

THE BRITISH ASSOCIATION OF RETINAL SCREENING (BARS)

CONSTITUTION & BYE-LAWS

Article 1: Name

1. The Association shall be called the British Association of Retinal Screening. This may be abbreviated using the acronym BARS.

Article 2: Objects

1. To promote good practice in retinal screening.
2. To maintain standards by appropriate training and continued education of those involved in retinal screening.
3. The advancement of the education of the public by the promotion of information and understanding about screening.
4. To facilitate communication between those involved in retinal screening and the wider community of those involved in diabetes care, particularly with respect to good working practices and employment.

Article 3: Powers

In furtherance of the objects, but not otherwise the Association may exercise the following powers:

1. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the association.
2. To raise funds, invite and receive contributions.
3. To acquire, alter, improve and to charge or otherwise dispose of property.
4. To employ staff as necessary.
5. To establish or support any charitable trusts, associations or institutions formed to fulfil any of the objects.
6. To co-operate with other bodies or authorities and to exchange information and advice with them.
7. To do all such lawful things as are necessary for the achievement of the objects.

Article 4: Membership

1. When applying for membership, all prospective members shall be required to agree that they will abide by the Constitution and Bye-Laws of the Association and be bound by its rules and regulations, if elected to membership. A copy of the Constitution and Bye-Laws is available on the membership application page of the BARS website.

2. The Association will support four levels of individual membership as follows:

I. Associate - Trainee Diabetic Eye Screening (DESP) staff, any other professionals not directly involved with DESP, non DESP conference speakers, overseas applicants

II. Member - Qualified professionals and non-clinical staff directly allied with DESP (i.e. those possessing a recognised qualification relevant to their specific job role). Other appropriate individuals under invitation from BARS Council. Other appropriate individuals approved by BARS Council subsequent to an unsolicited application.

III. Fellow - Current or previous council member, previous keynote speakers

IV. Life Fellow – Any Member or Fellow who has made a significant contribution to diabetic eye screening as agreed by BARS Council (replacing the historic category of Life Member).

3. All non-Corporate Members, Fellows and Life Fellows may vote and hold office in the Association.

4. Corporate Member - A rolling membership awarded to any conference sponsor (exhibitor).

Article 5: Subscriptions

1. No subscription fee will be levied for non-Corporate Members or Associates

2. For Corporate Membership an annual fee will be levied to include conference exhibition space, conference registration for two members of staff and company logo featured on the BARS website.

Article 6: Officers

1. The association shall elect a president for a period of three years who shall be a non-voting member of Council.

2. The Officers of this Association shall be: Chairperson, Chairperson Elect, Secretary, Treasurer and Webmaster.

3. To ensure continuity, the tenure of the office of Chairperson shall be three years at which time the chairperson elect will become chairperson, subject to ratification by the Annual General Meeting.

4. The Chair Elect will be elected at the AGM one year prior to the end of the current Chairperson's tenure. The Chair Elect will be a serving council member who has served a minimum of one year on council when elected to the position.

5. In the event that one single person cannot be identified to take on the role of Chairperson, the Association would consider a shared role, and if suitable candidates were identified and agreeable, a shared co-Chairperson appointment would be made. If necessary, the role of Chairperson elect would also be shared and co-Chairperson elects appointed.

6. A non-elected Association Coordinator shall be employed by the Association to carry out general administrative duties. The coordinator will not attend Council meetings unless specifically required to do so and need not be a member of the Association.

Article 7: Election of Officers

1. Persons standing as Officers of Council must be members of the Association at the time of nomination.

2. Nominations shall be posted on the website no later than eight weeks prior to the date of the intended election.

3. Those holding office shall be eligible for re-election (see article 9.4).

4. Nominations must be made via the members-only website. Nominees will supply a photograph of themselves with a brief profile summary and manifesto.

5. All non-Corporate Members, Fellows and Life Fellows are eligible to vote in council elections.

6. Associate Members are not eligible to vote in council elections.

7. All voting should be completed on the website four weeks before the AGM, any votes received after this date will be discounted.

8. The webmaster will post the results of the vote on the website not less than three weeks before the AGM.

9. No new application for membership (of any level) shall be processed for the duration of the election.

Article 8: Duties of Officers

1. It shall be the duty of the Chairperson to preside at all meetings of the Association, present an annual address, and perform such duties as are customary to the office.

2. The Chairperson Elect shall assume the duties of the Chairperson in his/her absence.

3. Unless no Chairperson Elect is currently in position. In such cases one of the other council officers present at that time, shall assume the duties of the Chairperson.

4. It shall be the duty of the Secretary to keep a record of the transactions of the Association and of the Council; to attend to all correspondence; keep all official letters received, with a copy of replies to same. It shall be the duty of the Membership Secretary to notify officers, applicants for membership and others of their appointment and to keep an accurate list of members, together with their addresses.

5. It shall be the duty of the Treasurer to collect all monies due to the Association from its members and other sources. At the expiration of the term of office, the Treasurer shall turn over to the successor all records, books or other properties relating to the Office. The Treasurer shall keep proper accounts of the finances of the Association and pay out the same upon the presentation of a properly approved voucher endorsed by the Secretary or any other member of the Council provided the money is in hand. All cheques should be signed by not less than two designated members of the Council. The Treasurer shall make an annual report of the Association's financial condition audited by an appropriately accredited person at an Annual General Meeting.

Article 9: Council

1. The Council shall consist of the duly elected officers, and seven additional elected members.

2. A student/trainee representative, who is an Associate member of the Association shall be elected to Council. Upon qualification, this representative will step down from council and a new representative will be elected.

3. All nominations for council shall be made via the members-only website at least eight weeks before the AGM to allow details to be circulated to the membership in advance of the election. Nominees will supply a photograph of themselves with a brief profile summary and manifesto.

4. All voting is to be completed on the website four weeks before the AGM, any votes received after this date will be discounted.

5. The result will be posted by the webmaster no less than three weeks before the AGM.

6. In the event of a tied vote council shall have one vote to break the deadlock.

7. If the result remains tied the Chairperson will have the casting vote.

8. If the Association is operating with co-Chairpersons and they cannot agree on a casting vote, the President of the Association shall have the casting vote.

9. All nominee's employers shall be contacted by the Chairman to obtain permission for the nominee to serve on council should they be elected.

10. Once elected an officer of Council may serve for a period of three years without seeking re-election. If re-elected after the initial three-year period, an officer of Council may serve for a further term of three years.

11. Once elected a member of Council may serve for a period of three years without seeking re-election. If re-elected after the initial three-year period, a member of Council may serve for a further term of one year.
12. In circumstances where seats on council are not contested then the term of service may be extended for a further year in any particular instance.
13. Four members of the Council shall constitute a quorum for the transaction of business. These four must include at least two officers with two ordinary members
14. The council may appoint such standing committees or ad hoc committees as may be required and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such committees shall be reported to the Council as soon as possible.
15. Council may co-opt members to fill vacancies that may occur between Annual General Meetings or to fulfil roles on sub-committees or working groups established by Council. Co-opted members should make up no more than one third of the total membership of Council.
16. Co-opted members of sub-committee or working groups will have their nominations reviewed annually.
17. After one year, the continued engagement of co-opted members shall be ratified by the membership at the next AGM.
18. In circumstances where a vote in council is tied the Chairperson shall have an additional casting vote.
19. If the Association is operating with co-Chairpersons and they cannot agree on a casting vote, the President of the Association shall have the casting vote.
20. At the termination of his/her period of office as Chairperson the officer concerned will become an ordinary member of council for a further year prior to seeking re-election.
21. The Council shall conduct the day-to-day business of the Association between meetings. It shall elect such officers and committees as are provided for in the Constitution and Bye-Laws of the Association. It shall render a report of its actions and financial statement to the Annual General Meeting of the Association for approval. It shall perform other duties as provided for in the Constitution and Bye-Laws.
22. Councillors who do not attend two consecutive council meetings without appropriate apologies being presented will be deemed to have resigned their post and, where appropriate, nominations will be taken to replace said member.

Article 10: Notification to Members

1. In all circumstances where there is a requirement that members require notification of an event, election or meeting it shall be deemed to have been carried out either by notification by

post at the members registered address, by email where an email address is available or by display on the association's official website for the prescribed period.

2. Notice of meetings shall specify the date, time and place of the intended meeting and an agenda showing the business to be transacted.

3. Where appropriate, council has the right to call an Extraordinary General Meeting to deal with significant unforeseen matters arising.

4. Unforeseen loss of service on the website for a period less than 10% of the total required period of notice shall not invalidate the notice.

Article 11: Proceedings at General Meetings

1. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member shall constitute a quorum. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the council may determine.

2. The Chairperson may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any such notice.

3. Voting shall be by a show of hands or electronically when a face-to-face meeting is not possible. Unless a poll is duly demanded a declaration by the Chairperson that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

4. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the Chairperson. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

5. A poll shall be taken as the Chairperson directs, and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

6. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson shall be entitled to a casting vote in addition to any other vote he may have.

7. A poll demanded on the election of a Chairperson or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the Chairperson directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

8. No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

Article 12: Votes of Members

1. Every member, other than Associates shall have one vote.
2. No member shall be entitled to vote at any general meeting unless all moneys then payable by him/her to the Association have been paid.
3. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meetings at which the vote objected is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairperson whose decision shall be final and conclusive.

Article 13: Removal or Suspension of Membership

1. In exceptional circumstances, it may be necessary to remove a person's membership of the association.
2. If a written proposal is received from a member that this should occur, the council will decide the proposal. This shall succeed only by unanimous vote. If a unanimous vote cannot be obtained the council may refer the proposal to a general meeting for decision.
3. If the member concerned is a council member or an officer he shall be excluded from the portion of council meetings where the case is discussed save that he or she or appointed representative shall have a suitable opportunity to put forward his case to council either in person or in writing.
4. Council may suspend a person's membership prior to arranging a hearing for a period not exceeding three months if warranted.
5. In circumstances where council deem it appropriate other sanctions may be applied in lieu of removal.