



## **CARDIFF MEDICAL SOCIETY**

### **Constitution of the Society**

#### **The Name, Objects and Constitution of the Society**

1. The Society shall be called "The Cardiff Medical Society"
2. The objects of the Society shall be:-
  - (a) The provision of facilities for the interchange of thought and the advancement of knowledge by the discussion of medical and scientific problems.
  - (b) The promotion of the welfare of the medical profession
3. Membership of the Society shall normally be limited to members of the Medical Profession.

#### **The Election, Contributions and Resignation of Members:**

4. Eligible candidates seeking membership must submit their name, medical qualifications and address to the Secretary at least 4 weeks before the candidate can be admitted to the Society. The Secretary will notify members of the Society of the name and speciality of the candidates seeking election. At the succeeding meeting the President/Chairman shall announce the candidate who will be admitted to the Society, unless there be an objection, in which case the election shall be deferred until the next meeting when a vote shall be taken. The candidate shall be elected if two-thirds of the members present and voting assent.
5. The annual subscription of all members shall be determined from time to time at the Annual General Meeting and payable on 1<sup>st</sup>. January annually.
6. Any member who fails to pay the annual subscription in two successive years can be considered as having resigned from the Society, after reference to the members of the Committee.
7. The Committee shall have the power of recommending for election as an honorary member of the Society any member of the medical profession or any scientist or other person, deemed worthy of the honour.
8. Members of 25 years standing who have retired from the medical Practice shall be eligible to a reduced subscription fee to be determined from time to time.
9. The Committee shall have the powers of electing annually as temporary members, members of the medical profession temporarily resident in the district: such temporary members to enjoy all the privileges of ordinary members except the power to vote.

## **Governance of the Society**

10. The business of the Society shall be conducted by a committee consisting of a President, Vice-President, immediate past President, Treasurer, Secretary and up to six ordinary members.
11. The officers and the ordinary members shall be elected at the Annual General Meeting. At the Annual General Meeting the President will invite the society to submit written nominations for possible future presidents of the Society, and the committee members of the Society. These nominations should be addressed to the current President of the Society and should be received by the end of January of the following year.
12. Vacancies occurring among the members of the committee in the course of any year shall be filled by the Committee.
13. The Officers and other members of the Committee and the incoming president shall assume office at the Annual General Meeting each year.
14. The Officers and the members of the Committee shall be responsible for the arrangements of the meetings and all other business of the Society. The Committee shall meet at such times as shall be convenient and four shall form a quorum.
15. The President shall not hold office for two consecutive years.
16. The Treasurer shall have charge of the funds of the Society, receive all subscriptions, pay all bills, and keep account of all receipts and payments. He shall bring before the Committee a statement of accounts, duly examined by an accountant, which shall be distributed to the members annually.
17. The Secretaries shall conduct the correspondence of the Society, summon all meetings, and keep all minutes of all business transacted therein. They shall prepare an Annual Report of the proceedings and the condition of the Society, which shall be sent with the notices convening the Annual General Meeting.
18. A Secretary shall not hold office for more than four consecutive years, and this may be extended at the discretion of the Society.
19. The possessions of the Society (the gavel and chain of office, and the Attendance Books) will be kept in the safekeeping of the President, and returned to the Society for the next President's term of office.

## **Conduct of Meetings**

20. The Annual General Meeting of the Society shall normally be held in the month of October for the purpose of electing officers and ordinary members of the Committee; for the presentation and approval of the reports and accounts

and for the transaction of any other business relating to the Society. At this meeting 10 to form a quorum.

21. A notice with the agenda of the meeting will be distributed to all members before any Meeting. A book shall be kept in which each member shall sign his/her name. The names of visitors will be entered in the same book opposite the names of members introducing them.
22. The Ordinary meetings of the Society shall normally be held on the second Tuesday in every month from October to May inclusive at 7.30 pm or on any other day or at any other time as may be arranged by the committee. Five to form a quorum.
23. An extraordinary General Meeting may be called at any time by the Committee, or on the request in writing of at least five members, addressed to the secretaries, stating the objects for which they desire the meeting convened. Seven days notice at least shall be given of the time and purpose of such meetings and 10 shall form a quorum.

#### **Amendment to rules**

24. No rules shall be enacted, repealed or altered, except at the Annual General Meeting or at an Extraordinary General Meeting summoned for the purpose. Notice of any proposal to alter or add to the rules shall be given to the secretaries not less than four weeks before such a meeting.
25. The Library of the Society is held by Cardiff University in the School of Medicine Herbert Duthie Library, and in the 'Special Collections and Archives (SCOLAR) section of Cardiff University Library. the Archives of the Society are held in Glamorgan Archives, Leckwith, Cardiff. The facilities are available to all members of the Society.

#### **The Constitution**

26. A copy of the Constitution of the Society is available on the Society's web site, and, on request, from the Executive Secretary
27. A nominal roll of members of the Society is available from the Executive Secretary
28. The volumes of the Minutes of the Society shall be deposited in due course with the Local Archivist.

**Approved at Cardiff Medical Society AGM**  
**11<sup>th</sup> October 2012**