

## Constitution

### Cytology Society The South West & South Wales Constitution and Rules

### For ratification at the AGM on Saturday, 3<sup>rd</sup> March 2007 Cytology Society The South West & South Wales Constitution and Rules

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The inaugural meeting of the Society was held on 7<sup>th</sup> November 1970. The Cytology Society of the South West changed its title to include South Wales in 1974. The Cytology Society of the South West and South Wales will be referred to as the Society in the constitution and rules. The Society is affiliated to the British Society for Clinical Cytology (BSCC, Registered Charity number: 276829).

#### **Aims of the society**

The aims of the society mirror those of the BSCC, specifically:

1. To advance the science and art of clinical cytology by encouraging higher standards in clinical cytology for the benefits of the public.
2. To encourage research and the publication of the useful results thereof.

#### **Membership of the society**

Any person, fully or partly associated with cytology is eligible for membership. This includes cytotechnologists, biomedical scientists, pathologists, surgeons, radiotherapists etc. Membership subscriptions, which are set at the AGM, will be collected in January each year.

#### **Honorary membership**

The Committee will consider the award of honorary membership for any member who has made a significant contribution to the aims of the society. Individuals who are granted the award will not pay an annual subscription but are required to pay the normal registration fee for scientific meetings. Honorary members will have no voting rights.

#### **Termination of membership**

Membership of the Society may be terminated in any of the following ways:

1. By resignation of the member
2. By default of payment of the annual subscription over a full calendar year.
3. By the Committee, at its discretion, if such termination is in the interests of the Society.

#### **Committee**

Committee meetings are held prior to each scientific meeting in order to decide the programme content and to make all the necessary arrangements. Meeting venues are alternated between Southmead Hospital and Llandough Hospital. The society pays for lunch, plus the travelling expenses incurred by each committee member who attends.

Officers:

1. An Honorary Secretary – usual term of office three years
2. An Honorary Treasurer – usual term of office three years
3. A regional representative – usual term of office three years. Ideally, should be a senior BMS or higher grade, and should be a member of the British Society for Clinical Cytology (BSCC). It is the responsibility of the regional representative to maintain close contact with the BSCC Representatives Convenor prior to BSCC Council meetings. CSSW members are invited to let the Regional Representative know of any work-related items they wish to be discussed at these meetings.
4. Seven ordinary members, ideally with equal representation from South West and South Wales regions. Usual term of office three years
5. Sponsorship Secretary - A committee member shall be appointed and will be responsible for inviting relevant companies to each scientific meeting. There will be a usual minimum charge set by the committee.
6. Training Representative – can hold office for any number of years. This is an ex-officio post which must be held by a Manager of a Cytology Training Centre.

#### **Election of Committee members**

When elections are due the Honorary Secretary shall send nomination forms to all members of the society. Nominations, proposed and seconded, must be returned to the Honorary Secretary by the due date. Should a

ballot be required, the Honorary Secretary shall send ballot papers to all society members, which must be returned by the due date. Ballot papers shall be counted by two selected members of the committee. The Honorary secretary will announce new committee members at the AGM.

### **Annual General Meeting**

A general meeting shall be held every year at the March scientific meeting. The Honorary Secretary shall circulate the agenda for the meeting at least one month before it is held. The Honorary Secretary shall present a report on the activity of the society over the previous twelve months. The Honorary Treasurer shall present a report and an independently audited balance sheet.

### **Scientific meetings**

Scientific meetings to be held on a Saturday, twice a year (March and October). The pattern of meetings should include:

1. Guest speakers who are paid an honorarium\*, plus travelling expenses.
2. Presentation of papers from society members. These are also paid an honorarium and travelling expenses.
3. A good platform for preliminary communication, to include discussion groups and demonstrations.
4. A senior member of the host laboratory to act as Chairman.
5. An additional Secretary from the host laboratory should be co-opted onto the committee to assist with the organisation.
6. Notices to be sent out, ideally six weeks in advance of meetings with provisional programme.

### **Sponsored Delegates**

A Society delegate will be sponsored by the Society to attend the BSCC annual conference. Payment will include full registration and accommodation, up to a maximum set by the committee. Payment does not include social functions or travelling expenses. Subsistence, transport and social costs must be met by the delegate or home laboratory.

Two society delegates will be sponsored by the Society to attend NAC annual conference. Payment will include attendance at lectures and social events, up to a maximum set by the committee. Transport costs must be met by the delegate or home laboratory.

A Society delegate will be sponsored by the BSCC to attend the BSCC annual conference - the grant can be used to pay for the main conference, workshops and travelling expenses but not social events. The sponsorship can be shared by more than one person if preferred.

Sponsored delegates are selected from laboratories having one or more fully paid up members of the CSSW. The selection of individual delegates is a matter for the laboratory manager, who may choose to delegate this task to another member of staff. Laboratories are selected in alphabetical order. In the event of a laboratory turning down the offer of sponsorship, the option is automatically transferred to the next laboratory in the alphabetical list.

### **Scale of fees for honoraria**

There will be a scale of fees for international speakers, national speakers, local speakers and case presentations. The scale applies to CSSW members and non-members alike.

### **Dissolution**

The Society can only be dissolved by a two thirds majority vote of the membership in favour of such action. The assets after settling all outstanding debts shall be given to a Charity in the UK with similar aims and ideals.

Last updated: 22/01/2007