

BRITISH PAIN SOCIETY
Pain Education Special Interest Group
Constitution – January 2016

1. Name of the Group

The name of the Group shall be the Pain Education Special Interest Group hereinafter called the Group.

2. Objectives of the Group

- 2.1. Improve pain education for patients, the public and healthcare professionals
- 2.2. Create opportunities to enhance the skills of those delivering pain education
- 2.3. Promote educational methods and technologies that are available to deliver pain education
- 2.4. Provide an interprofessional forum for debate and collaborative research and development around pain education
- 2.5. Organise meetings, seminars and workshops on pain education

3. Membership

3.1 *Members of the Group must be members of the British Pain Society (BPS)*

BPS members self-enrol to the Group through the BPS website. Membership is contingent upon compliance with the requirements of the Constitution of the Group and such other requirements for membership as may be adopted from time to time by the Committee of the Group.

3.2 *Membership Conditions*

These comply with those of the British Pain Society.

3.2 *Subscriptions*

None.

3.3 Duration and *Termination of Membership*

Members can opt out of the group online or by contacting secretariat. Membership will automatically be terminated if an individual ceases to be a member of the British Pain Society.

The Committee of the Group shall have the right for good and sufficient reasons to terminate an individual's membership of the group and may by resolution communicate to any member in writing precisely the grounds on which it proposes to act. The individual has the right to be heard by the Committee before the final decision is made.

4. Meetings of Members

4.1 *Notice of Meetings*

In each year the Honorary Secretary shall convene in a place determined by the Committee an AGM which all members shall be entitled to attend. The Honorary Secretary of the Group shall give 28 days written notice to members. This is for the following purposes:-

- i Receiving the Annual Report of the Group.
- ii Receiving the Statement of Accounts
- iv For members to make recommendations to the Committee.
- v Voting on proposals to change rules in accordance with the provision in that respect hereinafter contained.
- vii Receiving the results of elections of committee members and officers and details of any co-opted committee members.

4.2 **Voting**

Subject to the rules hereinafter contained, concerning alterations to these rules, or questions arising at any meeting, shall be decided by a simple majority.

4.3 **Quorum**

10% of the full membership *of the group* or 100 members, whichever is less, exclusive of Committee members shall form a quorum at general meetings of the Group.

4.4 **Extra-ordinary Meetings**

The Chair of the Group may call an extra-ordinary general meeting at any time at his/her discretion. The Honorary Secretary, on receiving a written request to do so either from the Chair or from 10% or more of the membership stating reasons for the request, shall call an extra-ordinary general meeting of the Group. The quorum for transaction of business shall be the same as at the AGM.

28 days written notice of an extra-ordinary general meeting shall be given to members.

5. **Committee**

5.1.1 **Policy and Management**

One half of all members shall form a quorum at any meeting of the Committee.

The Committee shall direct the policy and management of general affairs of the Group. The Committee shall comprise officers of the Group and up to 5 members elected from the Group. Officers and members of the Committee shall, whenever possible, be representative of the main professions represented within the Group.

5.2 **Terms of Office**

The term of office for the Committee shall be three years. At the end of this term an elected member may offer themselves for election for an additional three-year term. At the end of a term of office a committee member may serve for a further one-year period if necessary for the purposes of project completion, retention of expertise or succession planning. The immediate past-chair may stay on the committee for a further year for the same reason. A maximum of a third of the committee will be eligible for re-election in any one year.

There must be at least a one-year gap between completing a term of office (including any additional time to complete project work) before a member can seek re-election to the committee.

5.3 **Co-option**

The Committee may co-opt persons to provide such a service as may be deemed necessary by the Committee. These co-opted persons shall not have voting rights at meetings of the Committee. Co-opted members of the Committee shall serve until the conclusion of the next AGM after individual co-option and may be re-appointed by the Committee for up to a two-year period for the purposes of project completion or retention of expertise. A member of the

Patient Liaison Committee will be co-opted to the committee.

5.4 ***Nomination of Committee members***

The Honorary Secretary of the Group shall solicit for nomination of persons to be elected to the Committee giving four weeks notice. A member may nominate as many persons as there are positions to fill. Nominations must be in writing and supported by two other members of the Group. Permission of the nominee for such a submission must have been obtained. Such nominations must be submitted to the Honorary Secretary within the four-week notice period and a two-week period will be provided for members to vote online.

5.5 ***Election of Members of the Committee***

Each member of the Group will be entitled to cast as many votes as there are vacancies. Elections shall take place via electronic voting managed by the BPS secretariat. Depending on the number of vacancies the person or persons who receive the majority of votes shall be deemed elected.

6. Officers

6.1 ***Officers comprise:-***

- I. Chair
- II. Vice chair / co-chair
- III. Honorary Secretary
- IV. Honorary Treasurer

These Officers shall be elected by the committee annually at the first committee meeting after the AGM.

6.2 ***Election of Officers***

Voting for the election of officers shall be arranged through nominations and support (seconded). For the election of officers for which there is more than one nomination, the committee members will cast an electronic vote sent to the BPS secretariat. The nominee for each role who receives the majority of votes shall be deemed elected.

6.3 ***Powers***

The Committee shall have the power to adopt and issue Standing Orders and/or Rules which shall go into operation immediately provided always that these shall be subject to review by members at the AGM and shall not be inconsistent with the provision of these Rules.

7. Funds

7.1 ***Monies Raised***

All monies raised by or on behalf of the Group shall be applied to further the objectives of the Group and no other purpose.

7.2 ***Accounts***

The accounts shall be audited as part of the annual audit by auditors appointed by the British Pain Society.

8. Miscellaneous Provision

8.1 ***Alterations to the Constitution***

On resolution by a majority action of the Committee or by written proposal signed by one hundred members or 10% of full membership of the Group whichever is less, the rules of the Group shall nominally be amended by a simple majority vote cast at the AGM. If the Committee deems it necessary to amend the rules at other times this should be done by: -

- i A two-thirds majority vote of the Committee acting as proxy for the members.

8.2 ***Voting on Amendments***

Should amendments be put to the vote at the AGM or by electronic ballot, written notice of proposed amendments should be sent to all members' twenty-eight days prior to the vote or ballot. Should action of the Committee be taken altering a rule, the modification of the rule must be sent to the members by the next AGM for ratification.

8.3 ***Dissolution***

In the event of dissolution of the Group all assets remaining after the satisfaction of all debts and liabilities of the Group shall not be paid and divided among the members of the Group but shall be given or transferred to the British Pain Society or in the event of the dissolution of the British Pain Society to a charity having similar objectives.