

Cytology Society The South West & South Wales
Constitution and Rules

For ratification on Saturday, 5th November 2016
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Constitution and Rules

The inaugural meeting of the Society was held on 7th 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.

Aims of the society

To advance the science and art of clinical cytology by encouraging higher standards in clinical cytology for the benefits of the public.

To encourage research and the publication of the useful results thereof.

To promote and facilitate continuing professional development.

To provide an open forum/ network for support/discussion within the cytology fraternity.

Membership of the society

Any person, with an interest in 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 annually and will be based upon the calendar year.

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 may alternate between England and Wales, if deemed appropriate. The society will pay 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 minimum of six ordinary members, ideally with equal representation from South West and South Wales regions. Usual term of office three years
4. 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 for sponsorship.
5. 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

The Honorary Secretary shall invite nomination from all members of the society as and when required. 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 spring 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 reviewed balance sheet.

Scientific meetings

Scientific meetings to be held on a Saturday, twice a year (Spring and Autumn). 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 individual from the host laboratory should be invited onto the committee to assist with the organisation of the forthcoming meeting.
6. Notices to be sent out, in advance of meetings with provisional programme.

Sponsored Delegates

A Society delegate will be sponsored by the Society to attend an appropriate scientific meeting. Payment will be discussed by the committee and a maximum set to cover registration and/or accommodation & travel. Payment does not include social functions. Subsistence and social costs must be met by the delegate or home laboratory.

Sponsored delegate(s) must be fully paid up members of the CSSW. Sponsorship will be awarded randomly at the AGM, on a laboratory basis to eligible laboratories from within the CSSW catchment area.

Scale of fees for honoraria

There will be appropriate fees for 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: 13/06/2016