINARY COUNCIL MEMBERS

Council will consist of a minimum of six and a maximum of nine Ordinary Council Members or such other maximum number (being not less than six) as may be determined by the Society in General Meeting.

11 ELECTION OF OFFICERS

11.1 The President Elect

11.1.1 The President Elect must be a past or present member of the Councils of the Society, EFIC or IASP who must also be an Ordinary or Honorary Member.

11.1.2 However, if no person who falls within the eligibility categories in Regulation 11.1.1 is willing to be considered for election, Council may

consider a candidate or candidates from the Ordinary and Honorary Members.

11.1.3 The President Elect shall be appointed by the Membership in line with the procedures stated in Regulation 13.

11.1.4 Any Member of the Society that matches the criteria for nomination of President Elect in Regulation 11.1.1 can nominate him or herself for consideration by the Membership.

11.2 The Vice President

11.2.1 A Vice President must be a past or present member of the Councils of the Society, EFIC or IASP who must also be an Ordinary or Honorary Member.

11.2.2 However, if no person who falls within the eligibility categories in Regulation 11.2.1 is willing to be considered for election, Council may consider a candidate or candidates from the Ordinary and Honorary Members.

11.2.3 The role of Vice President shall be appointed by the Council. Council shall appoint more than one Vice President when it is considered necessary.

11.2.4 Any Member of the Society that matches the criteria for nomination of Vice President in Regulation 11.2.1 can nominate him or herself for consideration by the Council.

11.3 The Honorary Secretary Elect

11.3.1 The Honorary Secretary Elect must be a past or present member of the Councils of the Society, EFIC or IASP who must also be an Ordinary or Honorary Member.

11.3.2 However, if no person who falls within the eligibility categories in Regulation 11.3.1 is willing to be considered for election, Council may consider a candidate or candidates from the Ordinary and Honorary Members.

11.3.3 The Honorary Secretary Elect shall be appointed by the Council.

11.3.4 Any Member of the Society that matches the criteria for nomination of Honorary Secretary Elect in Regulation 11.3.1 can nominate him or herself for consideration by the Council.

11.4 The Honorary Treasurer Elect

11.4.1 The Honorary Treasurer Elect must be a past or present member of the Councils of the Society, EFIC or IASP who must also be an Ordinary or Honorary Member.

11.4.2 However, if no person who falls within the eligibility categories in Regulation 11.3.1 is willing to be considered for election, Council may consider a candidate or candidates from the Ordinary and Honorary Members.

11.4.3 The Honorary Treasurer Elect shall be appointed by the Council.

11.4.4 Any Member of the Society that matches the criteria for nomination of Honorary Treasurer Elect in Regulation 11.3.1 can nominate him or herself for consideration by the Council.

11.5 Filling a vacancy in an Office

To be eligible to be appointed to fill a vacancy under Article 19 of the Society's Articles of Association the person must be eligible for election to the Office concerned under Regulations 11.1, 11.2, 11.3 or 11.4 (whichever is applicable)

11.6 Election of Interim Officers

In exceptional circumstances where an Officer of the Society has had to leave office prematurely for whatever reason or where there is no Officer Elect willing and able to act, Council must appoint an Interim Officer on such criteria and in such conditions that Council may from time to time to determine to act in their place. Such Interim Officer will serve until the next Annual General Meeting following their Interim Appointment where their Interim Appointment will be terminated.

11.7 Election of Interim Officers Elect

In exceptional circumstances where there is no Officer Elect, Council may appoint an Interim Officer Elect following the conditions of Clause 11.5 above. Such Interim

Officer Elect will serve in office until the next Annual General Meeting following their Interim Appointed where they will be eligible for election to the Office concerned.

12 ELECTION OF ORDINARY COUNCIL MEMBERS

As determined in Articles 27, 29, 30, 31 and 32 of the Articles of Association of the Society.

To be eligible for election as an Ordinary Council Member, a person must be an Ordinary or Honorary Member. Therefore an International, a Retired, a Contributing or an Associate Member cannot be elected as an Ordinary Council Member.

13 ELECTION PROCEDURES FOR ORDINARY COUNCIL MEMBERS AND THE PRESIDENT ELECT

13.1 An Ordinary or Honorary Member may nominate as many persons as there are positions to be filled amongst Ordinary Council Members. An Ordinary or Honorary Member can nominate him or herself for election as an Ordinary Council Member. Nominations must be submitted online at the provided web address and supported by two Ordinary or Honorary Members of the Society. The permission of the nominee for such a submission must have been obtained. Nominees and supporters must be fully paid up Members at the point of nomination.

13.2 At least fifty six (56) days prior to the proposed date of an Annual General Meeting, the Honorary Secretary shall solicit nominations for persons to be elected as the President Elect and Ordinary Members of Council.

13.3 The notice shall be accompanied by electronic nomination papers for the vacancies to be filled, specifying that properly supported nominations must be received online by the date which is fourteen (14) days after the sending of the call for nominations via the Society's Online Election System in order to be deemed valid.

13.4 At least thirty five (35) days before the date of the Annual General Meeting at which the election is to take effect, the Honorary Secretary shall provide to all Ordinary and Honorary Members ballot details specifying the vacancies for the President Elect (if any) and Ordinary Council Members for which elections are to be held.

13.5 In the event of there being more valid nominations for Ordinary Council Members than number of vacancies or more than one valid nomination for the vacancy in the President

Elect the election to fill that vacancy shall be by ballot conducted in accordance with the following Regulations. However where the number of candidates for Ordinary Council Members is less than the number of vacancies the candidate(s) shall be declared to be duly elected thereto. A candidate for the office of President Elect who is unopposed shall be declared to be duly elected thereto.

13.6 Each Ordinary and Honorary Member of the Society shall be entitled to cast that number of votes as shall equal the number of Ordinary Council Members (on the basis of one vote for a candidate) to be filled and one vote for one candidate for the Presidency. Election shall take place by secret online ballot via the Society's Online Election System which shall list those persons nominated aforesaid. The number of nominees equal to the number of Ordinary Council Members to be filled and the candidate for the Presidency, who receive the highest number of votes, shall be deemed elected. In the event of an equality of votes, the election shall be decided by lot, the draw being made by the Honorary Secretary.

13.7 The ballot paper shall list in alphabetical order the names of candidates for election to fill the vacancies, stating the profession, the post held and institution at which the candidate holds office. The ballot papers shall specify a date not later than fourteen (14) days before the date of the Annual General Meeting at which the election is to take effect by which they must be submitted online. The Council shall appoint two (2) scrutineers for the election [of whom one shall be the President and the other shall be another Officer, member of Council or Ordinary Member of the Society]. No ballot papers received after the date specified shall be valid. Ballot papers shall be accompanied by such instructions for the completion and return of ballot papers as the Council shall deem necessary for the proper conduct of the ballot. Council may delegate any part of the election process to a reputable election and ballot service provider.

13.8 The votes cast shall be counted before the Annual General Meeting and the results of the ballot shall be declared at the Annual General Meeting immediately following the ballot.

14 TERMS OF OFFICE OF OFFICERS

14.1 **President.** The President will hold office for three (3) years.

- 14.2 **President Elect.** The President Elect will hold office for one (1) year
- 14.3 **Immediate Past President.** The Immediate Past President will hold office for one (1) year
- 14.4 **Vice President/s.** The Vice President/s will hold office for two (2) years
- 5 14.5 **Honorary Secretary.** The Honorary Secretary will hold office for three (3) years
- 14.6 **The Honorary Treasurer.** The Honorary Treasurer will hold office for three (3) years
- 14.7 **The Honorary Secretary Elect.** The Honorary Secretary Elect will hold office for one (1) year. After one year, and subject to approval by Council, the Honorary Secretary Elect will assume the office of Honorary Secretary
- 10 14.8 **The Honorary Treasurer Elect.** The Honorary Treasurer Elect will hold office for one (1) year. After one year, and subject to approval by Council, the Honorary Treasurer Elect will assume the office of Honorary Treasurer.
- 14.9 For the purposes of this Regulation 14 and Regulation 15 a “year” shall mean the period between the end of one Annual General Meeting and the end of the next Annual General Meeting of the Society.
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15 TERMS OF OFFICE OF ORDINARY COUNCIL MEMBERS

- 15.1 An Ordinary Council Member shall hold office for three years from his election as at an Annual General Meeting, at the end of which he shall retire but be eligible for re-election as an Ordinary Council Member for a second term of three years.
- 20 15.2 On completion of a second term of office, the Ordinary Council Member will not be eligible for re-election as an Ordinary Council Member.

16 CO-OPTEEES

Any person is eligible to be co-opted to the Council. A co-opted member of Council cannot vote on any matter before Council.

17 GENERAL MEETINGS

25 The Society shall hold General Meetings as determined in Articles 48, 49, 50 of the Articles of Association of the Society.

18 AFFILIATED SPECIAL INTEREST GROUPS

18.1 Granting of recognition

The Council may pursuant to Article 46 at its discretion approve a group of twenty-five (25) or more Ordinary and/or Honorary and/or Retired Members and/or Contributing Members of the Society as a Special Interest Group of the Society which is affiliated to the Society on the terms and conditions of these Regulations and which shall be known as an “Affiliated Special Interest Group”.

18.2 Eligibility for Recognition

A group of Members will only be eligible for approval as an Affiliated Special Interest Group if:

- 18.2.1 its sole purpose is to carry out the Society’s objects within its specialist area; and
- 18.2.2 it consists of at least twenty five (25) Ordinary and/or Honorary and/or Retired Members of the Society; and
- 18.2.3 all its members are Members of the Society; and
- 18.2.4 it is open to more than one professional group or area of discipline; and
- 18.2.5 its interest will be in one subject area; and
- 18.2.6 it has a governing document in force.

Applications for recognition.

18.3 The Council shall not allow more than one Group (whether an Affiliated Special Interest Group or a Society Special Interest Group) to be approved or established at any one time in the same interest or subject area.

18.4 The Group must send to the Honorary Secretary of the Society a written application signed by its officers containing:

- 18.4.1 the name of the proposed Affiliated Special Interest Group;
- 18.4.2 the names of all its members;
- 18.4.3 the names of its officers;

- 18.4.4 a description of its proposed activities and scientific focus;
- 18.4.5 details of any professional indemnity/public liability insurance;
- 18.4.6 a description of its proposed funding;
- 18.4.7 a copy of its governing document;
- 18.4.8 such other information as the Council may require

and which must be accompanied by a written letter of support in a form prescribed by the Council signed by at least twenty five (25) Ordinary and/or Honorary and/or Retired Members of the Society. It is not necessary for all supporters of the application to sign the same letter.

18.5 **Status of Affiliated Special Interest Groups**

An Affiliated Special Interest Group approved by the Society is an independent organisation from the Society. The Group is governed by its members, officers and any management committee. Such persons have sole responsibility for the control and management of the administration of the Affiliated Special Interest Group and for discharging its liabilities.

18.6 **Benefits of Affiliation**

- 18.6.1 An Affiliated Special Interest Group may describe itself as a special interest group affiliated to The British Pain Society”.
- 18.6.2 The Affiliated Special Interest Groups, their officers and members will be listed free of charge in the Society’s Directory of Members and the dates and places of their planned meetings will be listed free of charge in the Society’s newsletter.
- 18.6.3 (Subject to approval by the Council of the Society) an Affiliated Special Interest Group may use the Society’s mailing lists and facilities to publicise its forthcoming events and meetings.
- 18.6.4 The Society will offer Affiliated Special Interest Groups other services and facilities on terms and rates to be agreed.
- 18.6.5 Affiliated Special Interest Groups will be entitled to hold business meetings and scientific meetings at the Society’s Annual Scientific Meeting subject to

the approval of the Chairman of the Courses and Meetings Committee, on a space available basis..

18.6.6 Any Affiliated Special Interest Group may hold scientific or professional meetings provided these are organised and financed by the Affiliated Special Interest Group. Such meetings must be open to all Members of the Society on a space available basis and must not conflict with the Annual Scientific Meeting of the Society.

18.7 **Constitutions**

18.7.1 Affiliated Special Interest Groups shall have a governing document for the governance of their affairs which shall not conflict with the objects of the Society. An Affiliated Special Interest Group shall provide Council with a copy of its governing document and notify the Society of any changes to it .

18.7.2 Officers and members of a management committee or other governing body of the Affiliated Special Interest Group must be Members of the Society but excluding Contributing Members who shall not be eligible to hold such a position.

18.7.3 An Affiliated Special Interest Group may charge subscription or membership fees to its members, charge for meetings and publications and raise funds by other means.

18.7.4 Membership of an Affiliated Special Interest Group must be open to any Member of the Society who has an interest in the specialist interest area represented by that Affiliated Special Interest Group.

18.7.5 A person's membership of an Affiliated Special Interest Group shall automatically cease if he ceases to be a Member of the Society.

18.8 **Assets of Affiliated Special Interest Groups**

An Affiliated Special Interest Group may open and maintain a bank account in its own name for the receipt of funds which shall be under the control of the Group. All assets and funds acquired or received by or under the control of an Affiliated Special Interest Group belong to it (subject to any third party rights) and are under its control. The Society has no entitlement to any of those assets and funds (except as may otherwise be agreed between the Society and the Affiliated Special Interest Group).

18.9 Debts and Liabilities of Affiliated Special Interest Groups

An Affiliated Special Interest Group shall be responsible for discharging all debts and liabilities incurred or suffered by it or on its behalf or in its name and shall comply with all applicable law. The Society has no responsibility for such debts and liabilities.

18.10 Conditions

18.10.1 Each Affiliated Special Interest Group, or any of its members, shall not:

18.10.1.1 at any time use on any materials or publications in any medium the company, charity or VAT registration number of the Society;

18.10.1.2 without the prior approval of the Council of the Society use any logo or emblem of the Society or the letterhead of the Society;

18.10.1.3 enter into a contract or other arrangement legally binding on the Society;

18.10.1.4 purport to speak on behalf of the Society;

18.10.1.5 change its name without the consent of the Society's Council;

18.10.1.6 publish in any medium any educational, research or training materials relating to the management of pain without the consent of the Society's Council (as a condition of such consent the Society's Council may require a disclaimer provided by the Society to be included);

18.10.1.7 act in a manner which could be prejudicial to the interests of the Society or damage its reputation;

18.10.1.8 give any representations concerning the Society or that its activities statements or publications are endorsed by the Society (unless previously so authorised in writing by the Society's Council);

18.10.2 Each Affiliated Special Interest Group shall:

18.10.2.1 comply with the provisions of the Data Protection Act 1998 as amended or re-enacted from time to time.

18.10.2.2 continue to comply with the conditions set out in Regulation 18.2.

18.10.2.3 at the request of the Society's Council publish, or permit the Society to publish, a correction, rescission or rebuttal of any statement made by or on behalf of the Affiliated Special Interest Group which, without the Society's prior permission, referred to the Society or represented that the Society endorsed or had issued such statement.

18.10.2.4 make its own arrangements for appropriate professional indemnity and public liability insurance.

18.10.2.5 comply with the provisions of the Charities Act 1993 as amended or re-enacted from time to time (if applicable to it) and any other legislation or regulations having the force of law which are applicable to its activities.

18.11 **Information**

Each Affiliated Special Interest Group must:

18.11.1 submit an annual report and statement of account to the Honorary Secretary of the Society at least one month prior to the Annual General Meeting of the Society which shall include details of meetings held, publications issued or proposed, research projects, a list of its members and other matters as deemed appropriate;

18.11.2 inform the Honorary Secretary of the Society of any changes to its Officers.

18.11.3 provide Council with a minimum of two reports during the year of its activities. This is in addition to the annual report referred to in Regulation 18.11.1. Requests for these reports shall be sent out to the Affiliated Special Interest Group before each Council meeting by the secretariat.

18.12 **Withdrawal or suspension of recognition**

The Society may by written notice to the Group immediately withdraw or suspend approval of an Affiliated Special Interest Group if:

18.12.1 the Affiliated Special Interest Group or any of its members breaches any terms of these Affiliated Special Interest Group Regulations and fails to remedy such breach (if capable of remedy) within 30 days of written request from the Society so to do;

18.12.2 the Affiliated Special Interest Group or any of its members does anything which in the opinion of the Society's Council has brought or is likely to bring the Society's reputation into disrepute or is incompatible with the Society's objects or best interests;

18.12.3 the Affiliated Special Interest Group is unable to pay its debts, has a receiver or administrator appointed over all or a part of its assets or an order has been made or resolution passed to wind up or make bankrupt the Group or the Group enters into any voluntary arrangement with its creditors;

18.12.4 a Charity Commission inquiry has been instituted in respect of the Affiliated Special Interest Group.

On suspension the Society may impose such conditions as it thinks fit.

18.13 Consequences of withdrawal of approval

Upon withdrawal or suspension of approval of an Affiliated Special Interest Group:

18.13.1 all the benefits set out in Regulation 18.6 shall immediately cease in respect of that Group; and

18.13.2 the Affiliated Special Interest Group shall immediately cease to describe itself as a "special interest group affiliated to The British Pain Society" and shall erase any such statement from all materials in its possession or under its control.

19 SOCIETY SPECIAL INTEREST GROUPS

19.1 Establishment

The Council may pursuant to Article 47 at its discretion establish and incorporate in the Society a Special Interest Group of the Society comprising a group of twenty-five (25) or more Ordinary and/or Honorary and/or Retired Members and/or Contributing Members of the Society on the terms and conditions of these Society Special Interest Group Regulations. Such a Group shall be known as a Society Special Interest Group.

19.2 Requirements for Establishment

A Society Special Interest Group shall only be established:

- 19.2.1 for the sole purpose of carrying out the Society's objects within its specialist area as such purpose is specifically defined in the resolution of Council establishing such Group; and
- 19.2.2 if it would consist of at least twenty five (25) Ordinary and/or Honorary and/or Retired Members of the Society; and
- 19.2.3 if all its members are Members of the Society; and
- 19.2.4 if it is open to more than one professional group or area of discipline; and
- 19.2.5 its interest will be in one subject area.

Applications for establishment as a Society Special Interest Group

19.3 The Council shall not allow more than one Group (whether a Society Special Interest Group or an Affiliated Special Interest Group) to be approved or established at any one time in the same interest or subject area.

19.4 A written application signed by the proposed chairman and other officers of the proposed Society Special Interest Group must be sent to the Honorary Secretary of the Society containing:

- 19.4.1 the name of the proposed Society Special Interest Group;
- 19.4.2 the name of its proposed chairman and other officers;
- 19.4.3 a description of its proposed activities and scientific focus;
- 19.4.4 such other information as the Council may require.

which must be accompanied by a written letter of support in a form prescribed by the Council signed by at least twenty five (25) Ordinary and/or Honorary and/or Retired Members of the Society. It is not necessary for all supporters of the application to sign the same letter.

19.5 Status of Society Special Interest Groups

A Society Special Interest Group established by the Council is incorporated within the Society and accordingly is not an independent organisation from the Society. The Group is subject to control by the Council of the Society.

19.6 **Benefits of membership of Society Special Interest Groups**

19.6.1 A Society Special Interest Group shall describe itself as a “special interest group of The British Pain Society”.

19.6.2 The Society Special Interest Groups and their chairmen and members will be listed free of charge in the Society’s Directory of Members and the dates and places of their planned meetings will be listed free of charge in the Society’s newsletter and website.

19.6.3 (Subject to approval by the Council of the Society) a Society Special Interest Group may use the Society’s mailing lists and facilities to publicise its forthcoming events and meetings.

19.6.4 The Society may offer Society Special Interest Groups other services and facilities on terms to be agreed.

19.6.5 Society Special Interest Groups may hold scientific or business meetings at the Society’s Annual Scientific Meeting, subject to the approval of the Chairman of the Courses & Meetings Committee, on a space available basis. Such meetings must be open to all Members of the Society on a space available basis and must not conflict with the Annual Scientific Meeting of the Society.

19.7 **Constitutions**

The affairs of the Society Special Interest Groups shall be regulated by these Society Special Interest Group Regulations, directions made by Council from time to time and any rules made in accordance with Regulation 19.17.

19.8 **Membership**

19.8.1 Any Member of the Society may register as a member with a Society Special Interest Group representing a specialist interest area in which he has an interest.

19.8.2 A person’s membership of a Society Special Interest Group shall automatically cease if he ceases to be a Member of the Society.

19.9 **Administration**

5 19.9.1 Administration of a Society Special Interest Group shall be undertaken by a committee which shall conduct its proceedings in accordance with these Society Special Interest Groups Regulations and any directions of the Society's Council and any rules made under Regulation 19.17.

10 19.9.2 The committee of a Society Special Interest Group shall be appointed or elected from the members of the Group and in accordance with any rules made by the members of that Group. A Contributing Member of the Society who is also a member of the Society Special Interest Group shall not be entitled to hold a position on the committee.

19.9.3 The committee shall appoint a Chairman from amongst its number who shall not be a Contributing Member of the Society as referred to in 19.9.2

15 19.9.4 One member of the Society's elected Council as referred to in Article 17 of the Articles of Association (but excluding co-opted members of Council), who is nominated by the Society's Council, shall be a voting member of the committee and shall be given at least 42 days' notice of all committee meetings. If such a nominee is unable to attend a committee meeting he may appoint an alternate who shall be entitled to attend and vote at the meeting in his place.

20 19.9.5 In addition to the Chairman, the committee may have such other officers as may be determined, and elected or appointed by the members of the Society Special Interest Group. Such other officers shall exclude Contributing Members of the Society.

19.10 **Assets of Society Special Interest Groups**

25 Any assets or funds acquired, received or used by or under the control of a Society Special Interest Group, its members or committee shall belong to the Society at all times.

19.11 **Income and Expenditure**

19.11.1 A Society Special Interest Group may not open or maintain a bank account.

19.11.2 Subject to Regulations 19.11.3 and 19.11.4 a Society Special Interest Group, its committee or members shall have no power to incur expenditure or liabilities or enter into contracts or place orders on behalf of or for the purposes of the Group.

5 19.11.3 If a Society Special Interest Group proposes to raise any income or incur any expenditure, it shall prepare and deliver to the Society's Treasurer for approval by the Society's Council a budget showing such income and expenditure and the period and projected activities covered by the budget and specifying any contracts it proposes to enter into. The Society Special Interest Group shall also supply such other financial information as the Society's Treasurer may reasonably request.

10 19.11.4 A Society Special Interest Group shall have the power to incur expenditure or liabilities or enter into contracts or place orders on behalf of or for the purposes of the Society Special Interest Group if within the latest budget approved by the Society's Council **PROVIDED THAT** all such contracts or orders must be signed by a member of Council on behalf of the Society. Any expenditure which exceeds the approved budgeted amount or contract or order not provided for in such approved budget must have the prior written approval of the Society's Council.

15 19.11.5 A Society Special Interest Group may not solicit funds or raise member subscriptions for the purposes of the Society Special Interest Group or otherwise undertake any fund-raising activity which was not specifically referred to in the latest budget approved by the Society's Council without the prior written approval of Council.

20 25 **19.12 Rules for operation of Society Special Interest Groups**

19.12.1 Each Society Special Interest Group, or any of its members, shall not:

19.12.1.1 (without the prior approval of the Council) use on any materials or publications in any medium the company, charity or VAT registration number of the Society or any logo or emblem of the Society or the letterhead of the Society;

- 19.12.1.2 (save as permitted by regulation 19.11.4) enter into a contract or other arrangement legally binding on the Society;
- 19.12.1.3 purport to speak on behalf of the Society or make any statements to the media;
- 19.12.1.4 change its name without the consent of the Society's Council;
- 19.12.1.5 publish in any medium any educational, research or training materials relating to the management of pain without the consent of the Society's Council;
- 19.12.1.6 act in a manner which could be prejudicial to the interests of the Society or damage its reputation;
- 19.12.1.7 give any representations concerning the Society

19.12.2 Each Society Special Interest Group shall:

- 19.12.2.1 promptly comply with any requests of Council necessary for the Society to comply with its responsibilities under Data Protection Act 1998 as amended or re-enacted from time to time.
- 19.12.2.2 continue to comply with the conditions set out in Regulation 19.2.

19.13 Information

Each Society Special Interest Group must:

- 19.13.1 submit an annual report of its activities (together with a list of its members) to the Honorary Secretary of the Society, or the Council nominee to its committee, within one month of the end of each financial period of the Society;
- 19.13.2 inform the Honorary Secretary of the Society, or the Council nominee to its committee, of any changes to its Chairman.
- 19.13.3 inform the Honorary Secretary of the Society, or the Council nominee to its committee, of any planned meetings and to subsequently submit copies of the minutes of the Group and its committee in time for the next meeting of Council.

19.13.4 provide Council with a minimum of two reports during the year of its activities. This is in addition to the annual report referred to in Regulation 19.13.1. Requests for these reports shall be sent out to the Special Interest Group before each Council meeting by the secretariat.

5 **19.14 Accounts and Accounting Records**

19.14.1 (In respect of income and expenditure authorised in a budget approved by Council) the committee of a Society Special Interest Group shall cause to be kept proper accounting records of that Group which shall be made available to the Society's Treasurer or his authorised representatives on request.

10 19.14.2 The committee of a Society Special Interest Group shall prepare and deliver to the Society's Treasurer within one month of the end of each financial period of the Society annual accounts of the Society Special Interest Group in a form to be advised by the Society's accountants which shall be audited or examined if required by the Society's Council.

15 **19.15 Dissolution or suspension**

The Council of the Society may by written notice to the Group immediately dissolve or suspend a Society Special Interest Group if:

20 19.15.1 the Society Special Interest Group or any of its members breaches any terms of these Society Special Interest Group Regulations and fails to remedy such breach (if capable of remedy) within 30 days of written request from the Council of the Society so to do; or

19.15.2 the Society Special Interest Group or any of its members, in the opinion of the Society's Council, is not acting in the best interests of the Society; or

25 19.15.3 the Society Special Interest Group fails to deliver its annual report or annual accounts in accordance with Regulations 19.13.1 or 19.14.2.

30 Upon dissolution the Society Special Interest Group shall cease to exercise any functions on behalf of and in the name of the Society and all monies provided for in the Group's approved budget (if any) and any other assets and funds otherwise under the control of the Group, its officers, committee or members or designated for the purposes of that Society Special Interest Group or used or acquired by the Group, its officers, committee or members shall be transferred immediately to the Society. Also on

dissolution all the benefits set out in Regulation 19.6 shall immediately cease in respect of that Group.

On suspension the Council may impose such conditions as it thinks fit.

19.16 Dismissal or suspension of member of Society Special Interest Group

The Council of the Society may by written notice to a member or the Chairman of a Society Special Interest Group dismiss or suspend that member or Chairman from the Group if, in the opinion of the Council, he is not acting in the best interests of the Society. On suspension the Council may impose such conditions as it thinks fit.

19.17 Rules made by members of Society Special Interest Groups

The members of a Society Special Interest Group may from time to time by a resolution passed by at least two thirds of those present and voting at a meeting of the members of that Group of which at least 21 days written notice has been given to all members setting out the text of the regulations to be considered make rules, and add to, repeal or vary such rules, governing their affairs provided that no rule shall contravene any of the provisions of the Memorandum or Articles of Association of the Society or any Regulations made by Council concerning Society Special Interest Groups. If there is any conflict or inconsistency between a direction given to a Society Special Interest Group by the Society's Council and such rules, the direction shall prevail.