

1 TRUSTEES OF BSGAR

1.1 Trustees will act in the interest of the aims and objectives of BSGAR and thereby in the interests of the Members of BSGAR. Trustees have oversight of the management and administration of BSGAR. Trustees take equal and shared responsibility for BSGAR.

1.2 BSGAR Trustees will form a Trustee Board which will fulfil an 'oversight' role over the activities of the Executive Committee (and its Subcommittees) which is formed of elected officers of BSGAR. The Executive Committee officers will perform the day to day work of BSGAR, will determine operational priorities and will propose new developments and policies.

1.3 The six responsibilities of the Trustees are:

1. Legal duties: Trustees ensure that BSGAR is carrying out its objects and purposes for the public benefit and are complying with its governing document. Trustees have to act in the best interests of BSGAR, managing resources responsibly and acting with reasonable care and skill.
2. Financial responsibilities: Trustees agree and monitor how money will be spent and ensure that annual statements of income and expenditure are produced and reported on time to the Charity Commission.
3. Funding: Trustees should think strategically about funding, making sure it is not too reliant on one source of funding and making sure that BSGAR has enough funding to meet its aims.
4. Strategy and impact: Trustees need to ensure that there is a clear understanding of what BSGAR is set up to achieve, and that BSGAR is able to demonstrate how it meets its objects and purpose.
5. Managing risk: Trustees should understand potential risks and take steps to ensure that those risks are manageable.
6. Managing people: Trustees put in place policies and procedures to make sure that staff and volunteers are well supported. Trustees may also have line management duties, for example, towards the President of BSGAR.

1.4 As long as Trustees have acted in good faith they will not be held personally responsible for any debts, even if BSGAR becomes unable to repay them. Trustees should be recruited to ensure an appropriate mix of knowledge, experience and skills. The Trustee Board should be diverse and representative of its service users in order to facilitate richer discussion, better decision making and better services. Effective Trust Board meetings will be held with an agenda, a clear record of who has agreed to do what and a clear process for making decisions.

1.5 Rules for selection and election of Trustees

1.5.1 If one or more of following criteria apply individuals are automatically disqualified from being Trustees or Senior Managers of BSGAR (the Senior Managers are the President, Treasurer and Secretary);

- If they have unspent convictions for offences of dishonesty or deception.

- If they have previously been removed as a Trustee, Charity Officer, Agent or Employee by the Commission or the High Court due to misconduct or mismanagement (or the Scottish equivalents).
- If they are currently declared bankrupt or subject to bankruptcy restrictions or an interim order.
- If they are subject to a debt relief order, a debt relief restrictions order or interim order
- If they are disqualified from being a company director.

1.5.2 Individuals for whom any of the criteria listed in 1.5.1 apply should not stand for election as a Trustee or Senior Manager role. If a Trustee or Senior Manager becomes disqualified during their term of office they should notify the Trustee Board and stand down immediately.

1.5.3 The President will hold a role ex officio as a Trustee when they assume their position, which will last for their term of office as stated in Rule 5.1. This position will then automatically pass to the incoming President.

1.5.4 In addition a minimum of two and up to six additional Trustees will form the Trustee Board.

1.5.5 Vacancies for other Trustees will be notified to all Members of the Society by e-mail.

1.5.6 Trustees may be elected into vacant roles by Members after a nomination by a proposer and three seconders. The proposer and seconders should all be Full BSGAR Members of good standing.

1.5.7 Trustees may be proposed for election either from the Membership or from outside the Charity where their skills and experience complement its needs. Radiologists being nominated for a Trustee position should have been a BSGAR Member or Honorary Fellow in good standing for the preceding five years.

1.5.8 The election of Trustees will be the responsibility of the BSGAR Secretary. Nominations must be made by email to the BSGAR Secretary by the stated deadline.

1.5.9 In the event of more than one nomination for a Trustee position, each nominee will provide a statement of no more than 500 words supporting his or her application, then each voting Member of the Society will be eligible to cast one vote and the candidate with most votes will be elected.

1.5.10 In the situation of two candidates receiving the same number of votes the President will have a casting vote.

1.5.11 Successful Trustee candidates will be announced at the Annual General Meeting and the results posted to all Members.

1.6 BSGAR Trustee Board

1.6.1 The Trustees will form the BSGAR Trustee Board which will have responsibilities including, but not limited to, the following areas Chair, People, Finance, Compliance and Education .

1.6.2 Only the BSGAR President can occupy positions on both the Trustee board and the Executive Committee.

1.6.3 A Trustee would resign from their Trustee position if they were subsequently elected into a position as an Officer of BSGAR executive Committee, unless as the President of BSGAR. However Trustees may serve as Members of BSGAR Subcommittees while acting as a Trustee.

2 MEMBERSHIP OF BSGAR

There will be five classes of Membership to the society: Full Members, Junior Members, Associate Members, Honorary Fellows and Overseas Members. All Members are expected to avoid any activities which damage the reputation or running of the society. Full Members, Junior Members and Honorary Fellows will have voting rights.

2.1 Full Membership

2.1.1 Full Membership will be open to all consultant radiologists, non-consultant career grade radiologists and other consultants in allied specialities practicing in the United Kingdom who have a professed interest and practice in any aspect of abdominal or GI radiology.

2.1.2 Application for Membership can be undertaken online via the BSGAR website (www.bsgar.org) or through written application to the Secretary. The Secretary will manage the process of new applications

2.1.3 The Trustee Board reserves the right to expel any Member whose subscription falls into arrears by more than 6 months without reasonable cause, and to refuse to allow that Member to enjoy any privileges of the Society or take part in its activities when subscription dues are outstanding.

2.1.4 Members who have been expelled from the Society for any reason will be able to re-apply for Membership twelve months after their expulsion.

2.1.5 Full Members will enjoy the privileges associated with Membership including voting rights.

2.2 Junior Membership

2.2.1 Junior Membership will be open to junior doctors and undergraduate medical students who have an interest in practising abdominal or GI radiology.

2.2.2 Application for Membership can be undertaken online via the BSGAR website (www.bsgar.org) or through written application to the Secretary. The Secretary will manage the process of new applications.

2.2.3 The Trustee Board reserves the right to expel any Member whose subscription falls into arrears by more than 6 months without reasonable cause, and to refuse to allow the Member to enjoy any privileges of the Society or take part in its activities when subscription dues are outstanding.

2.2.4 Members who have been expelled from the Society for any reason will be able to re-apply for Membership twelve months after their expulsion.

2.2.5 Junior Members will enjoy the privileges associated with Membership including voting rights.

2.3 Associate Membership

2.3.1 Associate Membership will be open to Specialist Radiographers and Nurses who spend the majority of their time in abdominal or GI radiology.

2.3.2 Application for Membership can be undertaken online via the BSGAR website (www.bsgar.org) or through written application to the Secretary. The Secretary will manage the process of new applications.

2.3.3 Membership will not be refused except if in the opinion of the Committee the applicant does not match the requirements for Membership.

2.3.4 The Trustee Board will reserve the right to contact the applicant for further information or clarification before approving Membership.

2.3.5 The Trustee Board reserves the right to expel any Member whose subscription falls into arrears by more than 6 months without reasonable cause, and to refuse to allow the Member to enjoy any privileges of the Society or take part in its activities when subscription dues are outstanding.

2.3.6 Associate Members will enjoy the privileges associated with Membership with the exception that they will not have voting rights.

2.4 Honorary Fellowship

2.4.1 Individuals nominated for Honorary Fellowship should have made an exceptional contribution to clinical services, research or education in gastrointestinal and abdominal radiology or its allied specialities and/or a significant contribution to BSGAR including overseas guest speakers.

2.4.2 Individual Members can submit suggestions for Honorary Fellowship by way of a letter of proposal to the President.

2.4.3 The BSGAR Executive Committee will consider any proposal, and support for the individual will require a majority vote.

2.4.4 Honorary Fellows will not be required to pay an annual Membership fee.

2.4.5 Honorary Fellows will not be required to pay the registration fee to attend the BSGAR annual meeting.

2.4.6 No more than three Honorary Fellows to be appointed in a typical year.

2.4.7 Honorary Fellows will enjoy the privileges Associated with Membership including voting rights.

2.5 Overseas Membership (including Overseas Associate Membership)

2.5.1 Overseas Membership will be available to individual consultant radiologists whose practice is based outside the United Kingdom and who have a special interest in abdominal or GI Radiology.

2.5.2 Overseas Associate Membership will be open to Specialist Radiographers and Nurses whose practice is based outside the United Kingdom and who spend the majority of their time in abdominal or GI radiology.

2.5.3 Application for Membership can be undertaken online via the BSGAR website (www.bsgar.org) or through written application to the Secretary. The Secretary will manage the process of new applications.

2.5.4 Membership will not be refused except if in the opinion of the Committee the applicant does not match the requirements for Membership.

2.5.5 The Trustee Board will reserve the right to contact the applicant for further information or clarification before approving Membership.

2.5.6 Membership rates will be determined in proportion to relative earnings in the applicant's country.

2.5.7 The Trustee Board reserves the right to expel any Member whose subscription falls into arrears by more than 6 months without reasonable cause, and to refuse to allow the Member to enjoy any privileges of the Society or take part in its activities when subscription dues are outstanding.

2.5.8 Overseas Members and Associate Members will enjoy the privileges associated with Membership with the exception that they will not have voting rights or access to the BSGAR forum or Membership database.

2.5.9 The Society is not responsible for and has no role in endorsing the professional working practices of Overseas Members.

3 EXECUTIVE COMMITTEE AND OFFICERS OF THE SOCIETY

The Officers of the Society shall be as follows and together form the Executive Committee. All officer posts are Honorary.

The President

The Secretary

The Treasurer

The President-elect

The Liaison officer

The Audit officer

The Research officer

The Education officer(s)

The Standards officer

4 ELECTION OF THE OFFICERS OF THE SOCIETY

4.1 For officers other than the Treasurer, Secretary and the President, the following rules apply:

4.1.1 The term of office on the Executive Committee is 2 years.

4.1.2 Officers will be eligible to serve a further 2-year term if they wish to be re-elected or serve for another term in one of the other Officer positions on the Executive Committee.

4.1.3 Any Executive Committee officer who has served for 4 years on the Committee will not be able to be nominated for any other position on the Committee for at least 2 years after their membership of the Committee has ended, with the exception of assuming the role of President or President-elect.

4.2 Additional members may be co-opted to the Committee from time to time at the discretion of the Committee. The term of co-opted members will be flexible but a typical period would be for one year and subject to annual renewal. Such co-opted membership will not affect the rights of that person to be nominated for a position on the Executive Committee according to the rules above.

4.3 The initial period of office for the Treasurer and Secretary will be 2 years, this may be extended for a further 2 years without re-election if the support for the officer by the Executive Committee is unanimous.

4.4 Vacancies for officer posts will be notified to all Members of the Society by e-mail.

4.5 Self-nomination is allowable.

4.6 Nominations must be made by email to the Secretary by the stated deadline.

4.7 In the event of more than one nomination for the Officer position, each nominee will provide a statement of no more than 75 words supporting his or her application, then each Member of the Society will be eligible to cast one vote and the candidate with most votes will be elected.

4.8 In the situation of two candidates receiving the same number of votes, the President will have a casting vote.

4.9 Successful candidates for Officers of the Executive Committee will be announced at the annual general meeting, and results posted to all Members.

4.10 Officers of the Society who are expelled from the Society are automatically expelled with immediate effect from their position on the Executive Committee. The Trustee Board can co-opt a Member to fill a vacant post in this situation.

4.11 The roles of the Executive Committee may be supported by an administrator paid for by the society funds.

5 THE PRESIDENT

5.1 A Member may only become President if they are eligible to also take up the ex officio role of Trustee on the Trustee Board.

5.2 The President will stand down after two years and will not be eligible for re-election.

5.3 A past President will not be able to be nominated for any position on the Executive Committee for at least two years after his or her term as President.

5.4 The President will take the chair at Annual General Meetings and Scientific Meetings of the Society, as well as at meetings of the Executive Committee.

5.5 If the President is unable to continue in post for whatever reason the Secretary will assume the role of President until the end of the term of office. The Executive Committee will appoint a Member of the Executive Committee to perform the Secretary's duties until the end of the term of office.

6 THE PRESIDENT ELECT

6.1 The President Elect must be chosen from the Executive Committee and BSGAR Members in good standing who have served on the Executive Committee in the preceding 10 years.

6.2 The President Elect will be elected by Members sitting on the Executive Committee one year prior to the end of the President's term of office.

6.3 The President Elect must be eligible to take up the ex officio role of Trustee on the Trustee Board on assumption of the Presidency.

6.4 If the successful candidate still has a year in office with a specific portfolio, both positions may be held simultaneously.

6.5 At the end of the President's term of office, the President Elect will become the new President.

7 THE SECRETARY

7.1 The Secretary will be responsible for the issuing of notices of all meetings of the Society.

7.2 The Secretary will be responsible for the sending and receiving communications to Members of the Society.

7.3 The Secretary will be responsible for the keeping of minutes of all general meetings, business meetings and meetings of the Executive Committee of the Society.

7.4 The Secretary will manage the process for new applications for Membership of the Society.

7.5 The Secretary will be responsible, with the Treasurer, for the maintaining of a comprehensive and up to date database of the Society Membership.

7.6 If the Secretary is unable to continue in post for whatever reason the Executive Committee will appoint a Member of the Executive Committee to perform the duties of the Secretary until a new Secretary is elected.

8 THE TREASURER

8.1 The Treasurer will maintain the Society's accounts and present these to the annual general meeting.

8.1.1 Prior to the annual general meeting the accounts should be submitted to two auditors and the Trustees to audit the accounts. The auditors must be Members of the Society but not current Members of the Executive Committee.

8.2 The Treasurer will be a signatory to the bank account and be responsible for in-goings/outgoings into the Society accounts.

8.3 The Treasurer will be responsible for verifying the validity of expenses incurred by BSGAR Trustee Board and Executive Committee Members during the performance of their duties, or any BSGAR Members on official business, according to the expenses policy.

8.4 The Treasurer will be responsible, with the Secretary, for the maintaining of a comprehensive and up to date database of the Society Membership.

9 ROLES AND DUTIES OF THE OTHER MANAGEMENT COMMITTEE OFFICERS

9.1 The Liaison Officer will maintain and develop effective lines of communication with other Abdominal and Gastrointestinal societies. This will include liaison with ESGAR through the UK ESGAR representative and other clinical societies through their Radiology representatives. The Liaison Officer will assist the Secretary with Overseas Membership, liaising with international Abdominal and Gastrointestinal radiological societies regarding Membership. They will also be responsible for acting as a point of contact for industry and sponsors of meetings.

9.2 The Audit Officer will promote audit in Gastrointestinal and Abdominal radiology, and in particular encourage multi-centre audits amongst BSGAR Members.

9.3 The Research Officer will promote research in Gastrointestinal and Abdominal radiology and in particular encourage multi-centre research projects amongst BSGAR Members. The Research Officer will chair the BSGAR research sub-Committee.

9.4 The Standards Officer will promote the development of standards in Gastrointestinal and Abdominal radiology. The Standards Officer will liaise with the Professional Support and Standards Board of the Royal College of Radiologists and with other National Committees responsible for standards and guideline development. The Standards Officer will act as the Society Diversity Champion and will conduct a survey of BSGAR diversity every 4 years, reporting results to the AGM.

9.5 The Education Officer(s) will be responsible for improving standards in education for Gastrointestinal and Abdominal radiology, and will represent BSGAR in issues pertaining to national and international Gastrointestinal and Abdominal radiology training. Two Education Officers can serve at any one time. The Education Officer(s) will chair the Education Subcommittee, and report on its educational outputs to the BSGAR Executive Committee and Membership.

9.6 Officers are expected to attend all meetings of the Executive Committee. Failure to attend two consecutive meetings of the Executive Committee will be due cause for the Committee to review the Officer's position.

10 JUNIOR REPRESENTATIVE(S)

10.1 The Junior BSGAR Representative(s) is an Honorary ex-officio role on the BSGAR Committee. The term of the Junior Representative(s) post will be one year.

10.2 Two Junior Representatives can serve at any one time.

10.3 The Junior representative(s) will be eligible to serve for a second one year term if they wish: their continuing in post will be subject to a Committee majority vote.

10.4 Vacancy for the Junior Representative(s) post will be notified to all Members of the society by e-mail and posting on the Society website, and by email of Members of the RCR Junior Radiologists' Forum at least six weeks before the end of the term of office.

10.5 Self-nomination is allowable.

10.6 Nominations must be made by email to the Secretary by the stated deadline.

10.7 Each nominee will provide a mini CV and statement of no more than 75 words supporting his or her application.

10.8 Whenever there is more than one candidate for the position each Member of the Society (including Junior Members) will be eligible to cast one vote and the candidate with most votes will be elected.

10.9 In the situation of two candidates receiving the same number of votes, the President will have a casting vote.

10.10 The successful candidate(s) will be announced at the annual general meeting and notified to Members by email.

10.11 The Junior Representative(s) will promote Junior Membership of BSGAR and act as a liaison with the BSGAR Committee to provide advice on issues related to Gastrointestinal and Abdominal radiology training.

11.12 Junior Representatives will share Membership of the BSGAR Education Subcommittee and Membership and Diversity Subcommittee.

11 EDUCATION SUBCOMMITTEE

11.1 The Education Subcommittee will be responsible for organising and delivering the BSGAR teaching programme for trainees and consultants.

11.2 The Subcommittee will be chaired by (one of) the current Education Officer(s).

11.3 The Education Officer(s) can delegate responsibilities to other Members of the Subcommittee (including the role of Chair as appropriate).

11.4 The Subcommittee will consist of no more than ten nominated Members, plus the current Education Officer and Junior Representative (s).

11.5 Vacancy for a Subcommittee post will be notified to all Members of the society by e-mail and posting on the Society website/forum.

11.6 Self-nomination is allowable.

11.7 Nominations must be made by email to the Secretary by the stated deadline. Each nominee will provide a CV and statement of no more than 200 words (to include area of interest and topics of expertise) supporting their application.

11.8 Whenever there is more than one candidate for a position the BSGAR Executive Committee will form a Scoring Committee to score and rank applications (consisting of the Education Officer, President, Secretary and Junior Representative).

11.9 The term of Subcommittee Membership will be two years with the option of renewing for two further years if agreed by the BSGAR Executive Committee.

11.10 A Member may hold positions on the BSGAR Executive Committee and the Education Subcommittee at the same time.

11.11 The Subcommittee will meet twice a year or more often as required to carry out its duties.

12 MEMBERSHIP AND DIVERSITY SUBCOMMITTEE

12.1 The purpose of the Membership and Diversity Subcommittee is to:

12.1.1 Oversee and develop all Membership matters and categories with a particular focus on equity, diversity and inclusion (EDI), developing the Junior Membership network and monitoring Overseas Membership.

12.1.2 Support and guide the BSGAR Executive Committee with regards to EDI, geographic and hospital-type inclusion.

12.1.3 Monitor BSGAR EDI performance (including the 4-yearly Membership survey), oversee the implementation of the BSGAR EDI plan and provide assurance to the BSGAR Executive Committee that EDI objectives and activities are aligned to and embedded within all BSGAR strategic objectives and activities.

12.1.4 Support in the organisation and running of the mentoring programme.

12.2 The Subcommittee will be chaired by the current Standards Officer.

12.3 The Standards Officer can delegate responsibilities to other Members of the Subcommittee including the role of Chair appropriate.

12.4 The Subcommittee will consist of no more than ten nominated Members, including the Secretary, an EDI Subcommittee Member, a Junior BSGAR representative(s), and Associate Member representative, an Overseas Member representative, a Radiographer Member and the President /President Elect (ex officio).

12.5 Vacancy for a Subcommittee post will be notified to all Members of the society by e-mail and posting on the Society website/forum.

12.6 Self-nomination is allowable.

12.7 Nominations must be made by email to the Secretary by the stated deadline. Each nominee will provide a CV and statement of no more than 75 words supporting their application.

12.8 Whenever there is more than one candidate for a position the BSGAR Executive Committee will form a Scoring Committee to score and rank applications (consisting of the Standards Officer, Liaison Officer, Secretary and President).

12.9 The term of Subcommittee Membership will be two years with the option of renewing for two further years if agreed by the BSGAR Executive Committee.

12.10 A Member may hold positions on the BSGAR Executive Committee and the Membership and Diversity Subcommittee at the same time.

12.11 The Subcommittee will meet twice a year or more often as required to carry out its duties.

13 THE ANNUAL GENERAL MEETING (AGM)

13.1 The AGM will be held during the Annual Scientific Meeting.

13.2 All Full, Junior and Honorary Members will be entitled to attend the AGM and may vote on resolutions. Associate Members may attend the AGM but are not entitled to vote on resolutions.

13.3 The Society report and accounts will be presented at the AGM.

13.4 Resolutions to be considered and voted on will be submitted to the Secretary in writing at least one week before the meeting.

13.5 A quorum of 25 Members will be required at the AGM.

13.6 The Chair at the AGM will be taken by the President or in his/her absence by an Officer from the Executive Committee decided by those Members of the Executive Committee present.

13.7 Voting on resolutions will be by a show of hands, postal votes and electronic votes. A simple majority will pass resolutions.