

South Yorkshire Medico-Legal Society (hereafter the Society)

Proposed Updated rules 2022

General Information

- (1) The name of the Society shall be “The South Yorkshire Medico-Legal Society”.
- (2) The object of the Society shall be to provide a forum for medical, legal, and allied professionals to share knowledge and experience through education, lively debate, and social events.
- (3) Membership of the Society shall, subject to these Rules, be open to all with an interest in the medico-legal professions.

The Committee

- (4) The Honorary Officers of the Society shall be:
 - a. The President
 - i. Receives suggestions for talks and speakers.
 - ii. Sets the direction of the Society for the year.
 - iii. Introduces the Society at events.
 - iv. Chairs the Committee Meetings.
 - b. The Vice-President
 - i. Chairs the Committee Meetings in the President’s absence.
 - ii. Assists the President.
 - c. The Secretary
 - i. Takes minutes of the Committee Meetings.
 - ii. Books rooms and venues for events.
 - iii. Organises the time, date, and venue of Committee Meetings.
 - d. The Treasurer
 - i. Monitors the Society’s finances.
 - ii. Prepares a report on the Society’s finances for presentation at every Annual General Meeting (AGM).
 - e. The Social Officer
 - i. Organises any social events run by the Society.
 - ii. Ensures refreshments are available at events.

- f. The Membership Officer
 - i. Responds to enquiries about membership.
 - ii. Monitors membership signups.
 - iii. Confirms which members have paid subscriptions.
 - g. The Communications Officer
 - i. Monitors the Society's email account and responds to emails (alerting the Membership Officer to membership enquiries).
 - ii. Advertises Society events via email, social media, and any other means.
 - iii. Monitors and uses the social media accounts.
- (5) The Society shall be managed by the Committee. The Committee will consist of the Honorary Officers and Additional Committee Members, hereafter referred to collectively as the "members of the Committee".
- (6) The responsibilities of the Honorary Officers are stated above. This list is indicative, not exhaustive, nor exclusionary.
- (7) At Committee Meetings, five members of the Committee shall form a quorum.

Elections to the Committee

- (8) The Honorary Officers shall be elected by the members of the Society annually, and appointed at the AGM, and serve until the next AGM.
- (9) Elections will be held in the seven days immediately prior to the AGM. Members of the Society will be provided with a list of candidates by the Communications Officer at the start of the election. Candidates will have the option of providing a short statement and a photograph to go with the list.
- (10) The Honorary Officers shall be elected by a system of 'Alternative Vote', with a 'Re-Open Nominations' (RON) candidate also on the ballot.
- (11) The Additional Committee Members shall be elected by the members of the Society annually, and appointed at the Annual General Meeting (AGM), and serve until they stand down. There can be up to a maximum of four Additional Committee Members at any one time. If all four Additional Committee Member positions are filled when the AGM is announced, at least one Additional Committee Member must stand down, but they are instantly eligible to run for re-election subject to these Rules. If

no Additional Committee Member voluntarily steps down, the longest-standing Additional Committee Member will step down. If two or more members are equally long-standing, the member to stand down will be randomly selected.

- (12) The Additional Committee Members are elected by a system of Alternative Vote, with a RON candidate also on the ballot.
- (13) If no candidate for the Additional Committee Member role(s) beats RON, nominations are re-opened and nobody is elected as an Additional Committee Member. If there are multiple vacancies, anyone elected beneath RON is not elected.
- (14) For those positions not filled because of RON or because there was no nominee, either nominations are re-opened and elections are held again by Extraordinary General Meeting (EGM), or the Committee roles are appointed by the Committee. A candidate who lost to RON cannot be appointed by the Committee, but is eligible to run again for election by EGM or AGM.
- (15) Every member of the Society is entitled to vote.
- (16) There is no limit to the number of times a member of the Society may run for, hold, or be elected to, any of the roles of the Committee.
- (17) At the time of their appointment, the new President must have been a member of the Committee for no less than twelve consecutive months within the last five years.
- (18) All members of the Committee must be members of the Society.
- (19) Anyone can run for any role on the Committee, by notification to the Secretary at least 72 hours prior to the start of the election, but note rules (17) and (18).
- (20) Any vacancy arising on the Committee for whatever reason at any time may be filled by appointment by the Committee until the next AGM. Rules (17) and (18) still apply.
- (21) Any role on the Committee can be shared by multiple people. Election and appointment should take place in the same way as set out above. All requirements of the position apply to each individual, but each position is counted only once towards a quorum, no matter how many people share it.
- (22) If there are not enough members of the Committee to form a quorum, an EGM is held automatically, no later than 56 days after the quorum first became impossible, without RON on the ballot list, unless an AGM is held in the intervening time and a quorum becomes possible.

- (23) Elections can take place by EGM and will follow the same procedure as for an AGM.
- (24) If at any time the role of any of Secretary, President, or Treasurer is vacant, the role is co-opted by someone already on the Committee, by a majority vote of the Committee, without the need for quorum. In this event, a member of the Committee can hold more than one role. If no one on the Committee can meet the requirements for the role of President, the requirement is waived.

General meetings

- (25) The AGM of the Society will be held in October of each year. An audited statement of accounts, including a recommendation for the annual membership fee, shall be presented. The month of the AGM can be amended by the Committee so long as an AGM is held at least once every 23 months. For matters arising that require a General Meeting at other times, an EGM can be held, which shall have the same authority and powers as an AGM, but shall be limited to its stated purpose. An EGM can have more than one purpose.
- (26) Any member of the Society may request an EGM by providing notice to the Secretary of: the purpose of the EGM and the names of ten members of the Society in agreement that an EGM should be held for this purpose. If this condition is met, an EGM will be held no later than 56 days after the request is received, and shall only deal with its stated purpose.
- (27) Alternatively, the committee can call an EGM.
- (28) Not less than fourteen days' notice shall be given of a General Meeting to the members of the Society.

Conduct of events and talks

- (29) Members of the press may be asked to leave at the discretion of the President or Vice President.
- (30) All members of the Society are eligible to attend all Society events, unless otherwise stated by the Committee.
- (31) Others may be eligible to attend Society events at the discretion of the Committee.

Membership

- (32) The requirements and/or cost for membership can be changed at the discretion of the Committee.
- (33) Past Presidents of the Society will become Honorary Members of the Society. An Honorary Member of the Society is a permanent member of the Society, and does not pay membership fees.
- (34) Membership may be revoked, despite validity, for misconduct, at the discretion of the Committee.

Society rules

- (35) These rules may be altered by a simple majority vote at a General Meeting.
- (36) Members of the Society will be notified that a vote regarding a change of the rules of the Society will be held at a General Meeting at least 28 days in advance of the General Meeting.

Dissolution of the society

- (37) On dissolution of the Society, any remaining funds of the Society shall be distributed to medical and legal charities, howsoever decided by the Committee by way of a majority decision.